



Request for Proposals To Provide Appraisal Services

To The Ingham County Land Bank Fast Track Authority (ICLB)
Neighborhood Stabilization Program 2
And / Or
The City of Lansing

Request for Proposal: Appraisal Services

BID NUMBER: NSP2-12-1204

Issued: December 4, 2011

Due Date: December 19, 2011

Proposals Will Be Received Until the Hour of 2 P.M. EDT

Bid Opening: December 19, 2011 at 2:00 p.m.

As part of the Michigan NSP2 Consortium, a partnership between:
Michigan State Housing Development Authority
The City of Lansing
Ingham County Land Bank Fast Track Authority



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REQUEST FOR PROPOSALS – APPRAISERS

INTRODUCTION

A. Overview

This Request for Proposals (“RFP”) is being issued by The Ingham County Land Bank Fast Track Authority in its capacity as Consortium Partner of the Neighborhood Stabilization Program 2 (NSP2). The Ingham County Land Bank invites the submission of proposals from appraisal firms with expertise and experience in appraising on an:

- “As is”
- “As completed”, and
- Rental comparison basis

The firms must also have expertise and experience for appraising the following property types:

- Single-family
- 2-4 unit properties
- 5 or more unit multi-family properties

All appraisals shall conform to current standards set forth by the Uniform Standards of Professional Appraisal Practice (USPAP).

Companies with demonstrated experience in appraising properties and with an interest in making their services available to The Ingham County Land Bank are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

Ingham County Land Bank is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises.

Nothing in this RFP shall be construed to create any legal obligation on the part of The Ingham County Land Bank or any respondents. Ingham County Land Bank reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall Ingham County Land Bank be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from The Ingham County Land Bank for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the Ingham County Land Bank. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

The Ingham County Land Bank follows federal procurement policies and procedures for procurement process. For further information on this requirement, contact the Kimberly Whitfield, 600 W Maple Street, Lansing, MI, phone 517-580-8825; fax 517-580-8857.



B. Time of Completion

Any contract awarded pursuant to this RFP solicitation shall have appraisal services completed within a mutually agreed upon expedited timeframe.

C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period up to 12 months with the possibility of an extension.

D. Background

Under the Recovery Act, Congress established the Neighborhood Stabilization Program 2 (NSP2) to stabilize neighborhoods whose viability is negatively affected by properties that have been foreclosed upon and abandoned. NSP2 provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis.

The Michigan NSP2 Consortium received \$223,875,339. The Michigan State Housing Development Authority (MSHDA), as lead applicant, 12 city governments, and eight county land banks will work together to remove blight, address vacancy and foreclosures, and reposition neighborhoods in targeted NSP2-eligible census tracts. MSHDA allocated \$201,487,805 to place properties back in productive use and \$22,387,534 in administrative fund for MSHDA, Cities and Lands Banks to share.

The City of Lansing received \$5,992,160 and the Ingham County Land Bank received \$11,377,478 for a total award amount of 17,369,638 to assist the targeted census tracts in Lansing.

E. Federal Regulations

Award recipients implementing the Michigan NSP2 Consortium must follow the Community Development Block Grant (CDBG) Program rules and regulations, unless stated otherwise in the May 4, 2009 of the Federal Register Notice [Docket No. FR-5321-N-01] regarding [Title XII of Division A of the American Recovery and Reinvestment Act of 2009](#), which is posted on

http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2_nofa.pdf

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP. All NSP2 funds must be spent on specific eligible activities no later than February 10, 2013 and 50% of NSP2 funds must be spent no later than February 10, 2012.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

ICLB seeks sealed proposals from appraisers who are State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing appraisals for properties located in targeted neighborhoods and census tracts in the City of Lansing. *See Appendix A – NSP2 Boundaries and Map.*

ICLB is interested in facilitating the acquisition of vacant/foreclosed properties from various mortgage loan servicers, private sellers, and through the State of Michigan tax foreclosure process for the purpose of rehabilitation, new construction, land banking and demolition to foster neighborhood stabilization. During the program period, which ends February 10, 2013, ICLB anticipate up to [75] assignments and

will require completed appraisals within seven business days of the order being sent. Arrangements will be made by ICLB to schedule entry to the respective properties.

