



**INDIANAPOLIS HOUSING AGENCY
REQUEST FOR PROPOSALS (RFP)**

Agency-Wide Vacant Unit Rehabilitation Services

RFP No. 0542026

Date Issued: July 20, 2026

Response Deadline: August 28, 2026

Issuing Agency: Indianapolis Housing Agency

Contact Person Jacquelyne Brown, Procurement Manager

Phone: 317-261-7185

Email: jbrown@indyhousing.org

Responses must be submitted in hard copy by the submission deadline to:

Indianapolis Housing Agency

Attn: Jacquelyne Brown, Procurement Manager

1919 N. Meridian Street 2nd Floor

Indianapolis, Indiana 46202

As described in the solicitation

or

via email to jbrown@indyhousing.org

Responses must clearly indicate the name of the project, "Agency-Wide Vacant Unit Rehabilitation Services" and the time and the date specified for receipt. The name and the address of the Offeror must be clearly printed on all correspondence. Responses will be accepted via email until **2:00 p.m. (ET), August 28, 2026**; or via hard copy delivered to the IHA Procurement Manager by **2:00 p.m. ET, August 28, 2026**.

**YVONDA A. BEAN
CHIEF EXECUTIVE OFFICER**

Project Information

<u>Pre-Submission Meeting</u> <u>Date and Time:</u>	Not applicable
<u>Pre-Submission Meeting Location:</u>	Not applicable
<u>Project Deadlines</u> Deadline for Questions: <u>Friday, August 7, 2026</u> RFP Submission Deadline: <u>Friday, August 28, 2026</u>	2:00 PM ET 2:00 PM ET
<u>Response Address Information:</u>	To: via e-mail jbrown@indyhousing.org
<u>If hard copy To:</u> Indianapolis Housing Agency Attn: Jacquelyne Brown, Procurement Manager 1919 N. Meridian Street 2 nd Floor Indianapolis, Indiana 46202	From: Contact Name, Title Bidder's Name (Firm Name) Address
<u>Documents to be Submitted</u>	One (1) 'ORIGINAL' Response via e-mail As Described in the RFP via hard copy

SECTION I INTRODUCTION

Purpose

The Indianapolis Housing Agency (IHA) is soliciting proposals from qualified and experienced contractors to provide vacant unit preparation and rehabilitation services for approximately three hundred (300) vacant dwelling units on an Agency-wide basis. The purpose of this solicitation is to secure contractor(s) capable of performing timely and professional turnover services necessary to restore vacant units to a safe, sanitary, functional, and move-in-ready condition in accordance with IHA standards, HUD requirements, applicable building codes, and all federal, state, and local regulations.

The selected contractor(s) shall furnish labor, supervision, materials, tools, equipment, transportation, permits, and incidentals necessary to complete the required services. All work shall be completed in a professional manner and within the timeframes established by IHA. Contractors shall coordinate all work activities with the designated IHA representative and comply with all applicable safety requirements, quality control standards, Davis-Bacon wage rate requirements, HUD approved Maintenance Wage Rates and Davis-Bacon Related Acts.

Project Background

The Indianapolis Housing Agency (IHA) is a federally funded government housing agency that provides low-income families, seniors, and people with disabilities access to affordable housing through its public housing communities and Housing Choice Voucher (HCV) Program. IHA owns and manages approximately 562 public housing units and administers more than 8,000 Housing Choice Vouchers throughout Indianapolis and Marion County. Some properties are owned and managed by IHA's non-profit affiliate, InSight Development (InSight). Through this solicitation, IHA anticipates executing two (2) contracts. One contract will be with IHA, and one contract will be with InSight Development to perform the required services and the properties operated by each of the respective firms. From here forward the term "Agency" shall refer to either IHA or InSight.

To support occupancy goals and maintain quality housing standards, the Agency is undertaking an agency-wide Vacancy Preparation and Unit Turnover project involving approximately 300 three-hundred vacant units. Due to increased unit turnover activity, the Agency requires additional contractor support to expedite the rehabilitation and preparation of vacant units for re-occupancy. IHA and InSight are soliciting proposals from qualified contractors to provide vacant unit preparation and rehabilitation services. Services shall include, but are not limited to, janitorial services, maintenance repairs, painting, trash removal, pest control coordination, and other work necessary to restore units to safe, sanitary, and move-in-ready conditions in accordance with Agency standards, HUD requirements, applicable building codes, and all federal, state, and local regulations.

SECTION II SCOPE OF WORK

The Agency will determine the number of units each contractor will be assigned for rehabilitation services, which may include, but are not limited to, carpentry, drywall finishing, plumbing, electrical, flooring, janitorial services, trash removal, roofing and siding. See the list below for more details.

Job Title	Job description
Custodian	Cleaning of floors, walls, cabinets, windows, appliances, and other residential dwelling fixtures. Debris and trash removal may include furniture.
Painter	The use of brushes, rollers, scrappers and other hand tools to apply primer or paint to residential dwelling surfaces. Removal and reinstallation of switch and outlet cover plates to be included. Applying and removing tape. Removing excess paint as needed. Caulking.
Drywall Finishing	Application of spackle, joint compound, caulk, and other sheetrock (drywall) finishing materials on walls and ceilings to make ready for paint. Work may include minor removal and installation of drywall to patch and repair damaged areas. Finishing may include sanding.
Carpenter	Use of small hand tools and power equipment to remove and install doors, cabinets, light framing, or finish millwork to make ready for paint, caulk or cleaning.
Plumber	Use of small tools and power equipment to clear drains, install plumbing or waste lines, install fixtures including faucets, toilets, showers, or garbage disposals.
Electrician	Use of small hand tools to remove and install electrical fixtures and devices. May include Panel replacement or removal and replacement of residential dwelling wiring.
Vinyl Floor Installer	Removal and replacement of vinyl flooring in residential dwellings. Work will include preparation of flooring surfaces which may include leveling or installing luan or other flooring related materials. Work may also include vinyl cover base installation.
Ceramic Tiler	Work will primarily include the removal, repair or replacement of ceramic tiles in bathroom floors or shower surrounds.
Laborer	Material handler, debris removal, light demolition to support finishing work performed by others.

