

Albion Building Authority

**June 8, 2017**

8:00 a.m.

**Regular Meeting**

Maple Grove

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
  - March 9, 2017
- IV. Old Business
  - A. Discussion-RFP for 309 N. Superior Street
- V. New Business
  - A. Update on 201 N. Clinton Street
- VI. Miscellaneous
- VII. Public Comment (Persons addressing the ABA shall limit their comments to no more than 5 minutes Proper decorum is required)
- VIII. Excuse Absent Board Member(s)
- IX. Adjournment

Albion Building Authority  
March 9, 2017

I. Call To Order

The March 9, 2017 ABA Meeting was called to order at 7:30 a.m. by Chairman Brown.

II. Roll Call

PRESENT: S Brown, Chair; M Tymkew, Vice Chair; E Seedorf, C Farmer, S Mitchell, City Manager; J Domingo, City Clerk.

ABSENT: K Markovich

III. Approval of Minutes:

❖ November 18, 2016

M Tymkew moved, supported by C Farmer, CARRIED, to Approve November 18, 2016 minutes as presented. (4-0, rcv)

❖ November 18, 2016 Executive Minutes

C Farmer moved, supported by M Tymkew, CARRIED, to Approve November 18, 2016 executive minutes as presented. (4-0, rcv)

❖ December 21, 2016

M Tymkew moved, supported by E Seedorf, CARRIED, to Approve December 21, 2016 minutes as presented. (4-0, rcv)

IV. Old Business

A. Lease Agreement-EDC- 309 N. Superior Street

Albion Economic Development Corporation

- Space : 2/3'd of building space
- Term : 1year, April 1, 2017 - March 31, 2018
- Renewal: 1year renewal - agreement by both parties
- Rent: \$10,880/year (\$906.66 month, \$1,000 security deposit)
- Refuse service
- Telecommunications charges

- Regular cleaning and maintenance
- Termination with 90 days written notice
- Sublease requires written consent of ABA ( Lessor)

Questions/Comments from the ABA Board regarding lease agreement with the Economic Development Corporation for 309 N. Superior Street are as follows:

- Was the percentage of space divided a mutual agreement with the EDC and the Albion Community Foundation.
- Need to consider best use of building
- The Board needs to determine would they would ultimately like to do with this building
- Would it be worthwhile to have a commercial appraisal to determine the value of the building
- A real estate appraisal is also an option as it would also determine the market value and at no cost to the ABA
- What needs to be fixed on the building? Roof-Basement-HVAC system. The ABA does not have a lot of funds to make repairs.
- Why is the ABA still paying the utilities in the updated lease
- How is the rent established?
- The rent is basically a cost recovery method.
- The actual cost of utilities for the building in 2016 was \$7,036.00
- Is the post office also using the parking lot for their employees? If so, do we need an agreement with the Post Office?
- The consensus of the Board is to move in the direction of selling the building

Comments were received from Board Members S Brown, C Farmer, E Seedorf and M Tymkew and City Manager Mitchell.

M Tymkew moved, C Farmer supported, CARRIED, To Approve the lease agreement with the Economic Development Corporation for 309 N. Superior St. as presented. (4-0, rcv)

#### B. Lease Agreement-Albion Community Foundation-309 N. Superior St.

##### Albion Community Foundation

- Space : 1/3'd of building space
- Term : 1year, April 1,2017 - March 31, 2018
- Renewal: 1year renewal - agreement by both parties
- Rent: \$6,000/year (\$500 month, \$500 security deposit)
- Refuse service
- Telecommunications charges

- Regular cleaning and maintenance
- Termination with 90 days written notice
- Sublease requires written consent of ABA (Lessor)

Questions/Comments from the ABA Board regarding lease agreement with the Albion Community Foundation for 309 N. Superior Street are as follows:

- The Albion Community Foundation should pay rent retro from when they moved in
- The ABA Board could increase the security deposit to cover the additional rent from when the Albion Community Foundation moved in.
- Can the lease agreement be changed to October 1, 2016?

Comments were received from Board Members S Brown, C Farmer, E Seedorf and M Tymkew and City Manager Mitchell.

