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CITY OF JACKSON



2026-DEI-049

MLK CIA PROPERTY MANAGEMENT SERVICES- REBID

RELEASE DATE: October 2, 2026

RESPONSE DEADLINE: November 2, 2026, 1:00 pm

Please refer to the project timeline in this document for all important deadlines.

## Table Of Contents

1. Introduction
2. Project Details
3. Vendor Questionnaire
4. Attachments

### Attachments:

A - MLK CIA Property Management Services- Attachment A

B - Property Management Agreement Template-MLK CIA - Attachment B

Prop Mgmt RFP Jackson REBID

## Introduction

### 1. Summary

As blight removal, site clean-up and redevelopment readiness activities continue, the MLK CIA desires to hire a professional property management firm (hereinafter known as the “Contractor”) to help it properly maintain its inventory of selected properties it owns within the MLK CIA Development Area. The MLK CIA seeks a company with an experienced team that is passionate about the services that it provides its clients. MLK CIA seeks a firm that can offer flexibility and can scale its services to the current property inventory needs.

### 2. Timeline

|                               |                          |
|-------------------------------|--------------------------|
| Release Project Date:         | October 2, 2026          |
| Proposal Submission Deadline: | November 2, 2026, 1:00pm |

### 3. Project Contact

**Katima Dickenson**

Assistant to Admin

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Phone: (517) 768-6438

### 4. Procurement Contact

**Kari Kerstetter**

Purchasing Coordinator

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Phone: (517) 768-6401

## Project Details

### **1. Important Instructions for Electronic Submittals**

The City of Jackson is accepting electronic bid submissions. Bidders shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, browse back to this page, click on "Draft Response", and follow the instructions to submit the electronic bid.

### **2. Scope of Work or Project Details**

Please see the Attachments section for specifications and attachments.

## Vendor Questionnaire

### **1. Respondent Submittals (without Cost)\***

Please Upload your COMPLETE response, including any and all required forms listed in the solicitation and the corresponding attachments.

**(Do not upload cost information in here)**

\*Response required

### **2. Separate Cost Proposal\***

Confirm that your fee proposal is not attached in your Proposal and is attached separately here.

\*Response required

**3. I certify that I have read, understood and agree to the terms in this solicitation, and that I am authorized to submit this response on behalf of my company.\***

☐ Please confirm

\*Response required

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