



ADR Consultants, LLC

RFQ NO.M11282014A

PROPERTY MAINTENANCE SERVICES FOR

**BOARD UP,
SIDEWALK REPLACEMENT,
TREE REMOVAL / TRIMMING,
LAWN MOWING,
AND GENERAL SERVICES**

**TO BE PERFORMED ON RESIDENTIAL AND
COMMERCIAL STRUCTURES PROPERTIES FOR THE
STATE OF MICHIGAN LAND BANK FAST TRACK
AUTHORITY**

Issued by ADR Consultants, LLC

State of Land Bank Fast Track Authority
Property Maintenance Services of Residential and Commercial Buildings

ADR Consultants, LLC (ADR) requests qualifications from qualified firms for Property Maintenance Services to be performed as part of the MLB's Blight Elimination Program. Investigation and Survey Maintenance activities will include residential and commercial buildings and vacant lots owned by the Michigan Land Bank (MLB). Contractors are invited to review this solicitation and, if interested, complete and return one original and one flash drive containing a PDF copy of the qualifications documents on or before 2:00 p.m., on 12/22/2014 to either of the following addresses:

Michigan Land Bank
Cadillac Place
3022 West Grand Blvd, Suite 4-600
Detroit, Michigan 48202
Attention: Barry Ellentuck – ADR

or

Michigan Land Bank
735 East Michigan Avenue, PO Box 30044
Lansing, Michigan 48909
Attention: Barry Ellentuck – ADR

Firms deemed to be qualified to provide the services specified in this Request for Qualifications will be placed on a list of qualified firms and be awarded work. Performance on projects assigned once awarded may affect the ability to be awarded future work if the work performed is not satisfactorily performed. There is no guarantee of work as a result of being placed on a list of qualified Contractors.

If a Contract is awarded as a result of this Request for Qualifications, it will be a Contract which is negotiated with the awardee based on the model ADR Services Agreement.

Please review the attachments carefully to determine if you possess the necessary manpower, resource and abilities to meet project deadlines identified in this solicitation prior to responding to this Request for Qualifications.

CRITICAL DATES

Identified below are the critical dates associated with this Request for Qualifications. Further details and requirements are contained in the specific sections or attachments included in this package.

- Request for Qualifications Issued 12/3/2014
- Question Deadline 12/20/2014
- Qualifications Due Date 12/22/2014

Interested parties are encouraged to submit questions regarding the Request for Qualifications no later than 5pm 12/20/2014 via email to: Barry Ellentuck at barryse@adrllc.net. Responses

Non NSP Request for Qualifications No.M11282014A for Property Maintenance Rev 4.0

to questions will be posted in RFI section on www.mlbdemo.us website for all interested parties to review.

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**SECTION 1
PROGRAM GOALS AND OBJECTIVES**

Property Maintenance Services of vacant of residential and commercial properties isare being undertaken to address blighted structures throughout the State. Therefore, the purpose of this Request for Qualifications is to secure the services of Contractors that can carry out the specific services as identified within this solicitation. All Property Maintenance activities will be carried out throughout the State with local Contractors encouraged to participate.

**SECTION 2
MINIMUM QUALIFICATIONS**

Qualifications will only be accepted from those firms demonstrating a minimum of five (5) years of relevant experience and sufficient capitalization to provide the services sought in the Request for Qualifications for projects of similar scope and size.

Contractors responding to this Request for Qualifications must have a valid License issued by the State of Michigan to perform the services specified in the scope of work at the time of proposal submission. **A copy of the license shall be included with your sealed proposal.**

**SECTION 3
SCOPE OF WORK & FOR RESIDENTIAL AND COMMERCIAL BUILDINGS**

Description: The services required consist of Property Maintenance activities that may include one or more of the following tasks – board up, sidewalk replacement, tree removal / trimming, lawn cutting and property security services for both residential and commercial buildings properties as directed by ADR. All structures properties will be located in Michigan with activities targeted throughout the State

Please see Exhibit A for the detailed scope of services.

**SECTION 4
PERFORMANCE REQUIREMENTS**

It is expected that services will be performed within 48 hours for non emergency dispatches and within 6 hours for emergency dispatchers.

If unforeseen circumstances arise or work must be performed outside of the Contractors usual workweek, modifications to schedules may be requested and written approval must be received in writing from the ADR authorized representative.

