1. Introduction

1.1. Summary

The City of Jackson, Community Development Code Enforcement seeks a professional and qualified Contractor to provide professional code enforcement site cleanup, hauling and disposal services of designated properties in a timely manner.

1.2. Timeline

Release Project Date:	November 17, 2026
Question Submission Deadline:	December 10, 2026, 12:00pm
Proposal Submission Deadline:	December 17, 2026, 1:00pm

1.3. Project Contact

Brian Taylor

Chief Building Official

161 W. Michigan Ave

Jackson, MI 49201

Email: btaylor@cityofjackson.org

Phone: (517) 795-9902

1.4. Procurement Contact

Kari Kerstetter

Purchasing Coordinator

161 W. Michigan Ave 8 FL

Jackson, MI 49201

Email: kkerstetter@cityofjackson.org

2. Project Details & General Conditions

2.1. Important Instructions for Electronic Submittals

The City of Jackson is accepting electronic bid submissions. Bidders shall create a FREE account with OpenGov Procurement by signing up at https://procurement.opengov.com/signup. Once you have completed account registration, browse back to this page, click on "Draft Response", and follow the instructions to submit the electronic bid.

2.2. Scope of Work

The City of Jackson Community Development Department is seeking a qualified Contractor to provide professional code enforcement site cleanup work on properties assigned by City of Jackson Code Enforcement, in response to enforcement notices and corrective actions relating to nuisances created by accumulation of junk, debris, trash, garbage, rubbish, brush, and other unsightly materials on private properties, and the removal of materials from the public right-of-way that are in violation of applicable City ordinances within seven (7) days of the assignment.

Hazardous materials such as (but not limited to) vehicle/equipment type batteries, oils, cleaning solvents, liquids stored in drums and paints shall be removed from the property. All hazardous materials shall be transported to an approved recycling or disposal facility. Tires are to be removed from the property and recycled or disposed of in accordance with all applicable state legislation (See Public Act 451 and all applicable amendments).

The Contractor's employees will not be required to crawl under porches or crawl spaces to remove debris. Occasionally, interior cleaning of household trash may also be required, but only at the discretion of the City Rehabilitation Coordinator or his/her designee.

2.3. Project Requirements

- Contractor agrees to provide all labor, equipment, materials, supplies, permits, fees, and services necessary to commence and complete all assigned properties within the seven (7) day requirement. Any exceptions must be discussed and approved by the City of Jackson Rehabilitation Coordinator, prior to the deadline.
- Contractor must provide detailed "before" photographs of the work site clearly depicting the code violation of junk, debris, trash, garbage, brush or other unsightly materials to be removed from the site. Upon completion of the site cleanup, the Contractor must provide detailed "after" photographs clearly depicting the condition of the site to meet applicable code(s).

- Assignments of work for public right-of-way nuisance violations must be cleaned within twenty-four (24) hours of assignment/notification.
- All site cleanup assignments/notifications may be via email by the City Rehabilitation Coordinator or his/her designee.
- Contractor agrees to send the before and after photos along with a description of the cleanup work performed, waste manifests and a PDF invoice for each cleanup via email to the Community Development Department. NOTE: Mass submittals through zip file or USB will not be accepted.
- Contractor shall be familiar with all general work requirements involved in a contract of this nature prior to reporting to the work site(s) each day. It is not the responsibility of the City Rehabilitation Coordinator or his/her designee to direct or train the Contractor's personnel in the performance of their duties.
- Contractor agrees to perform all work as described in this Request for Proposal (RFP) in a substantial and workmanlike manner, and to comply with all the requirements within this RFP and considered within bid submittal.
- Contractor shall carefully protect the property of the City, adjacent properties, structures and utilities above and below the surface of the ground. All damages to property, existing structures, trees, and shrubs will be remedied by the Contractor by repairing or replacing the same as incidental to the work, and no extra compensation will be allowed.

2.4. Equipment & Personnel Requirements (Minimum)

The Contractor must possess appropriate equipment and adequate personnel for each site cleanup and is responsible for providing the following:

- Equipment must be in good working condition and capable of performing the intended function
- The Contractor must have an appropriate disposal vehicle and driver for small cleanup jobs
- Other tools required but not limited to, are shovels, rakes, line trimmer, brooms, chain saws and miscellaneous small hand tools
- The Contractor shall begin each day's operation with clean trucks and equipment; all previous accumulations of debris shall have been removed from all trucks and equipment

NOTE: The Contractor must provide equipment that is in good and safe working order and sufficiently equipped for the task. Failure to provide cleanup services in a professional manner with adequate personnel, proper operating equipment and small hand tools may result in default of the contract. It is the responsibility of the Contractor to properly characterize the waste and remove only that which has been specified in this RFP.

