



**INDIANAPOLIS HOUSING AGENCY
PROVISION AND INSTALLATION OF SECURITY CAMERAS AT BARTON
APARTMENTS JANUARY 21, 2010**

INTRODUCTION

The Indianapolis Housing Agency (IHA) will receive quotes from qualified companies or combinations of qualified companies for the provision and installation of four (4) digital IP cameras on the 15th floor of Barton Apartments located at 555 Massachusetts Avenue, Indianapolis, IN 46204. An original (marked as such) and three copies of the RFQ will be received at IHA Administrative Offices, at 1919 N. Meridian Street, Indianapolis, IN 46204 on **February 5, 2010 until 11:00 AM, local time/EST**. Packages shall be marked as to sender and contents. **Responses will not be accepted after 11:01 A.M. local time. Faxed or e-mail copies of responses will not be accepted.**

A more detailed description of the work and other requirements, provisions specifications and instructions to responders, contract forms, quote requirements, insurance, and other documents related to the project will be set forth in the RFQ and deemed a part of this notice and are available on the IHA web at www.indyhousing.org "Contracting Opportunities."

MBE WBE PARTICIPATION

It is the policy of IHA to encourage responses from MBE/WBE contractors or supporting contractors in such fields as, but not limited to materials/supplies, delivery and clerical services and other associated support.

IHA follows the City of Indianapolis' goals of 15% MBE and 8% WBE participation

A quoter proposing to utilize an MBE/WBE that has not been certified as such by the City of Indianapolis, Division of Equal Opportunity (DEO) shall submit a completed certification application for such MBE/WBE. The MBE/WBE must become certified by DEO to count toward attainment of the WBE/MBE goal for the project. Interested parties must obtain copies of the Certification from DEO at Suite 1501, City-County Building, 200 E. Washington Street, Indianapolis, IN 46204. Phone is 317-327-5262;
Fax is 317-327-4482.

SECTION 3

Prospective responders are advised that the project is a "Section 3" covered project and described in 24 CFR 135, which implements Section 3 of the Housing and Urban Development Act of 1968, as amended ("Section T").

The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very-low income persons, particularly persons who are recipients of HUD assistance for housing.

Without limitation of any other applicable affirmative action requirements, the successful bidder and any other subcontractor's, such as, but not limited to, delivery, assembly and provision of raw materials, will also have an obligation to cause the work to be performed, to the greatest extent feasible, by business concerns located in or owned in substantial part by persons residing in the area of the project (i.e., City of Indianapolis), as those terms are defined in the documents. The employment of individuals residing in the communities or neighborhoods in which the project is located is considered as integral part of the Section 3 requirement. Admissions(s) to apprenticeship programs may also be considered as a fulfillment of the Section 3 requirement.

A **Section 3 commitment** is mandated by federal law and a submittal is required as a condition of quoting on this work. The required documents are on the IHA web site at www.indyhousing.org and select contracting opportunities.

Wage Determinations

Low voltage installation labor classification is covered by Davis Bacon Wage Determination for Building. A low voltage wage classification determination will be assigned when the contract is awarded. Hourly wage rates paid by the successful contractor will be governed by this classification. Certified payrolls will be required for every week of the contract. All contractors are encouraged to review the Davis Bacon Building rates for Marion County that are available at www.indyhousing.org and select contracting opportunities. Attention is drawn to the laborer and electrician classifications for Marion County as a guide.

GENERAL CONDITIONS

The Scope of Work is identified as Attachment A, and Attachment Quote Tab Sheet

No other documents(s)(Attachment B) will be considered as a valid response. Price shall be quoted complete and there shall be no extras. Delivery costs are considered an "extra." Contractor is responsible for providing all labor, materials, and and/or equipment required.

Indianapolis Housing Agency reserves the right to waive any minor informalities, or irregularities in the RFQ and RFQ documents and to reject any and all responses.

Lateness of response is not considered to be a minor informality.

Unless all responses are rejected, and subject to approval by IHA, and possible approval by the IHA Board of Commissioners and the U.S. Department of Housing and Urban Development

(HUD), an award or awards will be made to the most responsive and responsible quoter(s) for the quoted services.

A contract will be required of the successful vendor. Please see sample posted on IHA's Website at www.indyhousing.org, "Bidding/Business Opportunities."

SUBMITTALS

The following documents shall be completed and returned with quote and are on the IHA website at www.indyhousing.org and select contracting opportunities:

1. Hud-5369 - B Instructions to Offerors Non-Construction (information only)
2. Hud-5369 - C Certifications and Representations of Offerors Non-Construction Contract. To be completed by quoter.
3. HUD-5370 EZ (to be read and will become a part of the contract)
4. MBE/WBE certification (Where Applicable) To be provided by quoter
5. Certificate of Non-Organizational Conflict of Interest To be completed by quoter
6. Non-Collusive Non-Identity of Interest Affidavit To be completed by quoter
7. Certificate of Non-Segregated facilities To be completed by quoter
8. Where applicable, Complete Warranties for each make and model quote to include parts, labor, travel time etc.
9. List three (3) references; to include name, address telephone and name of principal contract To be provided by quoter
10. Current Certificate of Insurance: to include general liability, vehicular liability and workers' compensation To be provided by quoter. The successful contractor shall be required to obtain at a minimum a million dollars general liability and one million dollars vehicular liability
11. Quote tab sheet To be completed by quoter
12. Section 3 forms To be completed by quoter
13. All equipment and labor warranties as well as specification sheets for all equipment included in quote response. To be provided by quoter.