Landscaper	Snow removal, grass cutting, edging, pruning, raking, etc. Work may include gas or electric powered tools and hand tools. Work will not include working on a ladder greater than 6' above the ground.
Roofer	Removal and installation of asphalt shingle roofing. Most work will be small repairs, but work may include removal and replacement of shingled roof on a 1- or 2-story residential dwelling. Work may also include removal of debris in gutters, securing of existing gutters.
Vinyl Siding or Gutters	Minor repair to vinyl siding, commonly on roof dormers. Replacement of gutters and downspouts on 1- or 2-story residential dwellings.

The Contractor shall be notified by the Agency designee when a unit or other assignment is ready for turnover to the contractor. Prior to the commencement of work, Agency staff will issue a task order (work assignment) the applicable scope of work for the assigned unit(s), or other services required, the location, and the time of performance of delivery of services. Upon notification, the Contractor shall begin work according on the stated assignment with 24 hours unless otherwise stated. The required completion timeframe shall include the correction of all punch list items and the successful completion of the final inspection conducted by the Agency designee, within the requested delivery schedule.

Task Orders will be issued throughout the term of the contract, and the assignment of work shall be made solely at the discretion of the Agency. When a Contractor accepts multiple Task Orders across one or more sites, the required completion timeframe applies concurrently to each assignment and shall not be extended due to the acceptance of additional work. The Contractor is responsible for maintaining sufficient staffing and resources to complete all assigned units within the required timeframe.

Typical assignments may include:

Trash or Debris Removal

The Agency will notify the Contractor when trash and/or debris removal is required. The Contractor shall provide all necessary tools, equipment, and supplies to remove and properly dispose of all trash and debris removal. The Agency will provide dumpsters or other trash containers unless noted otherwise. The Contractor shall be responsible for the timely removal and lawful disposal of all items. Trash removal includes, but is not limited to, all items left in the residential units, including those located in cabinets, closets, and other storage areas.

Janitorial Services

The Contractor shall provide all labor and materials as requested per task order (work assignment) necessary to perform the required services. The Contractor shall complete the work in accordance with Agency standards and project specifications.

As requested, all surfaces shall be thoroughly cleaned by wiping and/or washing, including the removal of all residues, grease, cobwebs, dust, dirt, and other accumulated debris. Janitorial services include, but are not limited to, the cleaning and sanitizing floors, walls, ceilings, fixtures, appliances, cabinetry (interior and exterior surfaces), countertops, sinks, toilets, tubs/showers, windows, doors, baseboards,

vents, and other interior surfaces to ensure the unit is clean, sanitary, and move-in ready in accordance with Agency standards.

Use non-abrasive cleaning agents to remove soap scum, mildew, and mineral/calcium deposits from tubs, toilets, showers, sinks, ceramic tile, and similar bathroom surfaces. All surfaces shall be clean, sanitary, and free of residue.

Clean and disinfect all bathroom fixtures, including faucets, sinks, toilets, bathtubs, shower enclosures, handles, and knobs fixtures shall be clean, sanitary, and operable.

Clean all cabinets, drawers, shelving, and hinges. All interior and exterior surfaces shall be free of dirt, grease, and debris.

Remove all existing caulk from bathtubs, showers, sinks, and toilet bases. Apply new, watertight caulking to ensure a clean, sanitary, and sealed finish.

Strip and refinish all applicable flooring surfaces in accordance with manufacturer requirements, ensuring floors are clean, smooth, and free of finish buildup.

Clean VT (vinyl tile) flooring and apply the appropriate no-wax finish as recommended by the manufacturer. Surfaces shall be uniform in appearance and free of soil and residue.

Strip (vinyl tile) flooring using a floor buffer and approved stripping solution. Floors shall be properly prepared for refinishing and free of old finish, wax buildup, and debris.

Clean all corners and edges, including areas under and around heat registers, vents, and other recessed or hard-to-reach locations. Surfaces shall be free of dust, lint, and debris.

Clean all baseboards and cover base throughout the unit. Surfaces shall be free of dirt, scuff marks, and buildup, and left in a clean and sanitary condition.

Clean all interior and exterior light fixtures, light shades, globes and switch plates and switches. Fixtures shall be free of fingerprints, marks, dust and insects.

Clean all windows, doors, frames, and seals, including front and back storm doors, as well as all handles and knobs.

Remove all obsolete or abandoned hardware associated with previous blinds and shades. Repair any resulting damage to surfaces.

Clean all blinds thoroughly and replace any that are damaged or no longer functional.

Clean exterior surfaces of the stove using a degreasing soap or all-purpose cleaner
Apply degreaser or all-purpose cleaner to all knobs and handles and clean thoroughly.

Clean the interior of the oven, including the oven door interior, broiler compartment, and oven cavity, using an appropriate oven cleaner.

Remove and clean drip pans and vent filters; replace any items that cannot be adequately cleaned.

Clean the range hood and backsplash to remove grease, dirt, and residue. For gas ranges, clean all burner pilot openings and ports to ensure proper ignition and operation of burners.

Kitchen walls shall be thoroughly cleaned to remove all smoke and grease build up prior to painting. The area behind the range must also be cleaned and properly prepared to ensure adequate surface adhesion and a durable paint finish.

Contractor shall defrost and clean the exterior & interior of the refrigerator. Clean refrigerator using an all-purpose cleaner or any other cleaner that does not harm coating or gaskets. Clean excess dust from bottom and rear coils of refrigerator.

Clean all cabinets, including exterior and interior surfaces, ensuring they are free of debris, dirt, and residue. Clean and sanitize all sinks and countertops. Verify that all cabinets, drawers, and hinges are thoroughly cleaned, properly functioning, and in good condition.

