



3024 Turner Street, Lansing MI 48906

517.267.5221

[www.inghamlandbank.org](http://www.inghamlandbank.org)



## Ingham County Land Bank Fast Track Authority

### Request for Proposal

### RFP # ACM Survey 03-2019

#### Introduction:

The Ingham County Land Bank Fast Track Authority (Land Bank) is requesting proposals for **Asbestos Containing Material (ACM) and Hazardous Materials Building Survey Services** for various residential and commercial properties in Ingham County.

Vendor selection will be based upon proposals submitted to the Land Bank by Land Bank staff. The Land Bank intends to award a contract to the lowest, most qualified, and responsible bidder.

Release Date: March 6, 2019

Bid Due by: March 20, 2019

Bid Opening: March 20, 2019, 10am

At: Ingham County Land Bank Office, 3024 Turner St, Lansing, MI 48906

If you have any questions about this Request for Proposal, please feel free to contact:

- Roxanne Case, Grant Manager, [rcase@ingham.org](mailto:rcase@ingham.org)

## **Instructions to Bidders**

### **1. BID PROPOSAL CONTENT**

Bid proposal documents should include, but not limited to, the following:

- ☐ Bid Specifications / Proposal / Cost
  - Cost per property with up to 30 samples. Additional sample will be reimbursed at cost to contractor (documentation required).
  - Cost of extra samples (over 30) and/or layers.
  - Length of time from request to report is completed and delivered.
- ☐ Firm Background / Years in Business / History
- ☐ Evidence of financial stability – most recent audited financial statement
- ☐ Description of qualifications and previous experience with ACM Building Surveys for rehabilitation/renovation/demolition projects.
- ☐ Current resume (1-2 pages) for key personnel actively involved and/or present on job sites. At a minimum, this shall include a listing of the relevant certifications (with document numbers and effective dates), licenses, training, and experience.
- ☐ Three references documenting past experience by providing: name, agency and contact telephone number.
- ☐ Copies of current and applicable (state and local) licenses, certifications, trainings completed, etc.
- ☐ Submit sample report
- ☐ Certifications and Authorized Signatures form
- ☐ Local Vendor Certification, if applicable
- ☐ Certificate of Compliance with Public Act 517 of 2012
- ☐ Contractor Application, found on the Land Bank website [www.inghamlandbank.org](http://www.inghamlandbank.org) (unless already on file with the Land Bank Office)
- ☐ Evidence of required insurance
- ☐ Minority Business Enterprise (MBE), Women Owned Business (WOB) certificates, if applicable

### **2. BASIS OF PROPOSAL**

Proposals are solicited for the completion of all work as described in the specifications and/or shown on the plans.

Proposals may be withdrawn by bidders prior to, but no later than, the time fixed for the opening of bids. Submit sealed bids, labeled as “ACM Survey 03-2019” prior to the opening date, when bids will be opened and read aloud at the Land Bank office. If the Land Bank does not accept the proposal within 45 days, after the opening date, Contractor may withdraw his/her proposal.

### **3. EXAMINATION OF PREMISES**

Contractor shall familiarize himself/herself with local conditions affecting the job. He/she shall take his/her own measurements and be responsible for the correctness of same. Any variance of Contract documents from legal requirements and/or field conditions shall be promptly reported to the Land Bank. Contractor shall be responsible for any examination and no allowances will be made in his/her behalf by reason of error and omission. If any part of the Contractor's work depends for proper results upon existing work or the work of another, Contractor shall notify the Land Bank before commencing work of any defects that will affect the results. Failure to so notify will constitute his/her acceptance of the conditions.

#### **4. CONTRACT**

Please review the draft Contract included with this Request for Proposal (RFP). By submitting a bid, Respondents indicate agreement with its contents. It will be signed in accordance with all documentation required with this RFP. It is a three-year contract, subject to annual performance review and renewal within that term.

#### **5. SIGNATURES**

Respondents shall place on file with the Land Bank, a notarized statement indicating those individuals authorized to sign proposals on behalf of the Corporation, Partnership and/or Individual. (See attached form.) Said notarized statement may be placed on file prior to the submission of any Proposals and updated as the status of the authorized individuals change, or may be submitted with each proposal.

#### **6. CERTIFICATE OF INSURANCE**

All bidders shall have on file with the Land Bank certificates of all such insurance required under the Land Bank Vendor Insurance Policy located online at [www.inghamlandbank.org](http://www.inghamlandbank.org) within seven (7) calendar days after receipt of the notice of award, unless said certificates are already on file. Further insurance and certificates must include an endorsement providing for ten (10) days prior written notice to the Land Bank, of termination, expiration, or material change of terms.