The property type will vary from single-family properties to 2-4 unit rental properties to 5 or more unit multi-family properties. Appraisals will require “as is” and “as completed” values. ICLB will provide specifications so that an “as completed value” may be determined. In addition, a rental appraisal may be required.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and its implementing regulations (49 CFR Part 24) set forth minimum requirements for real property acquisition appraisals for Federal and federally-assisted programs. The appraiser must at a minimum:

1. Provide an appraisal meeting the definition of an appraisal found at 49 CFR 24.2 (a) (3) (*See Appendix B*) and conforms to all USPAP standards.
2. Afford the property owner or the owner’s designated representative the opportunity to accompany the appraiser on the inspection of the property.
3. Perform an inspection of the subject property. The inspection should be appropriate for the appraisal problem, and the scope of work should address:
 - Extent of the inspection and description of the neighborhood and proposed project area;
 - Extent of the subject property inspection, including interior and exterior areas; and,
 - Level of detail of the description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, the remaining property).
4. In the appraisal report, include an adequate description of the physical characteristics of the property being appraised (i.e., sketch of the property and provide the location and dimensions of any improvements), and a description of comparable sales. The appraisal report should also include adequate photographs of the subject property and comparable sales, and provide location maps of the property and comparable sales.
5. In the appraisal report, include items required by the acquiring agency, including but not limited to the following:
 - Property right(s) to be acquired, e.g., fee simple, easement, etc.,
 - Value being appraised (usually fair market value), and its definition;
 - Appraised as if free and clear of contamination (or as specified),
 - Date of the appraisal report and the date of valuation,
 - A realty/personality report as required by 49 CFR 24.103(a)(2)(i),
 - Known and observed encumbrances, if any,
 - Title information,
 - Location,
 - Zoning,
 - Present use, and
 - At least a 5-year sales history of the property.

6. In the appraisal report, identify the highest and best use. If highest and best use is in question or different from the existing use, provide an appropriate analysis identifying the market-based highest and best use.
7. Present and analyze relevant market information.
8. In developing and reporting the appraisal, disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired or by the likelihood that the property would be acquired for the project. *(If necessary, the appraiser may cite the Jurisdictional Exception or Supplemental Standards Rules under USPAP to ensure compliance with USPAP while following this and other Uniform Act requirements.)*
9. Report his or her analysis, opinions, and conclusions in the appraisal report.

B. Additional Requirements

1. Intended Use

This appraisal is to estimate the fair market value of the property, as of the specified date of valuation, for the proposed acquisition of the property rights specified (i.e., fee simple, etc.) for a federally assisted project.

2. Intended User

The intended user of this appraisal report is primarily The Ingham County Land bank; however, its funding partners may review the appraisal as part of their program oversight activities.

3. Definition of Fair Market Value

This is determined by State law. Fair market value, however, is generally defined as the price that a seller is willing to accept and a buyer is willing to pay on the open market in an arm's length transaction, and usually includes the following:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised, each acting in what he or she considers his or her own best interest;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

4. Certification

The appraisal shall include a certification of the appraiser (*See Appendix C*)

5. Assumptions and Limiting Conditions:

The appraiser shall state all relevant assumptions and limiting conditions. In addition, the acquiring agency may provide other assumptions and conditions that may be required for the particular appraisal assignment, such as:

- Data search requirements and parameters that may be required for the project.
- Identification of the technology requirements, including approaches to value, to be used to analyze the data.
- Need for machinery and equipment appraisals, soil studies, potential zoning changes, etc.
- Instructions to appraiser to appraise the property "As Is" or subject to repairs or corrective action.
- As applicable include any information on property contamination to be provided and considered by the appraiser in making the appraisal.

