



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

LAWN MOWING SERVICES

RFP No. 252026

Date Issued: Thursday, March 26, 2026

Response Deadline: Wednesday, April 15, 2026 at 2:00 p.m. EDT

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

Indianapolis, Indiana 46202-1303

As described in the solicitation

or

via email to jbrown@indyhousing.org

Responses must clearly indicate the name of the project, "**RFP LAWN MOWING InSight Development Corporation**" 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. (EDT), Wednesday, April 15, 2026**; or via hard copy delivered to the IHA Procurement Manager by **2:00 p.m. (EDT), Wednesday, April 15, 2026**.

**YVONDA A. BEAN
CHIEF EXECUTIVE OFFICER**



<u>Pre-Submission Meeting</u> Date and Time:	Not applicable
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Pre-Submission Meeting Location: **Not applicable**

<u>Project Deadlines</u> Quote Submission Deadline:	Wednesday, April 15, 2026, at 2:00 p.m. EDT
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<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 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
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SECTION I INTRODUCTION

Purpose

InSight Development Corporation (IDC (IHA) is soliciting proposals from qualified and experienced contractors to provide professional lawn mowing and related grounds maintenance services at multiple community sites owned and managed by InSight Development Corporation (IDC) is committed to maintaining its communities in a clean, safe, and well-maintained condition for residents, staff, and visitors. Routine lawn mowing and landscaping services are essential to preserving curb appeal, preventing overgrowth, and ensuring compliance with local property maintenance standards. Through this solicitation, IHA seeks to engage a contractor who demonstrates reliability, attention to detail, and the capacity to service multiple sites in an efficient and professional manner.

Background

InSight Development Corporation (IDC) is the nonprofit development arm of the Indianapolis Housing Agency (IHA). In partnership with state and local governments, community organizations, and private sector entities, (IDC) has demonstrated the capacity to successfully execute strategic and complex affordable housing development initiatives. (IDC) possesses extensive experience in securing and structuring mixed-source financing to support the development, rehabilitation, and ongoing operation of public and affordable housing. Consistent with the Housing and Urban Development (HUD) requirements, IDC promotes and encourages participation from small businesses, minority-owned businesses, women-owned businesses, and Section 3 business concerns, in accordance with Section 3 of the Housing and Urban Development (HUD).



SECTION II

**ATTACHMENT A
GENERAL REQUIREMENTS SCOPE OF SERVICES**

1. The Contractor shall provide all labor, supervision, equipment, tools, transportation, materials, and incidentals necessary to perform lawn mowing and related grounds maintenance services at locations designated by InSight Development Corporation (IDC). Prior to lawn mowing, the Contractor shall remove litter, fallen branches, rocks, or other debris that could interfere with mowing operations or damage equipment.

2. All mowing equipment used in the performance of this work shall be maintained in safe and proper operating conditions to prevent oil leaks, excessive noise, or damage to turf areas. The Contractor shall ensure all lawn mowing operators are properly trained in the safe and effective use of lawn mowing equipment. Lawn Mowing operations shall be conducted in a manner that protects residents, vehicles, structures, utilities, and landscape features, and appropriate precautions shall be taken to prevent debris from being projected toward buildings, windows, vehicles, or pedestrians.

3. The scope of services shall include **Trimming**: Use a string trimmer to cut overgrown grass near obstacles (around sidewalks, curbs, fences, trees, landscape beds, signs, parking areas, utility structures, buildings, and other obstacles) where mowing equipment cannot reach.

Edging: Create a precise, vertical, defined boundary between turf and hard surfaces using a bladed tool. Edging shall be performed along sidewalks, driveways, and curbs to maintain clean, clearly defined lines between turf areas and paved surfaces.

Hard Edges (Sidewalks, Driveways)	Weekly (or Every Mow)
Slower Growth	Every 2-4 Weeks
Slower Growth	Monthly or As Needed

4. Services should include mowing all grass areas to maintain a neat, uniform, and healthy appearance. Grass shall be cut to an appropriate seasonal height, generally between 2 ½ (two and one-half) and (3) three inches, unless otherwise directed by InSight Development Corporation (IDC’s representative Leah Dancer, Real Estate Manager). Following each mowing service, the Contractor shall remove and dispose of all grass clippings from sidewalks, driveways, parking lots, entrances, patios, and other paved surfaces using blowers or other appropriate equipment.



5. Grass clippings shall not be blown into streets, storm drains, building entrances, or landscaped planting beds. The Contractor shall ensure all debris generated from mowing operations is properly managed so that the property remains clean, orderly, and safe for residents, visitors, and staff. The Contractor shall visually inspect all turf areas during each service visit and notify the Agency of any conditions that may affect lawn health or safety, including but not limited to pest infestations, bare spots, erosion, drainage concerns, or hazardous objects located within mowing areas.

