

DETROIT LAND BANK AUTHORITY

REQUEST FOR VENDOR QUALIFICATIONS FOR TRADE SERVICES FOR THE PROPERTY REHABILITATION PROGRAM'S RESIDENTIAL STRUCTURES

RFQ #23RR362

Release Date: Friday, August 25th, 2023

Submittal Due By: 10am on Monday, November 27th, 2023

DLBA Designated Point(s)-of-Contact:

Procurement Manager:

procurement@detroitlandbank.org

phone: 313-974-6869

Administered and evaluated by:

The Detroit Land Bank Authority (DLBA)
500 Griswold St., Ste. 1200
Detroit, MI 48226

Table of Contents

I.	Introduction	3
II.	Designated Points of Contact for this RFQ	3
III.	Questions Regarding this RFQ	3
IV.	Pre-Submittal Meeting	3
V.	Criteria for Vendor Pre-Qualification	3
VI.	Qualifications Content	4
VII.	Submittal of Qualifications	6
VIII.	Submittal Deadline	6
IX.	Conditions on the Submittal of Qualifications	7
X.	Qualifications Opening & Reading	7
XI.	Evaluation of Qualifications	7
XII.	Preliminary Determination of and Recommendation for Pre-Qualification	8
XIII.	Determination of Pre-Qualification	8
XIV.	Term of Pre-Qualification	9
XV.	No Guarantee of Award	9
XVI.	Clarifications, Modification or Amendments to this RFQ	9
XVII.	Cancellation or Withdrawal of this RFQ	9
XVIII.	Discovery of Discrepancies, Errors or Omissions in any RFQ Document	9
XIX.	Technical Difficulties with BidNet	9
XX.	Definition of Terms	10
XXI.	Ethics and Compliance Hotline	10

I. Introduction

The Detroit Land Bank Authority (DLBA) respectfully requests qualifications from responsible vendors to establish a list of pre-qualified vendors to bid on trade services for the DLBA's Property Rehabilitation Programs.

Pre-qualification will be a requirement to bid on DLBA's Property Rehabilitation Programs trade services. Pre-qualification will allow interested vendors to avoid the redundant submittal of identical documents with each bid and will enable the DLBA to expedite the procurement of property rehabilitation services through the elimination of redundant reviews.

II. Designated Points of Contact for this RFQ

The designated point(s) of contact for this Request for Qualifications (RFQ) along with relevant contact information is/are identified on the Cover Page.

III. Questions Regarding this RFQ

Interested vendors must submit any questions regarding this RFQ through BidNet (www.bidnetdirect.com). The DLBA will post all answers to any questions through BidNet.

IV. Pre-Submittal Meeting

The DLBA will not hold a Pre-Submittal Meeting for this RFQ.

V. Criteria for Vendor Pre-Qualification

- A. IRS Form W-9. Each Respondent must provide a current, completed, signed, and dated IRS Form W-9.
- B. Certificate of Good Standing or Certificate of Existence. Each Respondent must provide a current (2022 or 2023) and valid Certificate of Good Standing or Certificate of Existence issued by the Michigan Department of Licensing and Regulatory Affairs – Corporations, Securities and Commercial Licensing Bureau. If a Respondent is a Joint Venture, then the Respondent must provide a current Certificate for each entity.
- C. Proof of Experience. Each Respondent must submit evidence of experience in providing the residential trade services identified in this RFQ or providing services of a similar scope along with identifying the number of employees qualified to perform each trade. Services of a similar scope include, but are not limited to:
 - i. Construction, construction management or building trades.
 - ii. Abatement of asbestos-containing and/or other hazardous/regulated materials.
 - iii. Residential property maintenance or alteration project(s).

- D. Builders License. Each Respondent must be registered with the City of Detroit Buildings, Safety Engineering and Environmental Department for Residential Builder, Residential Maintenance/Alteration, Electrical, Mechanical, Plumbing, Wrecking, Boiler or Welder licensing as required.
- E. Evidence of Insurance. Each Respondent must provide a current and valid copy of any and all Certificate of Insurance(s) which provide(s) evidence of the following coverages:
1. Worker's Compensation Insurance
 2. Employer's Liability Insurance
 3. Commercial General Liability Insurance
 4. Automobile Liability Insurance
 5. Professional Liability Insurance
 6. Pollution Liability Insurance
- F. Affidavits/Forms. Each Respondent must complete, sign, date, and have notarized (if applicable) all additional affidavits and forms included with this RFQ.

