



**INDIANAPOLIS HOUSING AGENCY
REQUEST FOR QUOTE (RFQ)
MOVING AND STORAGE SERVICES
FOR RESIDENT EVICTIONS
November 7, 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 provide after hours telephone answering service for all communities of IHA. One quote shall be marked original. Quotes will be received at IHA Administrative Offices, 1919 N. Meridian Street, Indianapolis, IN 46204 Attn: Diane Padgett on **Monday, November 21, 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/or 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 included with this Request for Quote is by community, by bedroom size. This document is the only acceptable document. It is a vendor's business decision to respond to a specific **site** or respond to all, as provided in the tab sheet. IHA will choose a single or multiple contractors all to the benefit of IHA.

IHA also reserves the right to re-quote or not to award the quote depending item costs, budget restrictions, and availability of funding. IHA assumes no liability for any and all costs incurred in the preparation of this quote 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. The successful quoter shall be required to name IHA and the City of Indianapolis as an additional insured.

SUBMITTALS: An Original and one (1) Copy is required

Along with the Quote Tab sheet(s), 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. MBE/WBE certification (Where Applicable)
4. Certificate of Non-Organizational Conflict of Interest
5. Non-Collusive Non-Identity of Interest Affidavit
6. Certificate on Non-Segregated facilities
7. E-Verify Compliance Affidavit
8. A certificate of current certificate of 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.
9. Three references to include names, address, and telephone numbers, to include name of principal contact. References shall include apartment complexes that approximate the size of IHA communities and unit sizes.

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

FAILURE TO INCLUDE AND/OR COMPLETELY EXECUTE ANY OF THESE DOCUMENTS MAY CAUSE THE BID RESPONSE TO BE DECLARED INVALID

GENERAL CONDITIONS

The Scope of work is identified as "Attachment A", Bid tab sheets are identified as "Attachment B" and "Attachment C," is identified as the community directory. The documents are also available on the IHA website at www.indyhousing.org under Bidding Opportunities (IHA forms).

Quote tab sheets for each site are the only acceptable submittals for the RFQ. No other documents(s) will be considered as a valid response. Price/s shall be quoted 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.

A contract will be required of the successful vendor. Contract shall be for one year of duration with the option of renewal for another like period or periods. A sample contract is available on the IHA website at www.indyhousing.org, contracting opportunities.

QUESTIONS

Deadline for questions is: **Friday, November 11, 2011 11: A.M. local time.** Questions must be formatted and submitted by e-mail to Diane Padgett, Materials and Contracts Manager, dpadget@indyhousing.org. Questions not in writing will not be answered or considered. All questions and answers will be posted in the IHA website at www.indyhousing.org, contracting opportunities. It is strongly suggested that the website be monitored on a regular basis for updates.

HOLIDAY CLOSURE

IHA will be closed Tuesday, November 8, 2011.

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%).

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 DEO at Suite 1260, City-County Building, and 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.

COMPLIANCE WITH E-VERIFY

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.

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 site, multiple sites or Agency wide. IHA reserves the right to award the contract to multiple contractors all to the benefit of IHA.

PRE-QUOTE CONFERENCE

A pre quote conference will not be held.

END OF CONDITIONS

SCOPE OF WORK AND TAB SHEETS FOLLOW



**ATTACHMENT A
SCOPE OF WORK
MOVING & STORAGE SERVICES
FOR RESIDENT EVICTIONS**

Contractor shall provide moving & storage services to the Indianapolis Housing Agency for residents that are being evicted from IHA properties. Contractor shall furnish all manpower, vehicles, machines, tools, and supplies to pack, remove, and store all resident belongings from the IHA property that has received a “Judgment and a Writ”. (A court ordered property receivership judgment).

