



Suffolk County Landbank Corporation
H. Lee Dennison Building, 11th Floor
100 Veterans Memorial Highway
Hauppauge, New York 11788

January 31, 2019

Request for Price Quotes (RFPQ) for Neighborhood Zombie Home Liaison

1.1. Introduction and Purpose.

The Suffolk County Landbank Corporation (SCLBC) is a not-for-profit corporation, which was organized in accordance with the New York State Land Bank Act. The overall purpose of the SCLBC is to facilitate the redevelopment of distressed and underutilized properties within Suffolk County. The SCLBC is soliciting qualified individuals and/or community organizations to provide limited oversight and security in connection with the rehabilitation of vacant, abandoned, and foreclosed homes within Suffolk County.

Please prepare and submit a statement of you or your organization's qualifications as well as desired compensation as pertains the below responsibilities. SCLBC intends to contract the person or organization(s) that (a) possesses the professional and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by SCLBC.

1.2. Job Description/Responsibilities

Reporting to the Suffolk County Land Bank Project Manager and other staff, the Zombie Home Liaison will perform the following responsibilities:

- Ensure property is secure and maintained during pre-construction and post-construction.
 - Weekly drive-by inspections to ensure there has been no unlawful entry or vandalism.

- Attend contractor walk-thru.
- Weekly site visits of all jobs in the community that are under construction.
- Meet and interact personally with development partners, architects, contractors, and engineers
- Help market the home and identify potential future buyers.

1.3 Neighborhood Locations

- North Bellport
- Central Islip
- Mastic, Mastic Beach, Shirley
- Wyandanch

Please submit all resumes, qualifications, salary requirements and questions to:

Via Mail	Via Email
Suffolk County Landbank Corp 100 Veterans Memorial Hwy. 11th Floor Hauppauge, NY 11788	Landbank@suffolkcountyny.gov