



Community Action Request for Proposal

April 12, 2019

Submission of Bid

Bids shall be submitted in accordance with Instructions to Bidders. **Bids clearly labeled Head Start/Early Head Start Appraisals will be received by Community Action until 3 pm April 12, 2019 at which time all bids will be considered.** Bids are to be delivered to the attention of Bernadette Johnson 175 Main St., Battle Creek, MI 49014. All questions will be directed to Joyce Cooper, at phone 269-441-1328.

Right to Reject Bid

Community Action reserves the right to waive irregularities and to accept and/or reject any or all quotes. Community Action reserves the right to consider late bids (i) if no other bid responses were received (ii) if there are no complete bid responses received (iii) if Community Action received complete bid response, but they did not pass the evaluation process; or, (iv) if the award process fails to result in an award.

Community Action may consider an otherwise disqualified bid responses, if no other qualified bid responses are received. Further, Community Action may enter into negotiations with one or more bidders on price, terms, technical requirements or other deliverables.

Award

It is the intent of Community Action to award the Bid by **April 19, 2019**.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the Instructions to Bidders and that bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.

The following criteria shall be considered in making an award:

- a) Cost of service.
- b) Conformity to listed specifications.
- c) Expected delivery date of services.
- d) Previous experience of the bidder in performing services similar in nature and scope.

Instructions to Bidders

1. Bidder must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in review not listed, could be a basis for rejection of the bid.
2. The service is to be furnished in accordance with the specifications issued by Community Action.
3. It is understood that Community Action is a non-profit entity, and as such, is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. Therefore, the prices quoted by the Bidder should not include any amount for taxes.
4. It is also understood that if a vendor is submitting a bid to Community Action, they are guaranteeing that they are not on the Debarred or Suspended Organization Federal listing.
5. Contractor will guarantee that any work performed for a Head Start facility meets the Davis Bacon Act criteria for each worker regarding prevailing wages for their job functions.
6. The following Service Specifications apply:
 - a. Appraisal service must be provided by a State Licensed or Certified Property Appraiser.
 - b. Bid price shall include appraisal at four Community Action sites across the Community Action service area. (This includes sites in Calhoun, Barry and St. Joseph counties.) **(See attachment B for locations)**
 - c. Locations are subject to change due to schools room availability. The final list will be given out at time of award.
 - d. Appraisal is to adhere to all *Uniform Standard of Professional Appraisal Practice* standards.
 - e. Selected bidder shall be required to complete the appraisals in a timely manner after Notification of Selection. Completed appraisals on all locations are to be delivered to Community Action in a timely manner, **not to exceed four weeks from the Notification of Selection.**
 - f. Bidder is to provide all service and labor required for completion of appraisals.
7. All bids should be itemized.
8. The attached bid proposal sheet must be completed and enclosed as part of the bid.

BID PROPOSAL SHEET

Community Action REQUEST FOR PROPOSAL

Bid Submitted for: ECS Appraisals

Name of Bidder: _____

Address: _____

Phone: _____ Fax: _____

e-mail: _____

Contact Name: _____

Service Price: _____

Additional costs: _____

Total Cost: _____

Please explain additional costs stated above or attach bid sheet:

Please attach 3 references to this page

Please circle if you have a relative employed at Community Action: Yes No

Please indicate all that apply: Small Business Minority Owned Woman's Business

I agree to abide by all the terms of this request for proposal unless otherwise stated in my bid proposal.

Authorized Signature

Date

Print Name, Title

Return form and information for bid to: Bernadette Johnson 175 Main St. Battle Creek, MI 49014

Attachment

MARSHALL

701 N Linden Street
 Marshall, MI 49068-1075
 (269) 781-4514 Fax (269) 781-4519
 Darcy Kendall - Center Manager

COBURN

39 Fairhome Ave.
 Battle Creek, MI 49015-2138
 (269) 441-2032 Fax (269) 441-2036
 Brittany Woodard – Center Manager

CROWELL

1418 Cooper St
 Albion, MI 49224-1083
 (517) 629-4490 Fax (517) 629-6933
 Darcy Kendall – Center Manager

DELTON

10085 S. M-43 Highway
 Delton, MI 49046-9602
 (269) 623-4461 Fax (269) 623-4471
 Stacy Franco – Center Manager

STURGIS HEAD START

306 S. Nottawa Street
 Sturgis, MI 49091-1741
 (269) 651-9195/(269) 659-9047
 Fax (269) 659-3439
 Raquel Arias – Center Manager