2.5. Licensing & Certification Requirements

- Contractor agrees to have all trucks and trailers inspected by the **City of Jackson Department of Public Works**, to ensure Contractor's equipment meets all minimum requirements, prior to award of this contract.
- Contractor shall present a current inspection certificate from **City of Jackson Department of Public Works**, on all trucks and trailers used for the Scope of Work as described.
- Upon completion of equipment certification, Contractor shall present a valid and current Refuse Collection license, including renewals, to the **City of Jackson Community Development Department or Purchasing Department** for the duration of the contract in accordance with Section 12-4 of the City Code of Ordinances prior to contract award.

2.6. Photographs, Work Tickets & Invoices

Photographs of each violation must be taken before and after the cleanup, accompanied by the Work Ticket with each violation listed to validate completed work and must include an identifying landmark and complete address of the assigned site when submitting an Invoice.

Photographs must be marked:

- before and after
- taken from same angle
- in color
- reference the same landmark
- include the address
- only 2 pictures per-8.5 x 11 sheet

Contractor is responsible to complete each **Work Ticket** with:

- date work was performed
- complete address of site
- time in/time out
- number of employees at site
- equipment used
- brief description of work involved

Invoices must be submitted as itemized and by:

- address of job site
- work ticket with photos
- disposal manifests
- shall reflect costs as submitted on RFP proposal page

The City of Jackson policy is to pay invoices within thirty (30) days from receipt of the original invoice, and all documentation requirements are met.

2.7. Response Time & Scheduling

- Contractor must have appropriate equipment and adequate personnel to perform the Scope of Work five (5) days a week, Monday through Friday, between 8:00 a.m. to 5:00 p.m. (8:00 a.m. to 7:00 p.m. summer hours). Contractor may work Saturday and Sunday at no extra cost to the City.
- Contractor's personnel must work during inclement weather unless the weather is too severe and shelter warnings issued.
- Contractor must respond to emergency requests by the City Rehabilitation Coordinator within four (4) hours after notification.
- Contractor agrees to provide phone number for emergencies or service issues.

2.8. General Conditions

I, DEFINITION OF TERMS USED:

The terms used in the Contract Documents are defined as follows:

A. "City" shall mean the City of Jackson, Michigan, a municipal corporation or the City department responsible for overseeing the performance of the work.

B. "Contract Documents" shall include the following:

Request for Quotation

Instructions to Bidders
Notice of Award Addendum
Agreement Insurance Certificate Change Orders Notice to Proceed Specifications General Condition,
Supplemental Specifications Bid
All other documents attached hereto

C. "Contractor" shall mean the person or persons, firm partnership, company or corporation who has contracted for the completion of the work specified in the contract documents.

D. "Work" shall mean the services to be performed by the Contractor as set forth in these contract documents.

II. CONTRACTOR'S OBLIGATIONS:

A. **Performance and Completion of Work:** The Contractor shall provide all labor, materials, tools, and equipment for proper execution of work in accordance with contract documents and shall complete all work to the City within the specified time. The Contractor shall furnish sufficient forces and equipment as may be necessary to ensure the progress of the work in accordance with the approved progress schedule. If, to maintain satisfactory progress, it is necessary to increase the workforce or to work overtime, such additional work shall be without additional cost to the City.

Failure of the Contractor to comply with the requirements of the Contract under this provision will be grounds for determination by the City that the Contractor is not pursuing the work with such diligence as will ensure completion within the specified time limits. Upon such determination by the City, It may terminate the Contractor's right to proceed with the work, and the Contractor will be removed from the approved bid list, in accordance with the provisions governing Termination of Contract in these General Conditions.

B. **Workmanship:** All work shall be done in a good, substantial, workmanlike manner, by skilled workmen.

C. **Superintendence by Contractor:** The Contractor shall give his personal superintendence to the work or have a competent: foreman or superintendent, satisfactory to the City, on the work at all times during progress, with authority to act for him.

D. **Fees and Notices:** The Contractor shall secure and pay for the licenses necessary for proper execution and completion of the Scope of Work.