C Farmer moved, supported by E Seedorf, CARRIED, to approve lease agreement with the Albion Community Foundation contingent upon \$500.00 retro rent from October 1, 2016. (3-0, rcv) (M Tymkew abstained)

E Seedorf moved, M Tymkew supported, to send out RFP for real estate professionals to submit bids for services for sale of 309 N. Superior Street. (4-0, rcv)

## V. New Business

### A. Election of Officers (Chair, Vice Chair)

City Clerk Domingo opened nominations for ABA Election of Officers-Chair and Vice Chair.

M Tymkew nominated S Brown for ABA Chair. No other nominations were received.

E Seedorf moved, supported by C Farmer, CARRIED, to Elect S Brown as ABA Chair. (3-0, rcv) (Brown abstained)

S Brown nominated M Tymkew for ABA Vice-Chair. No other nominations were received.

C Farmer moved, supported by S Brown, CARRIED, to Elect M Tymkew as ABA Vice-Chair. (3-0, rcv) (Tymkew abstained)

### B. Consideration/Approval of Sister City Event at Food Hub

City Manager Mitchell stated the Sister City is holding a ticketed event with alcohol which requires approval from the City of Albion and the Albion Building Authority as the owner of the property.

Board Member Brown stated he would like to insure a plan is in place to keep minors away from alcohol and also to be sure they have an insurance policy for the event.

City Manager Mitchell stated this is a ticketed event for adults 18 and over and the Sister City understands that the insurance policy is required.

Tymkew moved, supported by Seedorf, CARRIED, to approve the Sister City Event at Food Hub with the understanding that all legal requirements are being met. (4-0, vv)

VI. Miscellaneous

City Manager Mitchell stated she met with Greg Finnila from MDOT .He will be the MDOT construction manager for the Superior Street Project, scheduled to being in April 2017

An Open House for businesses and residents is being planned – tentatively on either Wed., March 29 or Thur., Mar. 30 from 4pm-6pm at the Ludington Center.

VII. Public Comment (Persons addressing the ABA shall limit their comments to no more than 5 minutes-Proper decorum is required) –None

VIII. Excuse Absent Board Member(s)

E Seedorf moved, C Farmer supported, CARRIED, to excuse absent Board Member Markovich. (Voice vote)

IX. Adjournment

M Tymkew moved, C Farmer supported, CARRIED, to adjourn the meeting. Meeting adjourned at 9:30 a.m.

Recorded By: J Domingo, City Clerk

# Calhoun County Land Bank Authority

## Request for Qualifications: Real Estate Professional Services for Calhoun County Land Bank Authority

BID NUMBER: #03-CCLBA-2017

DATE ISSUED: March 22, 2017

DATE DUE: ~~April 5, 2016~~ April 17, 2017; 3:00PM (LOCAL TIME)

Bid will be opened publicly at this time in the Purchasing Department,  
315 W Green Street, Marshall MI

Para una versión en Español, por favor llamar a Krista Edwards – 269-781-0859

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## BACKGROUND

This Request for Qualifications (“RFQ”) is being issued by the Calhoun County Land Bank Authority (CCLBA). The CCLBA invites the submission of proposals for Real Estate Professional Services to facilitate the sale of residential and commercial properties for the CCLBA. In addition, the CCLBA is seeking someone to promote its programs and educate other realtors and potential buyers about its programs. The successful respondent will review the scope of services and provide requested documentation demonstrating their qualifications in the area of real estate sales and high commitment to the real estate market in Calhoun County. Respondents that provide this service with demonstrated experience and an interest in making their services available to the CCLBA are invited to respond to this RFQ. “Respondents” means the companies or individuals that submit proposals in response to this RFQ.

## IMPORTANT DATES

**RFQ Issue Date:** March 22, 2017

**Questions Due:** ~~March 29, 2017~~ April 10, 2017 at 5:00pm

**Answers Available:** ~~March 30, 2017~~ April 11, 2017 at 5:00pm

**Proposal Due Date:** ~~April 5, 2017~~ April 17, 2017 at 3:00pm

**Tentative Award Date:** ~~April 12, 2017~~ April 21, 2017

## SCOPE OF WORK/DELIVERABLES

The CCLBA is looking for qualified residential real estate agents and/or brokers that have a proven capacity to list, market, show, and sell a diverse set of residential and commercial properties throughout Calhoun County. The majority of the properties will be foreclosed, vacant, and/or abandoned, and are generally distressed. Annual sales will vary based on inventory, the CCLBA expects a range from 10 – 20 properties.