6. Licensing and Certification Requirements

The Issuers seek appraisers that are state-licensed or state-certified (in accordance with the provisions of Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989) to appraise properties under consideration by ICLB for acquisition. The appraiser must note his or her license or certification number on the individual appraisal report forms. In addition, Respondents must not be listed on GSA's Excluded Parties List System (EPLS), HUD's Limited Denial of Participation (LDP) list, or HUD's Credit Alert System (CAIVRS).



EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, ICLB will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

A. Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

1. Experience in providing appraisals services.

Up to one (1) year of experience in completing property appraisals.	5 Points
One (1) to three (3) years of experience in completing property appraisals.	10 Points
Greater than three (3) years of experience in completing property appraisals.	20 Points

2. Capacity to Produce Appraisals in accordance with 49 CFR 24.2 (a) (3) and conforms to all USPAP Standards on Weekly Basis.

Demonstrated capacity and experience to complete up to ten (10) “as is”, “as completed”, and “rental” appraisals per week.	5 Points
Demonstrated capacity and experience to complete up to twenty (20) “as is”, “as completed”, and “rental” appraisals per week.	10 Points
Demonstrated capacity and experience to complete greater than twenty (20) “as is”, “as completed”, and “rental” appraisals per week.	20 Points

3. Pricing Proposal

Pricing proposals that are in the highest cost 1/3 of proposals	5 Points
Pricing proposals that are in the middle cost 1/3 of proposals	10 Points
Pricing proposals that are in the lowest cost 1/3 of proposals	20 Points

4. Respondents will be awarded up to 20 points for their experience in appraising various housing types, 1- 4 units, 5 or more units multi-family properties coupled with expertise in the following areas: Rental Properties, Homes in Need of Extensive Rehabilitation, Historic Preservation, Homes Sales in Weak Markets, Energy Retrofits, and Green Technologies.



SUBMITTAL REQUIREMENTS

RFP responses must be submitted via hard copy in a sealed envelope. Each respondent shall submit one (1) original and one (1) copy of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format. **Responses not submitted in a sealed envelope will not be considered.** Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

ICLB reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

B. Threshold Requirements

These documents must be submitted and acceptable before 12/19/2011 will review the Experience and Capacity proposal:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent 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 \$1,000,000; Workers Compensation and Employers Liability with limits not less than \$1,000,000; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000.
3. State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.)
4. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist and ICLB in determining the

Respondent's financial condition. ICLB is seeking this information to ensure that the proposer's have the financial stability and wherewithal to assure good faith performance.

5. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
6. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the ICLB. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

C. Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications in performing the range of appraisal services on various property types in compliance with 49 CFR 24.2 (a) (3) and all USPAP standards, including team's resumes.
2. Capacity to complete multiple appraisals within seven business days.
3. Pricing proposal to complete "as-is", "as-completed", and rental appraisals, for single-family, 2-4 unit, and 5 or more unit multi-family properties.
4. Experience in appraising various housing types - single family, 2- 4 units and 5 or more unit multi-family - coupled with expertise in the following areas: Rental Properties, Homes in Need of Extensive Rehabilitation, Historic Preservation, Home Sales in Weak Markets, Energy Retro Fits, and Green Technologies.
5. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter.

SELECTION PROCESS

The Selection Committee comprised of The Ingham County Land Bank staff will review qualifications in accordance with the evaluation criteria set forth herein and Michigan NSP2 Consortium objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP.

QUESTIONS

Questions regarding this RFP should be submitted in writing via email to kwhitfield@ingham.org.

