RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP - DO NOT INCLUDE A COPY OF THE RFP

[X] RFP Submittal Requirements Checklist – use as cover to documents; put in the following order.

[X] Letter of Interest & Certification – Include any grant work experience.

[X] Certificate of Good Standing for Corporations, Certificate of Existence for LLCs, Certificate of Good Standing for Joint Ventures, or "Doing Business As" documentation and certificates for other types of businesses

[X] Evidence of Insurance

[X] Budget & Pricing Proposal (Appendix A)

[X] Bid Bond in the amount of the overall bid price, REQUIRED

[X] A copy of Respondent's "Department of Energy, Labor & Economic Growth's Residential Builders' And Maintenance & Alteration Contractors' Board Residential Builder License" - This must be in the company's name.

n/a [ ] Asbestos Licenses - for company and all employees able to work on asbestos containing demolition projects should any of the current project change from regular demolitions to asbestos containing demolitions.

n/a [ ] Lead and cadmium certification – for training for all employees assigned to this project.

[X] Three References and accompanying project information (Please see and complete Appendix B)

[X] Non-Collusion Affidavit – Complete and sign (Appendix C)

[X] Debarred or Suspended Statement - Complete and sign (Appendix D)

[X] W-9 – Completed and sign (Appendix E)

[X] Equal Opportunity Clause – Sign and date (Appendix F)

Respondent Name: Tonesha Heath

Company Name: Heath Construction LLC

Date of submission: 02/02/2025 Duns # 123365466

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Heath Construction

June 18, 2024

Calhoun County Land Bank Authority

315 West Green St

Marshall, MI 49068

Thank you for the opportunity to submit this proposal for roofing services. Heath Construction will perform all activities associated with this RFP.

Contact: Tonesha Heath- Project Manager

Email: theath@heathconstruction.com

Phone: 269-555-5555

Owner – Tonesha Heath is 100% owner of Heath Construction LLC, MBE, WBE

555 Cherry Lane, Battle Creek, MI 49037

Experience

Heath Construction LLC is a general contracting company, with over 15 years' experience in general contracting, specializing in roofing and siding. We have successfully completed numerous residential and commercial projects of similar scope and complexity, and we have a proven track record of delivering high-quality results on time and within budget. We do not have experience working with grants. Our team attends the monthly Calhoun Builders Connection group every month.

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UNITED STATES OF AMERICA

The State of Michigan

Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify That

***Heath Construction** LLC*

was validly authorized on April 6 , 2017, as a Michigan
DOMESTIC LIMITED LIABILITY COMPANY
and said limited liability company is validly in existence under the laws of this state and has satisfied its annual filing obligations.

This certificate is issued pursuant to the provisions of 1993 PA 23 to attest to the fact that the company is in good standing in Michigan as of this date.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.

LICENSING AND REGULATORY AFFAIRS
Corporations, Securities & Commercial Licensing Bureau

In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 14th day of May , 2025

Linda Clegg

Linda Clegg, Director
Corporations, Securities & Commercial Licensing Bureau

Sent by electronic transmission

Certificate Number: *123456789*

Verify this certificate at: URL to eCertificate Verification Search http://www.michigan.gov/corpverifycertificate.

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ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER

Your Insurance Company

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A:	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

INSURED

Heath Construction LLC

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDL INSD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC		01/10/2025	12/30/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ 2,000,000 $
A		AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS		1/10/2025	12/30/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
		EXCESS/UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $				EACH OCCURRENCE AGGREGATE	$ $
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below		1/10/2025	12/30/2025	WC STATU-TORY LIMITS / OTH-ER E.L. EACH ACCIDENT X E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000
		OTHER					

Additional Insured: Cahoun County Land Bank Authority

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APPENDIX A – Budget & Pricing Proposal

122 North Ave, Battle Creek – Roof Replacement

COST

Permit

1. Obtain all necessary permits and licenses as required by the County, City or local municipality governing body Building Inspections Division. Furnish copies of all final permits with final invoice (applicable Building), to the Property & Project Coordinator at CCLBA. $ 100

Replace entire roof.

2. Remove and dispose of shingles, drip-edge, flashings, and any other attachment to original decking. Repair or replace any broken, rotten and/or deteriorated framing and sheathing/decking for installation of architectural shingles.

Note: Locations of lead Hazard: Work in the area of soffits and fascia is not required, however, workers may to come in contact with the lead hazard as a result of the roof worka. Please refer to the full Lead Risk Assesment attached to the RFP on Vendor Regisrty.

4. Install ice and water shield to all eave edges (minimum 2' into heated areas) and valleys. Remaining underlayment shall be 15# felt or greater. Provide and install new drip edges to all eaves and rakes. New flashing is to be installed at all wall lines and any other areas that require this application, including lashing boots on all vent pipes.

5. Install 30-year warranty architectural shingles manufactures by CertainTeed or approved equal. Contractor is responsible for verifying all measurements and quantities within this specification. Keep all warranty information for CCLBA and present with final paperwork. **Verify color and style with CCLBA.** $ 12,500

Total

$ 12,600

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Bond No. GRMI33582B

AIA® Document A312™ – 2010

Performance Bond

CONTRACTOR:
(Name, legal status and address)
Heath Construction LLC
555 Cherry Lane
Battle Creek, MI 49037

SURETY:
(Name, legal status and principal place of business)
GRANITE RE, INC.
14001 Quailbrook Drive
Oklahoma City, OK 73134

OWNER:
(Name, legal status and address)
Calhoun County Land Bank Authority
315 Green St W.
Marshall, MI 49068

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

AIA Document A312–2010 combines two separate bonds, a Performance Bond and a Payment Bond, into one form. This is not a single combined Performance and Payment Bond.

