Contractor Selection and Bid Policy

In order for the Logan County Land Bank to complete its mission, it must engage contractors for services. The purpose of this document is to establish how contractors are selected for the furtherance of the Logan County Land Bank's mission. This also allows the Logan County Land Bank to operate ethically, efficiently and effectively.

A. Contractor Required Documents

In order to have confidence in the contractors providing services and comply with Neighborhood Initiative Program (NIP) guidelines, the following documents are required by contractors working on properties receiving NIP funding:

- W-9 Tax Form
- Liability Insurance with Logan County Land Bank named
- Worker's Compensation Documentation
- Drug Free Work Place Policy
- Conflict of Interest Disclosure
- Equal Employment Opportunity Statement

B. Bid Policy

The purpose of this section is to set out rules to ensure that fair bidding opportunities are provided to contractors and NIP policies are followed. It's also to ensure that the appropriate bid is selected so long as the price, quality of work, and time restriction is met.

1. When services are expected to be $50,000 or less the most reasonable price will be sought.
2. The Logan County Land Bank will seek out local producers for greening items. Preferential treatment will be given to locally produced products.
3. All services are expected or actually exceeding $50,000 must be sealed bid or given board approval before purchase.
   a. Request for proposals will be placed on the Logan County Land Bank web-site, e-mailed to all documented contractors and other contractors within the service area.
   b. The Executive Director has authority to sign all contracts that have been awarded through the sealed bid process.
   c. Bids will be selected and graded based on the following criteris:
      i. Work previously performed
      ii. Cost
      iii. Qualification of the firm
      iv. Completeness of proposal
      v. Familiarity with geographic area