



Request for Proposals

Periodic Inspection Services

Date Issued: July 10, 2017

Due: July 17, 2017 at Noon

Background Information

The Greater Syracuse Land Bank's mission is to acquire and stabilize vacant and abandoned properties in order to facilitate their return to productive use. The Land Bank owns a variety of properties including both vacant and improved lots, most improvements are residential but some are commercial. The majority of our properties are located in the City of Syracuse.

At this time, the Land Bank owns 905 properties – 550 improved structures and 355 vacant lots. This inventory will change the Land Bank disposes and acquires new properties and the successful bidder will be provided with a list of properties as they change. The Land Bank is seeking a contractor to conduct periodic inspections of all Land Bank owned properties. Periodic Inspections identify maintenance actions to be completed by Land Bank staff and/or contractors.

Scope of Work and Requirements of Bidders

The Land Bank seeks to enter into a contract for the completion of periodic inspections, with each property being inspected once every three weeks, between July 2017 and July 2018. Many of our properties are clustered closely together and can be surveyed quickly on foot. Inspectors will use a smart phone to upload front and rear photos of each building and one representative photo of each lot and to answer survey questions that will alert Land Bank staff to the following possible issues:

- The property is open to entry and requires board-up
- Trash and debris dumped at the property
- Property is need of brush removal
- Confirm grass is cut to Land Bank Specifications
- Confirm snow is shoveled to Land Bank Specifications
- Identify preventive maintenance needed

Contractor will be provided with a list of current Land Bank properties and the app will show a map of color-coded properties (vacant lots, demolition candidates, other structures) that requires inspection. Land Bank staff will download the resulting data from the cloud and the contractor will not have to spend any additional time outside of inspection field work compiling data or saving/uploading photos.

The successful bidder will be supervised by the Land Bank's Director of Operations and Assistant Property Manager who will be in frequent communication with the contractor regarding inspections and issues identified.

Insurance Requirements

The successful bidder shall be required to provide for itself and maintain at its own cost and expense until the completion of the work the following forms of insurance:

- a. Commercial General Liability ("CGL") coverage with limits of liability not less than One Million Dollars (\$1,000,000.00) per occurrence and not less than Two Million Dollars (\$2,000,000.00) annual aggregate. If CGL coverage contains a General Aggregate Limit, such General Aggregate Limit shall apply separately to each Property. CGL coverage shall be written on ISO occurrence form GC 00 01 (1093) or a substitute form providing equivalent coverage.
- b. Comprehensive Automobile Liability coverage on owned, hired, leased, or non-owned autos with limits of not less than One Million Dollars (\$1,000,000.00) per accident.
- c. Workers' Compensation and Employers' Liability in form and amounts required by law.

The Land Bank shall be named as an additional insured on the policies required by subparagraphs (a) and (b) above (Greater Syracuse Property Development Corporation, 431 E. Fayette Street, Suite 375; Syracuse NY 13202). The successful bidder shall furnish certificates of insurance to the Land Bank and corresponding policy endorsement setting forth the required coverage hereunder prior to commencing any work, and such policies shall contain an endorsement requiring the carrier to give at least ten days' prior notice of cancellation to the Land Bank. All insurance required shall be primary and non-contributing to any insurance maintained by the Land Bank. The Contractors policy may not contain any exclusion for NY Labor Law, injury to employees or injury to subcontractors. Subcontractors are required to have an unmodified Commercial General Liability policy without limitation with respect to Employers Liability and injury to Independent Contractors. The successful bidder shall ensure that any subcontractors hired carry insurance with the same limits and provisions provided herein. The successful bidder agrees to cause each subcontractor to furnish the Land Bank with copies of certificates of insurance and the corresponding policy endorsements setting forth the required coverage hereunder prior to any such subcontractor commencing any work.

Non-Collusive Bidding Certification

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Proposal Requirements

- Please indicate whether you are interested in bidding on the whole contract or only a portion of the Land Bank's property inventory (i.e. ½ of the properties in which case we may assign different contractors to different geographic areas).
- Describe your staffing capacity and how you plan to accomplish the scope of work. You must be able to inspect each property at least every three weeks and employees will need reliable transportation, a smart phone, and ability to quickly train on the survey app.
- Quote a price per inspection for:
 - Improved property (requires front a rear photos)
 - Vacant Lot (requires only one photo)
- Attach either your relevant insurance certificates described above or affirm your ability to obtain the required insurance coverage upon awarding of the contract.
- Please indicate whether your company is a NY State Certified M/WBE (see attached).
- Please provide two references.

Submit responses in person or via the mail to:

Attn: Jake Thorsen
Greater Syracuse Land Bank
431 East Fayette Street, Suite 375
Syracuse, NY 13202

Alternatively, responses may be emailed to jthorsen@syracuselandsbank.org. Please title the subject line: "Periodic Inspection RFP."

Note: Submissions must be received by **July 17, 2017 @ Noon**

Greater Syracuse Land Bank further reserves the right to reject all bids hereunder and re-bid the job or, at its sole discretion, to not award the job to any bidder following receipt of any and all bids hereunder. Greater Syracuse Land Bank shall not be bound to award the demolitions herein, regardless of bids received.