



# GENESEE COUNTY

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## OFFICE OF FISCAL SERVICES

Purchasing Department  
1101 Beach Street, Rm. 361 Flint, Michigan 48502  
Phone: (810) 257-3030 Fax (810) 257-3560

Chrystal Simpson  
*Chief Financial Officer*

December 8, 2022

**ADDENDUM #1  
REQUEST FOR QUOTE (RFQ) #22-305  
CONSTRUCTION CONTRACTING SERVICES FOR GENESEE COUNTY METROPOLITAN  
PLANNING COMMISSION**

Purchasing Department is issuing this addendum for the purpose of announcing the following information:

- This is an ongoing solicitation. Contractors may submit qualifications anytime throughout the year. The County may elect to withdraw, terminate or revise this request without notice. Quotes are to be e-mailed to: [djones@geneseecountymi.gov](mailto:djones@geneseecountymi.gov).
- This addendum includes an updated Genesee County Insurance Checklist.

This is an ongoing solicitation.

**Vendors must indicate receipt of this addendum by adding the following on the Signature Page (item #6) and on the exterior of the envelope containing your proposal:**

**ADDENDUM #1 RECEIVED**

ALL BIDS MUST BE RECEIVED AT:  
GENESEE COUNTY PURCHASING DEPARTMENT  
1101 BEACH STREET, ROOM 361  
FLINT, MI 48502

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Denise Moomey, Purchasing Manager  
G:/bid2/2022/22-305add1

## GENESEE COUNTY INSURANCE CHECKLIST

Professional Service Contract:

22-305 RFQ – Contracting Services for Genesee County  
Metropolitan Planning Commission

Coverage Required	Limits (Figures denote minimums)
<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability	\$100,000 accident/disease \$500,000 policy limit, disease Including Premises/operations
<input checked="" type="checkbox"/> 3. General Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including Products/Completed Operations and Contractual Liability
<input type="checkbox"/> 4. Professional liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including errors and omissions
<input type="checkbox"/> 5. Medical Malpractice	\$200,000 per occurrence \$800,000 in aggregate
<input checked="" type="checkbox"/> 6. Automobile liability	\$1,000,000 combined single limit each accident - Owned, Hired, Non-owned
<input type="checkbox"/> 7. Umbrella liability/Excess Coverage	\$ 2,000,000 BI & PD and PI
<input checked="" type="checkbox"/> 8. Genesee County named as an additional insured on other than workers' compensation via endorsement. A copy of the endorsement (either blanket Additional Insured or Genesee County specifically added to the policy) must be included with the certificate.	
<input type="checkbox"/> 9. A 30-day notice of cancellation or non-renewal is required for all policies.	
<input type="checkbox"/> 10. Builders Risk "All Risk" for all materials and equipment of this contract	
<input type="checkbox"/> 11. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
<input checked="" type="checkbox"/> 12. The certificate must state bid number and title.	
**Additional coverage including excess liability, pollution and errors and omissions may be required depending on the conditions of the building and processes to be utilized. Each NSP project is to be bided separately, and each will require evaluation for possible risk exposure and additional insurance requirements.	

### Insurance Agent's Statement

I have reviewed the requirements with the bidder named below. In addition:

\_\_\_\_\_ The above required policies carry the following deductibles:

\_\_\_\_\_ Liability policies are occurrence claims made

\_\_\_\_\_  
Insurance Agent

\_\_\_\_\_  
Signature

### Prospective Contractor's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the vendor/contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible.



# GENESEE COUNTY

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## OFFICE OF FISCAL SERVICES

Purchasing Department  
1101 Beach Street, Rm. 361 Flint, Michigan 48502  
Phone: (810) 257-3030 Fax (810) 257-3560

Chrystal Simpson  
Chief Financial Officer

January 3, 2023

### **GENESEE COUNTY REQUEST FOR QUALIFICATIONS #22-305**

Sealed Statements of Qualifications will be received at the Genesee County Purchasing Department, 1101 Beach Street, Room 361, Flint, MI, 48502 for **CONSTRUCTION CONTRACTING SERVICES FOR THE GENESEE COUNTY METROPOLITAN PLANNING COMMISSION.**

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department or at the website [www.geneseecountymi.gov](http://www.geneseecountymi.gov).

Each offeror 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. The proposal request number and due date for this RFQ are:

**DUE DATE:** Until Filled  
**PROPOSAL REQUEST NUMBER:** #22-305

<b>DUE DATE:</b>	<b>This is an ongoing solicitation. Contractors may submit qualifications anytime throughout the year. The County may elect to withdraw, terminate or revise this request without notice.</b>
<b>RFQ Number:</b>	<b>#22-305</b>

Denise Moomey, Purchasing Manager

bid2\2022\22-305  
Attachments

GENESEE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER  
[www.geneseecountymi.gov](http://www.geneseecountymi.gov)

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# **RFQ #22-305 CONTRACTING SERVICES FOR THE GENESEE COUNTY METROPOLITAN PLANNING COMMISSION (GCMPC)**