The goal of this RFQ, and the responsibility of the successful Respondent, is to sell more properties through program promotion, marketing, and education. The successful Respondent will assist in promoting the CCLBA’s programs and properties, and help establish it as an option for vacant, residential and commercial land.

Successful Respondent must exhibit the ability to provide real estate services in a broad range of neighborhoods and communities, as well as work with a diverse population. The successful Respondent must also exhibit the ability to sell properties to interested parties that are able to purchase and rehabilitate structures. In addition, the Respondent must sell properties based on CCLBA’s construction specifications or recommendations and/or through related CCLBA programs. The CCLBA has created several programs to market and attract buyers for its inventory, and the selected Respondent will be expected to be able to clearly explain and guide interested parties through the application process with assistance from CCLBA staff.

The CCLBA website contains current property listings and program information. For properties, please visit the [Properties](#) section our website. For program information, please visit the CCLBA website to view additional information: [Transform This Home](#) and [Side Lot Program](#). Staff is currently working to develop a



Transform This Commercial Property program that will be ready in early April. Information about CCLBA properties, including current listings as well as a summary of 2016 sales, can be found in Appendix A.

CCLBA reserves the right to award the contract for residential real estate services to multiple agencies or agents based on geographic locations or types of listings.

**1. General Realtor Services that are required include, but are not limited to:**

- a. Providing market analysis of properties as requested which reflect real-market conditions based on similar comps or sales.
- b. Developing written marketing plans for property sales and follow through with that plan, adjustments to the plan would need to be discussed with CCLBA.
- c. Holding regular open houses.
- d. Participating in CCLBA sponsored activities to promote property sales.
- e. Coordinating the title insurance process with title agency.
- f. Taking photos of selected homes for publication in marketing materials and website.
- g. Communicating regularly with CCLBA's Property and Project Coordinator regarding showings, buyers, comments, concerns and praises regarding specific properties, potential buyer demographics, potential offers, and any maintenance/repair/cleaning/security needs noted at the sale property.
- h. Presenting all offers to the CCLBA staff with recommendations for acceptance or refusal.
- i. Selling foreclosed, abandoned, and/or vacant homes.
- j. Selling homes that are affiliated with federal funding such as CDBG, HOME or any other HUD grant sources (when applicable).
- k. Promoting CCLBA programs to help other realtors understand them and to help them be more successful, this will include holding classes and implementing plans created with input from CCLBA staff.
- l. Assisting with getting lenders engaged in funding property sales under the Transform This Home or Transform This Commercial Property programs.

## THRESHOLD REQUIREMENTS/REQUIRED FOR SUBMITTAL

**1. Submissions must be submitted in the format outlined below and be a maximum of five (5) pages:**

- a. **Executive Summary:** Summarize the Respondent's strong points and how experience, particularly with similar responsibilities, will assist property sales.
- b. **Business Organization:** State the full name and address of the organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service. Include phone number(s), email address(s) and Respondent's website address.



Indicate whether Respondent operates as an individual, broker, partnership, or corporation; if as a corporation, include the state in which Respondent is incorporated. State the names of the principals of the Respondent who are licensed to practice in the State of Michigan.

- c. **Statement and Management Summary:** Explain in succinct terms the major issues related to this request, specifically, the Respondent's intended process and responsibilities. Identify important steps that will be taken to meet CCLBA's expectations. Address experience in the following:
- Familiarity and success with foreclosed properties;
  - Ability to promote programs and reach out to diverse populations;
  - Relationships with banking and mortgage lenders; and
  - Experience with State & Federal grant programs.
- d. **Project Staffing:** Provide a chart with the staff the Respondent is committing to the activities required by the scope of service. Show lines of authority and communication, and provide a brief role description with responsibilities for each person as they relate to this RFQ.

