

# Racine County Purchasing Department

Racine County Courthouse  
730 Wisconsin Avenue  
Racine, WI 53403-1274  
Phone (262) 636-3700  
Fax (262) 636-3763  
www.racinecounty.com

Duane McKinney  
Purchasing Coordinator



October 9, 2019

Dear Prospective Bidder:

The County of Racine invites qualified individuals to submit information for providing homeownership/landlord for Racine County Human Services office in accordance with the attached specifications.

Bids are due on or before 2:00 p.m., local time Thursday, October 31, 2019 Racine County, through its duly authorized representatives reserves the right to reject any or all bids, waive all technicalities, and to choose the offer deemed most advantageous to Racine County.

### Special Instructions:

1. Place the signature page on top as page 1.
2. Please title your email: "RCHSD-001 Real Estate"
3. email to: [purchasing@racinecounty.com](mailto:purchasing@racinecounty.com)

General questions may be directed to Amy Hart, Operations Manager, at (262) 638-6561 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

Sincerely,

Duane McKinney  
Purchasing  
Coordinator

Encl: Bid Package

REQUEST for INFORMATION  
HOMEOWNERS/LANDLORDS  
Bid #RCHSD-001

A. PURPOSE

Racine County is seeking information from qualified Homeowners/Landlords to provide properties that meet the specified criteria.

B. INSTRUCTIONS TO BIDDERS

1. QUESTIONS

Bidders are reminded to carefully examine the bid and specifications upon receipt. If the Bidder does not fully understand the Request for Information (RFI) or is in doubt as to the County's ideas or intentions concerning any portion of the Work/Bid, he/she shall contact Amy Hart, Operations Manager at 262-638-6561 with any/all questions

2. ADDENDA

Any changes made as a result of a request will be issued via bid addenda to all prospective bidders and if necessary, an extension will be made to the bid opening date. Addenda will be posted to the Racine County Website ([www.racinecounty.com](http://www.racinecounty.com)) under Bids/Proposals. Bidders are responsible for checking this website for any future addenda, etc. prior to the opening date. All addenda must be signed and returned with your bid as specified in the addenda. Bidders who do not return the addenda may have their bids rejected.

3. METHOD OF BID

Bidders will submit their responses to the RFI on the Bid Form provided. Failure to meet any requirements listed in this bid document may be cause for disqualification of the bid.

Each copy of the bid shall include the Certification of Vendor page and acknowledgement of addendum(s) if any. A legally authorized representative of the bidder will sign the Certification of Vendor page.

All information required by the IFB must be supplied to constitute a complete, regular bid. Failure to meet any requirements listed in Section D. SCOPE OF SERVICES of this bid may be cause for disqualification of the bid. Bids written in pencil or on a form other than the attached Bid Form will be rejected. Failure to meet any requirements listed in this bid document may be cause for disqualification of the bid.

4. INCURRED COSTS

Racine County is not liable for any costs incurred in replying to this RFI.

5. DUE DATE

Your bid response is to be received by 2:00 p.m. local time on Thursday, October 31, 2019 in the office of the Racine County Purchasing Coordinator. Bids received after 2:00 pm central time as dictated by [www.time.gov](http://www.time.gov) will be considered late, will not be accepted.

6. LATE BIDS

Formal bids, amendments thereto, or requests for withdrawal of bids received by Racine County after time specified for bid opening will not be considered. Any late bids shall be returned to the submitting vendor unopened.

7. WITHDRAWAL OF BIDS

A written request for the withdrawal of a bid or any part thereof will be granted if the request is received by the Racine County Purchasing Department prior to the specified time of opening.

8. BIDS BINDING 30 DAYS

Unless other specified, all formal bids submitted shall be binding for thirty (30) calendar days following the bid opening date.

C. TERMS AND CONDITIONS

1. DURATION OF CONTRACT

The selected vendor will be the County's designated agent for a two (2) year period commencing on September 1, 2019 and ending on August 31, 2021 with up to two (2) additional two (2) year extension periods, at Racine County's sole option, based on the percentage increases indicated in the bid. As an alternate, the bidder is asked to provide the percentage increases for each of two additional two year extension periods which will be at Racine County's sole option and will be subsequent to the extensions, if any, pursuant to the base bid. The County may enter negotiations with the agent, 120 days prior to the expiration, for an additional two-year term, without the requirement for competitive "bids" to provide the County with services, subject to action by the Racine County Board.