## **SECTION 1. INSTRUCTIONS TO OFFERORS**

1. Sealed proposals will be received, at the Genesee County Purchasing Department, 1101 Beach Street, Room 361, Flint, MI, 48502. The Genesee County Purchasing Department hours of operation are 8:00 a.m. - 5:00 p.m. Monday - Friday, closed holidays (view website for days that County is closed to the public). Label the envelope containing the proposal response as described on page 1. **PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
2. **Submit one original, one paper copy and one electronic copy of your proposal.** All proposals become the property of Genesee County. The original must include a signature on the Signature Page of a person authorized to make a binding offer. Additionally the proposal response must consist of one copy in electronic format on a CD, DVD or USB flash drive formatted in Adobe (.pdf), Microsoft Word, and/or Microsoft Excel. Failure to provide the required number of duplicate copies may result in rejection of your proposal. Proposals may not be submitted through the MITN site for this offering.
3. Please carefully review this document. It provides information necessary to aid participating vendors in formulating a thorough response. A formal, comprehensive review period will be conducted to ensure that Genesee County selects the best possible vendor that will provide the best value and service.
4. The County Building will be open for vendors to drop off their submissions. Upon entrance, please proceed to Rm. 361 to drop off your proposal. Effective June 28, 2021, the County offices do not require screening or mask use in vaccinated or unvaccinated employees or visitors, except in healthcare settings where masks are required regardless.
5. All submissions will be time stamped by an individual within the Office of Fiscal Service Department. The only acceptable evidence of the time of receipt of the submissions is that of the time clock that resides within said department. It is each Proposer's responsibility to insure that their proposal is time stamped by the Fiscal Services Department by the deadline. This responsibility rests entirely with the Proposer, regardless of delays resulting from postal handling or for any other reasons. Proposals will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 5:00 p.m. Local Time, Monday through Friday, legal holidays as exception.
6. Michigan Inter-governmental Trade Network– an alternate review of Contracting Services for Genesee County Metropolitan Planning Commission can be done at <https://www.bidnetdirect.com/mitn>.
  - a. Genesee County has partnered with BidNet as part of the Michigan Inter-governmental Trade Network (MITN) and will post their bid opportunities to this site. As a vendor, you can register with [Michigan Inter-governmental](#)

[Trade Network](https://www.mitn.info/Registration.asp?ID=2340) (use hyperlink or <https://www.mitn.info/Registration.asp?ID=2340>) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Genesee County has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies. If you need help registering, please call [Michigan Inter-governmental Trade Network](https://www.michiganintergov.org/) support department toll free 1-800-835-4603.

7. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this RFQ, shall be made by and through the purchasing contact reference in this solicitation. No contact regarding this solicitation made with other County employees is permitted. Any violation of this condition may result in immediate rejection of proposal.
8. All prospective offerors shall be responsible for routinely checking the Genesee County Purchasing Department website at [https://www.geneseecountymi.gov/departments/fiscal\\_services/purchasing\\_department/current\\_bids2022.php](https://www.geneseecountymi.gov/departments/fiscal_services/purchasing_department/current_bids2022.php) for issued addenda and other relevant information. Genesee County shall not be responsible for the failure of a prospective offeror to obtain addenda and other information issued at any time related to this RFQ.
9. The County of Genesee requires a signed Genesee County Insurance Checklist with each proposal submitted. Insurance required per the specifications governing this work must be provided prior to the contract starting date and kept in full effect and compliance during entire contract period. Failure to comply with these provisions will cause termination of the contract.

The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agrees to indemnify and defend the County of Genesee against all claims or demands whatsoever, and to hold the County of Genesee harmless from any loss or damage resulting therefrom.

10. Proposal Format: Proposals must be submitted in the format outlined in SECTION 7 - INFORMATION REQUIRED FROM OFFERORS to be deemed responsive.

## **SECTION 2. STANDARD TERMS & CONDITIONS**

See Genesee County website, Purchasing Department for Standard Terms and Conditions by going to the following link: [Genesee County, MI \(geneseecountymi.gov\)](https://www.geneseecountymi.gov/)

## **SECTION 3. ADDITIONAL TERMS & CONDITIONS**

1. **Purpose**: This RFQ provides qualified firms with information to enable them to prepare and submit statements of qualifications for consideration by Genesee County (the County or County), for all required services referenced in Section 6. Scope of Services. The County is requesting Statements of Qualifications from Contractors.

All successful responding qualified Contractors will be placed on a list maintained by the Genesee County Metropolitan Planning Commission (GCMPC) for future rehabilitation of non-commercial residential structures throughout Genesee County.