**SECTION 5
OTHER TERMS AND CONDITIONS**

In addition, to the scope of services identified in Exhibit A Scope of Services / Pricing Response, Contractors must comply with other federal and administrative requirements which will ensure that all work is performed and carried out to ensure timely and effective performance. Contract

terms will be further detailed in the final Contract executed between ADR and the Contractor. Contractual requirements include;

1. Project Oversight - The Contractor is be responsible for:
 - a.) Providing and maintaining all qualified personnel, equipment, materials and other resources necessary to perform activities identified in Exhibit A - Scope of Services / Pricing Response in a timely manner.
 - b.) Ensuring all appropriate operational control of investigation and survey activities assigned, initiating all necessary measures to ensure adequate quality control, which includes but not limited to: completion of all documentation, maintaining document controls and records related to activities carried out.
 - c.) Identifying a Project Manager or designated representative who will serve as the Contractor's contact person and has final authority for the Contractor on all matters relating to the Contract.
 - d.) Coordinating with ADR on matters relating to project requirements, completion and actions that require immediate attention or that impact on the results or quality of the work to be performed
 1. Records and Documentation - The Contractor will maintain current, accurate and complete records according to ADR's investigation and survey standards and in compliance with all applicable federal, state and local requirements. All files must be available for immediate review and inspection by the authorized representative of ADR or its funders. All records under this Contract will become the property of ADR. Records must be maintained for a period of four years (4) from the date of last payment under the Contract.
 2. Compensation is based on the approved schedule of fees, satisfactory completion of work and the submission of a properly executed and completed request for payment form..
 3. Rescheduling, postponement and tTermination- ADR reserves the right, in part or in whole, to reschedule, indefinitely postpone work, or terminate the services of any Contract that is entered into between the Contractor and ADR. Contracts may be terminated for any of the following circumstances; failure of the Contractor to perform the services detailed in the executed Contract, including any modifications, failure of the Contractor to meet performance requirements or any other terms or conditions of the Contract. ADR has the right to terminate a Contract at any time at its convenience by giving the Contractor ten (10) business days written notice of termination for convenience
 4. Except as provided in the Contractor's proposal and approved by ADR, the Contractor cannot reassign or transfer work to sub-cContractors without authorization from ADR.
 5. The Contractor is responsible for the accuracy of the work performed and is required to make all necessary revisions or corrections resulting from errors and omissions on the part of the Contractor without additional compensation. Acceptance of the work by ADR will not relieve the Contractor of the responsibility for subsequent correction of any such errors and omissions and the clarification of ambiguities.
 6. Contractor is required to maintain insurance during the term of the Contract award, at its expense; a.) Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with minimum limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each disease/each employee, b.) Commercial General Liability insurance with combined single limits of \$1,000,000 per occurrence subject to a minimum

aggregate limit of \$2,000,000, c.) Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.00. Performance and Payment Bond - The Contractor shall secure Surety Bonds in the form of: a Performance Bond for One Hundred percent (100%) of the Contract price and Payment Bond for One Hundred percent (100%) of the Contract price. Bonds requirements shall increase consistent with any Contract price increases.

7. Conflict of Interest – The Contractor agrees to comply with applicable conflict of interest provisions outlined in 24 CFR Part 85 and 24 CFR 570.
8. Permits - It is the Contractor's responsibility to obtain all permits necessary to perform the work specified in the Request for Qualifications and assume any fees associated with doing so
9. No reimbursement is contemplated to be paid for travel expenses or meals under Contracts awarded.
10. Term of Agreement - The term of the Contract is one (1) year.
11. Contracts will become effective on ADR's notice to proceed date and execution by both parties after all required documentation is received.
12. Governing Laws and Regulations - The Contractor will be required to comply with all applicable federal, state and local requirements identified in the executed Contract.

SECTION 6 SELECTION CRITERIA

Following receipt of the Contractor's qualifications, ADR will evaluate each response. All qualifications that meet the minimum requirements of the Request for Qualifications will be evaluated. Any qualifications determined to be non-responsive to the specifications or other requirements, including instructions governing submission and format, will be disqualified unless ADR determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Contractor is acceptable. ADR reserves the right to request clarification of qualifications submitted. If this is necessary it will be done in writing with request for a written response by the Contractor within a specified period of time.

Upon Contract award, ADR Consultants, LLC and the Contractor (s) shall execute a Services Contract, which shall contain all Contractual terms and conditions in a form provided by ADR. No Contract shall become effective until the Contract has been approved and executed by ADR Consultants, LLC . Prior to completion of this approval process, the Contractor shall have no authority to begin work under the Contract. ADR Consultants, LLC shall not authorize any payments to the Contractor prior to such approval; nor shall ADR incur any liability to reimburse the Contractor regarding any expenditure for the purchase of materials or the payment of services.

