



**INDIANAPOLIS HOUSING AGENCY
REQUEST FOR QUOTE (RFQ)
ELEVATOR ROUTINE INSPECTIONS AND SERVICE
November 9, 2011**

INTRODUCTION

The Indianapolis Housing Agency (IHA) manages ten communities, four of which are located in the downtown, Center Township area, and the remaining six are scattered throughout Marion County. Six of the communities are family developments, while four are senior/disabled high rises. There are approximately 1750 public housing residential units overall. The IHA administrative offices are located at 1919 N. Meridian Street.

Deadlines

The Indianapolis Housing Agency will receive an original and one copy of the quote from qualified companies or combinations of qualified companies to service elevators for the communities of IHA and its Administrative Offices. One quote shall be marked original. Quotes will be received at IHA Administrative Offices, 1919 N. Meridian Street, Indianapolis, IN 46204 on **Tuesday, November 22, 2011 until 11:00 A.M. local time.**

Proposals will not be accepted after 11:01 P.M. local time. Faxed or e-mail copies will not be accepted.

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 a minor informality or irregularity

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.”**

SUBMITTAL OF QUOTE AND BID TAB STRUCTURE

The quote tab sheet has taken on a different structure based on the HUD mandated Asset Management Plan (AMP). The AMPs included in this quote are as follows:

1. AMP 1 - Barton Apartments (247 units)
2. AMP 12 - Lugar Tower (225 units)
3. AMP 5 - Laurelwood Family Investment Center
4. IHA Administrative Office

There will be one tab sheet for each AMP and the Administrative Building. It is a vendor's business decision to respond to a specific location or respond to all, as provided in the tab sheet.

PRE-QUOTE CONFERENCE AND UNIT WALK-THROUGH

There will not be a pre-quote conference.

Site visits are required. To schedule site visits, contact managers on community roster identified as **Attachment C**. Each contractor will be required to submit a site visitation form, signed by the community manager or his/her authorized representative, with their response. **Failure to submit this inspection sheet** will result in a quote being deemed non-responsive. **See Attachment D.**

QUESTIONS

Deadline for questions is: **Friday, November 18, 2011 at 11:00 A.M. local time.** Questions must be submitted by e-mail to Diane Padgett, Materials and Contracts Manager, dpadget@indyhousing.org. Questions not in writing will not be answered. Questions and answers will be posted on IHA's web site @ www.indyhousing.org, select Contracting Opportunities.

It is strongly suggested that the website be monitored on a regular basis for updates.

MBE/WBE/DBE

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%), WBE (8%) and VBE (3%).

The contractor's compliance with the executive order and its regulations in 41 CFR Part 60-4 shall be based on its implementation of the equal opportunity clause and specific affirmative action obligations and its efforts to meet these goals.

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 and 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 goals for the project. Bidders must obtain copies of the Certification from DMWBD at Suite 1260, City-County Building, 200 E. Washington Street, Indianapolis, IN 46204. Phone is 317-327-5262; Fax is 317-327-4482.

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). 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. The forms and further information on Section 3 are available on IHA’s website. Failure to complete and include this form will disqualify a Contractor’s response.

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

Davis Bacon Wage Determination

Elevator maintenance at the Laurelwood FIC and IHA Administrative Building will fall under the Residential Davis Bacon Wage Determination for the applicable trade classification. Barton Apartments and Lugar Tower will fall under the Davis Bacon Building wage determination for the applicable trade classification. Certified payrolls will be required for every week whether work is performed or not. The Davis Bacon Residential and Building Wage Determination is available on the IHA web at www.indyhousing.org and select contracting opportunities or go to www.wdol.gov/wdol/scafiles/davisbacon/IN9dvb. It is strongly suggested that the web sites be checked for the current Davis Bacon rate before the quote submission as these rates are subject to change. The rate in affect on the RFQ opening date is the rate that will remain throughout the contract. Contractor may pay more per hour but cannot pay less. Weekly Certified payrolls shall be required for the term of the contract.

Davis Bacon is not required for “inspection only” work.

TERMS AND CONDITIONS AND SUBMISSIONS

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 of awards will be made to the most responsive and responsible quoter(s) for the quoted services. Contractors may quote on single AMP’s or multiples AMP’s or Agency wide. IHA reserves the right to award the contract to multiple contractors all to 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, “Contracting Opportunities.” Contract shall be for one year of duration with the option of renewal for another like period or periods.

Complete and return the following: The documents are also available on the IHA website: at www.indyhousing.org & select Contracting Opportunities

1. HUD-5369-B Instructions to Offerors Non-Construction (information only)
2. HUD- 5369-C, Certification of Offerors, Non Construction; to be completed
3. HUD-5370-C, Section 1; Read Only; as this document will be included as part of contract
4. MBE/WBE Certification; where applicable provided by Contractor
5. Certificate of Non-Organizational Conflict of Interest (website)
6. Non-Collusive Non-Identity of Interest Affidavit (website)
7. Non-Segregated Facilities form (website)
8. Compliance with E-Verify Affidavit (website)
9. Section 3 Plan with dedicated hiring:
 - Item A: Completed Plan (website)
 - Item B: Commitment to hire; Training fund donation; training (website)
10. A certificate of current insurance is required with each quote. The successful quoter must be able to supply certificates of insurance for the following: Minimum of one million dollars in general liability and one million dollars vehicular liability and statutory requirements for worker’s compensation.

11. Davis Bacon Wage Rate Determination; wage rate reference is posted on website
12. Three references to include names, addresses, and telephone numbers. References shall include apartment complexes that approximate the size of IHA communities and unit sizes.

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

**END OF CONDITIONS
SCOPE OF WORK AND TAB SHEET FOLLOWS**



ATTACHMENT A - SCOPE OF WORK

PURPOSE:

The purpose of this Scope of Services is for the Contractor to provide systematic service, repair, replacement, call back service, and preventative maintenance of elevator equipment all of which constitutes what is normally referred to in the elevator industry as FULL MAINTENANCE at the following housing communities:

John J. Barton Apartments 555 Massachusetts Avenue Indianapolis, IN 46204	Two (2) Geared Elevators
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Richard G. Lugar Towers 901 Fort Wayne Avenue Indianapolis, IN 46202	Two (2) Geared Elevators
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Laurelwood Family Investment Center 3346 Teakwood Drive Indianapolis, IN 46227	One (1) Lift
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Indianapolis Housing Agency Administrative Offices 1919 N. Meridian Street Indianapolis, IN 46202	One (1) Hydraulic Elevator One (1) Dumbwaiter
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SCOPE OF WORK:

Contractor shall maintain the elevators in a first class manner. All labor and materials shall be furnished as specified, while complying with the requirements of ANSI A17.1—2004, Part 8. Contractor shall also comply with all federal, state, and local codes, regulations, and statutes. Contractor shall provide Full Maintenance service and shall ensure that the motors, motor bearings, drivers and other pertinent equipment at the communities above named are properly maintained and serviced on a routine scheduled basis.

HOURS OF SERVICES

Contractor shall observe the hours of 8:00 AM to 5:00 PM, Local Time, Monday through Friday as regular working hours. However, these times are not intended to limit or restrict Contractor's ability to satisfactorily perform its contractual duties.

HOLIDAYS

Contractor shall include all holidays as part of their regular service:

New Years Day	Independence Day
Martin Luther King Jr. Day	Labor Day
Presidents Day	General Election
Good Friday	Thanksgiving (Thursday & Friday)
Primary Election	Christmas
Memorial Day	

RESPONSE TIME

Due to the nature of the equipment included in this Agreement, Contractor shall be required to respond to all service calls within one (1) hour of having received Agency's request for such service.

Emergency call relating to persons trapped in an elevator shall be given the utmost priority regardless of the hour, day, or night. Contractor shall respond to all calls of this nature in one (1) hour or less. All elevator shut downs of an emergency nature shall be corrected or resolved to the satisfaction of Agency within twenty four (24) hours.

CALLBACK CONDITIONS

Contractor shall include preventative, emergency, and routine service time as a part of this Agreement.

MAINTENANCE SCHEDULE:

Contractor shall establish a preventative maintenance schedule which meets the individual requirements of each elevator and elevator system contained within the Agreement. A record of chart shall be maintained in each machine room, which shall clearly indicate the date of service, what services were performed at that date and the time service was performed, any notes pertaining to vital information provided to site manager and the monthly reporting of the fire service test shall be maintained on this record and charted.

SCHEDULING REQUIREMENTS:

Within 30 calendar days after award of the contract, the Contractor shall submit for IHA's approval a proposed schedule for the accomplishment of such inspection/testing for each specific elevator and/or elevator system. The Contractor shall be responsible for ensuring the availability of the elevator inspector to witness each operational test should the Law require. Changes to the

approved schedule proposed by the Contractor shall be submitted for the IHA approval at least five (5) working days in advance.

MINIMUM TIME REQUIREMENT:

It is understood that each elevator may have significantly different preventative maintenance time requirements. The frequency of service and the amount of time to be spent shall be Contractor's scheduling responsibility. However, a MINIMUM of one (1) hour per month for each hydraulic elevator, two (2) hours per month for each traction elevator under ten (10) floors and three (3) hours per month for each traction elevator over ten (10) floors shall be required as a condition of the Agreement. Callbacks and repairs that may be required during the course of a month shall not be considered as part of the minimum time requirements. It shall be Contractor's responsibility to spend as much additional time as necessary to maintain each elevator at peak operating efficiency and to keep all equipment, hoistways, pits, and machine room locations clean and machinery properly lubricated. Contractor's ability to fulfill the contractual obligation shall be based, in part, on the satisfactory performance of the various pieces or elevator equipment contained within the Agreement.

REPORT PROCEDURE:

Contractor shall upon completion of every on-site visit, furnish the site manager a written acknowledgement of work (work ticket) and/or check chart, WHICH SHALL BE THE ORIGINAL, detailing all preventative maintenance examinations, inspections, call backs, repairs, tests, or any other vital information. An appropriate agency representative SHALL SIGN ALL WORK TICKETS. In addition, Contractor shall provide Agency with a monthly schedule detailing when inspections for all communities will take place. Contractor and/or elevator technician shall sign the IHA work approval form before leaving the job site. The Contractor shall make available and provide the Owner on a monthly basis a computer printout of all service, callbacks, repairs, and testing.

CHECK-IN PROCEDURE:

Contractor's personnel must sign in and out of each site manager's office. It shall be Contractor's responsibility to seek the input of the site manager's input as to the operating condition of the elevators **prior** to performing routine maintenance.

REPLACEMENT PARTS:

Contractor shall maintain on location, and within its offices, an adequate inventory of replacement parts suitable for maintaining the various types of elevator equipment contained within the Agreement. These parts shall include everyday dispensable parts as well as controller and other equipment parts, which are subject to frequent replacement.

In order to assure optimum recovery from control-related problems, Contractor shall maintain at all times in the John J. Barton Apartments machine room at least one (1) of the following replacement parts:

1. SWEO boards 11-04-0015 and 11-04-0030
2. MCE boards HC-RB, HC-P10, HC-DB-MOD, HC-DPS, HP-SCR, HC-10X

EXTENT OF COVERAGE:

A. Traction Elevators

Machines, geared or gearless, motors, generators, exciters, armatures, coils, windings, bearings, brushes, brush holders, support stand bearings, brake coils, cores, sleeves, pins, brake shoes, couplings, shafts, keyways, worm gears, drive gears, thrust bearings, journal bearings, packing, gaskets, drive sheaves, and any other parts or equipment pertinent to the operation. Gear cases shall be drained, flushed, and cleaned and replacement lubrication included when conditions warrant.

ADDITIONALLY, hoist ropes, governor ropes, deflector sheaves, governors, tension sheaves, bearings, shafts, safety mechanisms for car and counterweights, car and counterweight buffers, load weighing equipment, selector chains, tapes, cables and sheaves. Cables shall be equalized periodically and proper counterweight clearance shall be maintained at all times. Shortening of cables shall be included.

B. Hydraulic Elevators

Machines, including pumps, motors, bearings, valves, internal pump and valve parts, solenoids, coils, tanks, tank heaters, belts, seals, mufflers, silencers, exposed oil lines and hose, fittings and gaskets.

Additionally, the entire jack unit except those items listed in the exclusion section, hydraulic fluid, shut off valves, packing, oil return systems, vibration dampeners, and any other parts or equipment pertinent to the operation.

C. Coverage Common to all Elevators

CONTROLLERS, their wiring, relays, contactors, contacts, timers, selectors, selector chains and cables, dispatch panels, transformers, resistors, solid state controls, printed circuit boards, solid state drives, micro-processors, monitors, printers, circuit memory, programs, chips, and any other parts of equipment pertinent to the operation.

CAR DOOR OPERATOR EQUIPMENT, including motors, wiring, adjustments mechanisms electric switches, resistors, cams, gears, bearings, belts, chins cables, linkage, clutch, hanger, tracks, hangers, hanger rollers, gibs, closures, safety edges, photo eyes, sensing devices door contracts, and any other parts of equipment pertinent to the operation.

D. Hoistway Door Equipment

Including motors, wiring, adjustment mechanisms, electric switches, resisters, cams, gears, bearings, belts, chains, cables, linkage, hanger tracks, hanger straps, hangers, hanger rollers, safety edges, door contracts, locks, closures, and any other equipment pertinent to the operation.

E. Car Equipment

Including push button fixtures, indicator bulbs, car position and direction indicators, fans, blowers, emergency lighting systems, bells, handicap signaling devices, car top operating stations, escape hatch switches, safety operated switches, roller guides, slide guides, gibs, shoes and liners, car lighting, cleaning of car tops, emergency communication devices.

F. Hoistway Equipment

Including limit switched, leveling proximity switches, slowdown switches, zone switches, access switches, stop switches, smoke detectors, traveling and communication cables, compensating cables or chains, and other parts of equipment pertinent to the operation. Keeps all pits, divider beams, sill returns, door panels, counterweight frames, hoistways, and machine room areas clean.

G. Elevator Operations

Keep any/all equipment, parts, and material that relates to elevators operating properly in a safe and efficient manner at all times. Report any unsafe conditions to the owner immediately.

H. Testing

The Contractor, at its expense, shall perform at the appropriate time all test procedures as described in Section 8.10, ANSI A17.1—2004. Tests to be included are, Annual Tests be they traction or hydraulic, Five (5) Year Load Test, and monthly test of any Fire Service requirements. Any elevator utilizing Emergency Generator Power shall be tested while on Emergency Power as is required by Code. Copies of all tests performed shall be forwarded to any regulatory agency having jurisdiction and a copy to the proper Owner's representative. Documentation of the Fire Service tests shall be maintained in each machine room location. All in-car communication devices shall be tested on a monthly basis, including telephones, intercoms, and alarm bells.

EXCLUSIONS:

The following items are excluded from this elevator maintenance Contract: hoistway door panels and finish, car gate or door panels and finish, sills, frames, car enclosure, cab panels or their refinishing, car tops, interior car lighting, fixture face plates, handrails, drop ceilings, finished flooring, under ground piping, underground cylinders, replacements or repairs due to insufficient or inadequate power supply, main line fuses, feeders, breakers and smoke sensors. The Contractor shall not be required to make other safety tests, or install new attachments whether or not recommended or directed by federal, state, local agencies, or insurance companies.

GENERAL SERVICE CONDITIONS

Agency shall make available, to the greatest extent possible, any writing diagrams, maintenance manuals or other relative information, which may be available. All such materials shall remain the property of Agency and shall not be removed from the property without the permission of an appropriate Agency representative.

Agency shall provide Contractor with reasonable full and free access to the elevator equipment for the purpose of performing preventative maintenance.

Contractor shall give the Agency representative at least one (1) week's notice before starting any elevator test and shall notify the representative when the test is concluded.

Should the need arise to disable an elevator beyond normal working hours, Contractor shall inform the Agency representative as soon as possible.

Agency shall notify Contractor in a timely manner of any interpretations in service, malfunctions, or accidents.

REPAIRS AND EXTRAS

Additional individual purchase orders and/or blanket orders may be written during the life of the Agreement for additional elevator services, standby, and repairs as may be negotiated between Agency and Contractor, with Contract wage rates prevailing. The current prevailing wage rates are an integral part of this contract and the Contractor must abide by its terms. Agency shall be permitted to schedule any repairs or shut downs that may cause lengthy interruptions of service, providing such repairs are not of an emergency nature or life threatening.

Agency reserves the right to request competitive bids for repairs and services not covered by the original Agreement.

Agency representatives shall be permitted to accompany, but not interfere with, Contractor's maintenance personnel responding to trouble calls. Agency representatives are permitted to observe and document the location where repair/maintenance is required; and the corrective action that will be performed by the Contractor.

One hundred eighty (180) days before the expiration date of the Agreement, Agency and Contractor shall conduct a thorough inspection of all elevator equipment to determine the condition and whether the elevator is performing at peak efficiency. Any defects, repairs, adjustments or replacement parts required resulting from this inspection; shall be corrected by the Contractor at no additional charge to the Agency, before the expiration of the Agreement.

TERMINATION OF PARTICULAR LOCATIONS

Agency reserves the right to terminate at will, with thirty (30) written notice, any particular elevator/s that may be removed from regular use for reasons of modernization, demolition, sale of a building, or lack of building occupancy.

STRIKES AND LOCKOUTS

In the event Contractor should become involved in a labor dispute, strike, or lockout, it shall be required to make whatever arrangements necessary to ensure that the conditions of this Agreement are met in their entirety. Should Contractors be unable to fulfill the Agreement requirements, Agency reserves the right to make alternative arrangements to ensure the satisfactory performance of the elevator equipment during such time that Contractor is unable to perform the required duties. Any costs incurred by the Agency, resulting from such action shall be charged to the Contractor.

END OF SCOPE OF WORK

QUOTE TAB TO FOLLOW



**ATTACHMENT B
QUOTE TAB SHEET
ELEVATORS
ASSET MANAGEMENT PLAN No. 1
BARTON APARTMENTS**

Communities	Monthly Cost	Annual Cost	Total
John J. Barton Apartments; 555 Massachusetts Ave			

By submittal of this Quote, vendor certifies that it has the labor and materials necessary to perform the tasks as outlined in the Scope of Work. By submission of this quote response, Contractor affirms that it has the necessary expertise, labor, and equipment to perform scope of work in a professional and workmanlike fashion in accordance with the standards of the trade.

Name of Company _____

Address: _____

Telephone : _____ Cellular: _____

Name of Person Preparing Quote: _____

Signature: _____ E-mail address: _____

Date: _____



**ATTACHMENT B
QUOTE TAB SHEET
ELEVATORS
ASSET MANAGEMENT PLAN No. 2
LUGAR TOWER**

Community	Monthly Cost	Annual Cost	Total
Richard Lugar Towers; 901 Ft Wayne			
Total			

By submittal of this Quote, vendor certifies that it has the labor and materials necessary to perform the tasks as outlined in the Scope of Work. By submission of this quote response, Contractor affirms that it has the necessary expertise, labor, and equipment to perform scope of work in a professional and workmanlike fashion in accordance with the standards of the trade.

