



**FIELD MAINTENANCE
REQUEST FOR QUALIFICATIONS**

DUE: Friday, February 23, 2018 at 12:00 PM
Drop Off: Land Bank's Main Office
One Government Center, Suite 580, Toledo, Ohio 43604

MANDATORY INFORMATIONAL MEETING
Wednesday, February 14, 2018
10:00 AM
One Government Center, Commissioners Hearing Room, 1st Floor
(Tree & Landscaping Services RFQ Meeting immediately following)

INTRODUCTION

The Lucas County Land Bank is a quasi-governmental organization whose mission is to strengthen neighborhoods and preserve property values by returning vacant, abandoned, and tax-delinquent properties to productive use. In our seven years of existence, the Land Bank has been able to repurpose over 2,500 residential homes, vacant lots, and commercial/industrial properties.

The Land Bank is looking for qualified contractors to complete field maintenance on Land Bank owned properties. Field maintenance includes property cleanup services (including removal and disposal of garbage and debris, standing water, tires, hazardous materials and remediation of mold) and board-up services. A companion RFQ is being issued for tree & landscaping services and interested parties should consider applying under that process too.

The Land Bank will award annual contracts to multiple contractors and will distribute the work based on ongoing need, contractor capacity or in any manner that best accomplishes the work. Contracts are to be for one year, with the option to extend for additional one-year periods, if so desired by both parties. A contract for services does not guarantee that the contractor will receive a specific amount of work.

The Land Bank expects each contractor to understand its mission, its Policies & Procedures, including its Purchasing Policy, and its likely inventory. The Land Bank owns these properties in order to help facilitate nuisance abatement needs and to ultimately place the property back into private ownership and back on the tax rolls.

Toledo regional companies with demonstrated experience and capacity in field maintenance are invited to respond to this request. The Land Bank encourages participation from MBE/WBE/EDGE contractors. After the deadline, the Land Bank will review and score all submissions and select a core group of qualified field maintenance contractors. The Land Bank reserves the right to rescind and republish this request without award if no companies are deemed responsive.

FIELD MAINTENANCE RFQ OUTLINE

The Land Bank expects to contract to clean-out, board-up, and clean-up properties throughout Lucas County. The Land Bank owns many residential and commercial properties, primarily in the City of Toledo, that have gone through foreclosure and are in need of work before being marketed. Contractors should have experience disposing of consumer garbage and regulated and hazardous materials and be able to demonstrate their ability to respond in a timely manner to a high volume of field maintenance work orders.

Mandatory Meeting

The Land Bank staff will host a mandatory meeting for all interested contractors on February 14, 2018. At a minimum, at least one company owner or key representative should be present and in attendance. The Land Bank staff will explain every aspect of this RFQ and the Land Bank's expectations at that time. Any questions that a contractor has will be answered at that mandatory meeting. If a question cannot be answered during the meeting, a written answer will be distributed to all attendees by February 16, 2018. A contractor may request that the Land Bank excuse their attendance if under no circumstances can the contractor or any other company representative attend the meeting.

Service Expectations

A contractor will be expected to cleanup and properly dispose of all garbage and debris, all standing water, all tires, and all hazardous materials from a property in order to prepare the property for marketing.

Cleanup and disposal of garbage and debris includes items in the interior and exterior of the property, dirty and damaged carpet, and other items in the property that make it difficult to walk through or spend time in. Garbage and debris does NOT include building materials and fixtures of the property that should remain in the event of future renovation or restoration of the property.

Cleanup and disposal of standing water, tires, and hazardous materials must be done in accordance with all federal, state, and local laws and regulations. Proof of disposal in accordance with the law will be required in order to be reimbursed for costs incurred.

Remediation of mold will include removal of mold-infested portions of walls and flooring as necessary and treatment of all mold-infested surfaces with mold-killing chemicals and other non-hazardous treatment supplies.

Board-up and winterization services include cutting and painting black plywood or OSB board and covering each property opening (window, door, or garage door) completely by affixing the board to the interior of the opening to prevent entry and implementing a non-toxic anti-freeze solution in the plumbing lines of the property in order to ensure that property is preserved during summer and winter months.

Pricing

The Land Bank will pay a standard labor price for field maintenance services if a contractor is awarded a contract following this RFQ. A schedule of pricing is below:

Item	Payment
Cleanup Services (removal & disposal of garbage and debris, standing water, tires, hazardous materials)	\$25 per hour per employee
Remediation of Mold	
Board-up and Winterization Services	

The Land Bank will also reimburse all reasonable and documented supply and disposal costs for any field maintenance work ordered. The Land Bank will not compensate a contractor for the time and labor to salvage or donate materials unless specifically written in the work order.

The Land Bank reserves the right to seek comprehensive quotes from two or more qualified contractors for work that may exceed 16 hours of effort or for work that the Land Bank believes is best valued through a quotation process.

Work Orders, Invoices, and Photos

The Land Bank will issue work to a contractor by email through a standard written work order system. The contractor will either agree to complete the work at the standard pricing or be asked to provide a quotation based on the scope of work outlined on the work order.

The work order will also be the template for the contractor's invoice. Instead of using the contractor's own invoice, the contractor will submit an invoice using the original written work order. This process will help ensure a consistent approach and expedite payment to contractors. More details and the work order / invoice formatting will be shared when a contract is negotiated.

A contractor will be expected to submit a specific set of photos for each work order completed. The contractor must only submit the photos requested below and may not submit extra photos or risk non-payment or delayed payment of the invoice.

For clean-up services, the following photos must be taken after the work is completed:

- The front of the house and front yard from the sidewalk
- The back of the house and the backyard from the end of the backyard
- Each side of the house
- Standing in the doorway, each interior room
- Each closet and each hallway
- A photo of the tires removed that shows each individual tire
- A photo of any hazardous materials removed that shows all materials
- Pictures of each dumpster when filled or when ready to haul from the site
- A picture of the ID of each worker on the site during the work

For board-up and winterization services, the following photos must be taken:

- A before and after mirror image of each window or door boarded
- A before and after mirror image of each toilet and sink winterized and labeled as such

Payment & Contractor Audits

After an invoice and all supporting documentation is submitted to the Land Bank, the Land Bank will review and will endeavor to make payment to the contractor no later than 30 days after submission. Payments will be made by check and mailed to the contractor's business address.

Before any invoice is paid, the Land Bank will audit all photos submitted by a contractor to ensure that the work was done well, completely, and to the specifications requested. A random site visit during work completion may also occur from time to time. The Land Bank will hold payment if any of the work order specifications have not been met. A contractor may be required to submit additional information or further complete the work to the Land Bank's satisfaction in order to be paid.

The Land Bank will also review all contractor invoices on a quarterly basis to ensure that contractors are charging a reasonable and customary amount for similar work. If a contractor is found to be charging more than reasonable and customary amounts, the Land Bank reserves the right to seek explanation, withhold payment, or withhold future work until the issue is resolved.

Subcontracting

Qualified contractors who receive a work order are prohibited from subcontracting any of the work without the written permission of the Land Bank, which must be granted before any work begins.

Citizen Disputes

If a citizen disputes a contractor's work, becomes angry in the field, or otherwise interferes with the work order, the contractor must act professionally at all times. Even if the contractor is 100% correct, the contractor must provide the citizen with a Land Bank contact card (to be provided upon signing a contract) and leave the site. The contractor must immediately report the incident to the Land Bank with photos and a written explanation (whenever possible). The Land Bank will issue further instructions to the contractor following review.

Disqualifications for Performance

Contractors may be excluded from future work and may be liable for costs associated with current work if any of the following conditions occur:

- Failure to timely complete the assigned work order
- Failure to notify the Land Bank when issues prevent timely completion of the work
- Failure to professionally and responsibly dispose of trash, debris, or regulated materials
- Failure to resolve issues discovered after a monthly audit
- Failure to communicate regarding damage
- Subcontracting work without the written permission of the Land Bank
- Allowing illegal activity on the site
- Causing injury to workers, bystanders, or property during the mowing work
- Failure to abide by the Land Bank's contract

Prohibitions / Exclusions from Work

The Land Bank reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue a contract at any time for non-performance or for any activity by the contractor which is inconsistent with the Land Bank's mission, goals, Policies & Procedures, or Purchasing Policy.

PROPOSAL REQUIREMENTS

Please provide the following in the proposal:

1. An updated Contractor Pre-Qualification Form [attached to this Request], including documentation of required insurance and worker's compensation coverage (if not already on file). A contractor may contact the Land Bank prior to submitting an RFQ proposal for the sole purpose of determining if the current Contractor Pre-Qualification Form and other required documentation on file is sufficient.
2. Experience
 - a. An explanation of your company's experience in the field maintenance / REO management business.
 - b. An explanation of any prior field maintenance work with the Land Bank.
 - c. An explanation of any prior field maintenance / REO management work with another entity performed in an urban setting.
 - d. A list of the primary zip codes (in Lucas County) in which field maintenance / REO management work has been completed by the company in the past two years.
 - e. Contact information (address and phone) for at least three local references from companies that have hired you to perform field maintenance / REO management work.
3. Capacity
 - a. An explanation of the number of full-time, part-time, and seasonal employees your company will directly employ for this work.
 - b. A list of the equipment you own or will lease (please identify which) and will have available to complete this work.
 - c. An explanation of how and where you will dispose of non-hazardous garbage and debris. An explanation of how and where you will legally dispose of tires and other hazardous materials.
 - d. A detailed explanation and timeline of how your company will perform field maintenance work assigned by work order (When will you visit the site initially? How will the site be managed while work is underway? Who will supervise employees or workers on site? How will dumpsters, etc. be coordinated? How will efforts be photographed? How will you process the invoice and photos to the Land Bank?)
 - e. A list of other likely entities and property owners you will be working for in the coming season and the expected volume of work from those customers.

EVALUATION AND SCORING

In evaluating responses, the following will be reviewed and scored:

Experience – 40 Points

- Has the company demonstrated experience in the field maintenance / REO management business?
- Has the company demonstrated experience working in Lucas County's core neighborhoods providing field maintenance / REO management services?
- Has the company provided three local references from organizations that have hired the company to provide this kind of work?
- Has the company previously worked with the Land Bank and has the Land Bank rated their performance as competent?
- Has the company previously worked with other entities completing similar work and have those entities rated their performance as competent?

Capacity – 40 Points

- Does the company have the capacity and business relationships to meet the scope of the work required, including personnel, equipment, and non-hazardous and hazardous disposal facilities?
- Has the company demonstrated through its detailed explanation and timeline that it has considered all of the factors necessary to complete this work to the Land Bank's satisfaction?
- Does the company have the time and availability to complete this work to the Land Bank's satisfaction given the scope of the work to be performed for other clients?

Compliance – 20 Points

- Does the company have the necessary insurance coverage, licenses, workers compensation coverage, and has the company documented such to the Land Bank?
- Did the company attend the mandatory informational session (reduction of 15 points if unexcused non-attendance)?

All timely submissions will be scored by three Land Bank employees individually and averaged for a final contractor score. The contractors receiving the highest scores will be qualified under this request in the complete discretion of the Land Bank.

Contractors who have previously been disqualified from Land Bank work in writing for unacceptable performance may not be scored, even if a timely submission is received.

CONTRACTOR PRE-QUALIFICATION FORM



CONTRACTOR PRE-QUALIFICATION FORM

The Lucas County Land Reutilization Corporation (the “Land Bank”) is a community organization whose mission is to strengthen neighborhoods and preserve property values by helping to return vacant, abandoned, and tax-delinquent properties to productive use. The Land Bank has established this pre-qualification process for contractors interested in working for the Land Bank. Contracts for work are awarded only to pre-qualified contractors who meet the Land Bank’s expectations.

In order to pre-qualify for Land Bank work, please complete this form in full and attach all required documents. You will then be added to the Land Bank’s contractor database and will remain eligible for work unless subsequently disqualified. This form will remain active for five years from the date completed. The Lucas County Land Bank reserves the right to require additional information in order to pre-qualify for Land Bank work.

BASIC INFORMATION

Business Name: _____

Primary Contact: _____

Mailing Address: _____

City, State, Zip: _____

Business Phone #: _____ Fax #: _____

Business Email: _____

BUSINESS TYPE / CLASSIFICATIONS

Sole Proprietorship LLC Corporation Other: _____
(please specify)

MBE (Minority Business Enterprise) WBE (Women Business Enterprise)

Other: _____
(please specify)

Union-Affiliated: _____ Non-Union
(please specify)

How long contracting under present name: _____

REFERENCES – Please provide three local references

Name	City / State	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date: _____

AREA(S) OF SPECIALTY

- Asbestos Inspection
- Board Up and Security
- Concrete
- Electrical
- Garage Doors
- Energy Efficiency Improvements
- Masonry / Brick
- Painting
- Plaster / Drywall
- Property Management Services
- Siding
- Trash Out / Cleaning Services
- Waterproofing / Foundation Services
- Lawn Maintenance
- Other: _____

- Asbestos Remediation
- Carpentry
- Demolition / Excavation
- Floor Coverings
- General Contracting
- Lead Abatement
- Mechanicals
- Pest Control
- Plumbing
- Roofing
- Gutters & Downspouts
- Tree Planting / Removal
- Windows
- Landscaping

(please specify)

LICENSES HELD

License Number/Type: _____ Expiration: _____

License Number/Type: _____ Expiration: _____

QUALIFICATIONS

- Does your company or any of its owners owe delinquent property taxes?
- Has your company ever defaulted on a contract?
- Has your company ever failed to complete work awarded to you?
- Is your company listed on the State of Ohio’s debarment list or has it ever been?
- Is your company disqualified for work by a public organization or has it ever been?
- Has any kind of legal judgment been rendered against your company?
- Has your company ever filed for bankruptcy?