All sinks shall be equipped with a properly sized and correctly installed stopper or strainer designed for the specific sink type.

Clean the exterior surface of the water heater. If replacement is required, notify an Agency designee immediately.

Drains and Waste Lines

All drains shall be open and free flowing. Waste lines shall be inspected to ensure there are no leaks or defects.

Windows and Screens

All windows shall be fully operable, including the ability to open, close, remain open via balancers, and lock securely. Windows shall be in good condition; any broken, cracked, or otherwise damaged windows shall be replaced

All window screens

Shall be in good condition Damaged screens, including those with bent frames, tears, holes, or missing components, shall be replaced

Blinds

All blinds shall be cleaned, fully operable, and maintained in good condition. If cleaning or repairing is not cost-effective or does not restore proper function, the blinds shall be replaced.

Doors

All doors (interior, exterior, closet, and cabinet) shall open and close properly and be complete with all required hardware, with no missing or inoperable components.

Repair or replace wheels, tracks, hinges, hardware, doorknobs, and related components as necessary to ensure all doors operate smoothly and function as intended.

Exterior doors shall be cleaned on both interior and exterior surfaces and painted as needed. Interior doors shall be cleaned and painted as required.

Inspect all exterior door sweeps and weather stripping and repair or replace as needed. Ensure all doors are properly sealed so that no daylight is visible around door frames or beneath doors.

Install door stops throughout the unit; round-style door stops are preferred.

Damaged or broken doors shall be replaced. A door is considered damaged when it exhibits conditions such as peeling veneer, excessive holes, cracks, or other defects that render it beyond economical repair. When there is uncertainty regarding repair versus replacement, the IHA designee shall make the final determination.

Electric Fixtures/ Lighting Fixtures/Outlets/ Cover plates

All light fixtures shall be fully operational and equipped with the appropriate globe or light shade. All receptacles shall be in proper working condition.

The Contractor shall test and inspect all light switches and receptacles to ensure proper operation and acceptable condition. Any damaged, missing, or inoperable switches or receptacles shall be repaired or replaced as necessary

All electrical outlets shall be tested to confirm proper function and shall be repaired or replaced if found to be nonfunctioning

All cover plates shall be removed prior to painting the unit. After painting it is complete and all surfaces are dry, the contractor shall clean and reinstall all cover plates.

Smoke Alarms/Carbon Monoxide Detectors

All smoke alarms and carbon monoxide (CO) detectors shall be properly installed, fully operational, and compliant with applicable codes

All existing smoke and CO detectors shall be replaced with 10-year-sealed battery-operated smoke detector.

Where hardwired smoke detectors are not currently installed, new electrical wiring shall be provided and installed in accordance with code requirements to support hardwired smoke detector systems in all required locations

Carbon monoxide detectors shall be installed in all areas containing fuel-burning appliances or equipment. Combination smoke and carbon monoxide detectors may be used where appropriate and in compliance with applicable codes and standards.

All detectors shall be installed in accordance with manufacturer instructions and applicable codes and shall be located no closer than 6 inches from any wall or ceiling obstruction or edge, unless otherwise specified by code.

Floors

The Contractor shall inspect all bathroom floors to ensure they are structurally sound. Any floor determined to be unsafe, deteriorated, or otherwise compromised shall be repaired or replaced by the Contractor as necessary to restore safe and serviceable conditions.

All potential trip hazards must be eliminated. Damaged or missing baseboards, cove base, or toe strips shall be replaced as needed to restore a safe and finished condition.

Any additional costs related to excessive or unforeseen damage identified beyond the initial unit inspection must receive prior approval from the IHA designee. This requirement shall not impact on the established unit turnover timeline without prior authorization from the Senior Maintenance Supervisor or VP of Property Management & Maintenance Operations.

Ceramic Tile/ Tub and Shower Surrounds / Bathrooms

Replace any damaged drywall and moisture-resistant board and install new backer board behind tile as required.

Replace any damaged or permanently stained tub and shower surrounds.

Tubs with damaged or permanently stained ceramic coatings shall be professionally reglazed using an owner-approved product and shall include a minimum three (3) year warranty.

Replace any loose, broken, or missing wall tile, including grout and caulking.

Install wall-mounted soap and bath towel holders in the tub/shower area.

Each bathroom should include the following accessories: soap dish, toothbrush holder, two (2) 24-inch towel bars, and a recessed toilet tissue holder.

All bathrooms must have a properly functioning exhaust fan with integrated light fixture located over the mirror and sink area. Install a flat mirror over each vanity.

Water Heater

In units where applicable, inspect the water heater to ensure it is operating safely and venting properly. Any deficiencies shall be promptly reported to the Senior Maintenance Supervisor. Water heaters shall match the existing unit size, and all replacements shall be high-efficiency models.

Furnaces/Air Conditioners (HVAC)

Verify that all HVAC systems are fully operational, including proper thermostat function.

Perform a preventative maintenance program on each system, including vacuuming the furnace and cleaning both interior and exterior coils.

Replace the furnace filter at the beginning and upon completion of all renovation work to prevent construction debris from entering the ductwork.

Vacuum any excess dust and inspect all vents for buildup. Report any issues with the furnace or air conditioning system immediately to the Senior Maintenance Supervisor.

Stove

- All burners should work, including the oven
- All knobs should be attached and working
- Range should have all its hardware
- Gaskets should seal properly

Refrigerator

Refrigerators shall be fully operational, with all components, parts, and hardware intact and functioning properly. Door gaskets shall be properly sealed to ensure an airtight closure.

Range Hood

Range hood should be fully operational and equipped with a functional fan and lighting system. All associated components and hardware, including but not limited to filters, control knobs, and light bulbs, shall be present, properly installed, and in working condition. Existing painted range hoods shall not be repaired; the contractor shall remove and replace them with new stainless-steel range

hoods. Where the unit is designed for exterior venting, the new range hood shall be properly ducted to exhaust air to the exterior in accordance with applicable code requirements.

