

Request for Proposals for the Purchase and Rehabilitation of City-Owned Property Located at 344, 346, 348 Front Street (Three addresses, one building), Galva, IL 61434

**NOTICE REQUESTING PROPOSALS FOR
PURCHASE AND REHABILITATION OF CITY-OWNED PROPERTY
344, 346, 348 Front Street (Three addresses, one building), Galva, IL 61434**

The City of Galva is requesting proposals for purchase and rehabilitation of a City-owned property located at 344, 346, 348 Front Street (Three addresses making up one building). Proposals shall be in a sealed envelope and clearly marked on the front "**Proposal for Purchase and Rehabilitation of City-Owned Property – 344, 346, 348 Front Street**". Sealed proposals will be accepted at the City Clerk's Office, Galva City Hall, 311 N.W. 4th Avenue, Galva, Illinois, 61434, until 2:00 P.M. (CST), on Tuesday, March 10, 2020. No electronically transmitted proposals will be accepted. Late proposals will not be accepted and will be returned unopened, regardless of postmark. To be considered responsive to the request for proposals (RFP), proposals must be submitted on the required forms and signed by an authorized agent.

The City of Galva reserves the right to accept or reject any or all proposals, decide what services meet, exceed or are equal to specifications and to waive any technicalities. The City of Galva reserves the right to cancel the proposal request any time prior to the acceptance of the proposal. The RFP, including specifications, is available online at <http://www.galvail.gov> in the Sidebar on the Home Page under Announcements. Technical questions and questions regarding the proposal process or submitting your proposal should be directed to the Galva City Administrator, at 309-932-2555 or by Email at cityadministrator@galvail.gov.

The following items SHALL be included with each proposal for the provision of purchase and rehabilitation of the property:

1. Specification Sheet - Specifications are minimum standards and if your proposal exceeds the specifications, then you are in compliance. To be considered, a minimum of \$60,000 (sixty thousand dollars) in material costs must be invested and so noted on the Proposal Specifications.
2. EEO Policy Statement - Sign and date this page and include your own, if applicable.
3. Certification Statement - Sign, date and notarize.
4. Notarized Statement acknowledging Deed to the property will not be awarded until project specifications have been fulfilled to the satisfaction of the Mayor and City Council, though Deed will not be unreasonably withheld.

Award of the contract will be based upon compliance with the specifications, quality and availability of the solution, delivery time, and price. The City of Galva shall exercise its own and sole discretion to evaluate and determine the criteria and the sufficiency of any proposal submitted herein. Delivery shall be firm and the City of Galva reserves the right to cancel an order not delivered within the quoted time.

**TERMS AND CONDITIONS
OPTIONAL REQUIREMENTS**

The City of Galva reserves the right to require references, financial statements and/or company background information during proposal evaluations.

WARRANTY

The person or entity submitting a proposal will be expected to warrant, at a minimum, that the service will be performed in accordance with the proposal documents it submits in response to this request for proposal. Furthermore, the person or entity is not aware of any infringement or basis for

an infringement for any patent, copyright, trade secret or other propriety right in the proposal specification; and will indemnify and defend the City of Galva in the event of any infringement suits.

CONFLICTS OF INTEREST

The City of Galva reserves the right to request the person or entity to file a statement that no City of Galva official or employee has an interest in the proposal for rehabilitation.

ASSIGNMENT

Neither the provisions of this invitation for proposals nor any of the obligations of either party shall be assigned or transferred in whole or in part to any person, firm or corporation without the prior written consent of the other party. Any such assignment or transfer shall not release either party from its obligation to the other party.

EXPENSES

Expenses incurred by the proposing person or entity during the proposal preparation process are the responsibility of that person or entity.

PURPOSE

The City of Galva, IL is issuing this Request for Proposals (“RFP”) to firms or individuals interested in purchasing and rehabilitating City-owned property – 344, 346, 348 Front Street (Three addresses making up one building). The City seeks to rehabilitate this property to:

- 1) Bring said property in compliance with the Galva Code of Ordinances, including the Galva Property Maintenance Code, and any other codes that are deemed applicable by law;
- 2) Make said property safe, healthy and attractive for potential inhabitants and neighboring property owners;
- 3) Secure the property tax base within the City of Galva; and
- 4) Eliminate blighted properties.

SCOPE OF WORK

The scope of work for rehabilitation will consist of bringing the property in compliance with the Galva Code of Ordinances, including the Galva Property Maintenance Code, and any other codes that are deemed applicable by law.

Said rehabilitation should make the building safe, healthy and attractive for any potential inhabitants and neighboring property owners.

