

## **Richland County Land Reutilization Corporation - Procurement Policies and Procedures**

Approved August 15, 2019

PURPOSE: Richland County Land Reutilization Corporation's (Land Bank) purposes are provided in R.C. 1724.01(B) which include facilitating the reclamation, rehabilitation and reutilization of residential vacant, abandoned, and/or tax foreclosed or other real property within the county for whose benefit the Land Bank has been organized. This Policy is a reference guide for Board of Directors approved projects so that all Land Bank functions are performed in a consistent manner in accordance with Ohio and Federal law.

Article VI (5b) designates a Manager with full power and authority to manage and conduct all of the business of the Land Bank subject to review by the Board. While under Article VI (5b)(iii), she cannot execute any contracts, Article VI(5d), (iii), and (iv) provide that under the Board's general direction, the Manager can: (iii) Oversee administrative, financial operations (iv)(b) Negotiate and ensure compliance with Land Bank contracts.

### **Contractors**

Board of Directors takes care to avoid the intent and appearance of unethical practices, action and communications. All procurement activities conducted on behalf of the Board must be in compliance with Land Bank Ethics Policy, state, federal and local standards and policies.

When the Board of Directors determines the need for new services or to extend the current list of Qualified Contractors, the manager will place a Notice to Contractors on Land Bank Website and in one or more of the following:

1. Mansfield News Journal
2. Richland Source
3. Other as determined by the Board of Directors.

All contractors providing services to real property shall submit the following written documentation to become a pre-qualified Board-approved demolition contractor, vendor or contractor:

1. Completed contractor verification form
2. Proof of insurance must include the following limits
  - a. Comprehensive Public Liability insurance with limits of liability in the sum of \$1,000,000.00 against claims of bodily injury, including death, of any one person and \$2,000,000.00 against claims arising from any one accident, and property damage liability in the sum of \$1,000,000.00.
  - b. Automobile Liability Insurance for all vehicles (owned or leased) used in connection with the work, which shall provide the same limits of liability as above.

- c. Construction Pollution Insurance, if applicable to type of work being completed, with limits of liability in the sum of \$1,000,000.00 against claims of bodily injury, including death, of any one person and \$2,000,000.00 against claims arising from any one accident, and property damage liability in the sum of \$1,000,000.00.
- d. Land Bank must be listed as additional insured
3. Proof of current Workers' Compensation Insurance in accordance with the laws of the State of Ohio
4. Completed Drug Free Work Place form
5. Completed Non-Collusion Affidavit form
6. Completed Conflict of Interest form
7. Completed Equal Employment Opportunity form
8. Completed W-9

Contractors who do not maintain insurance, Workers' Compensation coverage or do not follow EPA regulations, state or federal laws will not be able to bid on Land Bank projects. The Board of Directors reviews the above-required documentation for approval.

All contractors must be registered and listed as active with Ohio Auditor of State. Land Bank Staff will confirm prior to Contractor being awarded any new contract.

If using federal funds, Land Bank Staff will confirm that contractor is not debarred, suspended, or excluded from Federal assistance programs according to SAM.gov prior to Contractor being awarded any new contract.

### **Procurement Process**

Notice of Work to be completed will be sent to all Pre-qualified Board approved contractors who perform requested work. Scope of work will be listed in notice. Date and time of bid opening/request for proposals will be included in all notices.

Contract will be approved by the Board of Directors at next Board Meeting and awarded to contractor providing Lowest Responsive and Responsible Bid.

A bidder will be considered responsive if:

1. The bid complies with bid specifications in all material respects
2. Contains no irregularities or deviations from the specifications which would affect the amount of the bid or otherwise give the bidder a competitive advantage.

A bidder will be responsible by consideration of the bidder's;

1. Experience
2. Financial condition – reasons the Board may consider a contractor ineligible include but are not limited to the following:

- a. Delinquent property taxes
- b. Delinquent City of Mansfield Taxes
- c. State and/or Federal tax liens
- d. Complaints of non-payment from contractors vendors
3. Performance on previous contracts (Land Bank, City and /or County)
  - a. % of projects completed on time
  - b. Quality of work completed
  - c. Responsiveness to complaints
4. Facilities
5. Management skills

Land Bank staff will make such investigations as it deems necessary and reports findings to Board of Directors so they can determine the ability of the bidder to perform the work. Land Bank reserves the right to reject any and all bids. Conditional bids will not be accepted.

With Board Approval, Land Bank reserves the right to forego the Bid Process for specific projects that:

1. That are considered to be an extreme hazard
2. Where the Board of Directors determine the cost to bid the project exceeds the actual cost of the project such as;
  - a. Office supplies
  - b. Minor lawn repairs/debris removal/maintenance
  - c. Copier rental
  - d. Abatement (only if the Board Determines the need for the project to be completed quickly due to funding source)
  - e. Title searches
  - f. Legal Ads
  - g. Asbestos analysis
  - h. Postage
  - i. Board-up/Locksmith services
  - j. Property Inspections
  - k. Greening
3. Where the Board Determines the need for the project to be completed quickly due to funding source or some other Board approved reason.
4. Land Bank reserves the right to limit number of contracts awarded to one (1) to first time bidders for the purpose of permitting the Board to determine new bidder's ability to perform, execute and timely complete each contract in order to prevent the loss of funding.
5. Land Bank reserves the right to limit number of contracts awarded to any existing pre-qualified contractor in cases where the Board has determined contractor's inability to perform, execute or timely complete previous contracts.

6. Upon completion, Land Bank staff will evaluate site to ensure contractor is in compliance with all contracted specifications.

Notice to proceed is included with contract including deadlines and penalties if applicable.

The approval of Contract Change Orders can be negotiated and approved without Board Approval by the Land Bank's Manager when:

1. When the Change Order is for a cistern and the cost does not exceed \$1,000.00. A Summary of Change Order(s) will be presented to the Board of Directors at the next available regularly scheduled meeting; or
2. When the Change Order is for a water or sewer line repair and the cost does not exceed \$1,000.00. A Summary of Change Order(s) will be presented to the Board of Directors at the next available regularly scheduled meeting; or
3. When the Change Order is a result of an unknown factor found during the demolition process and waiting for approval would result in leaving the demolition site in a hazardous condition. If cost exceeds \$1,000.00 manager must contact at least one board member for prior approval via text, phone, or email. A Summary of Change Order(s) will be presented to the Board of Directors at the next available regularly scheduled meeting; or
4. All Change Order requests not meeting the above requirements must be presented to the Board of Directors at the next available regularly scheduled meeting for Board discussion and approval/denial.

**Extension of Time:** The approval of Extension of Time can be negotiated and approved without Board Approval by the Land Bank's Manager when it is related to an utility disconnect issue.

This policy replaces all previous Awarding of Contracts, Change Order, Contractor Policies and Procedures

At the Board meeting of August 15, 2019, Marilyn John moved the adoption of the foregoing resolution, seconded by Jeff Parton, and upon call of the roll the following vote resulted:

Mr. Hamilton, Yes; Mr. Theaker, Absent; Mr. Vero, Yes; Mr. Craft, Yes; Ms. John, Yes; Mr. Holden, Absent; Mr. Parton, Yes.

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Board of Richland County Land Reutilization Corporation, Richland County, Ohio, on the 15<sup>th</sup> day of August, 2019.



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Amanda Hike, Administrative Assistant