2. **Issuing Office:** This RFQ is issued by the Genesee County Purchasing Department on behalf of the Genesee County Metropolitan Planning Commission (GCMPC) and Grant Administrator. The contact person is Denise Moomey, Purchasing Manager, Genesee County, 1101 Beach Street, Room 361, Flint, Michigan 48502, phone: (810) 257-3195, fax: (810) 257-3560 and [dmoomey@geneseecountymi.gov](mailto:dmoomey@geneseecountymi.gov). Email is the preferred method of contact.
3. **Questions & Inquiries:** All questions regarding this RFQ shall be submitted in writing to the Genesee County Purchasing Department as listed above. E-mail is the preferred method of contact for all inquiries concerning this RFQ. No verbal interpretation to any respondent as to the meaning of any requirement stated in this RFQ shall be binding on Genesee County. All responses to questions regarding this RFQ shall be issued in writing and distributed as an addendum by Genesee County.
4. **Addenda:** Genesee County reserves the right to amend and provide clarification of this RFQ prior to the date for proposal submission. In such an event, an addendum will be posted on the Purchasing Department website ([https://www.geneseecountymi.gov/departments/fiscal\\_services/purchasing\\_department/current\\_bids2022.php](https://www.geneseecountymi.gov/departments/fiscal_services/purchasing_department/current_bids2022.php)). Further, all offerors shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the Signature Page.
5. **Responsive Offerors:** To ensure proper consideration, all offerors are encouraged to submit a complete response to this RFQ using the format outlined in Section 7, **INFORMATION REQUIRED FROM OFFERORS**. In addition, at least one of the paper proposals must be signed with an **original signature** of the official authorized to bind the offeror to its provisions. Submissions will be reviewed within 30 days of receipt.
6. **Validity Period:** N/A
7. **Disclosure:** All information in an offeror's proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto. In the event that a offeror wishes to designate any portion of their submission as "confidential" or "proprietary," the offeror must contact the Purchasing Manager prior to submission of the proposal. All requests regarding disclosure and requests for confidentiality of a proposal response to this RFQ shall be submitted in writing to the Genesee County Purchasing Department as listed above.
8. **Statement of Exceptions:** The offeror shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the proposal. Failure to furnish this statement shall mean that the offeror agrees to meet all requirements set forth in this solicitation.



9. **Acceptance of Proposal Content:** It is proposed that, if a contract is entered into as a result of this RFQ, the RFQ will serve as the basis for the contract. The contents of the proposal of the successful offeror may become contractual obligations if a contract is issued. Failure of the successful offeror to accept these obligations will result in cancellation of contract award.
10. **Rejection of Offers:** Genesee County reserves the right to reject any and all offers received in response to this RFQ.
11. **Prime Contractor Responsibilities:** The successful offeror(s) will be held responsible for all services required as part of this solicitation regardless of who produces them. Further, the County will consider the successful offeror to be the sole point of contact with regard to contractual matters, including payment of all charges resulting from the contract.

## **SECTION 4. QUALIFICATIONS OF OFFERORS**

In order to qualify for award, an offeror shall have the capability in all respects to perform the work and the integrity and reliability, which will assure good faith performance. This requirement shall include, but is not limited to, the availability of the appropriate financial, material, equipment, facility, personnel, ability, expertise and experience necessary to meet all procurement requirements.

No proposal will be considered from any offeror unless known to be skilled and regularly engaged in work of a character similar to that covered by the solicitation documents.

The following requirements are necessary for consideration of contract award:

1. The offeror shall be financially stable and have the financial wherewithal to carry out the requirements of this solicitation.
2. The offeror must be licensed by the State of Michigan, or by the applicable authorizing agency.
3. The offeror must have liability insurance at or above \$1,000,000 and carry workers compensation for all employees/owners. A certificate of insurance must be included with submission of qualifications. See the "Insurance Checklist" for requirements (pg. 14).
4. Offerors must have a minimum of three years of proven experience providing professional licensed construction services.
5. Offeror must be registered in SAM.gov and must not be on the Federal Debarment List.



6. If applicable, Contractors must be a certified Lead Abatement Contractor that has taken the EPA required RRP refresher training (4 hours) **OR** must subcontract all lead-based paint activity to a GCMPC approved lead abatement firm.
7. Offeror, as well as all employees of the offeror's firm that may perform on-site rehabilitation/construction services solicited as a result of the RFQ, must provide written consent(s) to a criminal background check being performed by Genesee County (pg.13).

If an offeror does not convince Genesee County that it possesses the above minimum qualifications with the proposal submission, Genesee County shall not consider its proposal for award.

## **SECTION 5. PURPOSE**

Genesee County is requesting Statements of Qualifications from Contractors. Review of submission will be made within 30 day of receipt. All responding qualified Contractors will be placed on a list of Qualified Contractors maintained by the GCMPC for future rehabilitation of non-commercial residential structures throughout Genesee County. Only Qualified Contractors will be awarded contracts for home repairs and rehabilitation through the GCMPC. As the rehabilitation of homes is needed an additional detailed bid or quote request will be issued.

## **SECTION 6. SCOPE OF SERVICES**

Genesee County anticipates rehabilitating approximately 30-50 homes annually through the Home Improvement Program (HIP), the Neighborhood Stabilization Program (NSP), and the Neighborhood Purchase/Rehabilitation/Resale Program (NPRR). The homes will be both homeowner occupied or vacant single-family structures in need of structural and Health & Safety repairs. All work will be funded by HUD and at completion must meet state and local codes. Contractor(s) deemed qualified by the County, will be given the opportunity to bid on designated homes in Genesee County selected by the GCMPC. Qualified firms that submit statements of qualifications to the County, not later than the submission due date and time of a rehabilitation bid, will be allowed to submit bids for rehabilitation projects.

