

**BID DOCUMENTS
FOR
ARCHITECTURAL DRAWINGS FOR THE COMMERCIAL BUILDING LOCATED
At
13008 SHAFTSBURG RD, SHAFTSBURG, MI 48882**

**SHIAWASSEE COUNTY LAND BANK AUTHORITY
208 N SHIAWASSEE STREET
CORUNNA, MI 48817**

JUNE 2026

Introduction:

The Shiawassee County Land Bank Authority (Land Bank) is requesting proposals for **Architectural Drawings** for the replacement of the roof and ceiling joists of the commercial structure located at 13008 Shaftsborg Rd, Shaftsborg, Michigan. This project is part of the Shiawassee County Land Bank State Land Bank Blight Elimination Grants.

Vendor selection will be based upon proposals submitted to the Land Bank. The Land Bank intends to award a contract to the lowest, most qualified, and responsible bidder(s).

Release Date: June 1st, 2026
Bid Due by: June 19, 2026 at 10:00 AM
Bid Opening: June 22, 2026 at 10:00 AM
At: Shiawassee County Land Bank Authority Office, 208 N
Shiawassee St, Corunna, MI 48817

If you have any questions about this Request for Proposal, please feel free to contact:

- Emily Doerr, Consultant to Shiawassee County Land Bank: doerr.emily@gmail.com
- Sarah Kopko, Consultant to Property Owner: skopko89@gmail.com

Instructions to Bidders

1. BID PROPOSAL CONTENT

Bid proposal documents should include, but not limited to, the following:

- Proposal based on the specifications in this RFP
- Firm Background / Years in Business / History
- Evidence of legal standing with the SOM -- Certificate of Existence (LLC) issued by LARA or Certificate of Good Standing (corporate) or Articles of Organization.
- Three references documenting past experience in this area, including: name, company or agency and contact telephone number.
- Certifications and Authorized Signatures form
- Certificate of Compliance with Public Act 517 of 2012
- Evidence of required insurance, as identified in Section 8 below.

2. BASIS OF PROPOSAL

Request for Architectural Drawings to be submitted (sealed) for roof and ceiling joist replacement.

3. EXAMINATION OF PREMISES

Per the structural engineering report, the balcony attached to the former hotel needs to be demolished as well as the outbuilding on the property. The roof replacement is urgent to prevent further deterioration.

4. SUBMIT YOUR PROPOSAL

Email bid package to Brent Jones (bjones@sedpweb.org) with subject line "Architectural Drawings – 13008 Shaftsburg", prior to deadline of 6/19/26 at 10:00AM. If the Land Bank does not accept the proposal within 45 days, Contractor may withdraw their proposal.

5. SIGNATURES

Respondents shall place on file with the Land Bank, a notarized statement indicating those individuals authorized to sign proposals on behalf of the Corporation, Partnership and/or Individual. (See attached form.) Said notarized statement may be placed on file prior to the submission of any Proposals and updated as the status of the authorized individuals change, or may be submitted with each proposal.

6. CERTIFICATE OF INSURANCE

To the fullest extent permitted by law the Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the land bank and the Village of Shaftsburg, their elected and appointed officials, employees, agents and volunteers, and others working on behalf of the land bank or city against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the land bank or city, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, for all actions of the Contractor.

Contractor shall not commence work under this contract until they have obtained the insurance required under this paragraph and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the land bank. The requirements below should not be interpreted to limit the liability of Contractor. All deductibles and SIR's are the responsibility of Contractor. Contractor shall procure and maintain the following insurance coverage:

- a. Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- b. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included. (E) Explosion, Collapse, and Underground (XCU) coverage, if applicable. Limits may be obtained by the use of primary and excess/umbrella liability policies.
- c. Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- d. Owners' and Contractor Protective Liability: The Contractor shall procure and maintain during the life of this contract, a separate Owners' and Contractor's Protective Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage. The Shiawassee County Land Bank Authority shall be the "Named Insured" on said coverage.
- e. Additional Insured: Commercial General Liability and Automobile Liability as described above shall include an endorsement stating the Shiawassee County Land Bank Authority shall be listed as additional insured. It is understood and agreed by naming the Shiawassee County Land Bank Authority as additional insured, coverage afforded is considered primary and any other insurance the Shiawassee County Land Bank Authority may have in effect shall be considered secondary and/or excess.

- f. Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days for non-payment of premium, Advance Written Notice of Cancellation, shall be sent to: (Shiawassee County Land Bank Authority, 208 N. Shiawassee Street, Corunna, MI 48817).
- g. Proof of Insurance Coverage: Contractor shall provide the Shiawassee County Land Bank Authority at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable.
- h. If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the Shiawassee Land Bank Authority at least ten (10) days prior to the expiration date.

8. CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

All bidders must complete the attached Certificate of Compliance with Public Act 517 of 2012, by which the bidder certifies that neither it nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, the bidder will not become an "Iran Linked Business" during the course of performing the work under the Contract.

9. ACCEPTANCE AND REJECTION

A Contract shall be formed between the parties hereto by the Land Bank's acceptance of a Respondent's proposal, and it will be effective on the date stated on the Bid Specification/Proposal form. Upon acceptance by the Land Bank, a copy of the Contract will be returned to the Contractor as their official notification of award. The Contract, however, shall not be in force until the Contractor has complied with all the requirements of insurance from the Land Bank set forth herein. By the execution of the Contract, the Contractor and the Land Bank hereby covenant in respect to any part of this Proposal and Contract. The Land Bank reserves the right to waive irregularities and to reject any or all bids.