The contractor shall install an appropriately sized stainless-steel backsplash extending between the top of the cooking range and the underside of the range hood. Range hood filters that are damaged or cannot be adequately cleaned shall be replaced with new filters. In addition, the contractor shall install two fire stops, or approved equal, within the range hood assembly to enhance fire safety compliance.

Closets

Ensure all closet rods/poles and shelving are properly installed and securely fastened.

Closets shall be thoroughly cleaned and free of all debris, dust, and residue.

Closet doors shall be fully operational; any doors that are damaged, missing, or nonfunctional shall be repaired or replaced as needed.

Caulking

Caulk where needed on counter tops, window frames, door frames, kitchen cabinets.

Finishing the Perimeter

Finish the perimeter of the unit by sealing it, prepare the unit for painting, and complete painting all rooms in the unit. Special considerations for finishing the perimeter include:

Pest Control Management

Integrated Pest Management (IPM) practices shall be followed at all times. The Contractor shall assist the Agency with scheduling pest control-related work or treatment activities. Treatment to be performed by others.

Apply caulking as follows:

Caulk all baseboards, trim, and door jambs. Seal all gaps at kitchen cabinets, cabinet trim, and where cabinets meet the floor. Ensure all loose materials are secured to eliminate potential pest harborage areas.

Use clear silicone caulk inside all cabinets and drawers, and at all joints where cove base or baseboard meets the floor.

Use paintable caulking at all locations where cabinets meet walls, and where cove base or baseboard meets walls. All caulking shall be color-matched to adjacent surfaces for a uniform appearance.

Luan board or similar backing material

Expanding foam (must be fully cured, then trimmed or sanded flush)

Appropriate wood trim or framing materials

Heat tape may be used where applicable (e.g., range hoods or similar installations) in accordance with manufacturer specifications.

Requirements for Painting, Preparation, and Finishing

All surfaces shall be properly prepared prior to the application of any paint or coating. Preparation work shall include cleaning, sanding, scraping, patching, caulking, and the removal of all loose, peeling, or otherwise defective materials to ensure a sound and uniform surface. Any holes, cracks, or surface imperfections shall be repaired using approved materials and methods appropriate to the substrate.

Surfaces shall be free of dust, grease, mildew, rust, and any contaminants that may affect adhesion. All adjacent surfaces not intended to be painted shall be adequately protected to prevent damage or overspray.

Priming shall be applied as required to ensure proper adhesion, uniform appearance, and compliance with manufacturer recommendations, particularly on new, repaired, or previously uncoated surfaces.

Paint materials shall be applied in a workmanlike manner using approved application methods, including brush, roller, or spray, as appropriate for the surface and environment. The finished work shall be smooth, uniform in color and sheen, free from runs, drips, sags, lap marks, and other visible defects.

All coatings shall be applied in accordance with manufacturer specifications regarding coverage rates, drying times, environmental conditions, and recommended number of coats. Additional coats shall be applied as necessary to achieve full coverage and a consistent finish.

Upon completion, all painted areas shall be inspected to ensure proper coverage, adhesion, and overall quality. Any deficiencies shall be corrected prior to final acceptance of the work.

Painting/ Drywall

All painted surfaces shall be repainted to achieve a uniform, consistent finish and shall be free of runs, drips, and other defects. All work shall be performed in accordance with the manufacturer's recommendations. The Contractor shall, at their own expense, correct any work that is not accepted by the Agency designee.

Contractor shall scrape all flaking and/or loose paint from ceilings, walls, trim, interior and exterior doors, and exterior windowsills. Where chipped paint is present, affected areas shall be sanded using appropriate grades of sandpaper to feather the edges, ensuring a smooth surface for painting and helping to prevent future peeling or chipping.

Contractors shall perform surface preparation on all walls and other surfaces throughout the unit requiring painting. All surfaces shall be properly cleaned, repaired as necessary, and prepared to ensure a uniform condition consistent with existing surfaces to allow proper paint adhesion. The Contractor shall complete all painting in accordance with the terms of this proposal and the scope of work.

All nails, screws, brackets, debris, and similar materials shall be removed. All holes in walls, ceilings, doors, trim, and other surfaces, as well as any cracks, shall be properly filled, floated, or caulked flush with the surrounding surface. Finished repairs shall match the existing adjacent surfaces in texture and appearance.

All doors and window trims shall be painted. Do not paint damaged or broken doors. Any broken doors must be replaced. Doors include, but are not limited to, interior doors, exterior doors, and screen doors.

Contractor shall not paint electrical boxes, breaker boxes, or cover plates unless they were previously painted. Do not paint them shut. Always use appropriate drop cloths to protect surrounding surfaces.

The Contractor shall clean all painting equipment and wall repair tools only at approved cleaning locations. Cleaning of paint equipment within occupied or vacant units is strictly prohibited. All drains shall be adequately protected during cleaning and material handling to prevent clogging. Paint, solvents, and related materials shall not be disposed of in trash chutes, sanitary drains, or any other non-approved waste disposal areas. All waste materials shall be disposed of in accordance with applicable environmental regulations and Agency requirements.

Plumbing

Remove and replace toilets, sinks, faucets, drains, supply valves, diverters or other plumbing fixtures and piping as identified by Agency designee.

Electrical

Remove and replace electrical fixtures, cover plates, and devices as directed. Work may include selective installation of new distribution panels, breakers, circuits and wiring.

Security | Identification

Security | Identification. The Contractor shall provide identification badges and uniforms for all employees working on Agency properties. No contractor employee shall be permitted on Agency properties without an official ID badge and approved uniform. Upon request, the Contractor shall submit a sample of the ID badge to the Agency for review prior to contract execution. The Contractor shall notify the Agency of any personnel changes as they occur and prior to any new personnel beginning work for the Agency.