## 2. Document Requirements

1. These documents must be submitted along with your proposal:
  - a. **Certificate of Good Standing** for Corporations Companies issued by the Michigan Secretary of State; or
  - b. **Certificate of Existence for Limited Liability Companies** issued by the Michigan Secretary of State; or
  - c. **Certificate of Good Standing or Certificate of Existence for Joint Ventures; or**
  - d. **"Doing Business As" documentation and certificates for all other types of businesses.**
2. **Evidence of Insurance:** Commercial General Liability with limits not less than \$500,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and Automobile Liability with limits not less than \$500,000 per occurrence. The selected Contractor shall agree to indemnify and hold harmless the CCLBA, and its officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CCLBA, or its officer, agents, or employees in connection with said contact.
3. **Copy of State of Michigan Real Estate License and/or Brokers License:** for all employees committed to this service.
4. **References List:** Three (3) from related work, including date of contract, contact person and phone number, and a brief description of the scope of work. (Please see and complete Appendix B)
5. **Non-Collusion Affidavit:** Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the CCLBA. In addition, all Respondents shall

further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts. (Please see and complete Appendix C)

6. **Sales history information:** Number of properties sold, length of time on the market, number of foreclosed homes sold and/or managed and area where properties were sold for the past three years. Please include all properties listed and sold within Calhoun County.
7. **W-9 Form** (see Appendix D)

*This section of the page is left intentionally blank.*



## Evaluation and Scoring

Qualifications of proposed bidders will be determined by the evaluation committee’s assessment of technical qualifications contained in the sealed bid in PART ONE. A maximum score of 65 could be awarded with a minimum score of 50 needed to qualify. The second sealed bid proposal, PART TWO, will only be evaluated for firms that are prequalified under the PART ONE review; PART TWO envelopes from firms who fail to qualify will be returned unopened.

<b>Part One Criteria</b>	<b>Points</b>	<b>Description</b>
Qualifications of Firm	10	Business organization Statement & Management Summary References from current clients Insurance Submittal of required documents
Capacity to Provide Service	20	Positive sales record in Calhoun Co for previous 3 years Marketing approach, use of tools, type of outreach (media, signage, other) Member of Battle Creek Area Board of Realtors
Education Outreach Program	15	Approach to promoting CCLBA programs to gain buy in from buyers, other realtors and funding institutions
Experience & Other Qualifications	20	Experience with foreclosed property Minority or Women Owned Business Experience with Federal/State grants (HUD, NSP, HOME, MHSDA) Location of office in Calhoun County
<b>Part Two Criteria (Appendix E)</b>	<b>Points</b>	<b>Description</b>
Pricing	35	Based on pricing for sales



## Other Aspects to Consider

### 1. RFQ Overview

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, shall be capable of providing the specified services. The Respondent shall be financially solvent and its employees and or subcontractors shall be competent to perform the services required under this RFQ.

Nothing in this RFQ shall be construed to create any legal obligation on the part of the CCLBA or any Respondents. The CCLBA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFQ in whole or in part, at any stage. In no event shall the CCLBA be liable to Respondents for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ.

No Respondent shall be entitled to repayment from the CCLBA for any costs, expenses or fees related to this RFQ or responding to it. All supporting documentation submitted in response to this bid will become the property of the CCLBA. Respondents may also withdraw their interest in the RFQ, in writing, at any point in time as more information becomes known; however, submissions are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

The CCLBA has adopted [Purchasing Policies and Procedures for the Procurement Process](#) available online or through the Calhoun County Purchasing Department at 315 W Green Street, Marshall MI 49068, or via phone at 269-781-0981.

### 2. Term of Contract

Any contract awarded pursuant to this RFQ solicitation shall be for a contract period of twelve (12) months (2017 - 2018), with the option of an extension for an additional twelve (12) months (2018-2019), and the additional extension for a 2<sup>nd</sup> additional twelve (12) months (2019-2020); at the discretion of the CCLBA. All contracts made by the successful bidder with subcontractors shall be covered by the terms and conditions of the contract. The successful bidder shall see to it that their subcontractors are fully informed in regard to these terms and conditions.

### 3. Economic Sanctions

The undersigned, acting either individually or as a duly authorized representative of the entity submitting the enclosed bid/proposal hereby verifies that he/she/it is not an Iran linked business which is defined as follows in the Iran Economic Sanctions Act, Public Act 517 of 2012, MCL 129.311, et.seq.: (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran and/or (ii) A financial institution that extends credit to another person , if that person will use the credit to engage in investment activities in the energy sector of Iran.