SUBMITTAL DUE DATE

Responses to this RFP are due by 2:00 p.m. on December 19, 2011. Responses to this RFP must be delivered to Kimberly Whitfield at the address printed below. Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

**Ingham County Land Bank
Neighborhood Empowerment Center
Attn: Kimberly Whitfield
600 W Maple Street
Lansing, MI 48906**



CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to The Ingham County land Bank is accurate and complete ,and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

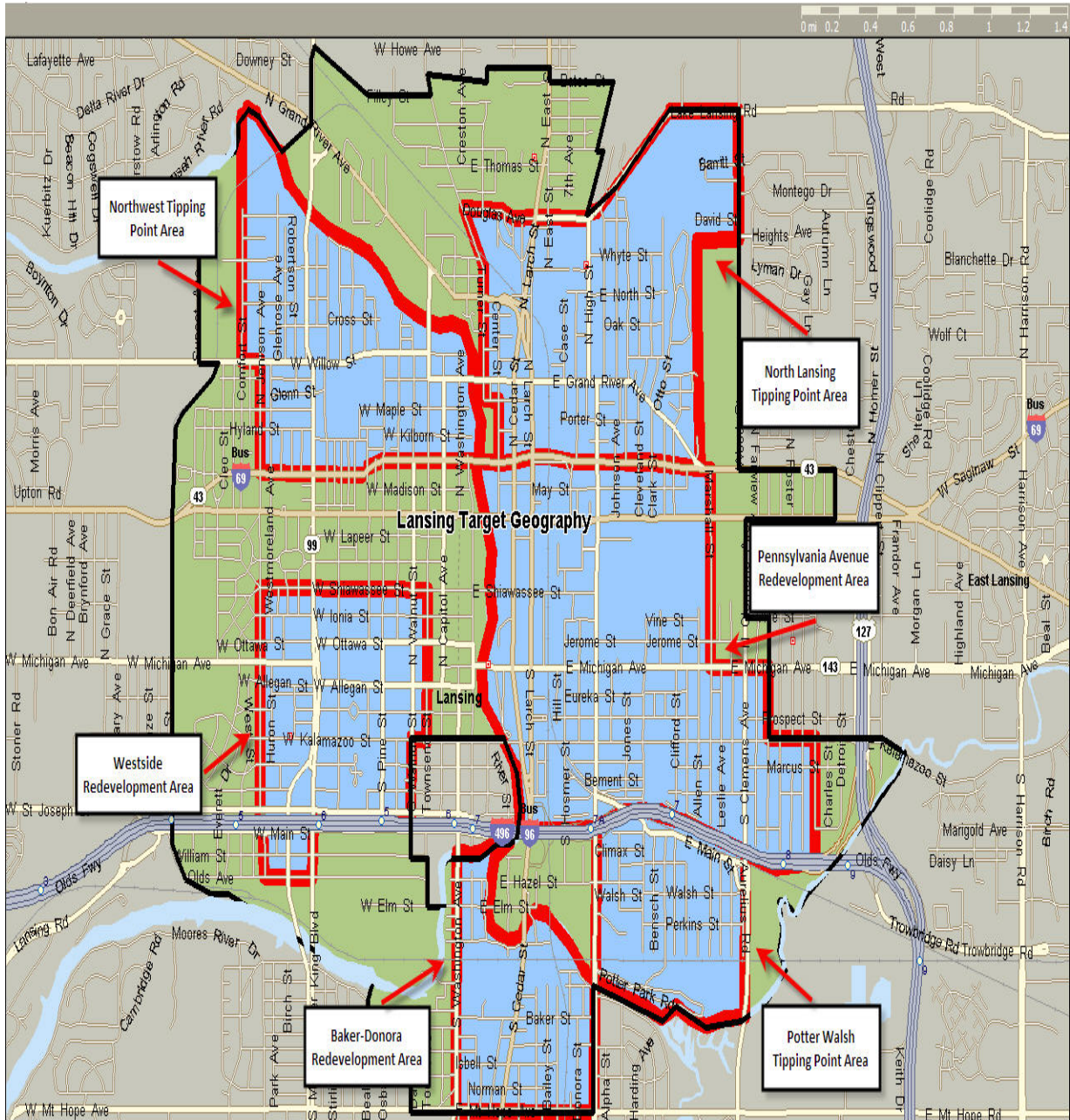


RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Letter of Interest
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent 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.)
- Evidence of Insurance
- State License and or Certification
- References
- Conflict of Interest Statement & Supporting Documentation:
- Description of Company
- Capacity of Company
- Pricing Proposal
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFP Submittal Requirements Checklist

