

**GALLATIN COUNTY  
REQUEST FOR COMPETITIVE SEALED PROPOSALS  
RESIDENTIAL LEASES**

**INTRODUCTION**

TO ALL INTERESTED VENDORS: Gallatin County is seeking competitive sealed proposals from “vendors” to provide goods and services (per specifications on Exhibit A attached and incorporated herein).

**DELIVERY DEADLINE & INSTRUCTIONS**

**DELIVERED NO LATER THAN 4:00 PM, MOUNTAIN TIME, May 9, 2022**, in a sealed box or envelope with company name shown clearly on the outside, addressed to:

**COMPETITIVE SEALED PROPOSAL  
RESIDENTIAL LEASES**

Gallatin County Clerk and Recorder  
311 West Main, Room 203  
Bozeman, MT 59715.

**BIDS THAT ARE SUBMITTED BEYOND THE DEADLINE SHALL NOT BE  
CONSIDERED AND SHALL BE REJECTED.**

**CONTACT INFORMATION**

Requests for additional information or clarification: Contact: [nick.borzak@gallatin.mt.gov](mailto:nick.borzak@gallatin.mt.gov)

**QUESTIONS/CLARIFICATIONS**

Any questions related to the proposal or scope of work must be provided in writing prior to May 2, 2022. Responses to these questions will be sent to all those responding to this request.

**PROPOSAL OPENING**

Competitive Sealed proposals will be opened at a regularly scheduled public meeting of the County Commissioners at 9:00 AM, on Tuesday, May 10, 2022, at Gallatin County Courthouse, 311 W. Main, Bozeman, Montana, or upon reasonable notice to the Vendors or such other duly noticed public meeting.

**AMENDMENTS TO REQUEST FOR PROPOSAL**

Any interpretation or correction of this Request for Competitive Sealed Proposals “CSP” will be made by written addendum sent to all Vendors that have submitted a conforming proposal within the deadline and that have not been eliminated from the selection process by the selection committee.

## PROPOSAL FORM & CONTENTS

Deliver one (1) signed original, plus four (4) copies prepared and submitted as follows:

<u>Document</u>	<u>Minimum Information</u>
1. Cover Letter:	Profile, name, address, location, phone number, email address, contact persons.
2. CSP Form: (signed)	Request For Competitive Sealed Proposal Form shall be signed and returned with proposal.
3. Exhibit 'A':	Provide property descriptions.
4. Exhibit 'B':	<b>Complete and submit as page 1 of response.</b>
5. References:	<b>3-references min. w/ contact info.</b>
6. Warranty:	Provide any warranty or guarantee information.
7. Lease:	<b>Provide your sample lease agreement.</b>

## SELECTION PROCESS

Gallatin County has adopted the Montana State Procurement Act, Title 18, Chapter 4, including Competitive Sealed Proposal Procedure of Montana Code Annotated (MCA) § 18-4-301 – 304. The act requires “adequate” and “reasonable” time for public notice.

1. **Evaluation.** A selection committee will evaluate all conforming proposals.
2. **Rejection.** Gallatin County expressly reserves the right, in its sole judgment, to accept or reject any or all proposals, and to waive any defects and to allow modifications and supplementation of proposals that are submitted within the deadline.

3. **Review.** The Selection Committee will review conforming proposals as follows:

<b><u>Criteria</u></b>	<b><u>Maximum Score</u></b>
Cost per sqft each unit	30
Condition/amenities of property	30
Location	20
References	10
All other considerations	10

4. **Revisions.** Vendors submitting proposals will be accorded fair and equal treatment with respect to opportunity for discussion and revision of proposals, and such revisions may be permitted, after submissions and prior to award for the purpose of obtaining best and final proposals.
5. **Scoring & Elimination.** After scoring proposals based on the criteria herein the selection committee may eliminate one or more or all vendors from further review.
6. **Interviews & Vendor Site Visit.** After scoring & elimination the selection committee may in its discretion select one or more or all vendors to participate in interview(s), make oral presentation(s), provide supplemental information and documentation, or make site visit(s). The selection committee may use this process for further elimination. All arrangements and scheduling shall be coordinated by the selection committee or its agent.
7. **Confidential Negotiations.** Prior to making any award the selection committee may negotiate directly with the remaining vendor or vendors. In conducting discussions and negotiations, there may be no disclosure of any information derived from competing proposals. The selection committee shall comply with resident bidder preference of § 18-1-102, MCA.