- A. Rehabilitation will be specified for each home and may include any of the following services:
  1. Electrical
  2. Plumbing
  3. Heating
  4. Windows and/or doors
  5. Re-roofing
  6. Framing
  7. Lead based paint removal (must be performed by an approved GCMPC paint abatement company)
  8. Painting
  9. Floor coverings

- B. The successful bidder on each project will be required to maintain record keeping of all time and materials expended to accomplish the above listed tasks.
- C. All contractors new to the program will be on a probationary status and awarded one project at a time until there has been a satisfactory completion of two projects.
- D. For construction bids exceeding \$100,000 in amount, the work to be performed under the contract is subject to the requirement of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). See Attachment 1. The Contractor will be required to furnish a **CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY** for all bids exceeding \$100,000.
- E. **Requirement for Bonds:**
  - a. For construction Contracts (job total, each house is a separate job/contract) exceeding fifty thousand dollars (\$50,000.00) in amount, the Contractor must furnish **performance, payment, and two (2) year maintenance bonds**, each in an amount equal to one hundred percent (100%) of the total compensation to be paid to the Contractor under the Contract as security for the faithful performance of the Contract and as security for the payment of all persons performing labor and furnishing materials in connection with the performance of the Contract. The performance, payment, and maintenance bonds must be in such form as the Owner may require and must be delivered to the Owner prior to execution of the Contract by the Owner. The Contractor shall also be required, at no cost to the Owner, to provide Performance and Payment Bonds required by any utilities for performance of any utility Work or Work on utility lines or within utility easements.
  - b. For construction Bids exceeding \$100,000 in amount, the Contractor must furnish a **bid bond**, equal to 5 percent (5%) of the total compensation to be paid to the Contractor under the bid. The Surety must be acceptable to the County and must be approved to transact business in the State of Michigan.

## SECTION 7. INFORMATION REQUIRED FROM OFFERORS

✓ Attached	General Contractor	Plumber	Well Driller	Electrician	Septic Installer	HVAC
	1 Original signed copy of offer (pages 1-19)	1 Original signed copy of offer (pages 1-19)	1 Original signed copy of offer (pages 1-19)	1 Original signed copy of offer (pages 1-19)	1 Original signed copy of offer (pages 1-19)	1 Original signed copy of offer (pages 1-19)
	1 Copy of offer (pages 1-19)	1 Copy of offer (pages 1-19)	1 Copy of offer (pages 1-19)	1 Copy of offer (pages 1-19)	1 Copy of offer (pages 1-19)	1 Copy of offer (pages 1-19)
	1 Electronic copy of offer (pages 1-19 AND all required attachments)	1 Electronic copy of offer (pages 1-19 AND all required attachments)	1 Electronic copy of offer (pages 1-19 AND all required attachments)	1 Electronic copy of offer (pages 1-19 AND all required attachments)	1 Electronic copy of offer (pages 1-19 AND all required attachments)	1 Electronic copy of offer (pages 1-19 AND all required attachments)
	State of MI Residential Builders License OR Maintenance & Alteration Contractor License	State of MI Plumbing Contractor License OR Master Plumber License	MI DEQ Water Well Drilling Contractor Registration Card	State of MI Electrical Contractor License	Genesee County Health Department Contractor License	State of MI Mechanical Contractor License
	Insurance Certificate	Insurance Certificate	Insurance Certificate	Insurance Certificate	Insurance Certificate	Insurance Certificate
	Most Recent Federal Tax Return OR Balance Sheets	Most Recent Federal Tax Return OR Balance Sheets	Most Recent Federal Tax Return OR Balance Sheets	Most Recent Federal Tax Return OR Balance Sheets	Most Recent Federal Tax Return OR Balance Sheets	Most Recent Federal Tax Return OR Balance Sheets
	Signed Background Consent Forms for offeror AND all employees that perform on-site construction services	Signed Background Consent Forms for offeror AND all employees that perform on-site construction services	Signed Background Consent Forms for offeror AND all employees that perform on-site construction services	Signed Background Consent Forms for offeror AND all employees that perform on-site construction services	Signed Background Consent Forms for offeror AND all employees that perform on-site construction services	Signed Background Consent Forms for offeror AND all employees that perform on-site construction services
	Lead Abatement Contractor Number (if applicable)	N/A	N/A	N/A	N/A	N/A
	Lead Supervisor Card (if applicable)	N/A	N/A	N/A	N/A	N/A
	Certificate of Completion of EPA's Lead Renovator Training Refresher (Lead Abatement Supervisors)	N/A	N/A	N/A	N/A	N/A
	Information regarding any fines within the last 3 years by any federal, state, or local agency	Information regarding any fines within the last 3 years by any federal, state, or local agency	Information regarding any fines within the last 3 years by any federal, state, or local agency	Information regarding any fines within the last 3 years by any federal, state, or local agency	Information regarding any fines within the last 3 years by any federal, state, or local agency	Information regarding any fines within the last 3 years by any federal, state, or local agency
	Proof of Registration in SAM.gov	Proof of Registration in SAM.gov	Proof of Registration in SAM.gov	Proof of Registration in SAM.gov	Proof of Registration in SAM.gov	Proof of Registration in SAM.gov