6. The Contractor shall schedule mowing services during normal business hours 8 am – 5pm Monday thru Friday unless otherwise approved by InSight Development Corporation (IDC) and shall coordinate with the Real Estate Manager, Leah Dancer and the Community Manager to avoid interference with resident activities, maintenance operations, or scheduled events. **(An Agency Holiday Calendar is included with the RFP as Attachment E)**

7. The Contractor shall notify the Real Estate Manager Leah Dancer, at: (317) 261-7397 (no less than two (2) business days in advance) if the Contractor's established lawn mowing schedule will change. In such instances, the Contractor shall coordinate with the Real Estate Manager, Leah Dancer, and the Community Manager to establish an alternative arrangement and mutually agreed-upon schedule to ensure that lawn mowing services are completed at each community without interruption and in accordance with the requirements of this RFP & Contract.

8. Weather conditions should be considered when scheduling services. Lawn mowing shall not be performed when ground conditions are excessively wet or when such activity may result when tire tracks sink into soft ground and damage the lawn or turf areas. All lawn mowing services performed at each site shall be subject to inspection and approval by the respective Community Manager.

9. The Contractor shall provide an itemized work ticket or task order detailing the services performed, the community site location, and the date the lawn mowing service was completed. The work ticket or task order shall be presented to the Community Manager at the respective site for review, approval, and signature.

10. Upon completion of each service visit, the Contractor shall leave the premises in a clean, orderly, and professional condition. All equipment and materials shall be removed from the site, and any gates or access points used during service shall be properly secured. The Contractor shall comply with all applicable local, state, and federal safety and environmental regulations and shall perform all work in accordance with accepted industry standards for professional grounds maintenance.

11. The Contractor shall be responsible for any damage to property owned by InSight Development Corporation (IDC, as well as to the property of IHA employees and visitors, occurring because of the Contractor's operations or performance of services. In the event any damage occurs, the Contractor shall immediately report all such damage to the Real Estate Manager, Leah Dancer



12. Lawn mowing shall be quoted on a “per mowing basis and includes an estimated twenty-six (26) lawn mowing services during the term of the contract. There are no minimum or maximum number of lawn mowing services expressed or guaranteed. The Agency’s lawn mowing season will commence April 30, 2026, through October 31, 2026,

13. After the Contract has been fully executed by both the Agency and the Contractor, the Contractor shall receive an **Official Notice to Proceed** executed by the Agency’s CEO.

14. All invoices shall be processed in accordance with the policies of the Indianapolis Housing Agency and InSight Development Corporation (IDC. The Contractor shall submit with each invoice, all applicable quoted pricing and a detailed work ticket documenting the services performed for the duration of the Agreement.

All approved invoices for lawn services shall be submitted to Indianapolis Housing Agency (IHA’s Accounts Payable Department at apindyhousing.org.

END OF SCOPE OF WORK

The remainder of this page is intentionally left blank.



SECTION III

TERMS AND CONDITIONS

InSight Development Corporation (IDC) has established the following conditions:

Term of Service

The contract term shall be a 1-Year term, with options in 1 - year increments at the discretion of InSight Development Corporation (IDC) and not to exceed 5 years total. Lawn Mowing services shall be deemed acceptable when performed in accordance with HUD standards (IDC) policies, and the requirements set forth in this Scope of Work, and when all required documentation has been submitted and approved by the (IDC).

1. An executed contract will be required, and a term effective from May 1, 2026, through October 31, 2026. No minimum of maximum contract hours is stated with the RFP.
2. The responder shall require proof of current insurance to include general liability, errors and omissions, vehicular liability and workers' compensation and employers' liability. Respondents shall list and include Indianapolis Housing Agency as an additional insured.

Content of Response Documents

IHA & HUD forms will be included with Request for Proposal (RFP). All proposal copies must include the following items, presented in the order shown and indexed accordingly.

A letter of Interest (Cover Letter). Identify a single point of contact for communication with IHA. MBE/WBE/DBE certification where applicable

The respondent shall provide proof of current insurance to include general liability, errors and omissions, vehicular liability and workers' compensation and employers' liability.

Descriptions for the following:

Your firm and areas of expertise

Your company's experience working with government organizations.

Contact name, title, company name, business type, address, telephone number, email address include a detailed description of service(s) provided and include (3) three references.

General Requirements Scope of Services (Attachment A)

The Quote Tab Sheets, identified as (Attachment B), are incorporated and made part of this RFP. Respondents must complete and submit the Quote Forms (Attachment B) for each community site and (Attachment D) Site Visitation Form.