ALL DOCUMENTS WITH THE EXCEPTION OF THE INSURANCE FORM AND MBE/WBE CERTIFICATE ARE AVAILABLE ON THE IHA WEBSITE.

FAILURE TO INCLUDE ANY OF THESE DOCUMENTS WILL CAUSE THE QUOTE RESPONSE TO BE DECLARED INVALID

PRE-QUOTE CONFERENCE

There will be a pre-quote conference at 10:00 AM Monday February 1, 2010 at Barton Apts. Community Building, 555 Massachusetts Avenue, 46204. Attendance is recommended but not mandatory. However, it is highly recommended that each prospective contractor tour the community site before submitting a response.

QUESTIONS

Questions shall be submitted only via e-mail to **both** Don Bievenour Materials and Contracts Manager at dbieve@indyhousing.org and Jacquelyne Brown at jbrown@indyhousing.org

Faxed or verbal questions will not be considered.

The **deadline for Questions** is 1 PM, February 1, 2010. Questions and answers will be posted on the Agency website at www.indyhousing.org and select contracting opportunities.

SUBMITTAL OF QUOTE AND BID TAB STRUCTURE

An original and three copies of the RFQ response, to include all required documents, must be submitted in a sealed envelope and marked: **RFQ for Barton Apartments Security Cameras. Responder's name and address shall appear on the envelope or box. E – Mail or faxed responses are not acceptable.** Submissions received after the deadline will **NOT** be accepted.

All on-time quote responses will be opened publicly and read aloud. The successful contractor will also be announced on the IHA website under "Contracting Opportunities." A contract from date of complete contract execution through March 31, 2010 will be required of the successful contractor and quote must be valid for the term of the contract.

END OF CONDITIONS

SCOPE OF WORK AND QUOTE TAB SHEETS FOLLOWS



ATTACHMENT A

SCOPE OF WORK - DEFINITION – RECOGNITION LOCATION: 15TH FLOOR BARTON APTS; 4 DIGITAL IP CAMERAS

Section 1.01: (a) The work covered by this Agreement shall include the installation, testing, service and maintenance, of the following systems which utilize the transmission and/or transference of voice, sound, vision or digital for commercial, education, security and entertainment purposes for the following: TV monitoring and surveillance, cameras are specified as Ganz Day/Night 1/3" MPGEG-4 30vps; vandal resistant IP camera w/3.7-12mm lens w/local power or equal; background-foreground music, intercom and telephone interconnect, inventory control systems, microwave transmission, multi-media, multiplex, radio page, school intercom and sound, burglar alarms, low voltage master clock systems and all surface-mounted (non-power) telecommunications wiremold.

Scope inclusions are as follows:

1. TELEVISION AND VIDEO SYSTEMS

- A. Television monitoring and surveillance systems
- B. Video security systems
- C. Video entertainment systems
- D. Video educational systems
- E. Microwave transmission systems
- F. CATV and CCTV
- G. Satellite Systems (Excluding Towers)

2. SECURITY SYSTEMS

- A. Perimeter security systems
- B. Vibration sensor systems
- C. Card access systems
- D. Access control systems
- E. Sonar/Infrared monitoring equipment

(b) The scope of this Agreement shall additionally include the installation of all raceway systems of unlimited length in telecommunications rooms, entrance facilities, equipment rooms, and similar areas. Raceway systems shall be for the physical protection of low voltage conductors only.

(c) This Agreement specifically excludes the following work:

1. Installation of raceway systems exceeding fifteen feet in length. Raceway systems shall include, but not be limited to; ladder-rack, conduit stubs, chases and nipples. In order to improve efficiency on the job site, the scope of work regarding raceway systems may be expanded at the discretion of the Business Manager of the local union jurisdiction where the work is being preformed.
2. Energy management systems.
3. SCADA (Supervisory Control and Data Acquisitions) where not intrinsic to the above listed systems (in the Scope).

END OF SPECIFICATIONS

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ATTACHMENT B
JOHN BARTON APARTMENTS

By submission of this quote document, Vendor certifies that it has the labor materials and insurance necessary to perform the tasks as outlined in the Attachment A, Scope of Work for the complete provision and installation of four (4) digital IP security cameras. Contractor also agrees to perform the work in accordance with the quoted price and there shall be no extras.

Cost for provision and installation \$ _____ (Numbers)

\$ _____
_____ (Written)

Name of Company _____

Address: _____

Name of Person Preparing Quote: _____

Signature: _____ Printed: _____

Telephone: _____

Cellular: _____ E-mail: _____

END
REV 1/21/10