2. TERMINATION OF CONTRACT

Either party may at any time, upon thirty (30) days prior written notice to the other party, terminate this contract. The County shall pay for any and all work performed up to the termination date. The County shall not pay any termination expenses or costs if the contract is terminated regardless of the reason for termination.

3. EXECUTION OF AGREEMENT

If an agent does not execute an agreement within thirty (30) days after being notified of selection, the County may give notice to the agent of the County's intent to select the next most qualified bidding agent or call for new bids, depending upon which course of action the County deems most appropriate.

4. INDEPENDENT CONTRACTOR

Neither the agent nor any of the agent's employees shall be considered employees of Racine County. Agent shall assume liability for, indemnify, defend and save Racine County harmless against any loss, damage, or expense arising from any actual or claimed death, injury to person or damage to property which results from, or arises in connection with, the performance of this contract.

5. INSURANCE

Agent shall maintain insurance coverage for Workers' Compensation, General Liability, and Automobile Liability and shall provide certificates of insurance to the County.

Certificate of Insurance under this contract showing: the name of the service provider, the name of the Insurance Company, the type of insurance, the policy number, the effective date, the expiration date, the limits of liability and a description of the operation to which the coverage applies, shall be furnished to the Racine County Treasurer within thirty (30) days of the beginning of the contract. This certificate of insurance shall contain a provision requiring a minimum of ten (10) days notice of cancellation or material change. If any change or cancellation is made, the County shall be notified in writing.

6. COMPENSATION

Compensation shall be provided by the State of Wisconsin.

7. AFFIRMATIVE ACTION

Racine County is committed to fulfilling its role as an Affirmative Action/Equal Opportunity Employer. We request your vigorous support of our Affirmative Action efforts. Our relationship with your agency is based upon your willingness to accept and comply with Executive Order 11246, as amended, and other federal laws requiring equal employment opportunity without regard to race, religion, color, national origin, sex, disability or veteran status. By signing the Certification of Vendor page, you indicate your acceptance and compliance.

D. SCOPE OF SERVICES

1. CRITERIA

This RFI is for the location of properties to be purchased by a third party that provide an appropriate residential option meeting the criteria under chapter 980, Wisconsin Stats. (e.g., residence must be at least 1,500 feet from schools, childcare facilities, parks, places of worship and youth centers), for offenders who meet certain criteria and have completed their criminal sentences. Wis. Stat. § 980.08(4)(dm) as may be amended.

2. AREA

This RFI is for all of Racine County.

3. QUALIFICATIONS

a) Professional Qualifications

Buyer must comply with all established rules and regulations outlined in any lease agreements with identified agency.

b) Location

The property must be located within Racine County.

c) Services

Must be able to offer full services required by this RFI.

4. MODIFICATION OF SERVICES

During the term of the contract, Racine County and the agent/s may mutually agree to modify specified services or processing procedures whereby a contractual agreement has been established in order to remedy and adjust the pricing. Negotiations for such change(s) must be made in written form and in good faith at a minimum of 60 days prior to implementation.

E. EXPERIENCE

Each bidder must provide information with their bid that will certify they are experienced with or meet the requirements of this RFI. (See page 6)

F. AWARD

1. AWARD

The County of Racine, through its duly authorized agents, reserves the right to reject any or all information, to waive all technicalities, and to accept the bid deemed most advantageous to Racine County. All submitters agree to abide by the rules, regulations and decisions of Racine County.

2. TIED BIDS

If two or more bidders submit identical bids, the decision of the County to make award to one or more of such bidders shall be final. Cash discount for prompt payment will be taken into consideration in determining award.

3. DISQUALIFICATION

Awards will not be made to any person, firm, or company in default of a contract with Racine County, or to any bidder having as its sales agent, representative, or any member of the firm, any individual previously in default or guilty of misrepresentation.

4. NOTICE OF ACCEPTANCE

Racine County will notify the selected vendor as soon as practical of the selection. Written notice of award to bidder in the form of a letter, contract or otherwise, mailed or delivered to the address shown on the bid, will be considered sufficient notice of acceptance of bid.

CERTIFICATION OF VENDOR  
SIGNATURE PAGE

HOMEOWNERS/LANDLORDS  
Bid #RCHSD-001

I fully understand the requirements of the County of Racine and certify on behalf of my company that we can meet the requirements stated above.

SIGNATURE: \_\_\_\_\_

PRINT/TYPE NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ FACSIMILE #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ DATE: \_\_\_\_\_