

2012 INDIANAPOLIS HOUSING AGENCY RFQ FOR UPCS INSPECTIONS



INDIANAPOLIS HOUSING AGENCY 2012 RFQ FOR UPCS INSPECTION SERVICES NOVEMBER 3, 2011

Introduction

The Indianapolis Housing Agency (IHA) will receive quotes from qualified companies or combinations of qualified companies for the provision of UPCS inspection services to all communities of IHA. Qualified companies are those companies that can provide verifiable references on the successful performance of REAC/UPCS inspection services. Attachment A contains the locations and scope of work.

MBE/WBE Participation

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

IHA parallels the goals of the City of Indianapolis for MBE (15%) and WBE (8%) participation.

A respondent proposing to register as an MBE/WBE/VBE or to utilize an MBE/WBE/VBE that has not been certified as such by the City of Indianapolis, Division of Minority & Women Business Development (DMWBD) shall submit a completed certification application for such MBE/WBE/VBE. The MBE/WBE/VBE must become certified by DMWBD to count toward attainment of the WBE/MBE/VBE goal for the project. Bidders must obtain copies of the certification from DMWBD at Suite 1260, 200 E. Washington St.; 1260 Indianapolis, IN 46204, (317) 327-5762 Phone (317) 327-4482 Fax

IHA encourages partnering.

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.

COMPLIANCE WITH E-VERIFY PROGRAM

Pursuant to IC 22-5-1.7, CONTRACTOR shall enroll in and verify the work eligibility status of all newly hired employees of CONTRACTOR through the E-Verify Program ("Program"). CONTRACTOR is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.

- CONTRACTOR and its Subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that CONTRACTOR or its Subcontractor subsequently learns is an unauthorized alien. If CONTRACTOR violates this section, OWNER shall require CONTRACTOR to remedy the violation not later than thirty (30) days after OWNER notifies CONTRACTOR to remedy the violation not later than thirty (30) days after OWNER notifies CONTRACTOR. If CONTRACTOR fails to remedy the violation within the thirty (30) day period, OWNER shall terminate the contract for breach of contract. If OWNER terminates the contract, CONTRACTOR shall, in addition to any other contractual remedies, be liable to OWNER for actual damages. There is a rebuttable presumption that CONTRACTOR did not knowingly employ an unauthorized alien if CONTRACTOR verified the work eligibility status of the employee through the Program.
- If CONTRACTOR employs or contracts with an unauthorized alien but OWNER determines that terminating the contract would be detrimental to the public interest or public property, OWNER may allow the contract to remain in effect until OWNER procures a new contractor.
- CONTRACTOR shall, prior to performing any work, require each Subcontractor to certify to CONTRACTOR that the Subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. CONTRACTOR shall maintain on file a certification from each Subcontractor throughout the duration of the Project. If CONTRACTOR determines that a Subcontractor is in violation of this section, CONTRACTOR may terminate its contract with the Subcontractor

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for such violation. Such termination may not be considered a breach of contract by CONTRACTOR or the Subcontractor.

GENERAL CONDITIONS

The Scope of Work is identified as "Attachment A," and the Quote Tab Sheet is identified as Attachment B.

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

IHA 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, all to the benefit of IHA.

IHA may choose multiple contractors all the benefit of IHA.

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

Expenses incurred in the preparation of this quote shall be borne by the responders(s).

RFQ Contents

The following documents shall be completed and returned with quote and some are on the IHA website at www.indyhousing.org and select "contracting opportunities," and others are contractor supplied.

1. HUD-5369 - B Instructions to Offerors Non-Construction (information only)
2. HUD-5369 - C Certifications and Representations of Offerors Non-Construction Contract
3. MBE/WBE certification (Where Applicable)
4. Certificate of Non-Organizational Conflict of Interest
5. Non-Collusive Non-Identity of Interest Affidavit
6. Certificate of Non-Segregated facilities

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7. List three (3) references; to include name, address telephone and name of principal . References must reflect UPCS/REAC inspections reviews
8. Current Certificate of Insurance to include general liability, vehicular liability and workers' compensation
9. Attachment B, Quote tab sheet (Attached)
10. Section 3 Contractor Initial Response Form
11. Compliance with E-Verify Affidavit

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 not be a pre-quote conference

Questions:

Questions shall be submitted, via e-mail only, to Diane Padgett, Materials and Contracts Manager at dpadget@indyhousing.org.

The deadline for questions is 12:00 PM, Tuesday, November 8, 2011, local time/EST. Questions and Answers will be posted on IHA's web and on the NAHRO website. Faxed or verbal questions will not be considered.

Submittals

An original (marked as such) and one copy of the RFQ will be received at IHA Administrative Offices, at 1919 N. Meridian Street, Indianapolis, IN 46204 on **Friday, November 11, 2011 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.**

All on-time bid responses will be opened publicly and read aloud. The successful contractor will also be announced on the IHA website under "Contracting Opportunities".

Term

A contract from date of complete contract execution through December 31, 2012 will be required of the successful contractor and RFQ prices shall be valid for the term of the contract.

END OF RFQ GENERAL INFORMATION

SCOPE OF WORK AND QUOTE TAB SHEETS FOLLOW

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ATTACHMENT A

**INDIANAPOLIS HOUSING AGENCY SCOPE OF SERVICE
UPCS ANNUAL INSPECTIONS
Section I, Locations**

The purpose of this agreement is for the contractor to provide conduct the Agency's Annual UPCS Inspections for the following Housing Communities:

Barton Apartments
555 Massachusetts Ave
247 units

Barton Annex
501 East Street
126 units

Richard Lugar Apartments
901 Fort Wayne Ave
225 units

Indiana Ave
825 Indiana Ave
107 units

Blackburn Apartments
3091 Baltimore Ave
250 units

Twin Hills Apartments
2210 E. 36th Street
64 units

Laurelwood Apartments
3340 Teakwood Drive
140 units

Rowney Terrace Apartments
1353 South Riley Ave
102 units

Hawthorne Apartments
5244 E. 32nd Street
164 units

Beechwood Gardens
2915 Graham Street
160 units

Section II, Scope of Work

Contractor shall be responsible to inspect all Indianapolis Housing Agency's units in accordance to the HUD REAC rules and regulation, state federal and local statutes.

Inspections shall include the following

- a) Notification of Residents
- b) Contractor must provide labor, and materials
- c) Contractor must provided the appropriate information to maintain onsite records of inspections
- d) Contractor must report all emergency/deficiency conditions to the management office immediately
- e) Contractor will agree to schedule inspections annually or more frequently or based on the residents anniversary month if desired by manager.
- f) Contractor agrees to submit all work request to appropriate offices within a five day period(timely manner)
- g) A follow up inspection required for all completed emergency hazards.
- h) Written documentation of inspections of the residential units, common areas of the administrative building, maintenance shop, building systems, building exteriors, site, and playgrounds will be provided. All reports and documentation shall be provided to IHA electronically
- i) Inspections shall be priced on a one time all unit inspections and two or more inspections all to the benefit of IHA.
- j) Inspections reports shall include but not be limited to:
 1. Deficiencies
 2. Individual unit report
 3. Property Profile by building
 4. Unit Housekeeping
 5. REAC score



**ATTACHMENT B
CONTRACTOR'S QUOTE PRICE SHEET UPCS INSPECTION RATE SHEET**

By submission of this quote document, Vendor certifies that it has the experience, labor, materials, and insurance necessary to perform the tasks as outlined in the Scope of Work. Contractor agrees to perform the work and provide reports in accordance with the Scope of Work, and there shall be no extras. Inspections shall be quoted complete. IHA has the option to choose one contractor or multiple contractors all to the benefit of the IHA.

Cost per Unit: \$ _____ **one inspection**

Written Cost Per Unit: _____

Name of Company _____

Address: _____

Name of Person Preparing Quote: _____ **(Printed)**

Signature: _____

Telephone: () _____

Cellular: _____ **e-mail:** _____

END