



**INDIANAPOLIS HOUSING AGENCY  
REQUEST FOR QUOTE (RFQ)  
FACILITY SERVICES  
INCLUDES DAILY CLEANING  
AND  
ROUTINE BUILDING MAINTENANCE  
AT THE ADMINISTRATIVE OFFICES OF IHA**

**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 three copies of the quote from qualified companies or combinations of qualified companies for facility services IHA's administrative offices. One quote shall be marked original. Quotes will be received at IHA Administrative Offices, 1919 N. Meridian Street, Indianapolis, IN 46204 on **Wednesday, January 4, 2012 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](http://www.indyhousing.org) "contracting opportunities."

**SUBMITTAL OF QUOTE AND BID TAB STRUCTURE**

The bid tab sheet is included as Attachment B. Attachment B is the only tab sheet that will be accepted.

**PRE-QUOTE CONFERENCE AND UNIT WALK-THROUGH**

**There will not be a pre-quote conference.**

A building walk-through will be required as a condition of the RFQ response. Each contractor will be required to submit a site visitation form, signed by the Diane Padgett, with their response. Failure to submit this site visitation form will result in a quote being deemed non-responsive. See **Attachment C**. Please contact Diane Padgett at [dpadget@indyhousing.org](mailto:dpadget@indyhousing.org) or 317-261-7184 to schedule a building walk-through. **If the contractor conducted a building walk-through as part of their response to the original quote that was due on Monday, November 1, 2011, no further walk-through is required.**

**QUESTIONS**

Deadline for questions is: **Tuesday, December 27, 2011** until 11: A.M. local time. Questions must be submitted in by e-mail to Diane Padgett, Materials and Contracts Manager, [dpadget@indyhousing.org](mailto: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](http://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.

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.

IHA parallels the goals of the City of Indianapolis for MBE (15%), WBE (8%) and VBE (3%) participation.

A contractor 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, 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). 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.

### **HUD-52158 Maintenance Wage Rate Determination for 2012**

The HUD 52158 wage determination is in force for this work. Contractor shall comply with the HUD-52158, 2012 (posted on website). The rate for 2012 is **\$11.25/hour** for each worker. Contractor may pay more per hour but cannot pay less. Weekly Certified payrolls shall be required for the term of the contract

### **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 with 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.

## **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.

A contract will be required of the successful vendor. Please see sample posted on IHA's Website at [www.indyhousing.org](http://www.indyhousing.org), "Contracting Opportunities."

**Complete and return the following: The documents are also available on the IHA website: at [www.indyhousing.org](http://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. MBE/WBE Certification; where applicable provided by Contractor
4. Certificate of Non-Organizational Conflict of Interest (web-site)
5. Non-Collusive Non-Identity of Interest Affidavit (web-site)
6. Non-Segregated Facilities form (web-site)
7. E-Verify compliance affidavit (web-site)
8. Section 3 Plan with dedicated hiring:
  - Item A: Completed Plan (web-site)
  - Item B: Hiring/Training fund/dedicated staff (web-site)
9. 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.
10. Proof of being bonded
11. Three references to include names, addresses, and telephone numbers. References shall include apartment complexes that approximate the size of IHA communities and unit sizes.
12. Quote tab sheet identified as **Attachment B** is included with this RFQ and the attached tab sheet is the only acceptable submittals for the RFQ
13. Contract shall be for one year, February 1, 2012 thru January 31, 2013 with the option of renewal for another like period or periods.

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

### **ADDITIONAL REQUIREMENTS**

**The successful vendor must be bonded and submit proof of such with their response.**

## SCOPE OF WORK

The Scope of Services identified as “Attachment A” and the Quote Tab Sheet identified, as “Attachment B” are included. The documents are also available on the IHA website at [www.indyhousing.org](http://www.indyhousing.org) under bidding opportunities (IHA forms. Failure to submit any of the forms will deem the quote as non-responsive.

No other documents(s) will be considered as a valid response. Prices shall be quoted complete and there shall be no extras.

Contractors shall use enclosed *Tab Sheet* identified as **Attachment B**, to indicate quote response. No other document(s) will be considered as a valid response.