APPENDIX A: MAP AND BOUNDARIES OF NSP2 TARGET AREA



APPENDIX B: DEFINITION OF AN APPRAISAL

URA regulations at 24.2-definition of appraisal. The term appraisal means a written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

A. Scope of an Appraisal – From an Appraisal

The scope of this assignment entails the collection, verification and analysis of data pertinent to the “Sales Comparison” approach.

- Inspect the subject property, noting its physical features;
- Examine the immediate neighborhood surrounding the property to ascertain trends of development and uses;
- Review FEMA FIRM Map and any other data for environmental hazards or issues;
- Research market activity (sales/rentals) from MLS, RE agent files and public records for comparable units recently sold on the open market;
- Confirm data (public records and interviews with pertinent parties to the transaction);
- Analyze data and prepare appraisal report;
- Illustrate, with adequate photographs, the subject property and comparable sales

APPENDIX C: CERTIFICATE OF APPRAISER – SAMPLE

I hereby certify:

That on _____ date(s), I personally made a field inspection of the property herein appraised and have afforded the owner or a designated representative the opportunity to accompany me on this inspection. I have also personally made a field inspection of the comparable sales relied upon in making said appraisal. The property being appraised and the comparable sales relied upon in making this appraisal were as represented in the appraisal.

That to the best of my knowledge and belief the statements contained in the appraisal herein set forth are true, and the information upon which the opinions expressed therein are based is correct; subject to the limiting conditions therein set forth.

That I understand that such appraisal may be used in connection with the acquisition of property for a project utilizing U.S. Department of Housing and Urban Development funds.

That such appraisal has been made in conformity with appropriate laws, regulations, policies and procedures applicable to appraisal of property for such purposes; and that to the best of my knowledge no portion of the value assigned to such property consists of items which are non-compensable under the established law of said State.

That any decrease or increase in the fair market value of real property prior to the date of valuation caused by the project for which such property is acquired, or by the likelihood that the property would be acquired for such project, other than that due to physical deterioration within the reasonable control of the owner, was disregarded in determining the compensation for the property.

That neither my employment nor my compensation for making this appraisal and report are in any way contingent upon the values reported herein.

That I have no direct or indirect present or contemplated future personal interest in such property or in any benefit from the acquisition of such property appraised.

That I have not revealed the findings and results of such appraisal to anyone other than the proper officials of the acquiring agency or officials of the U.S. Department of Housing and Urban Development and I will not do so until so authorized by said officials, or until I am required to do so by due process of law, or until I am released from this obligation by having publicly testified as to such findings.

That I have not given consideration to, or included in my appraisal, any allowance for relocation assistance benefits.

That my opinion of the fair market value of the property to be acquired as of the _____ day of _____ 20 _____ is \$ _____ based upon my independent appraisal and the exercise of my professional judgment.

Name _____ Signature _____

Date _____

(Note: Other statements, required by the regulations of an appraisal organization of which the appraiser is a member or by circumstances connected with the appraisal assignment or the preparation of the appraisal may be inserted where appropriate.)

SCHEDULE "A"
(Submit with Proposal)
INGHAM COUNTY LAND BANK and/or CITY OF LANSING
REQUEST FOR PROPOSALS (RFP)
TO PROVIDE APPRAISAL SERVICES

PROPOSAL FEE SCHEDULE

Provide an appraisal fixed fee based upon satisfactorily completed tasks for residential appraisals in accordance with the referenced RFP. All work connected with this bid is expected to start by December 2011 and be completed no later than December 2013.