No alternative submission formats will be accepted.

Insurance Requirements Attachment C



List of Attachments

Attachment A – General Requirements Scope of Services

Attachment B – General Requirements Quote Tab Sheet

Attachment C – Insurance Requirements

Attachment D – Site Visitation Form

Attachment E - Agency Calendar

Attachment F - HUD & IHA FORMS



ATTACHMENT A

GENERAL REQUIREMENTS SCOPE OF SERVICES LAWN MOWING SERVICE

A. Methodology

1. **Project Approach:** Provide a brief narrative of the Offeror's approach to the services described in this Request for Proposals.
2. **Availability:** Describe the availability of the proposed staff and the turnaround time for each request to be made by the Agency.
3. **Communication:** Describe how the respondent intends to communicate with IHA to ensure effective performance of contract requirements.

B. Minority and Women Business Participation Plan

It is the policy of IHA to ensure that Minority Business Enterprises (MBEs) and Women-owned Businesses (WBEs) are provided maximum opportunity to participate in contracts let by IHA. IHA strongly encourages and affirmatively promotes the use of MBEs and WBEs in IHA contracts.

Proposals submitted in response to this solicitation must include an MBE/WBE participation plan which, at a minimum, demonstrates "Best Efforts" have been taken to achieve compliance with MBE/WBE goals.

C. Section 3 Participation Plan

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701, et seq.) (the "Act") requires IHA to ensure that employment and other economic and business opportunities generated by financial assistance from the Department of Housing and Urban Development ("HUD") to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very low-income persons. Proposals submitted in response to this solicitation must include a Section 3 participation plan which, at a minimum, demonstrates an understanding of the Section 3 program, describes past successes with Section 3, and describes the respondent's plans for complying with Section 3 requirements in the conduct of this solicitation.



ATTACHMENT B

**RFP QUOTE TAB SHEET
LAWN MOWING SERVICE**

The quoted price for lawn mowing shall be provided on a per-service basis for each scheduled mowing. All quoted prices shall include all labor, materials, and equipment necessary to perform the services in accordance with the Scope of Work. InSight Development Corporation (IDC) requests pricing for each community listed on the Quote Tab Sheet. All prices shall be firm and inclusive, additional charges will not be permitted.

**The Georgetown
3641 Bunker Hill Drive
Indianapolis Indiana 46205**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing			
Edging			
Trimming			

Total Quote Price: \$ _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Name of Contractor: _____

Signature: _____ Printed: _____

Date Submitted RFP: _____

Business Telephone Number: _____ Mobile Telephone Number: _____

Email Address: _____



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**The Martindale
3102 Baltimore Avenue
Indianapolis Indiana 46218**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing			
Edging			
Trimming			

Total Quote Price: \$ _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Name of Contractor: _____

Signature: _____ Printed: _____

Date Submitted RFP _____

Business Telephone Number: _____ Mobile Telephone Number: _____

Email Address: _____



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**Lugar Towers
901 Fort Wayne Avenue
Indianapolis Indiana 46202**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing			
Edging			
Trimming			

Total Quote Price \$: _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Name of Contractor: _____

Signature: _____ Printed: _____

Date Submitted RFP: _____

Business Telephone Number: _____ Mobile Telephone Number: _____

Email Address: _____



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**The Braxton @ Lugar Towers
911 Fort Wayne Avenue
Indianapolis Indiana 46202**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing			
Edging			
Trimming			

Total Quote Price \$: _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Name of Contractor: _____

Signature: _____ Printed: _____

Date Submitted RFP: _____

Business Telephone Number: _____ Mobile Telephone Number: _____



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**Indiana Avenue Apartments
825 Indiana Avenue
Indianapolis Indiana 46202**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing			
Edging			
Trimming			

Total Quote Price: \$ _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code _____

Name of Contractor: _____

Signature: _____ Printed: _____

Date Submitted RFP _____

Business Telephone Number _____ Cellular Telephone Number: _____

Email Address: _____



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LAWN MOWING – VACANT HOUSE

**1320 West 25th Street
Indianapolis Indiana 46208**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing Front & Back Yard			

Total Quote Price: \$ _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code _____

Name of Contractor _____

Signature: _____ Printed: _____

Date Submitted RFP _____

Business Telephone Number _____ Cellular Telephone Number: _____

Email Address: _____



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LAWN MOWING – (Lot)

**1345 West 27th Street
Indianapolis Indiana 46208**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing			

Total Quote Price: \$ _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code _____

Name of Contractor: _____

Signature: _____ Printed: _____

Date Submitted RFP _____

Business Telephone Number _____ Cellular Telephone Number: _____

Email Address: _____



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The quoted price for lawn mowing shall be provided on a per-service basis for each scheduled mowing. All quoted prices shall include all labor, materials, and equipment necessary to perform the services in accordance with the Scope of Work. InSight Development Corporation (IDC requests pricing for each community listed on the Quote Tab Sheet. All prices shall be firm and inclusive, additional charges will not be permitted.

