

REQUEST FOR PROPOSAL (RFP)
PROPERTY MAINTENANCE

OMAHA MUNICIPAL LAND BANK
1141 N 11TH STREET FLOOR 1
OMAHA, NE 68102

MARCH 9, 2020



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1. SUMMARY AND BACKGROUND

OMAHA MUNICIPAL LAND BANK (OMLB) is currently accepting proposals for property maintenance in order to promote land banking operations. The proposal will need to provide property maintenance support to care for OMLB properties in the City of Omaha to inform and inspire public, private, non-profit, and governmental investment.

The OMLB was created pursuant to the Nebraska Municipal Land Bank Act (Laws 2013, LB97) deemed to be a public corporation acting in a governmental capacity and a political subdivision of the state and has permanent and perpetual duration until terminated and dissolved in accordance with section 19-5214. The primary goal of any land bank is to facilitate the return of vacant, abandoned, and tax-delinquent properties to productive use. The mission of the OMLB is to be a catalyst for transforming distressed properties into community assets.

OMLB is in Omaha, Nebraska. Our services include:

1. Seeking to improve the social and economic vitality of Nebraska's municipalities that are struggling to cope with vacant, abandoned, and tax-delinquent properties;
2. Providing an inventory of vacant, abandoned, and tax-delinquent properties that represent lost revenue to municipalities and large costs associated with demolition, safety hazards, and the deterioration of neighborhoods;
3. Helping to confront the problems caused by vacant, abandoned, and tax-delinquent properties through the creation of new tools for municipalities to use to turn vacant spaces into vibrant places; and
4. Acting as one of the tools that can be utilized by municipalities to facilitate the return of vacant, abandoned, and tax-delinquent properties to productive use.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted via e-mail until 5pm CST March 20, 2020. Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

All meetings for lawn/trash and snow strategy must be scheduled with the OMLB Asset Director prior to the proposal due date. The annual contract terms and conditions will be negotiated upon selection of the winning bidder(s) for this RFP. All contractual terms and conditions will be subject to review by OMLB legal representatives and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PURPOSE AND DESCRIPTION

The purpose of this RFP is as follows:

The purpose of this RFP is to seek good quality and reliable lawn company service to keep the Omaha metro area clean and appealing in neighborhoods.

RFP Description:

This strategy will provide cleaner and safer neighborhoods for a possible redevelopment, process that will lead the OMLB to turn vacant spaces into vibrant places and to facilitate the return of vacant, abandoned, and tax-delinquent properties to productive use.

4. PROJECT SCOPE

Mowing, trimming, and snow removal of all lots/dwellings owned by the OMLB.

Requires each company to submit their bid not to exceed twenty dollars (\$20) per property per month.

Your bid will include the services required above and including inspection (windows, doors and roofs) of each improved property each time it is mowed, trimmed, or snow removed.

The OMLB requires that your company will maintain each property in your assigned district(s) at a minimum of one (1) time or no more than two (2) times during a month. For instance, during April, May and June two (2) mows may be required due to rain. During July through October one (1) mowing may be required unless the property is shaded and additional rain falls.

This scope will develop a clear message to the community of what OMLB's vision and overall strategy are for a vibrant community.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5 pm CST March 20, 2020 via e-mail to kurth@omlb.org addressed to Kurt Holmstrom, Asset Director. Proposals received after 5 pm CST March 20, 2020 will not be considered.

Evaluation of proposals will be led by the Asset Director from March 23, 2020 until March 26, 2020. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified. In accordance with Neb. Rev. Stat. Sections 85-712.05 (3), the OMLB may withhold information submitted by the bidder to guard against unfair advantage.

The selection decision for the winning bidder(s) will be made no later than March 30, 2020. Upon notification, the contract negotiation with the winning bidder(s) will begin immediately. Contract negotiations will be completed by March 30, 2020.

Notifications to bidders who were not selected will be completed by March 30, 2018 via e-mail. Bidders must include a contact name and e-mail address for notification.

Project Timeline:

All mowing/trimming and snow removal bids must be submitted no later than by March 20, 2020.

Winning bidder(s) will be notified by email March 30, 2020

All contractors will start April 6th, 2020 weather permitting.

This is a three (3) year contract.

6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in planning and implementing the services.
- List of how many full time, part time, and contractor staff in your organization.
- Testimonials from past clients about services that you may have rendered.
- Project management methodology and data: record management.

7. PROPOSAL EVALUATION CRITERIA

OMLB will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include, but not limited to all the following criteria:

- Overall proposal suitability: A written statement that meets the scope and needs include herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to mowing/trimming and snow removal, as well as client testimonials and references.
- Value and cost: Bidders will be evaluated on their bid based on the work to be performed in accordance with the scope of this project.
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.

As stated previously, all proposals in response to this RFP are due no later than 5 pm CST March 20, 2020 via e-mail to kurth@omlb.org addressed too Kurt Holmstrom, Asset Director.

Sincerely,

Kurt Holmstrom, Asset Director

Omaha Municipal Land Bank
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Omaha NE 68102
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A Catalyst for Transforming Distressed Properties into Community Assets