
Subject: FW: Updated PP&P Finding #4
Attachments: Policy and Procedure-Solicitation of Contractors updated 1.18.22.docx

From: Kimmel, Barb
Sent: Tuesday, January 18, 2022 10:29 AM
To: McGoy, Portia D <portia.d.mcgoy@hud.gov>
Cc: McGrain, Brian <Brian.McGrain@lansingmi.gov>
Subject: Updated PP&P Finding #4

Hi Portia,

Please find the updated P, P and P regarding solicitation of contractors in response to finding #4.

Thanks!

Barb Kimmel

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Policy and Procedure
Solicitation of Contractors
for Housing Rehabilitation and Lead Safe Lansing

The Development Manager shall solicit contractors to apply for pre-approval to bid on Housing Rehabilitation and Lead Safe Lansing jobs. This solicitation shall take place at least once yearly, in January.

Solicitation shall include print advertisement and shall appear in one mainstream newspaper and also in a minimum of two publications aimed at minority populations. Solicitation shall also appear on the City of Lansing's social media accounts, and on City TV.

Solicitation shall also include written letters including program brochures and contractor applications mailed to each business listed on MSHDA's Minority Owned Business Directory and Women Owned Business Directory, found at this link: [MSHDA - MSHDA Housing Grantee Tools \(michigan.gov\)](#)

Solicitations and advertisements shall information about the programs such as:

- Year round work opportunities
- 30-50 jobs per year with varied project scopes and sizes
- A written scope of work makes bidding easy
- Free Lead Abatement Supervisor Training and Certification offered
- Quick payment turnarounds
- Link to the website where the contractor application is located

If the above solicitations do not result in applications from at least 5 skilled and financially stable contractors (General, plumbing, electrical, mechanical) within 30 days of the end date of the solicitations, the Development Office will broaden the search. This may include ordering solicitations through other media outlets, including radio advertisements and additional print advertisements.