- A. Contractor’s representative shall complete an inventory list of all property removed, stipulating whether items are to be disposed of or stored.
- B. The inventory list must be signed by both Contractor’s representative and IHA Management at the community being serviced. A copy of the signed inventory list is to be given to IHA site management and the Court in jurisdiction.
- C. Contractor is responsible for packing, removal, and storage of all property removed from the unit as provided within the Writ of Eviction.
- D. It is at IHA’s discretion whether or not to retain certain non-valuable items not wanted by the Contractor, to be 1.) removed from the apartment and left at the community site for scheduled trash pickup, or 2.) items will remain in the apartment. A decision will be agreed upon by Management and Contractor by the date and time of the next scheduled trash pickup.
- E. Any and all firearms, cash boxes, drugs and/or drug paraphernalia shall be given to the law enforcement officer conducting the eviction. The Indianapolis Housing Agency, Office of Special Investigations (OSI) will make every attempt to be present during services.
- F. Contractor shall allow only the Head of Household, confirmed with proper identification and confirmed by IHA Management to obtain clothing and personal effects.
- G. Contractor shall pack, remove, and store all property at contractor’s place designated for storage of said property. Contractor shall notify IHA of this location.
- H. Evicted resident shall be allowed to retrieve inventory listed belongings from the contractor within a ninety (90) day period, from original pickup date and must pay for all expenses for any of the following incurred by the warehouseman or storage facility with respect to all property:
 - Storage
 - Transportation
 - Insurance
 - Labor
 - Necessary expenses for preservation of property
 - Expenses reasonably incurred in the advertising for the lawful sale of the property

- I. After ninety (90) days, certified notice will be sent to the last known address of former tenant and property will be forfeited at a public auction, in accordance with state law. IHA Management is to be informed of storage location, contact name and number to receive property, and of any additional storage and/or service fees to resident.
- J. The Indianapolis Housing Agency shall be named “Additional Insured” on the contractor’s insurance policy
- K. The Contract shall be based upon a “Price Per Standard Move” basis. Contractor is responsible for computation of price per move and by submission of quote response, Contractor verifies that they have the required tools, equipment, and labor necessary to perform the scope of work and that they also have performed their due diligence in the completion and submission of the quote. This price shall be inclusive and there shall be no extra charges to the Indianapolis Housing Agency.
- L. Contractor shall reimburse IHA by company check, referencing the name of the evicted resident, the proceeds from the sale of unclaimed personal property after the Contractor’s cost have been deducted. Contractor shall notify IHA in writing prior to the date of scheduled sales.
- M. Contractor shall obtain an IHA authorized signature on each work ticket/inventory listing. IHA authorized signatures are Director of Housing Management, AMP Manager, or Assistant AMP Manager. Unsigned work tickets/inventory list will not be honored by IHA for payment.
- N. Contractor shall respond to IHA AMP Managers or representative’s request for service within four (4) hours during normal working hours; Monday through Friday, 8:00 AM to 5:00 PM to schedule a date and time to conduct the actual move out in conjunction with completing the eviction. Contractor shall observe the hours stated above as regular working hours. However, these times are not intended to limit or restrict contractor’s ability to establish or perform its contractual duties.
- O. Contractor shall be liable for damages and/or loss to IHA or resident property.
- P. Resident transfers are not required within this scope. However, if there are certain “emergency situations” (such as the Indianapolis Housing Agency responsible maintenance work/flood/fire/etc) those services will be requested as supplemental.
- Q. There are no minimum or maximum moves stated, implied, or guaranteed to be serviced.
- R. Contractor shall list in the space below all holidays observed whereby overtime charges could be considered if service is requested by Agency.

New Year’s Holiday	_____
Martin Luther King Jr.,	_____
Presidents Day	_____
Good Friday	_____
Memorial Day	_____
Independence Day	_____
Labor Day	_____
Thanksgiving	_____
Christmas Day	_____

END OF SCOPE



**ATTACHMENT B
 BID TAB SHEETS
 MOVING & STORAGE SERVICES
 FOR RESIDENT EVICTIONS**

By submission of quote, Contractor certifies that they have the necessary labor, materials, and experience to provide the requested services. These sheets shall be submitted as part of quote response. (Cost is per moving service per site.)