APPLICABLE CODE REQUIREMENTS

All rehabilitation work must be completed in accordance with the Galva Code of Ordinances, as well as all state or federal laws, including Environmental Protection Agency (EPA) guidelines and any other rules or regulations deemed applicable by law.

PERMITS

All applicable permits must be obtained through the City of Galva, the Environmental Protection Agency (EPA) or any other entity required by law.

PROPOSAL REQUIREMENTS

Proposals are to be hand delivered or sent to the following address:

Galva City Hall
ATTN: City Clerk
311 N.W. 4th Avenue
Galva, IL 61434

Proposals shall be in a sealed envelope and clearly marked on the front "**Proposal for Purchase and Rehabilitation of City-Owned Property**", and will be received until 2:00 P.M. CST on Tuesday, March 10, 2020. Proposals received after the stated time will not be considered.

The City may reject any proposal not in compliance with all prescribed public proposal procedures and requirements, and may reject any or all proposals or to waive any requirement or condition of the Request for Proposals upon finding of the City it is in the public interest to do so.

Each proposal will include a letter from the person or entity's authorized representative providing general information about the person or entity and willingness to enter into a contract for the project with an original signature. Proposals must include information responsive to the evaluation criteria and may include more information than requested but should include at least the following:

- 1) Experience involving projects of this type and scope. Include any recent work that can be used for references. This information should contain the type of project, the name of the owner or owners, name and title of contact person, telephone number and date when the project began and when it was completed.
- 2) Describe different services offered by you or your firm and the approximate share of business devoted to those services.
- 3) Provide all necessary contact information for you or your firm.
- 4) Provide any additional information that you feel is relevant to the decision process.
- 5) Provide a description of what you would do for the property and any contractors you would use.
- 6) Provide the price that you would be willing to pay for the property, as the City of Galva will be conveying the property to you; with a requirement that all proposed rehabilitation work is completed or the property ownership reverts back to the City.
- 7) Provide a step-by-step timeline for the entire rehabilitation of the property.

AWARD OF CONTRACT

The City will consider all parts of the proposal collectively. City Council will award the proposal within 90 days of the proposal deadline (March 10, 2020).

Please note that the City of Galva will not award the Deed to the property until the proposal terms have been fulfilled to the satisfaction of the Mayor and City Council, though Deed will not be unreasonably withheld.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of _____ (insert firm name) to provide equal employment opportunity to all persons regardless of race, color, religion, sex or national origin.

Accordingly, we will take Affirmative Action to ensure that we will:

1. Recruit, hire and promote in all job classifications regardless of race, color, religion, sex or national origin.
2. Make promotional decisions that are in accordance with principles of equal opportunity by imposing only valid requirements for promotional opportunities.
3. Incorporate our equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, lay-offs, returns from lay-off, company sponsored training, education, tuition assistance.
4. Conduct social and recreational programs sponsored by our agency without regard to race, color, sex and religion.

Firm name:

Authorized signature:

Title:

Date:

**CERTIFICATION STATEMENT
IN COMPLIANCE WITH 720 ILCS 5/33E-11 ILLINOIS COMPILED STATUTES,
CHAPTER 38, SECTION 33E-11:**

The undersigned individual certifies that he or she is not barred from submitting a proposal for this contract as a result of a violation of either 720 ILCS 5/33e-3 or 720 ILCS 5/33e-4 proposal-rigging or proposal-rotating.

INDIVIDUAL:

Signature of person submitting

proposal: _____

Business address:

Business phone

number: _____

SUBSCRIBED AND SWORN to before me on this

date: _____ Notary Public

PARTNERSHIP:

The undersigned certifies on behalf of the partnership named below that the partnership is not barred from submitting a proposal for this contract as a result of a violation of either 720 ILCS 5/33e-3 or 720 ILCS 5/33e-4, proposal-rigging or proposal-rotating.

Further, the undersigned certifies and warrants that he or she is duly authorized to execute this certification on behalf of the partnership and in accordance with the partnership agreement and the laws of the State of Illinois and that this certification is binding upon the partnership and is true and accurate.

Partnership name: _____

Signed by:

Business Address:

Business phone

number: _____

Insert names and addresses of all partners:

SUBSCRIBED AND SWORN to before me on this date:

_____ Notary Public

CERTIFICATION STATEMENT

CORPORATION (For Profit or Not for Profit):

The undersigned certifies and warrants that he or she is duly authorized to execute this certification on behalf of the corporation in accordance with by-laws of the corporation and that this certification is binding upon the corporation and is true and accurate.

Corporate name: _____

Signed by: _____

Title: _____

Business
address: _____

Insert names of corporate officers:

President: _____

Secretary: _____

Treasurer: _____

SUBSCRIBED AND SWORN to before me on this date: _____

Notary Public