The Contractor shall be deemed authorized to begin work under the Contract once the requirements of the aforementioned paragraph have been satisfied and upon written receipt of said Contract

Qualifications received will be evaluated based upon the Contractor's ability to:

- Meet the minimum qualifications specified in the bid documents
- The Contractor's demonstration of its organizations capacity, including financial and staff resources to provided the requested services as evidenced by the submission of a statement of qualifications to be included with the sealed bid submitted
- Past performance of the Contractor including but not limited to quality of control that is proposed by the Contractor in addressing the scope of work and requirements. The Contractor's demonstration of relevant experience in performing and successfully completing investigation and survey and clearance projects including work previously performed for others.
- Ability to meet production goals and timelines and availability to complete work in the assigned timeframes

<p style="text-align: center;">SECTION 7 SUBMISSION REQUIREMENTS AND INSTRUCTIONS</p>

Contractor's responding to this Request for Qualifications must complete and submit all required forms, documents or additional information requested. Contractors shall submit one original and one PDF on a flash drive of their complete Request for Qualifications response. Contractor's responses to this Request for Qualifications must be submitted in a sealed envelope, which is clearly marked on the outside of the sealed package with the following information:

- REQUEST FOR QUALIFICATIONS# M11282014A.
- Property Maintenance of Residential and Commercial Buildings
- Company's Name and Address
- Proposal Due Date
- Attention: Barry Ellentuck - ADR

The proposal must be received no later than 2:00 P.m. on 12/22/2014 at either:

Michigan Land Bank
Cadillac Place
3022 West Grand Blvd, Suite 4-600
Detroit, Michigan 48202
Attention: Barry Ellentuck – ADR

or

Michigan Land Bank
735 East Michigan Avenue, PO Box 30044
Lansing, Michigan 48909
Attention: Barry Ellentuck – ADR

Qualifications can be mailed to the above addresses or may be delivered in person. If mailed, responses must be received on or before 2pm. Faxed qualifications will not be accepted. Qualifications received after the deadline will be rejected. ADR will publicly record all qualifications received on 12/22/2014 at 2:00 p.m. at the 3022 West Grand Blvd Detroit address referenced above. This will be the Contractor's opportunity to be informed as to what firms submitted a response to the Request for Qualifications. Qualifications will be opened and read for pricing only. ADR is not responsible for any unmarked qualifications or undelivered qualifications regardless of the circumstances.

Qualifications must be signed by an officer or representative of the company who is authorized to bind the company to an agreement obligation with ADR. Qualifications submitted by partnership or joint venture must list the full names and addresses of all parties.

Qualifications received become the property of ADR. ADR is not responsible for any costs associated with the News releases regarding the selections and any issues related to this Request for Qualifications are made only with the prior approval of ADR and the MLB. All firms submitting qualifications will be notified of ADR's recommendation. Failure to submit a complete application may result in the disqualification of the Contractor's submission.

ADR may make changes to the requirements of this Request for Qualifications as deemed necessary. Such changes, if made will be in writing, issued through the Purchasing Division and will be sent to each Contractor who is on record as having received a copy of the Request for Qualifications from the Purchasing Division. If changes are made, ADR may, at its discretion, extend the time allowed for submission of qualifications. Contractor's are required to advise ADR prior to the Request for Qualifications deadline of any changes in the principal officers, organization, financial ability of, or any other facts presented in the qualifications with respect to the Contractor or the qualifications immediately upon occurrence.

PART 1
Completeness Checklist

Use this form to check to ensure that all documents are included with your submission

_____ Part 1 – Organizational Information

_____ Part 2 – Required Documents for Submission

_____ Part 3 – Affidavit

_____ Part 5 - Non-Collusion Affidavit

_____ Part 6 - Pricing Proposal

PART 2 Organizational Information
--

Contractor's Exact Legal Name: _____
(Must be Contractor's name as reflected on its organizational documents, i.e. not a DBA)

List the U.S. State in which Contractor's Legal Entity is organized: _____

Contractor's Type of Legal Entity (check one)
 Sole Proprietorship Limited Liability Corporation
 Partnership Limited Liability Partnership
 Corporation Other: _____

Certificate of Good Standing
Contractor's Taxpayer ID No.