#### D. All work shall confirm to the following federal requirements where applicable:

24 CFR 570.061 – Equal Opportunity and Fair Housing

24 CFR 570.602 – Affirmative Marketing

24 CFR 570.609 – Debarred, Ineligible

or Suspended Contractors

24 CFR 570.611 – Conflict of Interest

24 CFR 85.36 – Procurement



Executive Order 11246 - of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 1124 of October 13, 1967 and as supplemented in Department of Labor regulations (41 CFR Chapter 60). (Applicable to all service contracts awarded in excess of \$10,000 by respondent or its subcontractors.)

## RFQ SUBMITTAL GUIDELINES

The Selection Committee comprised of the CCLBA staff and the Calhoun County Purchasing Department will review qualifications in accordance with the evaluation criteria set forth objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFQ will be evaluated in accordance with the terms of the RFQ. Any contract resulting from this RFQ will not necessarily be awarded to the vendor with the lowest overall price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in the RFQ.

The CCLBA reserves the right to select the Respondent(s) that best meet the CCLBA's goals and objectives, required qualifications, and service level expectations. The CCLBA reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CCLBA.

A submission shall constitute an irrevocable offer for a period of sixty (60) days from the opening date or until the date of award, whichever is earlier. In the event that an award is not made by CCLBA within sixty (60) days from the opening date, the Respondent may withdraw his/her submission or provide a written extension of his/her response.

## QUESTIONS

Written questions must be submitted via email to [kedwards@calhouncountymi.gov](mailto:kedwards@calhouncountymi.gov) by **5:00pm Monday, April 10, 2017**, ~~Wednesday, March 29, 2017~~. Written answers will be provided to all potential bidders via email by **5:00pm Tuesday, April 11, 2017** ~~Thursday, March 30, 2017~~.

## SUBMITTAL DUE DATE

Responses to this RFQ are due by **3:00pm (local time) on Thursday, April 17, 2017** ~~Wednesday, April 5, 2017~~. The prevailing clock shall be [www.time.gov](http://www.time.gov). Each Respondent 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. **Three (3) unbound** hard copies must be delivered to:

Calhoun County  
Purchasing Department  
ATTN: Leslie R. Obrig  
315 W Green St  
Marshall MI 49068

**LATE PROPOSALS WILL NOT BE CONSIDERED**



## CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFQ submittal to the CCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQ in its entirety and accepts its terms and conditions.

\_\_\_\_\_  
(Name of Respondent)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Typed Name of Authorized Representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)



## RFQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFQ

- RFQ Submittal Requirements Checklist
- Certification Form Note
- Request for Qualifications Submission
  - Part One – See Pages 4 – 6 for requirements – *In a separate sealed envelope from Part Two*
  - Part Two – Pricing – *In a separate sealed envelope from Part One*
- Copy of Michigan Real Estate License for individual(s), associates or firm.
- Copy Brokers Letter and License, if applicable.
- Evidence of Insurance
- Reference List (Please see and complete Appendix C)
- Non-Collusion Affidavit (Please see and complete Appendix D)
- Sales History Information

Respondent Name: \_\_\_\_\_

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

Date of submission: \_\_\_\_\_



## APPENDIX A – CCLBA Property Information

Properties Currently for Sale by the CCLBA		
Properties can be found at our website: <a href="https://calhounlandbank.org/properties/">https://calhounlandbank.org/properties/</a>		
Property Address	City	Type of Sale
253 McKinley Ave N	Battle Creek	Rehabilitated with HOME funds – Sale subject to federal income limits and grant guidelines
56 Latta St	Battle Creek	Transform This Home
30 Northside Dr E	Battle Creek	Transform This Home
435 Cornell Dr	Battle Creek	CCLBA Rehabilitation – Traditional Sale
9 Saunders Ct	Battle Creek	Transform This Home
403 Ionia St S	Albion	Transform This Home
166 Westbrook Ave	Emmett Twp	Transform This Commercial Property*
129 – 131 Superior St N	Albion	Transform This Commercial Property*

*\*Note: The Transform This Commercial Property Program is currently under development, but will be similar to the Transform This Home Property Program.*