## RESPONSIVE OFFERS MUST INCLUDE THE FOLLOWING:

- A. One (1) original offer (properly executed with signed Signature Page), clearly marked as such, and one (1) complete additional hard copy of your offer
- B. One (1) copy of the offer in Electronic Format
- C. Each offer is to include:
  1. Current builders/plumbing/electrical/mechanical/well drilling licenses and certificates, including all of the following:
    - i. Lead Abatement Contractor (if applicable)
    - ii. Lead Abatement Supervisor (if applicable)
    - iii. Completion of the RRP refresher training (4 hours) under the U.S. Environmental Protection Agency's (EPA) Lead Renovation, Repair and Painting rule (RRP) if offeror is a Lead Abatement Supervisor
  2. Notification of Construction Contract – Only Complete Contractor Section (page 15 do not sign or date)
  3. Contractor's Data Sheet (pages 16 - 19)
    - i. Provide information about the ownership of your firm. Indicate the name and professional occupation/licensure of each owner.
    - ii. Include copies of State of Michigan licensure, including lead-based remediation license.
  4. Please indicate if your firm has been cited and/or fined within the last three (3) years by any Federal, State or Local regulatory agency. If so, please provide the following information:
    - i. Date
    - ii. Identity of the agency issuing the citation or fine
    - iii. Description of the violation
    - iv. Final rulings of agency
  5. Include any other information that is believed to be pertinent but not specifically asked for elsewhere.
  6. Include proof of registration in the System for Award Management (SAM) (see Attachment 2)
  7. Executed Insurance Checklist and a certificate of insurance must be included with submission of qualifications (see page 14).
  8. Demonstration of Financial Stability – Provide information that establishes the offeror has the credit and financial stability to assure good faith performance. All offerors shall include financial statements:
    - i. Most recent Federal Income Tax Returns OR balance sheets and income statements
  9. Offeror's Statement of all Exceptions to any Terms, Conditions, and Requirements in the RFQ.
  10. Signed Signature Page: See page 12 of this solicitation.
  11. Signed background check consent form(s) for offeror and each employee of offeror's firm that may perform on-site rehabilitation/construction services solicited as a result of this RFQ. Make copies of form as needed. (see page 13).

## **SECTION 8. EVALUATION CRITERIA & SELECTION PROCEDURE**

All offers will be evaluated for completeness and current information of submission. The Qualified Contractor status will be awarded to the responsible offeror(s) whose offer is determined to be complete and qualified based on the information requirements set forth in this RFQ. Only Qualified Contractors will be awarded contracts for home repairs and rehabilitation through the GCMPC. As the rehabilitation of homes is needed, an additional detailed request for bid/qualification or quote request will be issued.

**SIGNATURE PAGE**  
**GENESEE COUNTY RFQ #22-305**  
**CONTRACTING SERVICES FOR GCMPC**

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,
2. has read and understands all information, terms, and conditions in the RFQ,
3. has not engaged in any collusive actions with any other potential offerors for this RFQ,
4. hereby offers to enter into a binding contract with Genesee County for the products and services herein offered, if selected by Genesee County within 120 days from proposal due date,
5. certify that it, its principals, and its key employees are not "Iran linked businesses," as that term is described in the Iran Economic Sanctions Act, P.A. 2012, No. 517, codified as MCL 129.311, et seq.
6. acknowledges the following addenda \_\_\_\_\_ issued as part of the RFQ:

**Conflict of Interest:**

\_\_\_\_\_ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other County contracts, or property interest for this proposal.

OR

\_\_\_\_\_ The undersigned firm by attachment to this form, submits information which may be a potential conflict of interest due to other County contracts, or property interest for this Proposal.

**Exceptions** to Solicitation and/or Standard Contract: NO \_\_\_\_\_ YES \_\_\_\_\_ (include attached statement)

Name (typed): \_\_\_\_\_

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

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

Federal Employee Identification Number (FEIN): \_\_\_\_\_

DUNS Number: \_\_\_\_\_

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

**Contact Person of company representative for matters regarding this RFQ**

\_\_\_\_\_  
CONTACT NAME POSITION

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_  
MAILING ADDRESS CITY STATE ZIP CODE

\_\_\_\_\_  
PHONE FAX

**\*\*Please make copies of this form as needed. Must be completed by all employees that will perform on-site rehabilitation/construction services.**

DRIVER'S LICENSE #: \_\_\_\_\_

My signature below indicates my consent for Genesee County to conduct a criminal and/or a driver's license check on me. A photocopy of this release form will be valid as an original hereof, even though said photocopy does not contain an original writing of my signature.