CONSTRUCTION CONTRACT
Date: 7/08/2024

Amount: $313,100.00

Description:
(Name and location)
RFP#03-CCLBA-2025 -Roofing Replacement -Calhoun County Landbank Authority

BOND
Date: 7/16/2024
(Not earlier than Construction Contract Date)

Amount: $313,100.00

Modifications to this Bond: ☒ None ☐ See Section 16

CONTRACTOR AS PRINCIPAL
Company: *(Corporate Seal)*
Heath Construction LLC

Signature:
Name and Title:

SURETY
Company: *(Corporate Seal)*
GRANITE RE, INC.

Signature:
Connie Smith, Attorney-in-fact
and Title:

(Any additional signatures appear on the last page of this Performance Bond.)

(FOR INFORMATION ONLY — Name, address and telephone)

AGENT or BROKER:
J. Ryan Bonding, Inc.
2920 Enloe St., Ste 103
P.O. Box 465
Hudson, WI 54016
800-535-0006

OWNER'S REPRESENTATIVE:
(Architect, Engineer or other party:)
N/A

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GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Company Builder License

088380

Heath Construction LLC
555 Cherry Lane
Battle Creek, MI 49037

Qualifying Officer:
Tonesha Heath
Qualifying Officer #
12345678910

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

License No.
1234567

Expiration Date:
05/31/2027

This document is duly issued under the laws of the State of Michigan

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APPENDIX B - References

List of Three (3) References and Description of Services Provided

Reference 1

Company/Municipality: ABC Builders

Contact Person: Jack Black Title: Owner

Address: 123 Columbia

City: Battle Creek State: MI Zip: 49037

Telephone: 555-555-5555 Email: jb@abcbuilders.com

Type of Project(s): Completed 6 roof replacements in 2024

Reference 2

Company/Municipality: City of Grand Rapids

Contact Person: Jane Goodfellow Title: City Manager

Address: 123 Broad St

City: Grand Rapids State: MI Zip:

Telephone: 555-555-5555 Email: JG@cityofgrandrapids.org

Type of Project(s): Siding replacement on 14 separate residential properties between 2019-2022

Reference 3

Company/Municipality: City of Battle Creek

Contact Person: Bobby Smith Title: Small business Development

Address: 123 McCamly

City: Battle Creek State: MI Zip: 49037

Telephone: 555-555-5555 Email: Bsmith@cityofbattlecreek.gov

Type of Project(s): 4 roof replacements on city owned commercial properties in 2021

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APPENDIX C – Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives, present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer or representative of the Calhoun County Land Bank Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public office anything of value whatsoever; or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for the by the attached bid; that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract; nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid. The bidder is fully informed with respect to the preparation and contents of the attached bid proposal and of all pertinent circumstances respecting said proposal.

I hereby affirm by my signature affixed hereto that the above statements are true to the best of my knowledge, information and belief.

By: Tonesha Heath _____ 02/02/2025
Signature Date

Tonesha Heath
Printed Name

Owner
Title

Heath Construction LLC
Company

This affidavit must be notarized to be complete. Notary certification below.

Subscribed and sworn to before me on _____, 2024 in _____ County, Michigan.

(seal)

_____

_____, Notary Public

Acting in _____ County, Michigan

My Commission Expires: _____, 20___

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CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to the CCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

Heath Construction LLC

(Name of Respondent)

Tonesha Heath

(Signature of Authorized Representative)

Tonesha Heath

(Typed Name of Authorized Representative)

Owner

(Title)

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EQUAL HOUSING OPPORTUNITY

APPENDIX D – Debarred or Suspended Statement

By signing below, I agree that my company/organization or any of its principals, personnel, divisions or affiliates presently or in the past have not been debarred or suspended from entering into contracts with any Federal, State, or Local governmental entity.

The company/organization has not been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under public transaction; violation of Federal of State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification of destruction of records, making false statements, or receiving stolen property.

The company/ organization is not presently indicated or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local).

The company/ organization has not had one or more public transaction (Federal, State, Local) terminated for cause of default.

Heath Construction LLC
Company Name

Tonesha Heath
Authorized Signature

02/02/2025
Date

Tonesha Heath
Printed name of authorized agent

For reference, this website may be accessed to look up debarred companies/organizations: System for Award Management (SAM) at **www.sam.gov**. This is the system used by Federal, State and Local agencies for grants.

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Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Tonesha Heath

2 Business name/disregarded entity name, if different from above

Heath Construction LLC

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

555 Cherry Lane

6 City, state, and ZIP code

Battle Creek, MI 49037

Requester's name and address (optional)

Calhoun County Landbank Authority

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–		–				

or

Employer identification number

4	5	–	2	2	2	1	1	1	1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** ► Tonesha Heath **Date** ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

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APPENDIX F – Equal Opportunity Clause

During the performance of this contract, the contractor agrees as follows:
The contractor will not discriminate against any employees or applicant for employment became of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

The contractor will, in all solicitations or advertisements for employees placed by on behalf of the contractor state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency or other contracting officer, advising the labor union or workers; representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relent orders of the Secretary of Labor.

The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Anti-Terrorist Compliance:
Your organization represents, covenant and warrants that it is in compliance with all statutes, executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries, entities, or individuals subject to economic sanctions administered by the U.S. Department of the Treasury's Office of Foreign Assets Control. (Required)

Timothy Heath _____ 02/02/2025 _____

Contractor signature Date

EQUAL OPPORTUNITY EMPLOYER AND EQUAL HOUSING OPPORTUNITY

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