VI. Qualifications Content

- A. Qualifications Content. Each copy of the qualifications must include the following:
- a) Organizational Information
 - b) IRS Form W-9
 - c) Resolution of Corporate Authority
 - d) State of Michigan Certificate of Good Standing OR Certificate of Existence
 - e) Proof of Experience
 - f) State of Michigan (SOM) Individual Residential Builder license or SOM Individual Maintenance & Alteration Contractor license, if appl. for:
 - i. Carpentry
 - ii. Concrete
 - iii. Excavation
 - iv. Roofing
 - v. Masonry
 - vi. Basement Waterproofing
 - vii. Insulation Work
 - viii. House Wrecking
 - ix. Screens & Storm Sash
 - x. Gutters
 - xi. Tile & Marble
 - xii. Siding
 - g) Proof of Insurance
 - h) Approved City of Detroit Income Tax Clearance
 - i) Approved City of Detroit Accounts Receivable Clearance
 - j) Fraud, Waste & Abuse, Negligence and Debarment/Suspension Affidavit
 - k) Non-Collusion Affidavit
 - l) Workers' Qualification Affidavit
 - m) Covenant of Equal Opportunity
 - n) Slavery Era Records and Insurance Disclosure

- o) Statement of Political Contributions and Expenditures Affidavit
 - p) Acceptance of Detroit Land Bank Authority Discipline Policies
Acknowledgement Form
 - q) RFQ Submission Affidavit
- B. Use of RFQ Forms/Documents. Where forms/documents are provided in the Exhibits associated with this RFQ, Respondents must submit qualifications using only those forms/documents. The DLBA will consider the use of an alternate or incorrect form/document as non-responsive and will determine that the qualifications are incomplete. Interested vendors may obtain the Exhibits associated with this RFQ through BidNet.
- C. Signatures and Dates. Where required, forms/documents must include an original signature in blue ink by an Authorized Agent of the Respondent. The DLBA reserves the right to consider forms/documents with a copy of a signature or a signature in a color other than blue as incomplete. All signatures must be dated after the date of issuance of this RFQ. The DLBA reserves the right to consider forms/documents dated prior to issuance of the RFQ as incomplete.
- D. Organization Name. Where required, all forms/documents must consistently list the organization name of the respondent. The DLBA reserves the right to consider forms/documents with an inconsistent listing of the organization name as incomplete. *(For example, "Construction Company, LLC", "Construction Company", and "Construction Company, Inc." are all considered different companies.)*

VII. Submittal of Qualifications

- A. Submittal via email. Respondents must submit their completed response in one PDF file via email in the following format:
 - a. Email to: procurement@detroitlandbank.org
 - b. Subject line: Name of Organization – RFQ #081123
- B. Submittal of one (1) original hard copy. Respondents must submit one (1) original hard copy of their completed response in an opaque, sealed envelope or package with the title of this RFQ (identified on the Cover Page of this document) clearly indicated on the bottom left corner of the front of the envelope or top of the package. Respondents must also identify the company name; company address and point of contact at the top left corner of the front of the envelope or top of the package. Original hard copy responses must be addressed and delivered to:

Attn: Procurement
The Detroit Land Bank Authority (DLBA)
500 Griswold St., Ste. 1200
Detroit, MI 48226

Respondents assume all responsibility for ensuring that the qualifications are delivered in a timely manner, and Respondents assume all responsibility for ensuring that the qualifications are delivered to and received at the address listed above during regular business days and hours. Regular business days and hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.

- C. Submittal by Facsimile or Any Other Means. The DLBA will not accept any proposal submitted by facsimile or any other means not explicitly articulated in this RFP. This includes an electronic copy of the required documents which are submitted on a flash drive. The DLBA will not accept or review proposals which are submitted on a flash drive.