#### **7. LOCAL VENDOR PREFERENCE**

Preference will be given to a vendor who operates a business within the legally defined boundaries of Ingham County. To be considered a local vendor, the Respondent must complete the "Local Vendor Certification Form" included in this bid packet.

#### **8. CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012**

All bidders must complete the attached Certificate of Compliance with Public Act 517 of 2012, by which the bidder certifies that neither it nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, the bidder will not become an "Iran Linked Business" during the course of performing the work under the Contract.

#### **9. ACCEPTANCE AND REJECTION**

A Contract shall be formed between the parties hereto by the Land Bank's acceptance of the Respondent's proposal, and it will be effective on the date stated on the Bid Specification/Proposal form. Upon acceptance by the Land Bank, a copy of the Contract (see draft attached) will be returned to the Contractor as his/her official notification of award. The Contract, however, shall not be in force until the Contractor has complied with all the requirements of insurance from the Land Bank set forth herein. By the execution of the Contract, the Contractor and the Land Bank hereby covenant in respect to any part of this Proposal and Contract. The Land Bank reserves the right to waive irregularities and to reject bids.

## **Ingham County Land Bank Fast Track Authority**

### **Asbestos Containing Material (ACM) and Hazardous Materials Building Survey**

#### **SCOPE OF SERVICES**

##### **Summary**

The Ingham County Land Bank is seeking an experienced and responsible contractor for the identification and marking of asbestos containing materials (ACM) and hazardous materials in properties slated for either renovation or demolition. These properties may fall within the NSP-1, NSP-2, NSP-3, HOME, CDBG, HHF, U.S. Treasury, Land Bank, or other funding streams. The successful Respondent will meet all qualifications, including competitive pricing, as delineated in the attached proposal. All Respondents shall be screened through the federal System for Award Management (SAM), formerly known as Excluded Parties List System (EPLS), and Limited Denials of Participation list and, if listed, will not be eligible in accordance with their debarment stipulations. The Land Bank is not in a position to determine in advance the actual number of surveys to be performed during the term of the contract, but would estimate approximately 8-12 rehabilitation surveys and 20-50 demolition surveys.

The successful Respondent shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform the services as defined in this RFP. Each survey shall include up to 30 samples for Asbestos Containing Materials. Any need for samples over 30, will be compensated at the cost of laboratory costs. Receipts will need to be provided for payment of these extra samples.

##### **Description**

The purpose of the survey is to locate and identify potential hazardous materials present within the building, or within close proximity to the building, that may require marking and disposal, or other consideration, before a structure is either renovated or demolished. A report will be submitted to the Ingham County Land Bank, identifying and quantifying all hazardous materials for properties assigned to the winning Respondent.

Structures should be surveyed for the following materials:

- Asbestos containing materials (ACM) (including vermiculite, and in the case of demolition, concrete)
- Mechanical and electrical systems containing polychlorinated biphenyls (PCB)
- Potentially hazardous or regulated materials/waste located in containers and/or drums
- Potential mercury containing equipment

During preparation of the survey, a thorough physical inspection should be performed to assess and evaluate the presence of asbestos containing materials at the property. As part of this inspection the following methodology should be used for ACM:

1. A survey should be performed to determine the extent and location of ACM in the survey area. The survey should be qualitative and quantitative in that an attempt should be made to located accessible friable and non-friable ACM areas, as well as a quantity analysis of the amount of ACM. All accessible areas of the survey area should be inspected.

2. Bulk samples of all suspected ACM shall be collected by a Michigan Accredited Asbestos Inspector. Samples shall be collected in a safe manner. As required, limited destructive sampling (ie interior wall or ceiling demolition) should be conducted as part of this assessment in order to gain access to suspected ACM.
3. Per EPA-recommended sampling guidelines, bulk samples shall be collected in each homogenous area encountered. Homogenous area is defined as an area of material that is uniform in color, texture and appearance.
4. Samples of suspect ACM shall be analyzed by an accredited National Voluntary Laboratory Accreditation Program via polarized light microscopy and dispersion staining following the EPA Test Method (EPA-600/M4-82-020) and the National Institute of Standards and Technology Bulk Asbestos Handbook.
5. Photographs should be taken of materials suspected of ACM and markings completed.
5. In an effort to minimize costs, respondent shall utilize first positive stop analysis methodologies.
6. Upon completion of field inspection and receipt of laboratory data, respondent shall prepare a report that will include: a) a general description of the ACBM identified; b) a determination by the quantity of materials, that corresponds to the full quantity that should be abated, and sampling areas; c) a description of the physical assessment of friable and thermal insulating materials; d) a discussion regarding the quality assurance and quality control as well as methodology; and e) laboratory testing results.