Date \_\_\_\_\_

LEIN COURTS	SOS	ICHAT	ACCURINT	GC CIRCUIT/DISTRICT
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Department denied working on rehabilitation/construction projects



## GENESEE COUNTY INSURANCE CHECKLIST

Professional Service Contract:

22-305 RFQ – Contracting Services for Genesee County  
Metropolitan Planning Commission

Coverage Required	Limits (Figures denote minimums)
<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability	\$100,000 accident/disease \$500,000 policy limit, disease Including Premises/operations
<input checked="" type="checkbox"/> 3. General Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including Products/Completed Operations and Contractual Liability
<input type="checkbox"/> 4. Professional liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including errors and omissions
<input type="checkbox"/> 5. Medical Malpractice	\$200,000 per occurrence \$800,000 in aggregate
<input checked="" type="checkbox"/> 6. Automobile liability	\$1,000,000 combined single limit each accident - Owned, Hired, Non-owned
<input type="checkbox"/> 7. Umbrella liability/Excess Coverage	\$ 2,000,000 BI & PD and PI
<input checked="" type="checkbox"/> 8. Genesee County named as an additional insured on other than workers' compensation via endorsement. A copy of the endorsement (either blanket Additional Insured or Genesee County specifically added to the policy) must be included with the certificate.	
<input type="checkbox"/> 9. A 30-day notice of cancellation or non-renewal is required for all policies.	
<input type="checkbox"/> 10. Builders Risk "All Risk" for all materials and equipment of this contract	
<input type="checkbox"/> 11. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
<input checked="" type="checkbox"/> 12. The certificate must state bid number and title.	
**Additional coverage including excess liability, pollution and errors and omissions may be required depending on the conditions of the building and processes to be utilized. Each NSP project is to be bid separately, and each will require evaluation for possible risk exposure and additional insurance requirements.	

### Insurance Agent's Statement

I have reviewed the requirements with the bidder named below. In addition:

\_\_\_\_\_ The above required policies carry the following deductibles:

\_\_\_\_\_ Liability policies are occurrence claims made

Insurance Agent

Signature

### Prospective Contractor's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

Contractor Signature

Date

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the vendor/contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible.

**NOTIFICATION OF CONSTRUCTION CONTRACT AWARD**  
(EXECUTIVE ORDER 11246)

CONTRACTOR: Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Employer Identification Number \_\_\_\_\_  
Principal Owner \_\_\_\_\_  
EEO Officer \_\_\_\_\_  
No. of Employees: Total \_\_\_\_\_ Minority \_\_\_\_\_ Female \_\_\_\_\_  
Percent Minority-Owned \_\_\_\_\_ Percent Female-Owned \_\_\_\_\_

HUD-ASSISTED PROJECT: Name \_\_\_\_\_  
Location \_\_\_\_\_  
Number \_\_\_\_\_  
Sponsor \_\_\_\_\_  
Prime Contractor \_\_\_\_\_

HUD-ASSISTED CONTRACT: Tier (check one): Prime \_\_\_\_\_ Sub \_\_\_\_\_ Sub-sub \_\_\_\_\_  
Dollar Value \_\_\_\_\_  
Award Date \_\_\_\_\_  
Trade(s) \_\_\_\_\_  
Estimated Starting Date \_\_\_\_\_  
Estimated Completion Date \_\_\_\_\_

COVERED AREA Project Located in Genesee County \_\_\_\_\_ X \_\_\_\_\_  
Principal Owner Signature \_\_\_\_\_  
Date \_\_\_\_\_

## **CONTRACTORS DATA SHEET**

The following information is required to be furnished by all contractors requesting to be placed on the Home Improvement Program bidders list or any contractor submitting a project qualification to the Home Improvement Program.

<hr/> FIRM NAME	<hr/> STREET
-----------------	--------------

<hr/> CITY	<hr/> STATE	<hr/> ZIP	<hr/> PHONE NO.	<hr/> CONTACT PERSON
------------	-------------	-----------	-----------------	----------------------

CORPORATION    ( )	PARTNERSHIP    ( )	PRIVATE OWNED    ( )
--------------------	--------------------	----------------------

PLEASE ENTER THE NAMES OF CORPORATION OFFICERS (if corporation), PARTNERS (if partnership), OWNER (if private).

<hr/> NAME	<hr/> TITLE	<hr/> PHONE
------------	-------------	-------------

---

ADDRESS

<hr/> NAME	<hr/> TITLE	<hr/> PHONE
------------	-------------	-------------

---

ADDRESS

<hr/> NAME	<hr/> TITLE	<hr/> PHONE
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ADDRESS

**PROVIDE COPY OF LICENSES AND WBE/MBE CERTIFICATES.**

NUMBER OF YEARS IN BUSINESS \_\_\_\_\_

LIST SPECIALTY TRADES \_\_\_\_\_

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BRIEFLY LIST CONSTRUCTION EXPERIENCE OF EACH OF THE PRINCIPALS: Indicate if experience is new construction, rehabilitation, historic renovation.

OTHER CITIES IN WHICH YOUR FIRM OR PRINCIPALS HAVE OPERATED \_\_\_\_\_

BUSINESS REFERENCES: Include local banks and material suppliers.