## **BINDING OFFER**

**VENDOR'S PROPOSAL CONSTITUTES A VALID LEGAL OFFER FOR 180-DAYS. VENDOR'S PROPOSAL SHALL NOT BE WITHDRAWN WITHOUT THE CONSENT OF GALLATIN COUNTY.** Negligence, errors, mistakes or omissions in preparing the proposal, information, documentation, costs, or calculations shall confer no right of withdrawal after the submission deadline. Vendor bears all costs of preparing the proposal and any subsequent presentation or participation in the selection process.

## **MISTAKES ERRORS & OMISSIONS**

Vendor shall disclose errors in costs, calculations or information "mistakes" in the proposal submitted as well as in any related contracts, agreements, estimates, change orders or other documents. In the event that County accepts any proposal, related contracts, agreements, estimates, change order or other documents containing mistakes the **vendor shall be obligated to correct mistakes that are adverse to the County and shall have no right to enforce such mistakes against the County, except mistakes that work in favor of the County shall be binding on the vendor.**

## **CONTRACT FORM**

Vendor to provide a sample lease agreement. Gallatin County reserves the right to require the vendor to execute such further documents, contracts, agreements or forms as may be reasonably necessary to express the intentions of the parties, or which may be recommended by the County Attorney's office.

### **COUNTY RESERVATION OF RIGHTS**

SUBMISSION OF A PROPOSAL CONFERS NO RIGHTS UPON ANY VENDOR AND SHALL NOT OBLIGATE GALLATIN COUNTY IN ANY MANNER WHATSOEVER. GALLATIN COUNTY RESERVES THE RIGHT TO MAKE NO AWARD AND TO SOLICIT ADDITIONAL PROPOSALS AT A LATER DATE.

This Request for Competitive Sealed Proposals may be canceled or any or all proposals may be rejected in whole or in part, as specified herein, when it is in the best interests of Gallatin County, and such reasons will be stated in the contract file. § 18-4-307, MCA.

### **NOTICE OF AWARD**

In the event an award is granted, then the contract file shall contain the basis of the award that shall be to the responsible and responsive Vendor whose proposal best meets the evaluation criteria and the resident bidder preference of § 18-1-102, MCA.

Gallatin County shall provide written notice to the vendor that is selected based on this "CSP". If no vendor is selected, then a notice of no award shall issue. Vendor selected will be required to execute a Gallatin County Service Agreement (sample included).

### **REMEDIES & REMOVAL**

Vendors are advised that the Montana State Procurement Act provides exclusive remedies for Vendors, bidders, contractors or aggrieved parties. § 18-4-242, MCA. Transfer and assignment of contracts without authority and collusion or secret agreements between vendors for the purpose of securing any advantage is strictly prohibited, and any person who violates such provisions may be held criminally liable for misdemeanor with civil penalties from \$500 to \$5,000. § 18-4-141, MCA. In addition to these remedies [and other recourse provided in this invitation and at law or equity] Vendors may be suspended or removed as provided in § 18-4-241, MCA.

## EXHIBIT "A"

# SPECIFICATIONS

### Introduction

With its rapid growth rate, Gallatin County is experiencing difficulties with housing availability for employees. This pertains to both employees seeking to move to the community as well as employees who need to transition into a different housing arrangement. Gallatin County is seeking 3-year master lease(s) with the potential for renewal for residential units for primary use as County employee housing. The facilities will primarily be sublet to current County employees and those with an impending start date. The quantity of need is unknown, but the County anticipates beginning the program with approximately six (6) units. The units should accommodate a mix of one to three bedrooms. Multiple proposers may be necessary to fulfill the request; Owners with only one type of unit or less than six units are welcome to respond. The County will be the Tenant and will independently manage sublets.

