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**Introduction & Scope of Work: Request for Quote/Qualifications- Property Clean Out Services**

The Chautauqua County Land Bank Corporation ("CCLBC", or "Land Bank") invites the submission of quotations for property clean out services.  The majority of the Land Bank properties are acquired through the tax foreclosure process. Examples of current Land Bank properties are listed in Exhibit A of this document. Services would include removing trash and other debris from the property (interior and exterior), hauling or disposal, basic sweeping out and wiping down of surfaces, and miscellaneous services needed to ensure the property is clean and safe. A check list is provided in Exhibit B. Selected contractors shall document completed work by providing an invoice listing each property and service provided, hours worked, and number of employees on the job along with a copy of the receipt(s) for any materials/services purchased, to the Program Specialist, Jennifer Cameron.

In the event a valid complaint is received by a neighbor, municipality or other interested party the contractor shall have seventy-two (72) hours to remedy the situation. CCLBC seeks pricing information in the attached Bid Form. Your firm is invited to quote on properties located in northern Chautauqua county, southern Chautauqua county or both.

Please provide an overview of your services, practices and rates in the section provided, and include the requested references.

**About CCLBC**

The CCLBC was formed by Chautauqua County (2011) as a not-for-profit corporation, operating under state authority (2012), with the mission to minimize the negative impacts that substandard properties and structures have on communities, thereby stabilizing neighborhoods and Main Streets.  The CCLBC controls and manages strategically selected dilapidated residential and commercial properties, granted to the agency by the County from the tax foreclosure process. We acquire, manage and transfer these properties, under specific criteria, to remove blight and foster reinvestment in our county's neighborhoods.

**Terms and Conditions**

All contractors must meet the following minimum criteria:

* Proof of insurance & worker’s comp in New York State;
* Prior experience in property maintenance or cleaning services, and include references from at least three (3) government or business clients;
* Use of responsible and licensed subcontractors;
* Satisfactory bank reference;
* Commercial General Liability and Property Damage Insurance as noted in Exhibit C
* Transparent and effective system for tracking costs.

Contractors and sub-contractors may not participate if they have a recent history of the following:

* Local, State and Federal tax arrears;
* Labor violations;
* Arson, fraud, bribery or grand larceny conviction or pending case;
* A record of substantial building code violations or limitations on property controlled by the contractor of by any entity or individual that comprises the contracting entity;
* Formal debarment or suspension from entering into contracts with any governmental agency or other notifications or ineligibility for or prohibition against bidding or proposing on government contracts; and
* Denial of a contract based on any obligation to, or unsatisfied judgment or lien held by, a governmental agency.

**Exhibit A**

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| **Examples of Properties Owned by the Chautauqua County Land Bank Corporation** |

**North County:**

419 Washington Avenue, Dunkirk

39 W. Sixth St., Dunkirk

434 Bucknor St., Dunkirk

**South County:**

16 Chautauqua Ave, Jamestown

23 Fairfield, Jamestown

129 Fairview, Jamestown

Properties will vary in terms of the condition and volume of debris. All properties will be secured by the Land Bank prior to entry by the Clean-out company.

**Exhibit B**

**CLEAN-OUT ACTIVITIES**

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| **Work Completed**  |
| **Property Clean-out** |
| Sticker Items to be salvaged/stored |
| Order Roll-off /dumpster /dump trailer as needed |
| Bag/haul disposal items to truck/dumpster |
| Record items of hazard waste or special disposal |
| Haul disposals to land fill |
| Record Land Fill weights & retain receipts |
| Remove salvage items to agreed storage facility |
| Sweep/vacuum property |
| Clean surfaces (counters, window sills,etc) |
| Photograph salvage items and inventory |
| Submit Invoice with Check list, photos and Receipts to CCLBC |
| **CLEAN-OUT EXPENSES SUBTOTAL** |
| **Mics. Expenses** |
| **TOTAL EXPENSES BILLED TO LAND BANK** |
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| **ATTACH ALL RECEIPTS FOR REIMBURSEMENT** |
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**EXHIBIT C:**

**Insurance Requirements**

* 1. All Subcontractors shall carry commercially reasonable amounts of insurance, including at minimum the following:
* All Subcontractors must carry Commercial General Liability Insurance in amounts not less than $1,000,000 per occurrence/per location, $2,000,000 in the annual aggregate, and $2,000,000 products/completed operations aggregate.
* All Subcontractors must carry Auto Insurance in amounts not less than $1,000,000
* All Subcontractors must carry Workers’ Compensation & Disability Insurance in amounts complying with industry standards for the type of work that the Subcontractor is conducting.
* If the Subcontractor will be involved in any environmental remediation of any kind, the Subcontractor must have Environmental Pollution Liability Insurance with a $1,000,000 limit to new construction projects or demolition.
	1. The Grantee shall incorporate by reference into any of its contracts with Subcontractors (the “Subcontracts”) the Subcontractor performance obligations under this Agreement and any and all applicable sections, subsections or attachments, including, without limitation, all representations, warranties and covenants.
* Carrier must be rated “A-” or higher in the AM Best Guide with a Financial Size Category of at least VI,
* Named Insured must be Grantee's full legal name,
* Policy must be current, not expired, and include all endorsements
* Certificate must be signed by an authorized representative of the insurance carrier,
* Certificate holder/ Additional Insured must appear as:

**Chautauqua County Land Bank Corporation**

Physical: 214 Central Avenue, Suite 213 Mailing: P.O. Box 603

Dunkirk, NY 14048 Fredonia, NY 14063

 and

 **County of Chautauqua**

 Gerace Office Building

3 No. Erie St.

 Mayville, NY. 14757

**BID FORM**

**Please complete the pricing information below.**

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| **RATE Per hour** | **Employee Level or Activity** |
| e.g. $ x/hr. | cleaner |
| e.g. $ x/hr. | supervisor |
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| **Additional Fees/Services** | **Estimated charge or mark-up** |
| e.g. Mileage over 20 mi. | $./mi. |
| e.g. Dumpster rental | x% mark-up |
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| NOTES: |

BIDDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNER:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSURANCE CARRIER & POLICY NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANY ADDITIONAL INFORMATION:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email quotations to Jennifer Cameron at jcameron@chautauqualandbank.org  or call 716-969-7843 with questions about this request.