INDIANA AVENUE APTS

Quantity	Type	Floor Area	Cost to Move	Packing Supplies/Unit Cost
	1BR / 1BATH	558 SF		

LUGAR TOWERS

Quantity	Type	Floor Area	Cost to Move	Packing Supplies/Unit Cost
	1BR / 1BATH	558 SF		

BARTON APARTMENTS

Quantity	Type	Floor Area	Cost to Move	Packing Supplies/Unit Cost
	1BR / 1BATH	558 SF		

BARTON ANNEX

Quantity	Type	Floor Area	Cost to Move	Packing Supplies/Unit Cost
	1BR / 1BATH	558 SF		

BLACKBURN TERRACE

Quantity	Type	Floor Area	Cost to Move	Packing Supplies/Unit Cost
	1BR / 1BATH	650 SF		
	2BR / 1BATH	900 SF		
	3BR / 1BATH	1,000 SF		
	4BR / 1.5 BATH	1,500 SF		
	5BR / 2BATH	1,550 SF		

TWIN HILLS

Quantity	Type	Floor Area	Cost to Move	Packing Supplies/Unit Cost
	1BR / 1BATH	650 SF		
	2BR / 1BATH	900 SF		
	3BR / 1BATH	1,000 SF		
	4BR / 1.5 BATH	1,500 SF		
	5BR / 2BATH	1,550 SF		

LAURELWOOD APARTMENTS

Quantity	Type	Floor Area	Cost to Move	Packing Supplies/Unit Cost
	2BR / 1BATH	900 SF		
	3BR / 1BATH	1,000 SF		
	4BR / 1.5 BATH	1,500 SF		
	5BR / 2BATH	1,550 SF		

BEECHWOOD GARDENS

Quantity	Type	Floor Area	Cost to Move	Packing Supplies/Unit Cost
	1BR / 1BATH	576 SF		
	2BR / 1BATH	761 SF		
	3BR / 1BATH	996 SF		
	4BR / 1.5 BATH	1160 SF		
	5BR / 2BATH	1337 SF		

HAWTHORNE PLACE

Quantity	Type	Floor Area	Cost to Move	Packing Supplies/Unit Cost
	1BR / 1BATH	576 SF		
	2BR / 1BATH	850 SF		
	3BR / 1BATH	1016 SF		
	4BR / 1.5 BATH	1222 SF		
	5BR / 2BATH	1350 SF		

ROWNEY TERRACE

Quantity	Type	Floor Area	Cost to Move	Packing Supplies/Unit Cost
	2BR / 1BATH	772 SF		
	3BR / 1BATH	922 SF		
	4BR / 1BATH	1158 SF		
	5BR / 1.5 BATH	1372 SF		

Company Name: _____



**ATTACHMENT “C”
DELIVERY LOCATIONS INDIANAPOLIS HOUSING AGENCY**

John J. Barton Apartments 555 Massachusetts Avenue Indpls 46204	261-7214 main office 261-7225 fax
John J. Barton Annex 501 North East Street Indpls 46204	261-7213 main office 261-7309 fax
Indiana Avenue Apartments 825 Indiana Avenue Indpls 46202	261-7221 main office 261-7313 fax
Lugar Tower Apartments 901 Fort Wayne Avenue Indpls 46202	261-7226 main office 261-7311 fax
Beechwood Gardens 2915 North Graham Avenue Indpls 46218	261-7212 main office 261-7323 fax
Blackburn Terrace 3091 Baltimore Avenue Indpls 46218	261-7317 main office 261-7231 fax
Hawthorne Place 5244 East 32nd Street Indpls 46218	261-7456 main office 261-7321 fax
Laurelwood Apartments 3340 Teakwood Drive Indpls 46227	261-7234 main office 261-7325 fax
Rowney Terrace 1353 South Riley Avenue Indpls 46203	261-7326 main office 261-7328 fax
Twin Hills 2210 East 36th Street Indpls 46218	261-7230 main office 261-7315 fax