Summary of 2016 Property Sales	
Price Range (See Appendix E to compare)	Number of Sales
Realtor Assisted Side Lot/Vacant Land sale between \$200 - \$1,000  <i>Note: Includes realtor assisted sales only</i>	Three (3) sales, range from \$465 - \$500
Property Sales between \$1,999 - \$3,999	One (1) sale, for \$2871
Property Sales between \$4,000 - \$9,999	Seven (7) sales, with a range from \$4,650 to \$9,325
Property Sales between \$10,000 - \$15,000	
Property Sales between \$15,001 - \$28,600	Four (4) sales, with a range from \$16,275 - \$29,760
<b>Total Sales</b>	<b>Fifteen (15)</b>



## APPENDIX B – Reference list

List of Three (3) References and Description of Services Provided

### Reference 1

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Type of Project(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Reference 2

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Type of Project(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Reference 3

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Type of Project(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX C – Non-Collusion Affidavit

### NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives, present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer or representative of the Calhoun County Land Bank Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public office anything of value whatsoever; or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for the by the attached bid; that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract; nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid. The bidder is fully informed with respect to the preparation and contents of the attached bid proposal and of all pertinent circumstances respecting said proposal.

**I hereby affirm by my signature affixed hereto that the above statements are true to the best of my knowledge, information and belief.**

By: \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

*This affidavit must be notarized to be complete. Notary certification below.*

Subscribed and sworn to before me on \_\_\_\_\_, 2017 in \_\_\_\_\_ County, Michigan.



\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
Acting in \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_, 20\_\_



APPENDIX D – W-9

Form <b style="font-size: 1.2em;">W-9</b> (Rev. January 2011) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer                  Identification Number and Certification</b>	Give Form to the requester. Do not send to the IRS.					
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)						
	Business name/disregarded entity name, if different from above						
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate						
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶						
	<input type="checkbox"/> Other (see instructions) ▶						
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)					
City, state, and ZIP code							
List account number(s) here (optional)							
<b>Part I Taxpayer Identification Number (TIN)</b>							
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.							
		<b>Social security number</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"></td> <td style="width:5%; text-align: center;">-</td> <td style="width:25%; height: 20px;"></td> <td style="width:5%; text-align: center;">-</td> <td style="width:40%; height: 20px;"></td> </tr> </table>		-		-	
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		<b>Employer identification number</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"></td> <td style="width:5%; text-align: center;">-</td> <td style="width:70%; height: 20px;"></td> </tr> </table>		-			
	-						
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.							
<b>Part II Certification</b>							
Under penalties of perjury, I certify that:							
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).							
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.							
<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶					

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



**APPENDIX E - Pricing**

PRICING FOR PROPERTY SALES		
Type of Sales	Maximum Commission	Split Commission
<p><b>Assistance with vacant lot sale that require title insurance; service would consist of assisting with acquisition of title insurance and closing of sale.</b></p> <p><b>The typical Side Lot price is \$200 - \$1,999</b></p> <p><i>Note: There is sometimes a negotiation period and there is rarely a Buyer's realtor.</i></p>		
<b>Property Sales between \$1,999 - \$3,999</b>	<i>Total Commission for a property sale in this range: \$400</i>	<i>\$200 for both the Seller's &amp; Buyer's realtor or \$400 for seller's realtor</i>
<b>Property Sales between \$4,000 - \$9,999</b>	<i>Total Commission for a property sale in this range: \$1,200</i>	<i>\$600 for both the Seller's &amp; Buyer's realtor or \$1,200 for Seller's realtor</i>
<b>Property Sales between \$10,000 - \$15,000</b>	<i>Total Commission for a property sale in this range: \$1,600</i>	<i>\$800 for both the Seller's &amp; Buyer's realtor or \$1,600 for Seller's realtor</i>
<b>Property Sales between \$15,001 - \$28,600</b>	<i>Total Commission for a property sale in this range: \$2,000</i>	<i>\$1,000 for both the Seller's &amp; Buyer's realtor or \$2,000 for Seller's realtor</i>
<p><b>Property Sales above \$28,601</b></p> <p><i>Note: 7% of \$28,601 is greater than \$2,000</i></p>		
<b>Other:</b>		
<b>Other:</b>		

*The goal of this RFQ, and the responsibility of the successful Respondent, is to sell more properties through program promotion, marketing, and education. The successful Respondent will assist in promoting the CCLBA's programs and properties, and help establish it as an option for vacant, residential and commercial land. Please see Appendix A to compare this table to 2016 sales.*