Please respond to or acknowledge/accept the following items in the order presented:

**Property Characteristics:** Each dwelling unit must comply in all respects with all local, state and federal governmental laws and regulations including those governing building code, fire code, handicap access and health and safety.

**Unit Information:** Provide photos of the proposed facility(ies), typical unit(s), and parking area. Units located within the Triangle area (Bozeman, Belgrade, Four Corners) are preferred. Proposers shall include detailed facility information about the proposed building/units including, but not limited to, the following:

1. Address
2. Total number of units offered
3. Unit types (number of bedrooms, bathrooms, etc.)
4. Unit size for each unit type (square footage)
5. Age of building
6. Condition of building
7. Amenities (facility amenities, unit amenities, proximity to community amenities, etc)
  - a) Furnished units are preferred
  - b) Indicate whether pets are allowed (preferred), and if/how that affects base rent or deposits due to Owner
  - c) Indicate energy efficient features (preferred)
  - d) Includes cooling along with heat, water, sewer

**Tenant's Use:** Tenant shall have the right to use and occupy the Premises for the primary purpose of providing housing for its employees. The County would prefer the discretion to allow alternate use of units such as County-approved visitors, guests, contractors, interns, employees of community partners, etc. and to have the right to enter into subleases at its discretion.

**Lease Term:** Initial term of three (3) years, contingent upon delivery of the vacant premises no later than July 1, 2022.

**Delivery Date:** Unit(s) will ideally be available to Tenant for occupancy no later than July 1, 2022; however, the County will consider later availability. Owner shall provide County assurances for

availability, completion, etc. (e.g., permits, accessibility, etc.). Unit(s) must be in operation prior to lease execution to be eligible for consideration.

**Date of Possession:** Delivery of the vacant facility as agreed, satisfactory inspection by Tenant, execution of a lease between Owner and Tenant for the premises, and delivery of the required certificates of insurance.

**Base Rent:** Rent shall be proposed per type of unit per month, commencing on the Date of Possession and payable monthly for the remaining term of the lease. Rates shall also be expressed as cost/sq ft/month for comparison purposes. Base Rent shall include: common area maintenance including custodial and building and grounds, facility repairs other than to furniture, capital maintenance, Owner insurance. Clearly delineate if any utilities are included and cost separate from the base rent.

**Utilities:** Clearly define which utilities, if any, are included, including but not limited to electric, gas, water and sewer, trash collection, and Internet and cable.

**Required Condition:** Owner will deliver the units in fully code-compliant condition, with fire, smoke and CO detectors, acceptable flooring to Tenant, new paint, kitchen appliances, blinds, plumbing, security and lighting in good working order.

**Parking:** The Facility(ies) must have at least one parking space per unit, preferably one space per bedroom.

**Accessibility:** Subject to County review and approval for accessibility.

**Proposer Experience:** Describe your background and experience in providing the outlined scope including, but not limited to:

1. Property management
2. Description of any litigation in which the Proposer or any of its employees were a defendant (past five years or pending) or any bankruptcy filing by them or an entity they controlled (minimum past ten years)
3. How many other housing units are owned by Proposer in Gallatin County? Elsewhere?
4. How many housing units are managed by this Proposer? If a third party management company is used, identify the management company's qualifications including names and addresses of complexes/units currently managed, size of such complexes in units, years each property has been managed by this management company.
5. Minimum of three (3) references

All things considered as proposed, the COUNTY will contract in the order it determines best fits the needs of the COUNTY and its employees.

The COUNTY reserves the right to contract with one, none or more than one OWNER.