## **ATTACHMENT “A” SCOPE OF WORK**

Prices are complete as quoted and there shall be no extras. Contractor is responsible for providing all labor, tools, and other pertinent materials to perform these tasks. All workmanship shall be performed in a workmanlike and timely manner.

Facility Services shall consist of daily, weekly, and monthly cleaning of IHA’s administrative offices and routine building maintenance on an as-needed basis.

Contractor is not responsible for the desk tops and personal work space of IHA staff.

**CLEANING OF IHA’S ADMINISTRATIVE OFFICES** – Services to be performed between the hours of 5:00 PM and 10:00 PM, Monday through Friday.

### **DAILY**

Pick up trash and empty receptacles on grounds and parking lots. Emptying of receptacles does not include the dumpster.

Empty trash in all unsecured areas. It is the staff’s responsibility to set trash outside the door of any secured areas. There is a dumpster on site for disposal.

Clean and stock all restrooms. Cleaning consists of toilets, sinks, counter-tops, and mirrors and stocking of all paper products.

Wipe off counter-tops, sinks and tables in the employee break room.

Clean all exterior glass doors.

Vacuum all carpeted areas on the first floor, north of the employee break-room.

Wet mop all tiled floors i.e. restrooms, employee break-room and brick staircase at the Executive Office entrance.

### **WEEKLY**

Dust tops of restroom stalls, office cubes, window sills and blinds in all unsecured areas. Dust all artwork and wall hangings.

Vacuum carpet in remainder of building (reference area referred to in “daily” requirements).

### **MONTHLY**

First Friday of each month, clean out the refrigerators in the break-room. Any items left are to be disposed of.

### **UPON REQUEST**

On a non-routine basis, Contractor may be requested to strip and wax tile floors, clean carpets and set-up rooms for special meetings.

ROUTINE BUILDING MAINTENANCE – Services to be performed on an as-needed basis.

- Basic electrical i.e. changing light bulbs and ballasts.
- Basic plumbing i.e. tightening toilet seats, small water leaks, etc
- Basic drywall and/or wallpaper repairs
- Minor flooring repairs i.e. glue down carpet strips and thresholds
- Hanging of signs (interior & exterior) and artwork
- Other miscellaneous routine maintenance tasks

Service will be performed on an as-needed, on-call basis. There is no minimum and/or maximum work to be performed. Service to be quoted on a hourly rate. IHA will not pay for travel or minimum hours per response.

Contractor shall respond to a request for service within 24 hours, Monday thru Friday, 8:00 AM – 5:00 PM. IHA shall be given a contact name and number to request service.

Contractor shall clean- up and dispose of any debris and trash after task is completed. There is a dumpster available on site.

Only services requested by the Executive Director or the Materials and Contracts Manager will be paid for. Contractor runs the risk of non-payment for any unauthorized work. A work ticket with the following information shall support all invoices: date, time, type of work, location, and signature of the Materials and Contract Manager or her designee attesting to the completeness of the work.

Contractor is responsible for paying their employees at the HUD-52158 established wage rate of \$11.25/hour.

**END OF SCOPE**



**QUOTE TAB SHEET  
ATTACHMENT B**

**Contractor's Price – Tab Sheet**

By submission of this quote document, Vendor certifies that it has the labor and materials necessary to perform the tasks as outlined in the Scope of Work. Contractor agrees to perform the work in accordance with the Scope of Work, Contractor shall comply with the HUD-52158 at \$11.25/hour for each worker and agrees to perform the work in accordance with the quoted price. There shall be no extras. By submission of this quote response, Contractor affirms that it has the necessary expertise, labor, and equipment to perform scope of work in professional and workmanlike fashion in accordance with the standards of the trade.

\$ \_\_\_\_\_/week for cleaning of IHA's Administrative Offices

\$ \_\_\_\_\_/hour for routine building maintenance

**Firm Submitting Quote:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Printed:** \_\_\_\_\_

**Telephone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**Cellular:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Date** \_\_\_\_\_



**ATTACHMENT “C”  
SITE VISITATION FORM**

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**Firm’s Name**

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**Firm’s Address**

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**Date**

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**Diane Padgett**