VIII. Submittal Deadline

The DLBA will continue to receive qualifications until the date and time specified on the Cover Page of this RFQ. Under no circumstances will the DLBA accept qualifications which are submitted after the deadline. Interested vendors assume all responsibility for submitting qualifications and ensuring receipt of those qualifications prior to the deadline.

The DLBA reserves the right to change the submittal deadline through BidNet.

IX. Conditions on the Submittal of Qualifications

Qualifications which are submitted in response to this RFQ are subject to the following conditions:

- A. Voluntary Submittal. The submittal of qualifications is strictly voluntary on the part of the Respondent, and the Respondent assumes all responsibility for the preparation and submittal of the qualifications in accordance with the terms and conditions of this RFQ. The DLBA accepts no responsibility for and shall not reimburse the Respondent for any costs incurred in the preparation and submittal of any qualifications.
- B. Public Disclosure. All qualifications are subject to public disclosure in accordance with Federal and State law (Freedom of Information Act).
- C. Property of DLBA. All submitted qualifications will become property of the DLBA, and the DLBA will keep and maintain the qualifications in accordance with all applicable policies and rules.
- D. No Withdrawal of Qualifications. A Respondent may NOT withdraw any qualifications once submitted to and received by the DLBA.
- E. Submittal of Updated Forms/Documents. By responding to this RFQ, each Respondent is obligated and agrees to provide updated or current forms/documents or any information regarding a material change or modification affecting their pre-qualification status. Failure to comply with this provision may delay or disqualify a pre-qualified vendor from the potential award of any future Requests for Proposals (RFP).

X. Qualifications Opening & Reading

The opening and reading of the qualifications are not subject to a public opening process. The DLBA will not hold a public opening and reading of qualifications.

XI. Evaluation of Qualifications

- A. Missing Forms/Documents. Respondents must correctly complete and submit all required forms/documents associated with this RFQ. The DLBA will consider any qualifications with a missing form/document as incomplete.
- B. Alternate or Incorrect Forms/Documents. Where forms/documents are provided in the Exhibits associated with this RFQ, Respondents must use only those forms/documents. The DLBA will consider the use of an alternate or incorrect form/document as a missing form/document and will consider the qualifications as incomplete.
- C. Incomplete Forms/Documents. Respondents must complete and submit all required forms/documents associated with this RFQ. The DLBA may consider any qualifications with an incomplete form/document as incomplete.

As noted on the respective Exhibit cover page, forms/documents must include an original signature and date in blue ink by an Authorized Agent of the Respondent. The DLBA may consider forms/documents with a copy of a signature or a signature in a color other than blue as incomplete. Failure to complete any form/document in accordance with the instructions identified on the cover page of the Exhibit will be determined incomplete.

- D. Form/Document Irregularity or Deficiency. The DLBA reserves the right to waive any reasonable, nonmaterial irregularity or deficiency in any qualifications if it is determined to be in the best interests of the Program.
- E. Request for Complete and Correct Forms/Documents. After review and evaluation of the qualifications and the identification of any reasonable, nonmaterial irregularities or deficiencies, the DLBA reserves the right to request, as necessary, complete, and correct forms/documents from the Respondent.
- F. Registration with System for Award Management (SAM). In an effort to expedite contract payment, each Respondent must be currently valid with and registered in the System for Award Management.
- G. Registration with the Office of Foreign Assets Control (OFAC). In an effort to expedite contract payment, each Respondent must be currently valid with and registered with the Office of Foreign Assets Control.

XII. Preliminary Determination of and Recommendation for Pre-Qualification

The Procurement Manager will issue a recommendation of potential pre-qualified vendors to the DLBA CFO/COO and CEO upon review and evaluation of the documents submitted by the Respondent.

XIII. Determination of Pre-Qualification

The DLBA will review the recommended pre-qualified vendors and communicate a response to the vendor's designated point(s) of contact via e-mail within forty-five (45) business days from the date receipt of either the hard copy or electronic submittal, whichever is later.

XIV. Term of Pre-Qualification

The term of pre-qualification shall only extend to the earliest date of expiration for any required form/document included in the qualifications and the term of pre-qualification shall not extend beyond December 31st, 2023, *unless otherwise notified by the DLBA*. The DLBA reserves the right to request current and valid forms/documents at their discretion.