Contractor shall comply with and give notices required by laws, ordinances, rules, regulation and lawful orders of public authorities bearing on performance of the Scope of Work.

All work shall comply with the requirements of all current ordinances, laws and regulations of all federal, state and local authorities having jurisdiction.

If the Contractor observes that portions of the Contract Documents are at variance with applicable laws, statutes, ordinances, building codes, and rules and regulation, the Contractor shall promptly notify the City in writing, and necessary changes shall be accomplished by appropriate modification. If the Contractor performs work contrary to laws, statutes, ordinances, building codes, and rules and regulations without such notice to the City, the Contractor shall assume full responsibility for such work and shall bear the attributable costs.

E. **Safeguards:** The Contractor shall at all times take every precaution to safeguard both employees and the public from hazards incidental to the work, and shall comply with all applicable provision of federal, state and municipal safety laws and codes. When required, safeguards shall include watchmen, traffic signalmen, railing, barricades and lights employed in such a manner as to afford maximum safety.

F. **Use of Premises:** The Contractor shall confine his apparatus, and the operation of his workers to limits indicated by law, or ordinance, or direction of the City, and shall not unreasonably encumber the premises or streets with his equipment or materials. Whenever it becomes necessary to close off a street, permission of the City Engineer must be obtained. The Police Department, Fire Department, Traffic Engineer, and local residents will be notified forty-eight (48) hours in advance of each closing by the Contractor.

III. INSPECTION:

The City and its employees, agents or representatives shall at all times have access to the work whenever it is in preparation or in progress, and the Contractor shall provide proper facilities for such access and inspection.

The City shall have the right to reject workmanship which does not comply with contract documents. Rejected workmanship shall be satisfactorily corrected and without cost to the City. If the Contractor fails to correct such defective workmanship within a designated time, the City may make corrections and charge the expense to the Contractor.

IV. ACCEPTANCE AS RELEASE:

Contractor's acceptance of final payment shall be a release to the City of any and all claims of any nature the Contractor may assert against the City arising out of or relating to this work.

V. CHANGES TO THIS CONTRACT:

Liquidated Damages: Should the work under these specifications not be finished within the time specified for any reason, it is agreed that there may be deducted by the City from the final payment to the Contractor a sum computed at the rate of $20 per day, beginning the day following the scheduled date of completion and continuing until the date of final acceptance of the work by the City.

It is understood that the above deduction of S20 per day is not a penalty, but money due, to be treated as liquidated damages to reimburse the City for the extra costs due to the delay in the completion of the work.

VI. TERMINATION BY THE CITY:

Should the Contractor, at any time, refuse or fail to prosecute the work with promptness and diligence, or in accordance with the contract documents, the City may, at its sole discretion, terminate the Contractor's right to proceed with the work by written notice to the Contractor. In such event, the City may enter upon the premises and for the purpose of completing the work included under the contract, shall complete the work by whatever method deemed expedient. In such case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the contract price exceeds the expense of finishing the work, including compensation for additional managerial and administrative services, such excess shall be paid to the Contractor. If such expense shall exceed the unpaid balance, the Contractor shall be liable for and shall pay the difference to the City.

VII. SECURITY:

A. **Insurance:** The Contractor wilt be required to show evidence of automobile and commercial general liability insurance, worker's compensation insurance and professional liability insurance (where applicable), which is acceptable to the City. The commercial general liability insurance policies shall name the City, its agents, representatives, officers and employees as additional insureds to protect their interests. Both bodily injury and property damage insurance must be on an occurrence basis; and said policies shall provide that the coverage afforded thereby shall be primary coverage to the full limits of liability stated in the declarations, and if said City, agents, representatives, officers or employees have other insurance against the loss covered by said policies, that other insurance shall be excess insurance only. The Contractor shall secure and maintain during the progress of the work such insurance from financially responsible insurance companies, licensed in

the State of Michigan, and approved by the City, that will protect the Contractor, its sub-contractors, and the City from claims for bodily Injury, death, or property damage which may arise from performance of the contract. The Contractor shall at the time of execution of the contract file with the City certificate(s) of insurance, which shall cover all of the insurance as required herein, The certificates shall reference the project or contract to which they apply. Upon request by the City, the Contractor shall submit all insurance policies for review. The amounts and types of such insurance shall be not less than the following:

1. Minimum required limits of liability:

(A) For jobs with an estimated contract cost of less than $50,000

(1) Comprehensive Commercial General Liability of at least:

a. Bodily Injury, each occurrence $300,000

b, Bodily Injury, aggregate $500,000

c. Property Damage, each occurrence $100,000

d. Property Damage, aggregate $100,000

(or in the alternative to a, b, c, d)

e. Bodily Injury and Property Damage Combined Single Limit

each occurrence $500,000

and aggregate $500,000

(2) Automotive Liability and Property Damage Insurance with limits of at least:

a. Bodily Injury, each person $300,000 b, Bodily Injury, each occurrence $500,000

c. Property Damage, each occurrence$100,000 (or in the alternative to a, b, c)

d. Bodily Injury and Property Damage Combined Single Limit

each occurrence $500,000

NOTE: To comply with the required limits of liability, each insurance may be placed in more than one policy, including an excess umbrella type policy.

2. Worker's Compensation and Employer's Liability Insurance as required by the State of Michigan for all Contractor's employees and those of subcontractors engaged in work under this contract. If Contractor is a sole proprietorship and as such is not eligible for Worker's Compensation Coverage, Contractor must submit proof of same, satisfactory to the City. If Contractor is otherwise not obligated to carry Worker’s Compensation Coverage, Contractor must submit documentation from the Michigan Department of Labor (Form WCC-337 or its equivalent); and

3. Each insurance policy shall provide for thirty (30) days written notice of cancellation, expiration, termination, or change of policy to the City. The Contractor shall submit evidence of the coverage , to the City for review and approval. The City will, in writing, identify the policies and indicate their approval or disapproval. New policies shall be provided to the City in place of all policies disapproved. Insurances which expire before Contractor's work is accepted by the City shall be renewed and evidence of such renewal shall be submitted to the City for approval.

4. The Contractor shall advise all insurance companies to familiarize themselves with all of the conditions and provisions of the contract, and insurance companies shall waive the right to special notification for any change or modification of the contract, extension of time, decreased or increased work, cancellation or of any other act or acts by the City or its authorized employees or agents pertaining to the contract. Failure to so notify the aforesaid insurance companies of such changes shall in no way relieve the insurance companies of Its obligation under the contract.

5. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this contract.

B. **Indemnification:** The Contractor shall indemnify, defend, and save the City of Jackson, its agents, servants, employees, or representatives {hereinafter "the City), harmless from and against all costs, losses, claims, demands, suits, actions, payments, judgments, or expenses, legal or otherwise, which may occur, arise, or alleged to have occurred or arose from personal injuries, property damage, bodily injury, or otherwise, brought or recovered against the City by reason of any act or omission, without limitation or exception, of the City, the Contractor, its agents, contractors, servants, employees, or representatives, in the course of, or arising out of, the performance, execution or guarding of all work or services relating to this contract. However, this provision does not indemnify, for the sole negligence of the City, in those situations described in Act 165 of the Public Acts of Michigan of 1966, as amended.

C. **Guarantee:** The contractor shall promptly make any corrections made necessary for reason of faulty workmanship, including corrections of damage to other property resulting thereby, without cost to the City.

VIII. ARBITRATION:

A. At the City's option, all claims, disputes or questions arising out of or relating to these contract documents may be referred to arbitration for decision and award.

B. **Selection:** If the City elects to utilize arbitration, the parties may agree on one arbitrator; otherwise, a list of three (3) names shall be requested from the American Arbitration Association. Each party shall eliminate one (1) name from the list. After elimination, the one (1) name remaining, shall be the arbitrator who shall determine the dispute and/or award. If both parties eliminate the same name, then the remaining list of two (2) names shall be sent to the American Arbitration Association with a request to have them decide which arbitrator shall hear the case. Certified copies of the findings and/or award shall be filed with the City and the Contractor.

C. **Compensation:** The arbitrator shall make such rules as he or she shall determine equitable to govern the conduct of the investigation and determination of the award. The arbitrator shall fix the amount of the cost of the proceedings, including his or her fair and reasonable compensation and shall determine how the total cost shall be borne. All proceedings shall be pursuant to the American Arbitrator's Association rules.

D. **Work to Continue:** The Contractor will carry on the work during the time any arbitration is proceeding, unless agreed in writing by both parties that other arrangements shall be made.

IX. MISCELLANEOUS:

A. **Subcontracts:** The Contractor must perform all work. Subcontractors are not permitted.

B. **Taxes:** The Contractor shall include and be deemed to have included in his bid and contract price all Michigan sales and use taxes currently imposed by legislative enactment and as administered by the Michigan Department of Revenue on the bid date.