TASK/FEE CHART

Services to be provided	Amount of fixed fee charged for completed appraisal	Hourly fee charged for services for special appraisal assignments with amended scope	Hourly fee for testimony, if required.
Residential Appraisal (one to four units)			
Residential Review Appraisal* (one to four units)			
Residential Appraisal (greater than four units)			
Residential Review Appraisal* (greater than four units)			
Bulk price per unit for bundled appraisal assignments at 3 or more scattered sites.			

* **Note:** A review appraisal is not anticipated; however, in the event of a complicated project or properties to be acquired this service might be part of the tasks to be provided. It is anticipated that most appraisals will be for one unit per address however appraisals may be needed for multifamily properties.

Any questions regarding this project or proposal should be directed to _____ .

FIRM _____

ADDRESS _____

SIGNED BY _____

TITLE OR AGENCY _____

DATE _____

TELEPHONE NO. _____

NOTE: Finalist's pricing may be subject to negotiation. The ICLB and/or City, at the conclusion of negotiations, may request "best and final" offer from the finalist.

Bid Number: NSP2-12-1204



(Submit with Proposal)

RESPONDENT'S AGREEMENT

In submitting this proposal, as herein described, the respondent agrees that:

1. They have carefully examined the Scope of Work and all other provisions of this document and understand the meaning, intent and requirements of same.
2. If selected, they will enter into contract negotiations and furnish the services specified.
3. They have signed and notarized the attached non-collusion affidavit form, whether individual, corporate or partnership.
4. They have reviewed all clarifications/questions/answers on the ICLB website at <http://www.inghamlandbank.org/>
5. Confidentiality: Successful Respondent hereby acknowledges that information provided by the ICLB and/or City during the administration of the appraisal services contract is personal and confidential and shall not be used for any purpose other than the original intent outlined in the Request for Qualifications and Proposals. Breach of confidentiality shall be just cause for immediate termination of contract agreement, and possible legal action.

NAME OF FIRM _____

ADDRESS _____

SIGNED BY _____

TITLE OR AGENCY _____

DATE _____

TELEPHONE NO. _____

E-MAIL ADDRESS _____

FAX NO. _____



(Submit with Proposal)

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY CONTRACTOR

STATE OF MICHIGAN }
COUNTY OF INGHAM }SS

_____, being first duly sworn, deposes and says that he or she is _____ (Title) of _____ (company) the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposal has not directly or indirectly induced or solicited any other proponent to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposal or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposal has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proponent or any other proposal, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposal, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the proposal has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Signature of Proposer

Business Address

Place of Residence

	State of Michigan } County of Ingham } On _____ before me, _____ personally appeared
NOTARY PUBLIC SEAL	personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. WITNESS my hand and official seal. NOTARY PUBLIC SIGNATURE



(Submit with Proposal)

NON-COLLUSION CERTIFICATION

(1) City of Lansing's (City) federally funded agreements with the U.S. Department of Housing and Urban Development, and State of Michigan prohibits any member, officer, or employee of the City or their designees or agents, which shall include Ingham County Land Bank (ICLB), and any members of the governing body of the locality in which this project is situated, and any other public official of such locality or localities who exercises any functions or responsibilities with respect to the City's Community Development Program or this project during his tenure or for one year thereafter, from having any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, in work to be performed in connection with projects assisted with Community Development funds.

(2) Contractor stipulates that no public official, as described in the preceding paragraph, has any interest, direct or indirect, in this contract or any subcontract, or the proceeds thereof, in work to be performed in connection with this project.

(3) Contractor agrees to include or cause to be included the regulations in Paragraphs (1) and (2) of this section in every subcontract in connection with this project.