Contractors will be issued no more than two (2) keys and/or access badges for entry to Agency properties. The Contractor shall be solely responsible for the safeguarding and proper use of all Agency property issued for contractor use.

At the end of each workday, the Contractor shall ensure that all Agency facilities, property, and materials are properly secured and accounted for. The Contractor shall establish and maintain effective controls to prevent loss, misplacement, or unauthorized use of any issued keys. Under no circumstances shall issue keys be duplicated or used by unauthorized individuals.

General Requirements – First Day of Work

If the Agency engages the Contractor after 12:00 noon, and the Contractor accepts the assignment, the Contractor shall pick up the key no later than 12:00 noon on the next calendar day following the initial notification from the Agency designee. The day following the call and acceptance shall be considered the first day of work for purposes of calculating the required completion timeframe, regardless of the actual time the key is picked up. This requirement applies inclusive of weekends and holidays.

If additional services are required due to excessive damage that was not apparent during the initial inspection, the Agency designee shall be notified immediately.

Quality Control and Inspection

Upon completion of rehabilitating the unit the Contractor shall:

Ensure all work has been completed in accordance with the scope of work and contract requirements;
Remove all tools, equipment, construction debris, and excess materials from the unit and surrounding work areas;

Perform a thorough final cleaning of all affected areas, leaving the unit in a clean, safe, and move-in ready condition;

Verify that all systems, fixtures, and installed components are fully operational and functioning as intended;

Repair or correct, at the Contractor's expense, any deficiencies or incomplete work identified by the Agency designee;

Unit Rehab is Complete & Ready for Inspection

Upon completion of all work, the Contractor shall secure all doors, windows, and other access points. The Agency designee must then be notified that the unit is ready for final inspection and approval.

The Contractor shall complete and sign the Contractor's Quality Control Certification form and submit it to the IHA designee. Once the unit is ready for inspection, the Contractor shall notify the Agency designee by email and mobile phone. Following the inspection, if corrections are necessary, the Agency designee will return the punch list to the Contractor identifying any unsatisfactory or incomplete work that must be corrected.

After all punch list items have been completed, the Contractor shall again notify the Agency designee by email confirming that the property is ready for re-inspection. Inspections shall be scheduled no later than 3:00 PM once the Contractor has completed all punch list items and the unit is ready for review by Senior Maintenance.

The Senior Maintenance Supervisor will verify all work-related tasks have been completed and the unit is ready for move-in.



The Contractor shall not invoice the Agency until the punch list has been fully completed and approved by the Senior Maintenance Supervisor. Upon completion, inspection, and approval of the unit, the Contractor shall immediately return all issued keys.

Keys issued by the Agency to the Contractor shall not be duplicated. In the event keys are lost by the Contractor, the Agency will replace the affected lock(s), and the Contractor shall be responsible for all associated costs associated with the lock replacement.

The Contractor shall use reasonable care to clearly identify all work areas that may pose a risk to the health and safety of residents, guests, or any other persons. The Contractor shall, at its own expense, provide all necessary signage, markers, and barricades required to identify work areas and minimize potential hazards.

Conserve Utilities

The Contractor shall practice utility conservation in all the IHA facilities.

The Contractor shall be responsible for operating under conditions, which preclude the waste of utilities, which shall include:

- Lights shall be used only in areas where and when work is being performed
- Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the Contractor or by Contractor employees
- Water faucets or valves shall be turned off after the required usage has been accomplished

End - Scope of Work

Labor Charges

Projects involving construction, alteration, or rehabilitation (including painting and decorating) over \$2,000 are subject to federal Davis-Bacon and related Acts (DBRA). See attached Davis-Bacon decisions for reference. All other Maintenance Wage Rate Determinations are subject to approval from HUD Labor Relations and are subject to periodic change. Wage rates are updated periodically and will become immediately enforceable upon issuance throughout the term of this contract.

The awarded vendor is responsible for ensuring all workers performing services under this contract are compensated at or above the HUD approved minimum rate with fringes or cash equivalent. The vendor responding to this proposal must provide the percentage mark-up on wage rates they will charge the Agency if awarded.

Qualified Staff

The Contractor shall have work crews, qualified with training and experience, and licensed to perform the work required the contractor shall have adequate staff to ensure rehabilitated units are finished to include punch list items within 3-5 days of the Task Order. If there is a change in the level of staff as

listed in the proposal, Contractor shall notify the Agency designee immediately. The Contractor may subcontract all or a portion of the work. All subcontracted vendors are subject to approval by the Agency prior to commencing work. Disbarred or banned subcontractors or workers will not be permitted to perform work or enter the property without prior approval.

Background Checks

Contractor shall perform criminal history checks and drug screening tests for all prospective employees performing work under this (RFP) and any resulting contract and provide summaries of the results to the Agency if requested.

Warranty

The contractor shall provide a 12-month warranty on all labor and workmanship. The contractor must submit a separate invoice for each Task Order.

Invoices

Contractor shall not perform any services without a Task Order.

All invoices must include a valid Task Order number. Each invoice must include supporting documentation for all charges including receipts for materials and supplies.

Invoices shall not be backdated; the date on the invoice shall match the date the invoice is submitted to the Agency or the date the invoice is mailed.