This Request for Architectural Services is to have drawings that can be used in future bid documents for Masonry Repair, Joist Repair, and Roof Replacement (each with appropriate abatement) as well as when obtaining the building permits for those jobs. Description of desired work that will be based on specifications:

- 1. Facade and Brickwork / Tuckpointing Foundation Walls:
 - a. Remove cracked, broken, and deteriorated mortar. Tuckpoint to provide a sound and watertight wall. Tool joints to match existing adjacent joints. Match color of adjacent mortar. NOTE: Scrape all peeling paint off all exterior and interior wall surfaces complete before any tuckpointing. Provide and apply good exterior masonry paint to

all foundation walls. Color to be White. Close off all openings on foundation walls and basement floor surfaces complete.

- b. Location: north and south wall foundations, 12 window and door headers, and a few concentrated spots on the east wall where the bricks are falling apart.
- c. This also includes addressing the chimneys on the roof as well as tearing down and rebuilding necessary courses of brick along the 46' parapets to ready the building for a new roof.

2. Joists:

- a. This portion of the budget is designated to replacing the joists in the roof. The roof has been leaking for years, and while the extent of damage to the joists is unknown, there is a possibility that they will need to be replaced.

3. Roof:

- a. This includes tearing off and disposing of the old roof, taking it down to the joists and windows, and replacing it with a new metal flat roof.

WORK SCHEDULE

A preliminary work schedule must be supplied to the Shiawassee County Land Bank Authority within 10 days of contract awards. Updated schedules must be provided a minimum of 48 hours in advance before start of work to provide for adequate time to arrange access to building.

SUBCONTRACTORS

Contractor shall notify the Shiawassee County Land Bank Authority as soon as possible, and no less than 72 hours in advance of any sub-contractor being on site. Contractor shall provide each subcontractor's company name, address, telephone and email and the full name of each owner/principal. Subcontractors may not begin work until expressly permitted by SCLBA.

The Contractor is responsible for conducting operations in a safe and orderly manner and in conformance with Michigan P.A. 154, per the Michigan Department of Labor and Energy Construction Safety Standards Commission. Personnel working inside the site shall be trained as required and made thoroughly familiar with the safety precautions, procedures, and equipment required for controlling the potential hazards associated with this work.

**SHIAWASSEE COUNTY LAND BANK AUTHORITY
UNIT PRICE FOR ARCHITECTURAL DRAWINGS**

CONTRACTOR NAME: _____

Parcel #	Address	Area	Purpose
78-013-70-005-001 and 78-013-70-005-002	13008 Shaftsbury Road	2-story vacant building with small garage and carport attached	Drawings to be used for specifications in future bid documents for Masonry Repair, Joist Repair, and Roof Replacement + when obtaining building permits
Architectural Drawings	\$ _____		No retainer will be agreed to; payments made after invoice submitted / approved.

CONTRACTOR SIGNATURE _____

Date _____

Bidder, if awarded this contract, hereby agrees to commence work under this contract on or before
_____ and to fully complete on or before
_____.

Bidder understands that the Shiawassee County Land Bank reserves the right to reject any or all bids and to waive any informalities or irregularities herein. Upon notice of acceptance of this bid, bidder will execute Contract Agreement and deliver properly executed insurance certificates, copies of licenses and City registration to the Shiawassee County Land Bank within ten (10) days. The Shiawassee County Land Bank reserves the right to omit any residential property address listed in this Request for Proposal in advance of contract signing. Contractor's quote for any such omission will be deducted from the grand total bid amount.

Certifications and Authorized Signatures

Return with your Proposal package

Upon notice of acceptance of this packet, Respondent will execute a Contract Agreement and deliver properly executed insurance certificates to the Land Bank within seven (7) days.

ADDRESS, LEGAL STATUS, AND SIGNATURE OF RESPONDENT

The undersigned does hereby designate the address, given below, as the legal address to which all notices, directions, or other communications may be served or mailed.

P.O. Box (if applicable): _____

Street: _____

City: _____ State _____ ZIP _____

Phone: _____ Fax: _____

Email: _____

The undersigned does hereby declare that it has legal status checked below:

- Individual Limited Liability Corporation (LLC)
 Partnership Corporation, State of Incorporation: _____

The names and address of all persons indicated in this Bid Proposal are as follows:

NAME	ADDRESS
_____	_____
_____	_____

This Proposal Packet is submitted in the name of _____

(Vendor)

Respondent hereby certifies that the information provided in their submittal to the Land Bank is accurate and complete, and they are duly authorized to sign. Respondent hereby certifies that they have reviewed the RFP in its entirety and accepts its terms and conditions.

Signed: _____ Date _____

Print name: _____

Title: _____

Certificate of Compliance with Public Act 517 of 2012

I certify that neither _____
(Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)
By: _____

Date: _____

Title: _____

Subscribed to and sworn before me,
a Notary Public, on this _____ day of June 2026

_____, Notary Public
_____ County, State of Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

W-9 INFORMATION FOR LEGAL STATUS

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

Disregarded entity. Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name/disregarded entity name” line.

CONTRACTOR REFERENCES

Please list below three (3) references for which your firm has performed similar work as identified in Bidder Qualifications.

Customer Name:

Address:

City, State, Zip Code:

Contact Person:

Telephone Number:

Dates of Service:

Customer Name:

Address:

City, State, Zip Code:

Contact Person:

Telephone Number:

Date of Service:

Customer Name:

Address:

City, State, Zip Code:

Contact Person:

Telephone Number:

Date of Service: