



## INDIANAPOLIS HOUSING AGENCY

### **GENERAL DESCRIPTION**

The Indianapolis Housing Agency (IHA) is seeking bids from certifiably qualified firms or combinations of certifiably qualified firms to supply IHA with janitorial supplies through IHA's website.

The IHA will receive sealed quotes, an original and three copies, and related sample packages from qualified companies or combinations of qualified companies for the provision of janitorial supplies to all communities of the IHA. Quotes will be received at the IHA Administrative Offices, at 1919 N. Meridian Street, Indianapolis, IN 46204 **on December 12, 2011 until 11:00 AM local time/EST.** Submittals shall be marked as to contents and sender. Quotes will not be accepted after 11:01 A.M. local time. IHA is the sole determinant of timeliness. Contractors are solely responsible for timeliness of submittals. They will then be publicly opened and read aloud. **Faxed or e-mail copies will not be accepted.**

### **MBE/WBE/VBE**

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

IHA parallels the goals of the City of Indianapolis for MBE (15%), WBE (8%), and VBE (3%) 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 (EMWBD) shall submit a complete certification application for such WBE/MBE/VBE. The WBE/MBE/VBE must become certified by DMWBD to count toward attainment of the MBE/WBE/VBE goals for the project. Bidders must obtain copies of the certification from DMWBD at Suite 1260, 200 E. Washington Street, City County Bldg., Indianapolis, IN 46204. Phone number 317-327-5262; fax number is 317-327-4482. Partnerships are encouraged.

### **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.

Questions will be accepted via e-mail. Questions must be sent Diane Padgett, Materials and Contracts Manager at [dpadget@indyhousing.org](mailto:dpadget@indyhousing.org). The deadline for questions is **11 AM, local time/EST, December 5, 2011.** Questions must be in an e-mail format to receive a response. Questions and answers will only be posted on the **IHA** website.

A contract will be required of the successful vendor. Term is from date of complete contract through December 31, 2012. Prices shall be in effect from the date of complete contract execution through year end (2012). In the case of a contract amendment, the successful contractor shall agree to a possible contract adjustment based on the Consumer Price Index provided verifiable proof can be provided for the increase. Please see sample supply contract posted on IHA's Website at [www.indyhousing.org](http://www.indyhousing.org), and select "**Contracting Opportunities.**" It is suggested that each serious responder have their house counsel review this contract.

Unless all responses are rejected, and subject to approval by the IHA, 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 bidder(s) for all items and the results of the blind product test. IHA also reserves the right to re-bid or not to award the bid depending item costs, budget restrictions, availability of funding and operational exigencies. IHA reserves the right to award to multiple vendors all to the benefit of IHA. IHA assumes no liability for any and all costs incurred in the preparation of this response.

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.

**AN ORIGINAL AND THREE COPIES IS REQUESTED OF ALL DOCUMENTS**

Along with the Quote Tab sheet, Attachment A, complete and return the following:

1. HUD-5369-B Instructions to Offerors Non-Construction (information only)
2. HUD-5369-C Certifications and Representations of Offerors Non-Construction Contract
3. Certificate of Non-Organizational Conflict of Interest
4. Non-Collusive Non-Identity of Interest Affidavit
5. Certificates of Non-Segregated Facilities
6. Compliance with E-Verify Affidavit
7. Material Safety Data Sheets /Equipment Cut sheets (SKU number) for each item quoted
8. List of references; to include name address telephone and name of principal contact
9. Where applicable, MBE/WBE/DBE certification
10. Material sample box with requested samples and requested quantities

**ALL DOCUMENTS WITH THE EXCEPTION OF THE INSURANCE FORM AND MBE/WBE/DBE CERTIFICATION ARE AVAILABLE THROUGH IHA'S WEBSITE AT [WWW.INDYHOUSING.ORG](http://WWW.INDYHOUSING.ORG), select "Contracting Opportunities." OR [WWW.HUDCLIPS.GOV](http://WWW.HUDCLIPS.GOV)**

**FAILURE TO INCLUDE ANY OF THESE DOCUMENTS MAY CAUSE THE QUOTE RESPONSE TO BE DECLARED INVALID.**

**By submission of a response to this RFQ, Contractor certifies that they have the experience, capacity, materials and staffing to fulfill the terms of the RFQ. A contract will be required of the successful contractor and that sample contract appears on IHA's web site.**

The Conditions and Scope of Work are included as "Attachment A". The commonly used products are identified in the Quote Tab Sheet is identified as "Attachment B" and is included. The community delivery locations are included as "Attachment C". The documents are also available on the IHA website at [www.indyhousing.org](http://www.indyhousing.org), select "Contracting Opportunities."

No other documents(s) will be considered as a valid response. Price/s shall be quoted and there shall be no extras. Contractor is responsible for providing all labor, materials, and equipment.

**BALANCE OF PAGE INTENTIONALLY LEFT BLANK**



## ATTACHMENT A CONDITIONS AND SCOPE OF WORK

**IT IS IMPORTANT TO NOTE THAT IHA IS REQUESTING SAMPLES LABELED AS TO CONTENT (I.E. “ALL PURPOSE CLEANER,” WAX, ETC) AND NO OTHER INFORMATION. SAMPLE PRODUCTS THAT CONTAIN INFORMATION THAT WILL IDENTIFY THE POTENTIAL CONTRACTOR WILL DISQUALIFY THE QUOTER.**

### **Product**

The Indianapolis Housing Agency is promoting a “green” environment. All products with an eco-friendly certification shall be quoted.

### **Pricing**

The specifications consist of a list of “commonly used items” and a percentage discount from the catalogue pricing. Each item shall be priced so as there are no extras or add-ons. Pricing shall be in effect for the contract term. The attached tab sheet is the only acceptable tab sheet. No other formats are acceptable.

### **Delivery**

Pricing shall include delivery. There shall be no extra pricing for delivery. Delivery shall be same day or next business day delivery. Delivery tickets shall be provided and presented to community staff for signature.

As a condition of the quote, contractor will include delivery price in the “per unit” cost. Deliveries shall be made to any and all communities as a condition of quote response. There shall be no extras for delivery.

### **Ordering**

There are no minimum or maximum order guarantees

### **Price Reductions**

Contractor shall pass along any manufacturer’s discount, below the contract price, as they become available.

### **Price Increases**

IHA will be agreeable to price increase providing that such increases can be documented through verifiable industry standard price in crease and or in accordance with the Consumer Price Index.



## **On-Line Ordering and Catalogue**

IHA will give special consideration to a contractor's ability to provide on-line ordering and cataloging, all to the benefit of IHA

## **Sample Submittals**

In addition to pricing, a blind test will be performed by IHA staff

Each responding vendor will be required to submit samples of the following products:

1. Wax stripper (four one quart containers)
2. Floor wax (four one quart containers)
3. Oven cleaner (four quart/liter size or approximate containers with dispensers)
4. Toilet bowl cleaner (four quart size or approximate containers with dispensers)
5. All purpose cleaner (four quart size or approximate containers with dispensers)

The samples will be submitted as follows:

Each vendor will supply samples in a closed, sealed box mark as to contents, and vendor name. Inside the box will contain samples marked with a plain white label as to content. Please use the aforementioned list to label the product. There shall be no indication of the vendor on the product sample containers. Product is to be sized as previously stated

Plain paper instructions for the product will be attached to the product.

In order to ensure a fair and impartial evaluation, any deviation from the above instructions will cause the response to be deemed invalid/non-responsive/non-responsible.

A decision will be made based upon pricing, review of documents and the results of the blind product test all to the benefit of the Indianapolis Housing Agency. IHA reserves the right to award the contract to multiple vendors all to the benefit of IHA.

**IT IS IMPORTANT TO NOTE THAT IHA IS REQUESTING SAMPLES LABELED AS TO CONTENT (I.E. "ALL PURPOSE CLEANER," WAX, ETC) AND NO OTHER INFORMATION. SAMPLE PRODUCTS THAT CONTAIN INFORMATION THAT WILL IDENTIFY THE POTENTIAL CONTRACTOR WILL DISQUALIFY THE QUOTER.**

**QUOTE TAB SHEET TO FOLLOW AS ATTACHMENT B**



**BALANCE OF PAGE INTENTIONALLY LEFT BLANK**

**QUOTE TAB SHEET ATTACHMENT B**

Line #	Product Description	U/M	Vendor Part #	Unit Cost
1	Cleaner: Rug/upholstery shampoo concentrate	Gallon		
2	Floor wax stripper, 6 gallon pail	Gallon		
3	Cleaner: Mineral stains, toilets & urinals	Gallon		
4	Cleaner: Dirt, lime, rust stains	Each		
5	Deodorizer for odor in chutes & dumpsters	Each		
6	Cleaner: Odor control for garbage chutes	Quart		
7	Cleaner: Chrome, spray, aerosol, 18 oz	Each		
8	Cleaner & degreaser, concentrate	Quart		
9	Cleaner: Tile grout restorer	Quart		
10	Degreaser: Industrial solvent, concentrate	Gallon		
11	Degreaser: Liquid rust remove	Gallon		
12	Deodorizer: Liqui-zyme	Quart		
13	Cleaner: Coil & fin remedy, 16 oz can	Each		
14	Boiler treatment	Gallon		
15	Deodorizer: Aerosol mister dispenser	Each		
16	Drain opener: Biatron	Quart		
17	Graffiti Remover-plastics, metals	Each		
18	Graffiti Remover: cement	Each		
19	Fugas kill	Each		
20	Sewer Compound for opening sewer lines	Each		
21	Wasp & Hornet spray, outdoor	Each		
22	Herbicide, vegetation control, weed kill	Gallon		
23	Wasp & Hornet spray, indoor	Each		
24	Floor Wax: High gloss, 5/6 gallon pail	Gallon		
25	Full Blast insect fogger (bug bomb)	Each		
26	Deodorizer Refills for aerosol mister dispenser	Each		
27	Towels: Greaser cleaner in pail	Each		
28	Ice melting compound	Each		
29	Ammonia, household	Gallon		
30	Muriatic acid	Gallon		
31	Liquid soap, antibacterial hand cleaner	Gallon		
32	Bleach	Gallon		
33	Vita Pine cleaner	Gallon		
34	Bar soap, Lava 4 oz	Each		
35	Bar soap, Ivory, wrapped 3 oz	Each		
36	Brillo soap pads	Box		
37	Steel wool #1 grade, 10/bag	Bag		
38	Toilet bowl cleaner (polyortho) 6/case	Gallon		
39	Liquid Soap for dispenser in restrooms	Gal or other		
40	Cleaner can SSS, 21 oz	Each		
41	Hanging urinal blocks (bowl)	Each		
42	Urinal blocks	Each		
43	Garbage chute disposal disinfectant	Each		
44	Wasp spray, outdoor, aerosol can	Each		
45	Furniture polish	Each		
46	Spray, disinfectant 19 oz can	Each		
47	Wasp spray, indoor, aerosol can	Each		
48	Spray bottle 22 oz, 1 qt	Each		



49	Trigger spray, head for above spray bottle	Each
50	Broom house straight warehouse	Each
51	Push broom outside (heavy duty)	Each
52	Broom handle metal thread	Each
53	Broom handle tapered, no thread	Each
54	Mop head, 16 oz cotton	Each
55	Mop head, 20 oz cotton	Each
56	Mop head, wet #24 cotton	Each
57	Mop handle, quick change	Each
58	Dust mop head	Each
59	Toilet plunger	Each
60	Johnny mops	Each
61	Toilet brush	Each
62	Dust pan	Each
63	Squeegee 16 inch	Each
64	Toilet tissue	Each
65	Toilet seat cover, health guard	Pkg
66	Paper hand towels, multi-fold	Each
67	Stripping pad, 20 inch black nylon	Each
68	Buffer pad, 16 inch, white finish, pkgs	Each
69	Buffer pad, 16 inch, red	Each
70	Buffer pad, 22 inch, red	Each
71	Buffer pad, 22 inch, white finish	Each
72	Stripping pad, 22 inch, black	Each
73	Stripping pad, 16 inch, black MS	Each
74	Cleaning rage, cotton, 18 x 18, 25 lb box	Box
75	Hand cleaner, waterless, handi-man	Each
76	Sponge 3 1/2 W x 6 LX, 1/2TH	Each
77	Gloves, jersey (pair), large	Each
78	Gloves, rubber (pair), large	Each
79	Gloves, latex, multi-purpose, large, exam	Box
80	Trash bags: 18 x 10 x 4 1/2, 36 x 60, 200/cs	Case
81	Cleaner, stainless steel, aerosol	Can
82	Deodorizer, room freshener, spray 1 oz	Bottle
83	Deodorizer, room freshener, aerosol can	Can
84	Window cleaner, gallon	Each
85	Cleaner, window concentrate, 2/liter	Each

Percentage discount from Manufacturer's Net Price      %  
 Listing or from Manufacturer's Suggested Retail Price  
 on all related Paper Products and Household Cleaning  
 Supplies

By submission of response, vendor certifies that they have the capacity to provide and deliver the  
 aforementioned items.

Vendor name \_\_\_\_\_

Name of person preparing Quote: \_\_\_\_\_ e-mail address \_\_\_\_\_

Signature of person preparing Quote: \_\_\_\_\_ Date: \_\_\_\_\_



## ATTACHMENT "C" COMMUNITY LOCATIONS

### ALL AREA CODES ARE 317

#### **John J. Barton Apartments**

555 Massachusetts Avenue  
Indianapolis, IN 46204

261-7214 main office  
261-7225 fax

#### **John J. Barton Annex**

501 North East Street  
Indianapolis, IN 46204

261-7213 main office  
261-7309 fax

#### **Indiana Avenue Senior Apts**

825 Indiana Avenue  
Indianapolis, IN 46202

261-7221 main office  
261-7313 fax

#### **Lugar Tower Apartments**

901 Fort Wayne Avenue  
Indianapolis, IN 46202

261-7226 main office  
261-7311 fax

#### **Beechwood Gardens**

2915 North Graham Avenue  
Indianapolis, IN 46218

261-7212 main office  
261-7323 fax

#### **Blackburn Terrace**

3091 Baltimore Avenue  
Indianapolis, IN 46218

261-7317 main office  
261-7231 fax

#### **Hawthorne Place**

5244 East 32<sup>nd</sup> Street  
Indianapolis, IN 46218

261-7456 main office  
261-7321 fax

#### **Laurelwood Apartments**

3340 Teakwood Drive  
Indianapolis, IN 46227

261-7234 main office  
261-7325 fax

#### **Rowney Terrace**

1353 South Riley Avenue  
Indianapolis, IN 46203

261-7326 main office  
261-7328 fax

#### **Twin Hills**

2210 East 36<sup>th</sup> Street  
Indianapolis, IN 46218

261-7230 main office  
261-7315 fax