Invoices shall be emailed to the Agency's Accounts Payable Department at ap@indyhousing.org

Submission Requirements

To be considered a qualified contractor, each proposer shall respond in accordance with the following requirements:

HUD & IHA forms are located at www.indyhousing.org
Select IHA Procurement/Bids/RFPs
Select Procurement Forms & Documents HUD & IHA Forms

- HUD-5369 Instructions to Bidders for Contracts Public and Indian Housing Programs
- HUD-5369-A: Representations, Certifications, and Other Statements of Bidders
(Public and Indian Housing)
- HUD-5369-B Instructions to Offerors, Non-Construction
- HUD-5369-C Certification of Offerors, Non-Construction Contract
- HUD-5370-C General Conditions for Non-Construction Contracts Section I
(With or without Maintenance Work)
- Certificate of Non-Organizational Conflict of Interest
- Certificate of Non-Segregated Facilities

- Non-Collusive | Non-Identity of Interest Affidavit
- Conflict of Interest Disclosure Certification – Indianapolis Housing Agency
- Section 3 Contractor Initial Response Form
- E-Verify Compliance Affidavit
- Certificate of Insurance (Contractor provides)
- MBE/WBE/VBE/DBE Certification (where applicable) – Goods/Services
- Three References (Include business entity, address, contact name, business telephone and email)

IHA has set the following conditions:

A fully executed contract will be required between Contractor & Indianapolis Housing Agency or InSight Development. The Agency will enter into a contract for a term of one (1) year, with the option to renew for up to four (4) additional one (1) year terms, unless otherwise determined by the Agency and mutually agreed upon by the Contractor, for the rehabilitation of vacant units Agency-wide for the Agency.

The Agency reserves the right to reject all proposals, and to waive any minor informality and/or irregularities in the RFP process.

The Agency shall be the sole judge of any minor informalities and/or irregularities.

A late submission does not constitute a minor informality or irregularity.

IHA or InSight assumes no liability for any costs incurred by responders in the preparation and delivery of a proposal in response to this (RFP), or attendance of any subsequent meetings relative to responding to this (RFP).

The responder shall provide proof of current insurance to include, but not limited to, general liability, errors and omissions, vehicular liability and workers' compensation. **List & Include Indianapolis Housing Agency or InSight Development Corporation as Certificate Holder and Additional Insured.** (Sample Certificate of Insurance) is included.

Proposal Format & Content Requirements

The Agency intends to retain the successful offeror pursuant to a “Best Value” basis, not a “Lowest Bid” basis — i.e., the Agency will consider factors in addition to cost in making the award decision. All proposals submitted in response to this RFP shall be organized in accordance with the sequence and requirements provided below. Any proposal that fails to include the required items may be deemed non-responsive and may not be considered for evaluation.

Evaluation Criteria & Award Process

The Agency intends to award a single contract resulting from this RFP between IHA and the Contractor and a single contract between InSight Development and the Contractor to the responsible offeror whose

proposal conforms to the solicitation and is most advantageous to the Agency, price and other factors considered. The Agency reserves the right to make multiple awards, no awards, or to award based on the initial proposals without negotiation. Weighted Technical and Price Scoring proposals passing will be evaluated by an Evaluation Committee on the following weighted factors. Maximum total points: 100.

#	Evaluation Factor and Sub-Factors	Points	Notes
1	Firms Experience with affordable housing or facilities maintenance and operations • Experience with residential real estate operations • Experience with HUD or similar federally funded projects • Experience with project management, staffing, and subcontracting to provide services similar to what is requested	40	More points will be awarded for affordable housing property management experience
2	Staffing Plan • Ability to provide staffing and/or subcontract with firms to perform the requested services • Ability to manage assignments to meet the needs of the Agency	20	Identify proposed subcontractors if any.
3	Resources • Demonstrated ability to acquire and deliver materials and supplies in a timely manner as requested through this proposal • Demonstrated experience with property management material and supply logistics.	10	Vendors are not required to be local, but they must demonstrate the ability to deliver goods and services.
4	Past Performance & References • Quality of past-performance references (responsiveness, scope similarity) • Quality of project experience demonstrates the ability to perform the services requested	10	Provide three references
5	Price / Fees • Labor mark-up • Material and supply mark-up	10	

#	Evaluation Factor and Sub-Factors	Points	Notes
6	Section 3 & MBE-WBE-VBE-DOBE Participation - Section 3 worker labor-hour commitments per 24 CFR §75.19 - MBE/WBE/VBE/DOBE participation (prime or sub)	10	Per IHA policy
TOTAL		100	

ATTACHMENT A

PRICE SCHEDULE

Include Fee Tab Sheet with RFP

Firm Submitting Proposal: _____

Representative's Name: _____

Representative's Contact Information:

Email Address: _____

Cellular Telephone Number _____

The following sample illustrates the required format and fees to be provided. Offerors shall write in their fees or provide the same in an alternate format. Additional charges may be provided as determined by the Offeror.

Material Charges - Please indicate the percentage mark-up that will be charged for each type of material. Please note, this assumes the materials will be purchased by the awarded vendor and delivered to the IHA or InSight property.		
	Material and supplies (all items to be property of IHA or InSight after purchase)	OH & P Mark-up (%)
Example	Cleaning products (soaps, polish, wax, etc.)	15.00%
1	Cleaning products (soaps, polish, wax, etc.)	
2	Cleaning supplies (mops, trash bags, towels, etc.)	

3	Equipment / Hand tools (carts, buckets, shovels, etc.)	
4	Flooring	
5	Doors	
6	Cabinets	
7	Electrical fixtures	
8	Plumbing Fixtures	
9	Paint supplies	

Labor Charges - Projects involving construction, alteration, or rehabilitation (including painting and decorating) over \$2,000 are subject to federal Davis-Bacon and related Acts (DBRA). See attached Davis-Bacon decisions for reference. All other Maintenance Wage Rate Determinations are subject to approval from HUD Labor Relations and are subject to periodic change.

	Job Title	Job description	OH & P Mark-up per hour (in addition to the HUD approved wage rate and fringe paid to the awarded vendor)
1	Custodian	Cleaning of floors, walls, cabinets, windows, appliances, and other residential dwelling fixtures. Debris and trash removal, which may include furniture.	
2	Painter	The use of brushes, rollers, scrappers and other hand tools to apply primer or paint to residential dwelling surfaces. Removal and reinstallation of switch and outlet cover plates to be included. Applying and removing tape. Removing excess paint as needed. Caulking	
3	Drywall Finishing	Application of spackle, joint compound, caulk, and other sheetrock (drywall) finishing materials on walls and ceilings to make ready for paint. Work may include minor removal and installation of drywall to patch and repair damaged areas. Finishing may include sanding.	
4	Carpenter	Use of small hand tools and power equipment to remove and install doors, cabinets, light framing, or finish millwork to make ready for paint, caulk or cleaning.	