If the Contractor is not required to pay or bear the burden, or obtains a refund or drawback in the whole or in part of any Michigan sales or use tax, interest or penalty therein, which was required to be and was deemed to have been included in the bid and contract price, the contract price shall be reduced by the amount thereof and the amount of such reduction, whether as a refund or otherwise, shall ensure solely to the benefit of the City of Jackson.

C. **Assignments:** The Contractor shall not assign this contract nor any monies to become due thereunder.

D. **Social Security:** The Contractor shall pay the contributions measured by wages of his employees required by the Social Security Act and/or the Public Acts of the State of Michigan and shall accept exclusive liability for said contributions both on account of employees carried directly on his payrolls. The Contractor shall further indemnify and hold harmless the City on account of any contributions measured by the wages of employees of the Contractor which may be assessed against the City under authority of said Act of State Law of Michigan.

E. **Interpretation of Contract Documents:** If any doubt exists in the mind of the bidder as to the correct meaning of any part of the specifications or contract documents, he may submit a written request to the City for any interpretation of the intended meaning, and in so doing he must assume the responsibility for its delivery to the City.

In case of any discrepancy in the contract documents, the matter shall be immediately submitted to the City, without whose decision, said discrepancy shall not be adjusted by the Contractor, save only at his own risk and expense.

F. **Access:** The Contractor shall provide the City, the Department of Labor, or any authorized representative thereof; with access to any books, documents, papers, and records of the Contractor which are pertinent to this project for the purpose of making audit, examination, excerpts and transcriptions.

G. **Coordination of Contract Documents:** In case of discrepancy, the parts of the contract will prevail over all other parts in the following order.

1. Special Provisions/Conditions
2. Supplemental/Technical Specifications
3. General Conditions

The Contractor shall not take advantage of any apparent error or omission in the contract documents and if any inconsistency, omission, or conflict is discovered in the contract documents, or if in any place the meaning of the contract documents is obscured or uncertain or in dispute, the City will decide as to the true intent.

3. Pricing Proposal

Code Enforcement Cleanup Unit Cost

BID PRICES SHALL BE CONSIDERED INCLUSIVE OF TRAVEL, CLEANUP, EQUIPMENT, DISPOSAL, FUEL, AND ALL FEES ASSOCIATED WITH THE PROJECT FOR THE ENTIRE CONTRACT TERM. THE CITY WILL NOT BE RESPONSIBLE FOR PAYMENT OF ANY COSTS EXCLUDED IN ORIGINAL BID.

Line Item	Description	Unit of Measure	Unit Cost
1	CLEANUP COST PER LOT - UP TO 3 YARDS	LOT	
2	CLEANUP COST PER YARD - EXCEEDING 3 YARDS	YARD	
3	CLEANUP COST OF PUBLIC RIGHT-OF-WAY - UP TO 3 YARDS	R.O.W.	
4	CLEANUP COST PER R.O.W. - EXCEEDING 3 YARDS	YARD	
5	ITEM REMOVAL FROM R.O.W. OR LOT - MATTRESS	EACH	
6	ITEM REMOVAL FROM R.O.W. OR LOT - COUCH OR	EACH	
7	ITEM REMOVAL FROM R.O.W. OR LOT - TIRES	EACH	
8	ITEM REMOVAL FROM R.O.W. OR LOT - PROPANE TANKS	PER TANK	
9	ITEM REMOVAL FROM R.O.W OR LOT - PLASTIC OR STEEL BARRELS,	EACH	
10	LARGE SCALE CLEANUP - HOURLY RATE PER EMPLOYEE	HOURLY RATE	
11	LARGE SCALE CLEANUP - COST PER	TON	
12	LARGE SCALE CLEANUP - COST PER	YARD	
13	ADDITIONAL FEE FOR EMERGENCY 8-HOUR RESPONSE	FEE	

Columns

4. Vendor Questionnaire

1. Respondent Submittals (without Cost)*

Please Upload your COMPLETE response, including any and all required forms listed in the solicitation and the corresponding attachments.

(Do not upload cost information in here)

*Response required

2. I certify that I have read, understood and agree to the terms in this solicitation, and that I am authorized to submit this response on behalf of my company.*

- [ ] Please confirm

*Response required

5. Attachments

Main Documents

No project documents were included

Supporting Attachments

No attachments were included