XV. No Guarantee of Award

The DLBA does not guarantee any Property Rehabilitation Program work for any pre-qualified vendor as a result of a determination of pre-qualification. Pre-qualified vendors must respond to an RFP and receive a Notice of Award, executed Agreement, and Notice to Proceed for said RFP before beginning any Property Rehabilitation Program work on behalf of the DLBA.

XVI. Clarifications, Modification or Amendments to this RFQ

The DLBA reserves the right to clarify, modify or amend this RFQ at any time. The DLBA will clarify, modify, or amend this RFQ through BidNet.

XVII. Cancellation or Withdrawal of this RFQ

The DLBA reserves the right to cancel or withdraw this RFQ at any time. The DLBA will cancel or withdraw this RFQ through BidNet.

XVIII. Discovery of Discrepancies, Errors, or Omissions in any RFQ Document

If a vendor discovers any discrepancy, error, or omission in any RFQ document, the vendor must immediately notify the DLBA through BidNet. Any RFQ document includes, but is not limited to, this RFQ or any Exhibit.

XIX. Technical Difficulties with BidNet

If a vendor experiences any technical difficulties with BidNet, that vendor must immediately contact the BidNet customer support line at (800) 835-4603. If the matter is not resolved, the vendor must contact the designated point(s) of contact for this RFQ.

XX. Definition of Terms

- A. Affidavit. A sworn statement in writing made especially under oath or on affirmation before an authorized agent, magistrate, officer, or notary.
- B. Authorized Agent. Officer(s) or employee(s) of the corporation authorized to execute or guarantee and commit the corporation to the conditions, obligations, stipulations, and undertakings entered between the DLBA and the Company in order to perform the Services as outlined in the Agreement.
- C. City. The Charter City of Detroit, Michigan.
- D. Determination of Pre-Qualification. A conditional status granted by the DLBA to a Respondent who has complied with the terms and conditions of this RFQ.
- E. Detroit Land Bank Authority (DLBA). A Michigan public body corporate.
- F. Incomplete Qualifications. Qualifications which are submitted with a missing, alternate/incorrect, or incomplete form/document.
- G. Respondent. An interested legal entity who submits qualifications in response to this RFQ.
- H. RFQ Document. This document and any other document incorporated herein by attachment, Exhibit, or reference.
- I. Request for Proposals (RFP). A request by the DLBA for price proposals and other required documentation for the maintenance and/or alteration of residential structures. An individual RFP is denoted by a sequence of numbers which generally correspond to the year of release/publication followed by two letters of the alphabet, and three additional numbers i.e., RFP Group # 23RR123.
- J. Pre-Qualified Vendor. A Respondent who has been granted a conditional status by the DLBA which will allow that vendor to respond to Requests for Proposals.

XXI. Ethics and Compliance Hotline

The DLBA Board of Directors has hired Lighthouse Services to provide an ethics and compliance hotline for all DLBA employees, vendors, customers, and the public. Any and all reports can be submitted anonymously and without fear of retribution. All reports will be delivered only to the Board, and all efforts will be made to protect the identity of the individual making the report when conducting the investigation. Reports may cover, but need not be limited to: ethical violations, wrongful discharge, unsafe working conditions, internal controls, quality of service, vandalism and sabotage, sexual harassment, theft, discrimination, conduct violations, alcohol and substance abuse, threats, fraud, bribery and kickbacks, conflict of interest, improper conduct, theft and embezzlement, violation of company policy, violation of the law, misuse of company property, or falsification of contracts, reports, or records. Lighthouse Services' toll-free number and other methods of reporting are available 24 hours a day, 7 days a week.

Website: www.lighthouse-services.com/detroitlandbank

Telephone:

- English-speaking, USA & Canada: 844-446-0004
- Spanish-speaking, USA & Canada: 800-216-1288

E-mail: reports@lighthouse-services.com (MUST include “Detroit Land Bank” in report)

Fax: (215) 689-3885 (MUST include “Detroit Land Bank” in report)