The survey for polychlorinated biphenyls (PCBs), potential mercury containing equipment, and containers that may contain hazardous or regulated materials/waste shall be completed according to the following procedures:

1. Inspect the accessible areas of the building for potential hazardous materials such as PCB containing light ballasts, transformers, and mercury light bulbs and switches.
2. Inspection of the interior and exterior of the building to identify the location of containers, drums, batteries, oil waste separator basins, or other features that may contain potentially hazardous or regulated materials/waste. Label identified containers for removal.
3. Note appropriate information identified during this inspection and provide recommendations for the disposal of equipment or containers identified as containing PCBs, mercury or potentially hazardous or regulated materials/waste.

Respondent shall return to the jobsite at their own expense should suspicious materials that are in plain sight, but previously untested, be identified by Ingham County Land Bank personnel. Suspicious material uncovered during renovations shall be tested at the expense of ICLB, but successful respondent will be requested to do so as quickly as possible.

The successful Respondent will be required to perform surveys in a timely manner, not to exceed 10 business days.

## **Report Requirements**

Written reports shall be provided electronically to ICLB. Each report shall contain, at a minimum, the following items:

- Title Page including company name, inspector's name, company mailing address and phone number; street address of subject property; date of inspection and date of report preparation
- Signature Page including printed name and signature of each individual involved in the inspection; the Asbestos Inspector's license number and expiration date for each individual involved in the inspection and/or writing of the report
- Methodologies and procedures of determining sample sites and any exclusions to related to surveying or sampling
- Sampling and analytical techniques utilized
- Detailed site description for both interior and exterior to include estimated square or linear footage for each type of suspect building material and condition of suspect building materials
- A map of the structure(s) which indicates all sample locations and labels of rooms as used throughout the report (ie living room)
- Location, type of material, methods of sampling and results of all samples taken; positively identified as hazardous
- Photographs of materials suspected of ACM and markings completed.
- Laboratory results for each sample
- Chain of custody documentation
- Summary of ACM and hazardous materials found with descriptions of both location and quantity
- Copy of surveyor's Asbestos Inspector certification

## Certifications and Authorized Signatures

*Return with your Proposal package*

Upon notice of acceptance of this packet, Respondent will execute a Contract Agreement and deliver properly executed insurance certificates to the Land Bank within seven (7) days.

### ADDRESS, LEGAL STATUS, AND SIGNATURE OF RESPONDENT

The undersigned does hereby designate the address, given below, as the legal address to which all notices, directions, or other communications may be served or mailed.

P.O. Box (if applicable): \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

The undersigned does hereby declare that it has legal status checked below:

☐ Individual ☐ Limited Liability Corporation (LLC)  
☐ Partnership ☐ Corporation, State of Incorporation: \_\_\_\_\_

The names and address of all persons indicated in this Bid Proposal are as follows:

NAME	ADDRESS
_____	_____
_____	_____

This Proposal Packet is submitted in the name of

\_\_\_\_\_  
(Vendor)

Respondent hereby certifies that the information provided in their submittal to the Land Bank is accurate and complete, and they are duly authorized to sign. Respondent hereby certifies that they have reviewed the RFP in its entirety and accepts its terms and conditions.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

## Local Vendor Certification

*If applicable, return with your Proposal package.*

To be considered for preference as operating a business within the legally defined boundaries of Ingham County, the vendor must register as a “registered local vendor”(RLV) by providing the Land Bank with a verifiable physical business address (not a P.O. Box) within Ingham County at which the business is conducted. This must be the site at which business operation take place. The Land Bank staff reserves the right to make a site visit to verify location and business activities.

Any person, firm, corporation or entity intentionally submitting false information to the Land Bank in an attempt to qualify for the local purchasing preference shall be barred from bidding on Land Bank contracts or a period of not less than three years.

If you believe you qualify as a local vendor, please provide the following information for verification. Please note that there are some exceptions to the local vendor rule. More information can be found at [www.inghamlandbank.org](http://www.inghamlandbank.org).

Complete Legal Firm Name: \_\_\_\_\_

Company Physical Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Company Website: \_\_\_\_\_

Name and Title of Person authorized to sign on behalf of your company:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Certificate of Compliance with Public Act 517 of 2012

I certify that neither \_\_\_\_\_ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

\_\_\_\_\_  
(Name of Company)

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed to and sworn before me,  
a Notary Public, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Notary Public  
\_\_\_\_\_ County, State of Michigan  
Acting in \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_