Community Development Project Name _____

Contractor/Vendor*

Date

Signature

Address

Title



(Submit with Proposal)

INGHAM COUNTY LAND BANK and/or CITY OF LANSING DEVELOPMENT OFFICE
MINORITY AND FEMALE BUSINESS ENTERPRISE
CERTIFICATION FORM

1. _____
Name of Firm

2. _____
Business Address City State Zip

3. _____
Name of Person to Contact (list one only) Telephone Number

4. Type of Ownership *Check Only One*
____ Sole Ownership ____ Partnership ____ Joint Venture
____ Other ____ Corporation

Also check, if applicable, whether the business is:

____ Female Owned ____ Minority Owned
In order to qualify as a female or minority-owned business, at least 51% of ownership must meet the criteria.

5. Contractor's License # / Engineer or Architect License # / Tax Identification #

A. License Class _____ # _____ Expiration Date _____

Name of License Qualifying Individual _____

B. License Class _____ # _____ Expiration Date _____

Name of License Qualifying Individual _____

C. Employer Identification (IRS Tax ID #)

6. Nature of Firm's Business: _____

_____ Years in Business: _____



- PLEASE SUBMIT WITH PROPOSAL-

7. Identify all individuals who own 5% or more of this firm. (With firms less than 100% minority owned, list the contributions of money, equipment, real estate or expertise of each owners.)

Name	Sex	Owned	Years Owned	% Voting	%
Ethnicity: (select <i>only one</i>)					
<input type="checkbox"/>					
Hispanic or Latino					
<input type="checkbox"/>					
Not Hispanic or Latino					
Race: (select <i>one or more</i>)					
<input type="checkbox"/>					
American Indian or Alaska Native					
<input type="checkbox"/>					
Asian					
<input type="checkbox"/>					
Black or African American					
<input type="checkbox"/>					
Native Hawaiian or Pacific Islander					
<input type="checkbox"/>					
White					

Name	Sex	Owned	Years Owned	% Voting	%
Ethnicity: (select <i>only one</i>)					
<input type="checkbox"/>					
Hispanic or Latino					
<input type="checkbox"/>					
Not Hispanic or Latino					
Race: (select <i>one or more</i>)					
<input type="checkbox"/>					
American Indian or Alaska Native					
<input type="checkbox"/>					
Asian					
<input type="checkbox"/>					
Black or African American					
<input type="checkbox"/>					
Native Hawaiian or Pacific Islander					
<input type="checkbox"/>					
White					

Name	Sex	Owned	Years Owned	% Voting	%
Ethnicity: (select <i>only one</i>)					
<input type="checkbox"/>					
Hispanic or Latino					
<input type="checkbox"/>					
Not Hispanic or Latino					
Race: (select <i>one or more</i>)					
<input type="checkbox"/>					
American Indian or Alaska Native					
<input type="checkbox"/>					
Asian					
<input type="checkbox"/>					
Black or African American					
<input type="checkbox"/>					
Native Hawaiian or Pacific Islander					
<input type="checkbox"/>					
White					

For Additional Owners: Please Add Sheets as Necessary

8. Are you authorized to do business in the State as well as locally, including all necessary business licenses?

{ } Yes { } No

9. Is your firm registered as a small business with:

Michigan Office of Small Business? { } Yes { } No
Federal Office of Small business? { } Yes { } No

10. Indicate if this firm or other firms with any of the same officers have previously received or been denied certification or participation as an MBE or WBE and describe the circumstances. Indicate the name of the certifying authority and the date of such certification or denial.



(Submit with Proposal)

VERIFICATION

"The undersigned swears that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations of _____ (name and firm) as well as the ownership thereof. Further, the undersigned agrees to provide through the prime contractor or, if no prime, directly to the Ingham County Land Bank and/or City of Lansing Planning Development current, complete and accurate information regarding actual work performed on the project, the payment thereof and any proposed changes, if any, of the foregoing arrangements and to permit the audit and examination of books, records, and files of the named firm. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal or state laws concerning false statements."

NOTE: If, after filing this schedule, and before the work on any contract covered by this regulation, there is any significant change in the information submitted, you must inform the ICLB and/or City of the change, either through the prime contractor or to the ICLB and/or City directly.

Signature _____
Title _____

Printed Name _____
Date Signed _____