5	Plumber	Use of small tools and power equipment to clear drains, install plumbing or waste lines, install fixtures including faucets, toilets, showers, or garbage disposals.	
6	Electrician	Use of small hand tools to remove and install electrical fixtures and devices. May include Panel replacement or removal and replacement of residential dwelling wiring.	
7	Vinyl Floor Installer	Removal and replacement of vinyl flooring in residential dwellings. Work will include preparation of flooring surfaces which may include leveling or installing luan or other flooring related materials. Work may also include vinyl cover base installation.	
8	Ceramic Tiler	Work will primarily include the removal, repair or replacement of ceramic tiles in bathroom floors or shower surrounds.	
9	Laborer	Material handler, debris removal, light demolition to support finishing work performed by others.	
10	Landscaper	Snow removal, grass cutting, edging, pruning, raking, etc. Work may include gas or electric powered tools and hand tools. Work will not include working on a ladder greater than 6' above the ground.	
11	Roofer	Removal and installation of asphalt shingle roofing. Most work will be small repairs, but work may include removal and replacement of shingled roof on a 1- or 2-story residential dwelling. Work may also include removal of debris in gutters, securing of existing gutters.	
12	Vinyl Siding or Gutters	Minor repair to vinyl siding, commonly on roof dormers. Replacement of gutters and downspouts on 1- or 2-story residential dwellings.	



ATTACHMENT B

INDIANAPOLIS HOUSING AGENCY COMMUNITIES

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

John J Barton Annex
501 N. East Street
Indianapolis, IN 46204

Concord Eagle Creek Homes
3125 Concord Ct.
Indianapolis, IN 46222

INSIGHT DEVELOPMENT COMMUNITIES

Indiana Avenue Apartments
825 Indiana Avenue
Indianapolis IN 46202

The Martindale
3102 Baltimore Avenue
Indianapolis IN 46218

Lugar Tower
901 Fort Wayne Avenue
Indianapolis IN 46202

The Braxton at Lugar
911 Fort Wayne Avenue
Indianapolis IN 46202

The Georgetown
3621 Bunker Hill Drive
Indianapolis IN 46205



ATTACHMENT C

CONTRACTOR SECTION 3 INITIAL RESPONSE FORM

Contractor Section 3 Initial Response Form

Failure to complete this document may lead to disqualification from the review process.

Date	
Company Name/Contractor	
Contact Person	
Street Address	
City, State & Zip Code	
Telephone	
Business Web Address	

Section 3 Commitment

Section 3 program requires recipients of HUD funding to direct employment, training, and contracting opportunities to low-income individuals and the businesses that employ these persons within their community. Section 3 is a provision of the HUD Act of 1968 and is found at 12 U.S.C. 1701u. The regulations are found at 24 CFR Part 75.

Per this statutory language, recipients of HUD funds (i.e. grantees and contractors) ensure that "to the greatest extent feasible," when certain HUD funds are used to assist housing and community development projects, preference for construction-related training, jobs, and contracting opportunities go to low- and very low-income people and to businesses that are owned by low- and very-low-income persons or businesses that hire them. These opportunities are both sex and race neutral.

Select (1) Option

☐	Direct employment of qualified candidates
☐	Company/Contract will partner with a Section 3 business

Go to **HUD EXCHANGE Section 3** for further information [Section 3 - HUD Exchange](#)

Before a contract is awarded IHA procurement staff will develop Company/Contract Section 3 plan. Section 3 Plan will be included with the contract and related agreements before the contract is executed.

Section 3 Business Concern Certification for Contracting (Sample Form)

About this Tool



Description: Businesses seeking a preference in contracting on applicable Section 3 projects may qualify as a Section 3 business concern if they meet the following criteria: At least 51 percent of the business is owned and controlled by low- or very low-income persons, or at least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing, or over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.

This tool is designed to help grantees and their subrecipients, contractors, and subcontractors comply with the Section 3 requirements and achieve the Section 3 goals. It is intended to be a sample form to help grantees certify and track Section 3 business concerns seeking a preference in contracting.

How to Adapt this Document: This document is intended to be used as a reference tool to help grantees certify Section 3 business concerns and provide the appropriate records to support the business' Section 3 status claims. Grantees are encouraged to adapt the form to fit the resources within their individual communities and to meet the needs of their program.

Source of Document: This document was developed by consultants affiliated with the consulting firm ICF.

Disclaimer: The following is a sample Section 3 Business Concern Certification form that PHAs or Community Development Offices may wish to use to begin developing their own form. They may work with their legal counsels to ensure it meets all local and state laws.

This resource will be part of a Section 3 Toolkit coming Fall of 2021. It will be hosted on the HUD Exchange at <https://www.hudexchange.info/>.

Updated as of: December 20, 2021



Business Concern Affirmation

I affirm that the above statements (on the frontside of this form) are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to [insert name of recipient/grantee] may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: _____

Signature: _____ Date: _____

*Certification expires within six months of the date of signature

Information regarding Section 3 Business Concerns can be found at 24 CFR 75.5

FOR ADMINISTRATIVE USE ONLY

Is the business a Section 3 business concern based upon their certification?
☐ YES ☐ NO

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.