Name of Company _____

Address: _____

Telephone: _____ Cellular: _____

Name of Person Preparing Quote: _____

Signature: _____ E-mail address: _____

Date: _____



**ATTACHMENT B
 QUOTE TAB SHEET
 ASSET MANAGEMENT PLAN NO. 3
 LAURELWOOD FAMILY INVESTMENT CENTER**

Community	Monthly Cost	Annual Cost	Total
Laurelwood FIC/Lift; 3346 Teakwood			

By submittal of this Quote, vendor certifies that it has the labor and materials necessary to perform the tasks as outlined in the Scope of Work. By submission of this quote response, Contractor affirms that it has the necessary expertise, labor, and equipment to perform scope of work in a professional and workmanlike fashion in accordance with the standards of the trade.

Name of Company _____

Address: _____

Telephone: _____ Cellular: _____

Name of Person Preparing Quote: _____

Signature: _____ E-mail address: _____

Date: _____



**ATTACHMENT B
QUOTE TAB SHEET
ADMINISTRATIVE BUILDING**

Community	Monthly Cost	Annual Cost	Total
1919 N. Meridian Elevator			
1919 N. Meridian Dumbwaiter			

By submittal of this Quote, vendor certifies that it has the labor and materials necessary to perform the tasks as outlined in the Scope of Work. By submission of this quote response, Contractor affirms that it has the necessary expertise, labor, and equipment to perform scope of work in a professional and workmanlike fashion in accordance with the standards of the trade.

Name of Company _____

Address: _____

Telephone: _____ Cellular: _____

Name of Person Preparing Quote: _____

Signature: _____ E-mail address: _____

Date: _____



ATTACHMENT B-1

The following rates shall cover repair /replacement work that falls outside the scope of the contract. Quoted rates shall be in accordance with the Davis Bacon Wage Building Barton Apartments and Lugar Towers Rates and Davis Bacon Residential Laurelwood FIC and IHA Administrative Building in force at the time of bid opening. Contractor may pay more per hour but cannot pay less. Certified payrolls shall be required for this work. Davis Bacon Wage Rates may be found at www.indyhousing.org and select contracting opportunities.

Contractor shall list below all applicable billing rates for the full term of the Agreement. All rates shall remain the same throughout the full term of the Agreement.

Category	Regular Rate	1.5 Overtime	2.0 Overtime
Technician	_____	_____	_____
Apprentice	_____	_____	_____

Contract Parts: Materials at Invoice Price <____%>

By submittal of this Quote, vendor certifies that it has the labor and materials necessary to perform the tasks as outlined in the Scope of Work. By submission of this quote response, Contractor affirms that it has the necessary expertise, labor, and equipment to perform scope of work in a professional and workmanlike fashion in accordance with the standards of the trade.

Name of Company: _____

Address: _____

Telephone: _____ Cellular: _____

Name of Person Preparing Quote: _____

Signature: _____ E:mail address: _____

Date: _____

END



**ATTACHMENT "C"
COMMUNITY ROSTER**

John J. Barton Apartments
555 Massachusetts Avenue
Indianapolis, IN 46204

261-7214 main office
261-7225 fax

Lugar Tower Apartments
901 Fort Wayne Avenue
Indianapolis, IN 46202

261-7226 main office
261-7311 fax

Laurelwood Apartments
FIC Center
3340 Teakwood Drive
Indianapolis, IN 46227

261-7234 main office
261-7325 fax

IHA Administrative Building
1919 N. Meridian Street
Indianapolis, IN 46202

261-7184 Purchasing Dept
261-7264



**ATTACHMENT “D”
RFQ FOR ELEVATORS
SIGN IN/VISITATION SHEET
(MAY BE DUPLICATED)**

Community
Name: _____

Name of
Manager _____

Manager’s
Signature: _____

Date of Visit: _____

Name of
Contractor: _____

Signature of Contractor’s
representative: _____

TO BE RETURNED WITH RFQ RESPONSE

End of RFQ