GREATER SYRACUSE
LAND BANK

Request for Proposals
for
Periodic Inspection Services

Date Issued: April 25, 2018
Date Due: May 14, 2018 at Noon

The Greater Syracuse Land Bank is seeking to contract for periodic inspection services. We routinely monitor all Land Bank-owned properties and inspect once per month to verify that lawns have been mowed or sidewalks shoveled (if applicable), if litter/debris pickup is needed, if boarding is needed, if the property has been vandalized, whether there is preventive maintenance needed, and to verify that appropriate signage is still posted on the property.

Inspectors use a mobile phone app to view a map of all Land Bank owned properties. As they walk or drive down the street they can tap the property they wish to survey, fill out a quick electronic questionnaire and upload photographs of the subject property. The inspector must walk around the building and upload front and rear photos of each building. For vacant lots, one photo taken from the sidewalk is sufficient. The whole process usually takes less than 5 minutes per property. The Land Bank currently owns 491 structures and 391 vacant lots. This volume fluctuates a bit from month to month.

Land Bank staff update the map in the app monthly so that new properties are added and sold properties are removed. As inspection results are uploaded, staff reviews each inspection the next morning to ensure that the questionnaire is fully completed and required photos are uploaded. Any issues identified by the inspector are then turned into work-orders for our staff and contractors to address in a timely manner.

A. Bidder Qualifications

- Inspector(s) must have their own reliable vehicle and must maintain a valid NYS driver's license.
- Inspector(s) must be able to walk around the front and back of Land Bank houses, often on uneven and sometimes icy surfaces. They must wear appropriate clothing given the weather from extreme heat in the summer to extreme cold in the winter.
- Inspector(s) must provide and pay for their own smart phone and data usage associated with using this inspection app and uploading photos.
- Inspector(s) should have some basic knowledge of building maintenance concerns and be able to identify and alert the Land Bank to safety issues and preventive maintenance issues such as deteriorating foundations, holes or deterioration in roofing, deteriorating/leaning porches, garages, etc. Land Bank staff will provide initial training on how to identify various issues when completing the inspection questionnaire.
- Bidders must meet the insurance requirements outlined below.

B. Insurance Requirements

The Contractor shall provide for itself and maintain at its own cost and expense until the completion of the Work the following forms of insurance:

1. 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.
2. Commercial Liability Umbrella coverage with limits of liability not less than Two Million Dollars ($2,000,000.00).
3. Comprehensive Automobile Liability coverage with limits of not less than One Million Dollars ($1,000,000.00) per accident.
4. Workers' Compensation and Employers' Liability.

The Land Bank shall be named as an additional insured on the policies required by subparagraphs (a) and (b) above. The Contractor shall furnish certificates of insurance to the Land Bank and corresponding policy endorsement setting forth the required coverage hereunder prior to entering the Property or 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 by this Contract 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 Contractor shall ensure that any subcontractors hired carry insurance with the same limits and provisions provided herein. The Contractor 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 Contractor entering the Property or commencing any Work.

C. 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.

D. Proposal Requirements

1. Affirm that you meet the bidder requirements listed above.

2. Confirm that you have time to visit all Land Bank properties once/month or let us know what volume of properties you have time to handle.
3. Quote a flat fee price per inspection. You may quote one price per inspection for building inspections (which take a little longer) and a second price per inspection for vacant lot inspections. This price/per inspection rate should take into account your time, cell phone data usage, transportation expenses, insurance and any other overhead – none of these expenses are reimbursable on top of your per inspection rate.
4. Please indicate whether your company is a NY State Certified M/WBE.
5. Please provide two professional references.

E. Submission

Proposals must be submitted to kwright@syracuselandbank.org by noon on Monday, May 14, 2018. Please title the subject line: "Periodic Inspections RFP."

F. Disclaimer

The GSPDC expressly reserves the right at any time prior to May 14, 2018 to change the requirements or specifications of this bid and the renovation, requested thereunder. The GSPDC 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. The GSPDC shall not be bound to award the job, regardless of bids received. In no event shall the GSPDC be liable to any respondents for any costs incurred in submitting a response to this RFP. This RFP creates no legal obligations on the part of the GSPDC.