NAME	ADDRESS	PHONE
------	---------	-------

NAME	ADDRESS	PHONE
------	---------	-------

NAME	ADDRESS	PHONE
------	---------	-------

NAME	ADDRESS	PHONE
------	---------	-------

PLEASE LIST RECENT CUSTOMERS WITH WHOM YOU HAVE DONE BUSINESS:

NAME	ADDRESS	PHONE	\$	AMOUNT
------	---------	-------	----	--------

NAME	ADDRESS	PHONE	\$	AMOUNT
------	---------	-------	----	--------

NAME	ADDRESS	PHONE	\$	AMOUNT
------	---------	-------	----	--------

NAME	ADDRESS	PHONE	\$	AMOUNT
------	---------	-------	----	--------

PLEASE LIST FIRMS FOR WHICH YOU HAVE ESTABLISHED CREDIT:

NAME	ADDRESS	PHONE
------	---------	-------

NAME	ADDRESS	PHONE
------	---------	-------

NAME	ADDRESS	PHONE
------	---------	-------

HAVE YOU EVER FILED FOR BANKRUPTCY? (please circle one)    Yes      No

HAVE YOU EVER BEEN PLACED ON THE INELIGIBLE BIDDER LIST MAINTAINED BY HUD?  
(please circle one)    Yes      No

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT ALL INFORMATION GIVEN HEREIN IS CORRECT AND THAT THE INFORMATION MAY BE VERIFIED FROM ANY SOURCE AND FURTHER AGREES:

- 1. THAT GENESEE COUNTY MAY OBTAIN A CREDIT REPORT.
- 2. THAT THE STATE OF MICHIGAN'S CONTRACTORS LICENSE CLASS AND NUMBER THEREFORE ARE CURRENT, AND THAT THE UNDERSIGNED CONTRACTOR AGREES TO MAINTAIN CURRENT STATUS OF SUCH LICENSE. A COPY OF WHICH IS ATTACHED.
- 3. THAT THE CONTRACTOR WILL PERFORM THE WORK IN ACCORDANCE WITH THE DESCRIPTION OF WORK, GENERAL SPECIFICATIONS AND ALL APPLICABLE CODES AND ZONING REGULATIONS AND BE SUBJECT TO A FINAL INSPECTION BY THE GENESEE COUNTY METROPOLITAN PLANNING COMMISSION OFFICE.
- 4. THAT IF THE WORK PERFORMED BY THE CONTRACTOR IS FOUND TO BE UNSATISFACTORY OR IF THE CONTRACT RELATIONS BETWEEN THE CONTRACTOR, HOMEOWNER OR OTHER PARTIES ARE FOUND TO BE UNSATISFACTORY, THE GENESEE COUNTY METROPOLITAN PLANNING COMMISSION OFFICE MAY REMOVE HIS/HER NAME FROM THE LIST OF SELECTED CONTRACTORS WITHOUT NOTICE.

5. THAT THE REQUIRED INSURANCE AND WORKMAN'S COMPENSATION ARE ATTACHED. A CERTIFICATE OF INSURANCE WITH THE FOLLOWING COVERAGES AND AMOUNTS ARE TO BE CONSIDERED MINIMUM.

<u>Area</u>	<u>Per Accident</u>	<u>Aggregate</u>
Comprehensive General Liability	\$1,000,000	\$2,000,000
Employer's Liability	\$100,000	\$500,000
Automobile Liability	\$1,000,000	\$1,000,000
Property Damage	\$500,000	\$1,000,000
Workers' Compensation	\$100,000	Statutory Limits of Michigan

PLEASE PROVIDE THE NAME AND PHONE NUMBER OF YOUR INSURANCE AGENT

Name	Agency Name	Phone
------	-------------	-------

6. THAT HE/SHE WILL ABIDE BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT REGULATIONS PERTAINING TO EQUAL EMPLOYMENT OPPORTUNITY.

DATE \_\_\_\_\_ BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

## ATTACHMENT 1 – SECTION 3 CLAUSE

135.38

### Section 3 Clause

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).



**Genesee County**  
**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN**  
**CONTRACTING AND DEMONSTRATION OF CAPABILITY**

**\*\*Please Note – Section 3 Preference only pertains to rehabilitation projects that exceed \$100,000.**  
**\*\*Only complete if your business qualifies as Section 3.**

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Type of Business:      ☐ Corporation      ☐ Partnership      ☐ Joint Venture  
                                 ☐ Limited Liability Corporation      ☐ Sole Proprietorship

Type of Work: \_\_\_\_\_

I \_\_\_\_\_, hereby certify that the business  
(Print Name and Title)

known as \_\_\_\_\_  
(Print business name)

\_\_\_\_\_ is not a Section 3 business (sign below)

\_\_\_\_\_ is a Section 3 business because (check one of the following, sign and complete page 2)

\_\_\_\_\_ 51 percent (51%) or more is owned by Section 3 residents\*; or

\_\_\_\_\_ 30 percent (30%) of the permanent full time employees are currently Section 3 residents\* or were Section 3 residents\* when first hired (if within the last three years); or

\_\_\_\_\_ The business commits in writing to subcontract over 25 percent (25%) of the total dollar amount of all subcontracts to be let to businesses that meet the requirements of paragraphs 1 and 2 of this definition;

**AND**

The business was formed in accordance with state law and is licensed under state, county or municipal law to engage in the business activity for which it was formed.

\* A Section 3 Resident is a person living in Genesee County who is a Public Housing resident or who is low income.

Low Income Persons means families whose incomes do not exceed 80% of the annual median income as adjusted by HUD, for Genesee County (see income limits on page 2).

***It is important to note that a Genesee County Section 3 Certification in itself, shall not in any way be construed, that any bid or contract award is accepted, nor guaranteed, nor is any Business Concern entitled to any contract award based upon the Section 3 Certification.***

Warning: This program is funded through Federal funds provided by the U.S. Department of Housing and Urban Development. Any person who knowingly presents a false, fictitious, or fraudulent statement or claim in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability, and administrative sanctions, including but not limited to : (i) fines and imprisonment under 18 U.S.C. §§ 287, 1001, 1010 and 1012; (ii) civil penalties and damages under 31 U.S.C. § 3729; and (iii) administrative sanctions, claims, and penalties under 24 C.F.R. parts 24, 28 and 30. Section 1001 of Title 18 U.S. Code makes it a criminal offense to make willful, false statements or misrepresentation of any material fact involving the use of or to obtain federal funds.

\_\_\_\_\_  
Authorizing Name and Signature

\_\_\_\_\_  
Date

Attach the following documentation, as applicable, as evidence of status. Not all may apply to your firm or circumstance, although at least one will apply.

**For business claiming status as a Section 3 resident-owned business concern:**

- |   |   |
|---|---|
| <input type="checkbox"/> Copy of resident lease   | <input type="checkbox"/> Copy of receipt of public assistance                               |
| <input type="checkbox"/> Copy of evidence of participation in a public assistance program | <input type="checkbox"/> Copy of previous year's income tax filings for Section 3 residents |

**For business claiming Section 3 status due to at least 30% of its current workforce is Section 3 residents, or were Section 3 residents when first hired (if within the last three years) please provide:**

- |   |   |
|---|---|
| <input type="checkbox"/> List of all current full-time employees                            | <input type="checkbox"/> List of employees claiming Section 3 status                        |
| <input type="checkbox"/> PHA/IHA Residential lease less than 3 years from day of employment | <input type="checkbox"/> Copy of previous year's income tax filings for Section 3 residents |

**For business claiming Section 3 status by subcontracting 25% of the dollar amount awarded to qualified Section 3 businesses:**

FY 2022 Median Family Income for Flint and Genesee County MSA - \$71,600		
Section 3 Maximum Income Limits		
Number in Household	Very-Low Income	Low Income
One Person	\$25,100	\$30,120
Two Person	\$28,650	\$34,380
Three Person	\$32,250	\$38,700
Four Person	\$35,800	\$42,960
Five Person	\$38,700	\$46,440
Six Person	\$41,550	\$49,860
Seven Person	\$44,400	\$53,280
Eight Person	\$47,300	\$56,760

- ☐ List of subcontracted Section 3 business(es), subcontract amount, and date of subcontract
- ☐ Copy of all Subcontractors' previous year's income tax filings

**Genesee County Section 3  
RESIDENT EMPLOYMENT OPPORTUNITY ELIGIBILITY FOR PREFERENCE**

**Eligibility for Preference**

A section 3 resident seeking the preference in training and employment provided by Section 3 will certify, or submit evidence to Genesee County, subrecipient, subgrantee, contractor or subcontractor, that the person is a Section 3 resident, as defined in Section 135.5. (Examples of evidence of eligibility for the preference include demonstration of receipt of public assistance; or evidence of participation in a public assistance program; or previous year's income tax filings.) All residents of public housing developments located in Genesee County qualify as Section 3 residents. Additionally, individuals residing in Genesee County who meet the annual income limits set forth in the following table can also qualify for Section 3 status.

A picture identification card and proof of current residency is required.

**Certification for Resident Seeking Section 3 Preference in Training and Employment**

I, \_\_\_\_\_, am a legal resident of \_\_\_\_\_  
\_\_\_\_\_ and meet the income eligibility guidelines for a low- or very-low-income person as included in this Certification.

My permanent address is: \_\_\_\_\_  
\_\_\_\_\_

I have attached the following documentation as evidence of my status:

- |   |  |
|---|--|
| <input type="checkbox"/> Copy of lease  | <input type="checkbox"/> Copy of receipt of public assistance              |
| <input type="checkbox"/> Copy of Evidence of participation in a public assistance program | <input type="checkbox"/> Copy of the most recent year's income tax filings |
| <input type="checkbox"/> Other evidence _____   |  |

*Warning: This program is funded through Federal funds provided by the U.S. Department of Housing and Urban Development. Any person who knowingly presents a false, fictitious, or fraudulent statement or claim in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability, and administrative sanctions, including but not limited to : (i) fines and imprisonment under 18 U.S.C. §§ 287, 1001, 1010 and 1012; (ii) civil penalties and damages under 31 U.S.C. § 3729; and (iii) administrative sanctions, claims, and penalties under 24 C.F.R. parts 24, 28 and 30. Section 1001 of Title 18 U.S. Code makes it a criminal offense to make willful, false statements or misrepresentation of any material fact involving the use of or to obtain federal funds.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ATTACHMENT 2 – System for Award Management (SAM) Registration



The rehabilitation programs administered through the Genesee County Metropolitan Planning Commission are federally funded by the U.S. Department of Housing and Urban Development (HUD). All contractors being paid with federal funds must be registered in the System for Award Management (SAM) database.

Registration in SAM.gov is free. Please do not pay a third-party organization to help you register!

If you need help during the registration process, you can receive free assistance through the Flint & Genesee Chamber of Commerce Procurement Technical Assistance Center (PTAC) <https://developflintandgenesee.org/ptac/>.

SAM.gov website: <https://sam.gov/>