If your company would answer yes to any of these questions, please explain in full (attach additional pages if necessary). Your answers to these questions will be researched and failure to answer any of these questions truthfully will disqualify your company from all Land Bank work.

MINIMUM INSURANCE COVERAGE / WORKER’S COMPENSATION

To pre-qualify for Land Bank work, your company must maintain and furnish evidence of insurance and participation in Ohio’s worker compensation system.

The minimum insurance expectations are (unless otherwise noted by the Land Bank):

- General Liability (limit of liability \$1,000,000 each occurrence, \$2,000,000 aggregate);
- Automobile Liability (limit of liability \$1,000,000); and
- Worker’s Compensation (with statutory limit).

Your insurance carrier must provide a current Certificate of Insurance naming the Lucas County Land Reutilization Corporation as an additional insured with certificate holder status. Contractors must include current insurance information with this form and will be responsible for providing updated insurance information after each annual renewal, a change in carrier, etc. Failure to provide this information now or in the future will disqualify the contractor from Land Bank work until corrected.

FINAL CHECKLIST

In order to pre-qualify, the following is attached or will be provided:

- Current Certificate of Insurance with Land Bank as additional insured
- Copy of current Ohio Worker’s Compensation certificate
- Completed IRS W-9 form

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I have read the Contractor Terms and Conditions set forth below, and I am authorized on behalf of the company to agree to such terms and conditions by my signature below.

Signature, Authorized Representative

Printed Name

Business Name

Date

Please return completed forms to:

Lucas County Land Bank
One Government Center, Ste. 580
Toledo, Ohio 43604
Fax: (419) 213-4249
Email: lucascountylandbank@co.lucas.oh.us

**Questions?
Call the Land Bank at (419) 213-4293**

Contractor Pre-Qualification Terms and Conditions

The contractor set forth above (the “Contractor”), in consideration of being listed as a pre-qualified contractor in the database of the Lucas County Land Reutilization Corporation (the “Land Bank”) and therefore, eligible for Land Bank work, agrees as follows:

1. The Contractor warrants:
 - that all materials used in the performance of Land Bank work shall be free from defect;
 - that all work performed and funded shall be free from defect or faulty workmanship;
 - that the Contractor, at the Contractor’s expense, will replace any defective materials installed by the Contractor and correct any faulty workmanship performed by Contractor, after notice by the Land Bank at any time up to one year from the date of final payment to the Contractor covering such work;
 - that the Contractor will furnish the Land Bank or any subsequent owner with all applicable manufacturer’s and supplier’s written guarantees and warranties covering materials and equipment installed or constructed; and
 - that the warranty made here will apply to all work performed by an subcontractor or agent of the Contractor.
2. The Contractor is an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, national origin, color, religion, sex, sexual orientation, gender identity or expression, veteran’s status, or the presence of a disability. The Contractor shall ensure that applicants are employed and that the employees shall be treated during their employment without regard to their race, national origin, color, religion, sex, sexual orientation, gender identity or expression, veteran’s status, or disability. Such action shall include, but are not limited to, employment, promotion, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
3. The Contractor acknowledges that the Land Bank is subject to Ohio’s strict ethics laws and therefore, the Contractor shall not provide anything of value (beyond those services and materials contracted for) to the Land Bank or its employees in consideration of or in conjunction with the award of a contract for Land Bank work.
4. The Contractor acknowledges that it has read and understands the Land Bank’s Purchasing Policy and any future amendments and will comply with its provisions, including without limitation any Project Labor Agreement or local, minority, or women-owned business contracting goals or mandates.
5. The Contractor acknowledges that non-compliance with these Terms and Conditions, the Pre-Qualification form, or any other requirements of the Land Bank made in conjunction with an award of Land Bank work may make the Contractor ineligible for current or future Land Bank work at the Land Bank’s sole discretion.

This Contractor Pre-Qualification Form will expire if the Land Bank has not contracted with the vendor for any services in the past two years based on an annual review conducted in conjunction with the Land Bank's insurance audit.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		
or									
Employer identification number									

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.