

Request for Proposals (RFP): Property Cleaning and Maintenance Services

Macon-Bibb County Land Bank Authority (MBLBA)

Section 1: Introduction and Purpose

The **Macon-Bibb County Land Bank Authority (MBLBA)** is seeking proposals from qualified, experienced, and insured contractors to provide comprehensive **property cleaning and maintenance services** for a portfolio of properties within Macon-Bibb County, Georgia. These properties, primarily consisting of vacant lots and blighted/abandoned residential structures, are owned or controlled by the MBLBA and are in various stages of the land banking process (acquisition, stabilization, disposition).

The primary goal of this contract is to ensure all MBLBA properties are maintained in a safe, clean, and code-compliant manner to eliminate blight, protect neighborhood integrity, and prepare properties for rehabilitation or development.

Section 2: Administrative Information

Issuing Authority	Macon-Bibb County Land Bank Authority (MBLBA)
RFP Title	Property Cleaning and Maintenance Services
RFP Issue Date	9/30/2025
Deadline for Questions	10/20/2025 by 5pm Submit via email to everner@maconlandbank.org
Proposal Submission Deadline	10/31/2025 by 5pm Submit via email to everner@maconlandbank.org
Submission Email	everner@maconlandbank.org
Contact Person	Everett Verner, Executive Director, everner@maconlandbank.org

Anticipated Contract Award	11/18/2025
Contract Term	One (1) year initial term with renewal options.

Section 3: Scope of Work (SOW)

The contractor shall furnish all labor, materials, equipment, transportation, supervision, and incidentals necessary to perform the required property cleaning and maintenance services on an "as-needed" or scheduled basis, as directed by the MBLBA.

3.1 Core Property Maintenance Services

Services will be required for a diverse portfolio, including **vacant lots** and **vacant/blighted structures**.

A. Grounds Maintenance (Vacant Lots and Structured Properties)

1. **Grass/Weed Cutting and Trimming:** Mow and trim all grass and weeds on the property, up to the curb or right-of-way, and around all structures, fences, and obstacles. This is typically required on a recurring schedule (e.g., twice monthly during growing season) or on-demand.
2. **Debris and Trash Removal (Standard Cleanup):** Remove and legally dispose of all litter, trash, tires, light-dumped debris, and small amounts of vegetative waste from the property.
3. **Hedge, Shrub, and Small Tree Trimming:** Trim overgrown hedges, shrubs, and tree limbs to ensure visibility and prevent encroachment on adjacent properties or public ways.

B. Board-Up and Securing Services (Vacant Structures)

1. **Securing Doors and Windows:** Secure all entry points (doors, windows, garage doors) against unauthorized entry and weather. This includes the use of code-compliant plywood board-up techniques, secure deadbolts, and padlocks, as specified by the MBLBA.

C. Intensive Cleaning/Clearing (On-Demand)

1. **Heavy Debris Removal/Illegal Dump Cleanup:** Removal and legal disposal of large volumes of illegally dumped materials, including furniture, appliances, construction debris, excessive tires, hazardous waste (e.g., limited amount of oil, paint cans), and excessive organic debris.
2. **Interior Clean-Out:** On-demand removal of all interior trash, debris, and refuse from blighted structures. This may involve removing personal belongings, construction debris, or biological hazards (e.g., animal waste, excessive mold/mildew).

3.2 Reporting and Documentation Requirements

The Contractor must utilize an agreed-upon method for detailed reporting. For *each* service call, the contractor must provide:

- **Date, and Location** (address) of work performed.
- **Description** of the work performed, including any issues encountered (e.g., security breach, new debris, hazards).
- **Verification of Legal Disposal** (e.g., landfill receipts) for heavy debris removal.

Section 4: Proposal Format and Requirements

Proposals should be submitted via email to Everett Verner everner@maconlandbank.org, or if in person at 688 Walnut Street, Suite 102, Macon, GA 31201

4.1 Technical Proposal Requirements

1. **Transmittal Letter:** Signed by an authorized representative, confirming the firm's commitment to the work and acceptance of the RFP terms.
2. **Company Qualifications and Experience:**
 - o Brief company history, structure, and years in business.
 - o List of at least **three (3) references** from similar property maintenance contracts performed within the last three years. Include contact name, organization, phone number, and email.
 - o Description of experience managing a scattered-site property portfolio.
3. **Management and Personnel Plan:**
 - o Identify the key personnel, including the Project Manager and field supervisors, who will be responsible for the contract. Provide résumés.
 - o Outline the proposed staffing capacity to handle recurring scheduled work and immediate/emergency work simultaneously.
4. **Work Plan and Quality Control:**
 - o Describe the methodology for receiving work orders, deploying teams, and ensuring timely completion.
 - o Explain the quality control process.
 - o Detail the approach to handling, removing, and legally disposing of various types of debris, including potential hazardous materials (e.g., tires, paint).
5. **Equipment List:** Provide a list of the major equipment (mowers, trimmers, vehicles, trailers) to be used for this contract.
6. **Safety Plan:** Provide a brief outline of the company's safety procedures, including protocols for working on blighted properties and securing worksites.
7. **Proof of Insurance:** Provide a Certificate of Insurance demonstrating the ability to meet the minimum requirements outlined in Section 5.

4.2 Price Proposal Requirements

The Price Proposal should be submitted on a **fixed-rate, unit-cost basis** for all services listed in the Scope of Work. Pricing must be all-inclusive (labor, equipment, materials, disposal fees, overhead, profit).

The contractor must provide a schedule of all-inclusive unit pricing for the services listed in Section 3, and any additional services offered. Example pricing units may include:

Service Category	Unit	All-Inclusive Unit Cost
Grass Cutting (Standard Lot, up to 1/2 acre)	Per Parcel	\$
Securing/Board-Up (Per Opening - Window/Door)	Per Opening	\$
Standard Debris/Trash Removal (Less than 1 cubic yard)	Per Parcel	\$
Heavy Debris Removal (1-5 cubic yards)	Per Load/CY	\$
Interior Clean-Out (Standard Structure)	Per Structure	\$
Emergency Call-Out Response (within 4 hours)	Per Event	\$

Currently the MBLBA owns roughly 200 parcels that require maintenance. This number changes monthly depending on activities and while some require more maintenance than others, it is necessary that the approved vendor can manage our inventory on a continuous basis.

Section 5: Insurance Requirements

The successful Contractor shall maintain, at their own expense, during the term of the contract, the following minimum insurance coverage:

- **Worker's Compensation Insurance:** Statutory Limits.
- **Commercial General Liability:** \$1,000,000 per occurrence, \$2,000,000 aggregate.
- **Business Automobile Liability:** \$1,000,000 combined single limit.
- **Macon-Bibb County Land Bank Authority** must be named as an additional insured on the Commercial General Liability policy.

Section 6: Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criterion	Weight
Price Proposal (Competitiveness and Completeness of Unit Pricing)	40%
Qualifications and Experience (References, Past Performance, Similar Scope)	30%
Work Plan and Capacity (Staffing, Methodology, Response Time, Reporting)	20%
Company Financial Stability and Safety Plan	10%