Contractor's Address:

Street	City	State	Zip Code
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Contractor's Website Address: _____

Email Address: _____

Phone Number: () _____

Contact Information:

Name: _____

Phone Number: _____

Email address: _____

Address if different from above:

If this is a joint application, include an additional sheet providing all information above.

PART 3
Documents Required for Submission with Qualifications

Contractor's Name: _____

These documents must be submitted and found acceptable. Failure to submit, incomplete information or documents found to be unacceptable will result in disqualifying the Contractor's qualifications. No additional review for experience or other factors will be considered.

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Contractor is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and, Automobile Liability with limits not less than \$1,000,000 per occurrence.
3. Proposer's have the financial stability and wherewithal to assure good faith performance.
4. Three (3) references of related projects of similar scope and size, including date of project, contact person and phone number, and a brief description of the project.
5. Conflict of interest statement & supporting documentation: Contractor shall disclose any professional or personal financial interests that may be a conflict of interest in representing ADR and tThe State of Michigan. In addition, all Contractors shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial Contracts.
6. Signature Page
7. Contractor's qualification and documentation information
8. One original and one complete PDF copy on a flash drive of the qualifications response
9. Identify types and sources of equipment applicable to perform activities identified under scope of work.
10. Non-Collusion Affidavit

**PART 4
Affidavit**

**PROPERTY MAINTENANCE OF RESIDENTIAL AND COMMERCIAL BUILDINGS
REQUEST FOR QUALIFICATIONS NO. 06092014A**

Contractor Name

State of Michigan)
County of)

_____ being duly sworn,

deposes and says that he/she

Is the above named Contractor

Is the authorized representative of the above named Contractor

The Contractor further states that before submitting his/her proposal for the Work, he/she reviewed the Standard Specifications for the Investigation and Survey of Asbestos and Hazardous, prepared by ADR, dated _____ and all bulletins issued thereto as stated in the Proposal Form.

Further, the Contractor certifies that he/she

- fully understood all provisions stated in those Specifications
- has had prior experience in the type of Work required by the Contract Documents and that he has the necessary finances, personnel and working organization and equipment available to execute the proposed Work in accordance with the requirements of the Contract documents.
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any state or federal agency within the past three (3) years

Signed _____

Subscribed and sworn to before me this _____ day of 2014

_____ my commission expires,

Notary Public _____ County, Michigan.

NOTARY SEAL:

PART 5 - NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

State of Michigan)

County (Wayne)

Comment [MW1]: Not just Wayne – include blank to be filled in...

_____ ,

_____ being first duly sworn, deposes and says that:

He / She is, _____, of
(Owner, Partner, Officer, Representative, Agent)

(Contractor that has submitted the attached Proposal)

He / She is fully informed respecting the preparation and contents of the attached, Proposal and of all pertinent circumstances respecting such Proposal.

Such Proposal is genuine and is not a collusive or sham Proposal.

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including the person making this statement, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, Firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, Firm or person to fix the price or prices in the attached Proposal or the Proposal of any other Proposer, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Michigan Land Bank, ADR or any person interested in the proposed Contractor; and

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by a collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, partners, employees, or parties in interest, including the person making this statement.

(Signature)

(Title)

Subscribed and sworn to before me this _____ day of, 2014

_____ my commission expires,

Notary Public _____ County, Michigan.

NOTARY SEAL:

APPENDIX A - DEFINITIONS

Definitions:

ADR – means ADR Consultants, LLC a private company Contracted by the Michigan Land Bank to provide demolition tTechnical aAssistance.

ASBESTOS CONTAINING MATERIAL (ACM) – includes both friable (i.e., easily crumbled or reduced to particles) asbestos-containing material or Class I non-friable asbestos-containing material.

BARRICADED / SECURED AGAINST TRESPASS = Shall be defined as all opening at the first floor and basement levels

BARRICADED / SECURED AGAINST TRESPASS AND THE ELEMENTS = Shall be defined as all opening of the entire building.

BASEMENT= That portion of a building that is partly or completely below grade is considered ½ Unit.

BULLETINS- means any additional Contract provisions, changes, revisions or clarifications of the contract documents issued in writing by the Director; on behalf of the MLB, to prospective proposers prior to the receipt of the qualifications.

CAPACITY- means the ability of a Contractor to perform all required services in a specific time frame as determined by ADR.

CHANGE ORDERS- means any material change to the overall scope of the Contract, which requires prior approval by the MLB. Example: changes in Contract price, which may result from changes in Scope of Work requirements.

CONTRACT or CONTRACT DOCUMENTS- means all directions, requirements, standards, terms and conditions of performance as specified in this Request for qualifications (RFQ).

CONTRACTOR- means the individual or legal entity Contracting with ADR for performance of the prescribed Work.

DRAWINGS or CONTRACT DRAWINGS- means those drawings specifically entitled, dated and listed in this RFQ, the Contract or any Bulletin.

EMERGENCY- means any building of such questionable structural integrity that it is deemed to be in imminent danger of collapse as determined by a municipal building department or LARA.

EMERGENCY BOARD UPS = Occasional work which must be completed the within six (6) hours of request.

EXTRA WORK- means Work other than that expressly stated or implied in the Contract Documents at the time of execution of the Contract.

FASTENERS = The mechanical devices used to fasten the materials used for barricade to the opening being barricaded (nails, screws, or powder actuated fasteners). Finishing nails or any fastener with a small head or any fastener designed for finished carpentry are unacceptable for these applications.

FIRST FLOOR = That floor directly above the basement or above the finished grade.

FRAMING = To secure oversize openings for OSB or Plywood support using unit calculations.

HAZARDOUS MATERIALS- explosives, pyrotechnics, flammable gas, flammable compressed gas, nonflammable compressed gas, flammable liquid, combustible liquid, oxidizing materials, poisonous gas, poisonous liquid, irritating material, etiologic material, radioactive material, corrosive material, or liquefied petroleum gas. Michigan Fire Prevention Code, Public Act 207 of 1941 Also see Title 48 CFR, Part 171.8, Part 172.101, 40 CFR 26.13, and 49 CFR 171.8.

MLB- means the Michigan Land Bank Fast Track Authority (MLB), a public body corporate and politic.

NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHAP) - are air quality standards issued under the Clean Air Act for emissions standards set by the United States Environmental Protection Agency (EPA) for an air pollutant not covered by the National Ambient Air Quality Standards (NAAQS) that may cause an increase in fatalities or in serious, irreversible, or incapacitating illness.

NOTICE- means written notice.

OSB (Oriented Strand Board) = A mat-formed wood structural panel product composed of thin rectangular wood strands or wafers arranged in oriented layers and bonded with water proof adhesive.

PERMIT – is an official certificate that authorizes performance of a specified activity (i.e., construction, repair, demolition) issued by the approving authority with proper jurisdiction.

PLYWOOD = A wood structural panel comprised of piles of wood veneer arranged in cross-aligned layers. The plies are bonded with an adhesive that cures on application of heat and pressure.

REQUEST FOR PAYMENT- means an invoice submitted by the Contractor for Work performed under the Contract.

RESPONSIBLE PROPOSER- is a Contractor possessing the demonstrated judgment, skill, ability, capacity, experience and integrity, requisite and necessary to perform the Work to standards and in the specified time, without regard to competing Contract commitments. See e.g., MCL 123.501

RESPONSIVE PROPOSAL- is a proposal that conforms, in all-material aspects, to the terms, conditions, specifications and requirements of the solicitation. See e.g., MCL 123.502

ROUGH OPENING (RO) = The framed opening of an exterior wall which may include the area sub divided by window sashes and mullions.

SCOPE OF WORK- encompasses all Contract performance requirements expressly stated or implied that are required to be furnished and completed by the Contractor in order to properly satisfy all Contract terms and conditions, except "Extra Work" as defined herein.

SITE = All of the buildings at one address located on one parcel of land.

SPECIFICATIONS- means all of the directions, requirements, standards, terms and conditions of performance as specified in this RFQ and the other Contract documents.

SUBCONTRACTOR- means a person, firm, or corporation, other than the Contractor or its employees that cContracts with the Contractor to furnish, labor, labor and materials, or labor and equipment, at the site, but shall not include one who merely furnishes materials or equipment. All sub-cContractors shall be approved in advance by ADR.

TOXIC MATERIALS- means any of 77 toxic substances and 63 flammable substances under the accident prevention provision of Section 112(r) of the Clean Air Act (CAA) and listed in Title 40, Part 68 of the Code of Federal Regulations (CFR); that in sufficient concentration, alone or in combination, poses a severe threat of gross damage to or destruction of the health, safety, or welfare of human, animal, or desirable plant life, or of the environment. Also see, Michigan Fire Prevention Code, Michigan Public Act 207 of 1941. It is important to note that Toxic Materials are a sub-set of Hazardous Materials consequently regulations concerning such substances are thoroughly addressed at the state and federal levels.

UNBALANCED PROPOSAL- is a Proposal that contains a substantial variation in price to the extent that it affects the Proposal process by giving the Contractor an advantage or benefit not allowed other Contractors.

UNIT = 4' x 8' or 32 Sq Ft

½ UNIT = 4' x 4' or 16 Sq Ft

WINDOW = The rough opening which contains the operating glass unit(s) or fixed window unit(s). "Window" is **not be billed per sash, double-hung unit, operating unit or per pane of glass.**

WORK- is the explicit and implicit Contract Requirements as defined in the Scope of Work.

“Additional Services” shall mean any *Services* in addition to those set out in *Exhibit A* which are related to fulfilling the objectives herein stated, are not contained in the original *Services* as designated in this *Contract* or any *Exhibit* thereto and are agreed upon by the parties by written *Amendment*.

“Associates” shall mean in reference to the *Contractor*, its personnel, employees, consultants, subContractors, agents, parent company, or any entities associated, affiliated, or subsidiary to the *Contractor*, now existing or hereinafter created, their agents and employees.

“Contractor” shall mean the Contracting party hereto, whether incorporated as a firm or individual, or whether a partnership or any combination thereof, and its heirs or successors, personnel, representatives, executors, administrators and assigns.

“Exhibit A” sets forth the Scope of *Services* and all pertinent data relating to performance of the *Services*.

“Exhibit B” sets forth the method of payment for the *Contract*, hourly rates, if any, and all the reimbursable expenses allowable, if any, to be paid to the *Contractor* in the performance of the *Services* set forth in this *Contract*.

“Records” shall mean all books, ledgers, journals, accounts, documents, records and all other collected data wherein are kept all entries reflecting the carrying out of the objectives and related *Services* in this *Contract*.

“Reimbursable Expenses” shall mean any additional costs, including, but not limited to, travel reproduction, out-of-pocket expenditures and all approved *Contractor* costs of whatever kind or nature incurred by the *Contractor* in its performance of the *Services* herein as provided for in *Exhibit B*.

“Services” shall mean all work that is expressly set forth in the Scope of *Services* included in *Exhibit A* or impliedly required to be performed by the *Contractor* in order to achieve the objectives of this *Contract*.

“Work Product” shall include all finished or unfinished original documents or copies, (when originals are unavailable) of data studies, briefs, drawings, maps, models, photographs, files, records, computer printouts, estimates, memoranda, computations, papers, supplies, notes, recordings, videotapes, and other materials prepared by the *Contractors* under this *Contract*.

EXHIBIT A - SCOPE OF SERVICES / PRICING RESPONSE

Contractors can bid on all or any combination of services

Contractor Dispatch Locations (city's) : _____

Please indicate geographic service areas where Contractor can provide services. Check all that apply:

SE Michigan _____

Ann Arbor Area _____

Battle Creek _____

Central Michigan _____

Flint _____

Grand Rapids _____

Jackson _____

Kalamazoo _____

Lansing _____

Monroe _____

Port Huron _____

Saginaw _____

Thumb Region _____

Northern Michigan _____

Western Michigan _____

UP _____

Board Up

All required barricades shall be compliance with the local ordinance where work is to be performed.

General Requirements

The Contractor will be responsible for securing the first floor window and door openings of vacant residential and commercial structures with sheathing materials and mechanical fasteners. Barricades for vacant buildings will require painting with a flat gray and shall be made of minimum 1/2" Plywood or 7/16" OSB. Sheathing is to be cut to the specific dimensions of the rough opening and fastened minimum 8" on center (oc) directly to the existing sash/frame and within the rough opening so as not to accommodate removal by hand or pry bar. Unless otherwise specified, requests for board-ups require the Contractor to secure all first floor/lower level openings including windows, doors and basement windows.

The Contractor will be notified of a Notice to Proceed via e-mail, with receipt confirmation required if request is faxed or E-mailed. The notice must be picked up no later than the next scheduled work day, Contractors are expected to complete work within 48hours of receipt of notice (Exception: Emergency Board-up). All jobs are expected to be performed professionally and be visually neat in appearance.

The Contractor must have the capability to respond to emergencies after working hours.

The Contractor must provide proof of completion after a board up is completed for inspection. Proof of completion can consist of pictures or physical onsite verification. If work is completed after hours, pictures will be required of the area secured and the address of the location must be visible. If contractor does not provide proof of work completion, payment will be denied until such time as when verification is provided by the contractor.

Unconventional Situations

Openings larger than a unit measurement will be rounded up to the next full unit.

Missing door or window framing:

Masonry structures and structures which are severely vandalized may have had the wooden frames of the doors and windows damaged, removed or rotten. Openings with no available surface for which to fasten barricades shall be provided with enough framing (2 x 4s or 2 x 6s) to substantially secure any required barricades. Where required, barricade framing shall be computed and expressed as a function of the basic Unit. Framing should be recessed as to ultimately allow sheathing to be recessed inside the opening. Framing should follow conventional industry standards for spacing, etc. and should be such as to make the window or door secure and resistant to trespass.

Oversized openings:

Residential and commercial windows, which are oversized and provide no framing to support sheathing at all ends, must be framed with (2" x 4") to provide support for the sheathing. As stated earlier, framing must adhere to conventional industry standards.

Job Site Conditions:

Waste materials generated during the process of boarding and securing must be properly disposed of in every situation.

FURNISH:

ADR / MLB with normal requirements of Services: Boarding and Securing of Residential, Commercial and/or Industrial Properties, in accordance with attached Specifications. Requirements stated are not guaranteed but are for entire normal requirements. The unit price shall include all cost of labor and material.

**Residential and Commercial Properties average 12 units for securing.
Framing will be considered in increments of an individual unit**

Items		Cost Per Item <u>½ CD x grade plywood</u> 7/16" OSB	Total Cost <u>½ CD x grade plywood</u> 7/16" OSB
Regular Units	100	\$_____/each plywood	\$_____
		\$_____/each OSB	\$_____
Framing	50	\$_____/each framing	\$_____
<u>Emergencies</u>			
Units	100	\$_____/each plywood	\$_____
		\$_____/each OSB	\$_____
Framing	50	\$_____/each framing	\$_____
Grand total	200	\$_____ Plywood	
		\$_____ OSB	
		\$_____ Framing	

Sidewalk Replacement

1. Sidewalk Program Intended usage

Objective: To enhance the safety of residents by removing and replacing damaged sidewalks in locations throughout the state.

Contractor will be responsible for delivering a complete solution to effect repairs on sidewalk locations identified in writing as well as via marking.

Each flag to be replaced will be identified by ADR to ensure Contractor has no issues identifying and completing work.

Scope:

Contractor will be responsible for providing all labor and materials to complete this project. Contractor responsible for :

- o Removal & Replacement of existing 6’ x 6’ sidewalks as designated by ADR.
 - o Fine-grade to ensure proper water drainage.
 - o Install (21A) Aggregate base and compact with power equipment.
 - o Install 4” of Air Entrained 6 Sack Mix.
 - o Install Control Joints as required.
 - o Bull Float with broom finish.
 - o Removal / proper disposal of debris.
-
- 12 Month Warranty on all Materials and Labor from date of completion.

Costs are to be provided for the following specified work:

Sidewalk Flag Replacement Project

Undersigned is to provide fixed, not to exceed cost for each category of repair per criteria below:

- a. Describe method and specification for removal and replacement for 6’ x 6’ sidewalk flags (noncontiguous). Clearly outlining materials, measurements and details.

- b. Materials Measurements – Clearly provide estimated amounts of materials required for this project. Price will be per flag with a 3 flag minimum

Type	Amount	Cost Per	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Materials: _____

- c. Labor – _____
- d. Grand Total - _____

Project Grand Total :

Materials: _____

Labor : _____

Performance Bond: _____

Total Cost Base Bid : _____

Cost per 6' x 6' Sidewalk Flag: _____

Std Warranty: _____ Duration _____ Materials (yes/no) _____ Labor (yes/ no)

Tree Removal / Trimming:

1. Tree Removal / Trimming Program Intended usage

Objective: To enhance the safety of residents by removing unsafe trees or limbs and preventing damage to adjacent occupied structures in locations throughout the state.

Contractor will be responsible for delivering a complete solution to effect services in varied locations identified in writing as well as via marking.

Each tree or limb to be removed or trimmed will be identified by ADR to ensure Contractor has no issues identifying and completing work.

Scope:

Contractor will be responsible for providing all labor and materials to complete this project.

Contractor responsible for :

- o Removal & Disposal of all material and debris.
 - o Stump Grinding when Indicated
 - o Safety of property and residents during felling operations
 - o Clean up of all properties and sidewalks after felling / chipping
- e. Describe method and specification for removal of a 12" diameter / 50 ft high dangerous tree in a populated residential area. Clearly outlining equipment, materials, measurements and details.

f. Costs – Clearly provide costs for proposed services for this project. Price will be each.

Trunk Diameter	Removal Cost	Removal Cost
	w/o Stump Grinding	w/ Stump grinding
<12"	_____	_____
13 - 20"	_____	_____
21 -30"	_____	_____
>31"	_____	_____

Tree Trimming Hourly Rate:

Non Emergency: _____

Emergency: _____

Lawn Cutting:

1. Tree Removal / Trimming Program Intended usage

Objective: To enhance the safety of residents and improve neighborhood appearance by maintaining properties with a clean, kept appearance in locations throughout the state.

Contractor will be responsible for delivering a complete solution to effect services in varied locations identified in writing as well as via marking.

Each assigned property will have grass trimmed to a uniform 3" length with all cuttings mulched and returned to the property or removed at Contractor's preference.

Scope:

Contractor will be responsible for providing all labor and materials to complete this project.

Contractor responsible for :

- o Removal & Disposal of all material and debris including trash for the property.
 - o Grass needs to be blown from sidewalks and neighboring driveways before Contractor leaves site.
 - o All lawn cutting shall be completed the same day they are started. No partial mowing will be allowed unless the weather forces the delay. Contractor shall return immediately upon favorable weather conditions if interrupted.
 - o All mower chutes shall direct grass clippings away from any structures, vehicles or streets.
 - o No damage to any fixed object is permitted such as but not limited to trees, light poles, and or sign posts.
- g. Describe method and specification for grass cutting a 30' x 50' lot including any proposed additional services such as edging if including. Clearly outlining equipment, materials and details.

h. Costs – Clearly provide costs required for this project. Price will be per standard 30' x 50' property

# Lots	Cost per Lot	Total Cost
1-3	_____	_____
4-7	_____	_____
8-12	_____	_____
13+	_____	_____

Capacity per Day: _____

Response time from point of request (Hrs / Days): _____

Security / Investigative Services:

1. Security / Investigative Services Program Intended usage

Objective: To carry out process service duties and property ownership investigative services to help locate and serve court actions on delinquent property owners or illegally occupying trespassers as needed in locations throughout the state.

Contractor will be responsible for delivering a complete solution to effect services in varied locations identified in writing as well as via marking.

Scope:

Contractor will be responsible for providing all labor and materials to complete this project.
Contractor responsible for :

- o Properly delivering and serving legal notices including but not limited to property postings.
 - o Providing investigative support to locate the true residence of individuals to be served as needed.
 - o A Valid Private Investigator License
- i. Describe experience in locating delinquent property owners and properly serving individuals court documents. Clearly outlining capabilities, experiences and details.

- j. Costs – Clearly provide costs required for this project. Price will be per standard 30’ x 50’ property

Hourly Rate per hour: _____

Response time from point of request (Hrs / Days): _____

Are employees all licensed PI? _____

Are employees former Law Enforcement? _____ MCOLES? _____

<u>General Services:</u>	Unit	Cost
1. Locksmith		
• Install Hasp and Padlock	Each	_____
• Re key Lock and deadbolt on Entry Door	Each	_____
2. Debris Removal		
• Tire removal	Each	_____
• Debris removal & proper disposal non hazardous	Cubic Yard	_____
• Debris removal & proper disposal Hazardous	Cubic Yard	_____
3. Inspection Services		
• Dangerous building pre demolition assessment to include written report and (4) side pictures	Each	_____
• Property Evaluation Assessment for rehab / salvage to include written report, full interior and exterior pictures mechanical systems evaluation and estimated repair costs to bring structure to code	Each	_____
4. Plumbing		
• Basement pump out (900sq ft)	Each	_____
• General plumbing repair	Hour	_____
• Sump pump / battery bu	Each	_____
5. HVAC		
• Furnace Service – Cleaning w/ filter replace	Each	_____
• Furnace Service – Winterization	Each	_____
• Hot water heater replace 30 gal-gas	Each	_____
• Hot water heater replace 30 gal – electric	Each	_____

Questions:

1. Is Company presently suspended / debarred or has been suspended / debarred within the last (5) years? If yes, please provide details.
2. Have principals of the company ever worked for a company that was debarred within the last five (5) years?
3. Is the company currently the defendant in any litigation? If yes, Please provide details.
4. Has company ever failed to complete a project within the last five (5) years? If yes, please provide details.