(backside)



ATTACHMENT D



REQUEST FOR PROPOSAL (RFP)

AGENCY-WIDE VACANT UNIT REHABILITATION SERVICES

**DAVIS BACON WAGE RATES
RESIDENTIAL GENERAL DECISION NUMBER:
IN20260048**

RETURN WITH RFP SUBMISSION

"General Decision Number: IN20260048 05/18/2026"

State: Indiana

Construction Types: Residential

Counties: Indiana Counties of
Boone, Brown, Hancock, Hendricks,
Johnson, Marion, Morgan, Putnam and
Shelby

RESIDENTIAL CONSTRUCTION PROJECTS (consisting of single family homes and apartments up
to and including 4 stories)

Modification Number	Publication Date
0	01/02/2026
1	05/18/2026

ENGI0103-004 04/01/2022

	Rates	Fringes
POWER EQUIPMENT OPERATOR: BACKHOE/EXCAVATOR/TRACKHOE.....	\$ 40.15	19.25

ENGI0150-050 05/01/2021

	Rates	Fringes
POWER EQUIPMENT OPERATOR: LOADER.....	\$ 42.15	37.20
POWER EQUIPMENT OPERATOR: BULLDOZER.....	\$ 42.15	36.05
POWER EQUIPMENT OPERATOR: BOBCAT/SKID STEER/SKID LOADER.....	\$ 42.15	37.20

ENGI0150-052 06/01/2025

	Rates	Fringes
POWER EQUIPMENT OPERATOR: ROLLER.....	\$ 34.80	38.65
POWER EQUIPMENT OPERATOR: GRADER/BLADE.....	\$ 36.15	38.65

LAB00081-006 04/01/2022

	Rates	Fringes
LABORER: PIPELAYER.....	\$ 31.74	23.63

PLUM0136-013 04/01/2025

	Rates	Fringes
PLUMBER.....	\$ 34.01	14.00

SUIN2023-008 05/17/2023

	Rates	Fringes
ROOFER.....	\$ 27.22	14.47
LABORER: COMMON OR GENERAL.....	\$ 21.27	11.80
ELECTRICIAN.....	\$ 27.31	8.18
CARPENTER.....	\$ 23.40	11.39
BRICKLAYER.....	\$ 26.27	4.31

UAVGIN0010 01/17/2024

	Rates	Fringes
SHEET METAL WORKER.....	\$ 41.86	28.82

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Note: Executive Order 13658 generally applies to contracts subject to the Davis-Bacon Act that were awarded on or between January 1, 2015 and January 29, 2022, and that have not been renewed or extended on or after January 30, 2022. Executive Order 13658 does not apply to contracts subject only to the Davis-Bacon Related Acts regardless of when they were awarded. If a contract is subject to Executive Order 13658, the contractor must pay all covered workers at least \$13.65 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract from May 11, 2026, through December 31, 2026. The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under Executive Order 13658 is available at www.dol.gov/whd/govcontracts.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (iii)).

The body of each wage determination lists the classifications and wage rates that have been found to be prevailing for the type(s) of construction and geographic area covered by the wage determination. The classifications are listed in alphabetical order under rate identifiers indicating whether the particular rate is a union rate (current union negotiated rate), a survey rate, a weighted union average rate, a state adopted rate, or a supplemental classification rate.

Union Rate Identifiers

A four-letter identifier beginning with characters other than **◆SU◆**, **◆UAVG◆**, **◆SA◆**, or **◆SC◆** denotes that a union rate was prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2024. PLUM is an identifier of the union whose collectively bargained rate prevailed in the survey for

this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. The date, 07/01/2024 in the example, is the effective date of the most current negotiated rate.

Union prevailing wage rates are updated to reflect all changes over time that are reported to WHD in the rates in the collective bargaining agreement (CBA) governing the classification.

Union Average Rate Identifiers

The UAVG identifier indicates that no single rate prevailed for those classifications, but that 100% of the data reported for the classifications reflected union rates. EXAMPLE:

UAVG-OH-0010 01/01/2024. UAVG indicates that the rate is a weighted union average rate. OH indicates the State of Ohio. The next number, 0010 in the example, is an internal number used in producing the wage determination. The date, 01/01/2024 in the example, indicates the date the wage determination was updated to reflect the most current union average rate.

A UAVG rate will be updated once a year, usually in January, to reflect a weighted average of the current rates in the collective bargaining agreements on which the rate is based.

Survey Rate Identifiers

The SU identifier indicates that either a single non-union rate prevailed (as defined in 29 CFR 1.2) for this classification in the survey or that the rate was derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As a weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SUFL2022-007 6/27/2024. SU indicates the rate is a single non-union prevailing rate or a weighted average of survey data for that classification. FL indicates the State of Florida. 2022 is the year of the survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 6/27/2024 in the example, indicates the survey completion date for the classifications and rates under that identifier.

SU wage rates typically remain in effect until a new survey is conducted. However, the Wage and Hour Division (WHD) has the discretion to update such rates under 29 CFR 1.6(c)(1).

State Adopted Rate Identifiers

The SA identifier indicates that the classifications and prevailing wage rates set by a state (or local) government were adopted under 29 C.F.R 1.3(g)-(h). Example: SAME2023-007 01/03/2024. SA reflects that the rates are state adopted. ME refers to the State of Maine. 2023 is the year during which the state completed the survey on which the listed classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 01/03/2024 in the example, reflects the date on which the classifications and rates under the SA identifier took effect under state law in the state from which the rates were adopted.

WAGE DETERMINATION APPEALS PROCESS

1) Has there been an initial decision in the matter? This can be:

- a) a survey underlying a wage determination
- b) an existing published wage determination
- c) an initial WHD letter setting forth a position on a wage determination matter
- d) an initial conformance (additional classification and rate) determination

On survey related matters, initial contact, including requests for summaries of surveys, should be directed to the WHD Branch of Wage Surveys. Requests can be submitted via email to davisbaconinfo@dol.gov or by mail to:

Branch of Wage Surveys
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

Regarding any other wage determination matter such as conformance decisions, requests for initial decisions should be directed to the WHD Branch of Construction Wage Determinations. Requests can be submitted via email to BCWD-Office@dol.gov or by mail to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2) If an initial decision has been issued, then any interested party (those affected by the action) that disagrees with the decision can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Requests for review and reconsideration can be submitted via email to dba.reconsideration@dol.gov or by mail to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210.

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END OF GENERAL DECISION