LAWN MOWING – (Lot)

**1353 West 27th Street
Indianapolis Indiana 46208**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing			

Total Quote Price: \$ _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code _____

Name of Contractor: _____

Signature: _____ Printed: _____

Date Submitted RFP _____

Business Telephone Number _____ Cellular Telephone Number: _____

Email Address: _____



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The quoted price for lawn mowing shall be provided on a per-service basis for each scheduled mowing. All quoted prices shall include all labor, materials, and equipment necessary to perform the services in accordance with the Scope of Work. InSight Development Corporation (IDC requests pricing for each community listed on the Quote Tab Sheet. All prices shall be firm and inclusive, additional charges will not be permitted.

LAWN MOWING – (Lot)

**1342 Roache Street
Indianapolis Indiana 46208**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing			

Total Quote Price: \$ _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code _____

Name of Contractor: _____

Signature: _____ Printed: _____

Date Submitted RFP _____

Business Telephone Number _____ Cellular Telephone Number: _____

Email Address: _____



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LAWN MOWING

**3055 Raymond Street (Land at the corner of Raymond Street & Perkins Avenue)
Indianapolis Indiana 46203**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing			

Total Quote Price: \$ _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code _____

Name of Contractor: _____

Signature: _____ Printed: _____

Date Submitted RFP _____

Business Telephone Number _____ Cellular Telephone Number: _____

Email Address: _____



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LAWN MOWING

**2936 E. Tabor Street (Lot)
Indianapolis Indiana 46203**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing			

Total Quote Price: \$ _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code _____

Name of Contractor: _____

Signature: _____ Printed: _____

Date Submitted RFP _____

Business Telephone Number _____ Cellular Telephone Number: _____

Email Address: _____



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LAWN MOWING

**2925 Hervey (Lot)
Indianapolis Indiana 46203**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing			

Total Quote Price: \$ _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code _____

Name of Contractor: _____

Signature: _____ Printed: _____

Date Submitted RFP _____

Business Telephone Number _____ Cellular Telephone Number: _____

Email Address: _____



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LAWN MOWING

**2228 Perkins (Lot)
Indianapolis Indiana 46203**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing			

Total Quote Price: \$ _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code _____

Name of Contractor: _____

Signature: _____ Printed: _____

Date Submitted RFP _____

Business Telephone Number _____ Cellular Telephone Number: _____

Email Address: _____



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LAWN MOWING

**2806 Wade (Lot)
Indianapolis Indiana 46203**

Service Description	Unit Price Per Service Based on an Estimated Average (26) Lawn Mowing Services	Year 1	Year 2
Lawn Mowing			

Total Quote Price: \$ _____

Name of Company: _____

Address: _____ City: _____ State: _____ Zip Code _____

Name of Contractor: _____

Signature: _____ Printed: _____

Date Submitted RFP _____

Business Telephone Number _____ Cellular Telephone Number: _____

Email Address: _____



ATTACHMENT C

INSURANCE REQUIREMENTS

The selected Contractor(s) shall maintain insurance in accordance with IHA Procurement Policy, including Commercial General Liability, Workers' Compensation Automobile Liability • Professional Liability (if applicable)

Certificates of Insurance must be submitted with RFQ response.

The Contractor shall maintain at its expense during the term of this Contract the following insurance:

Worker's Compensation & Disability	Statutory Requirements
Employers Liability	\$1 million each accident
Bodily Injury by Accident	
Bodily Injury by Disease	\$500,000 policy limit
	\$100,000 each employee

Commercial General Liability (Occurrence Basis) Bodily Injury, personal injury, property damage, contractual liability, products/completed operations, errors & omissions.

General Aggregate (other than Products/Completed Operations)	\$2,000,000.00
Personal and Advertising Injury Limit	\$1,000,000.00
Each Occurrence Limit	\$1,000,000.00
Fire Damage (any one fire)	\$300,000.00
Medical expense limit (anyone person)	\$10,000.00
Comprehensive Auto Liability (Owned, hired and non-owned)	\$1,000,000.00 each Occurrence and aggregate
Bodily injury and property damage	\$50,000.00 (single limit)
Real Estate Errors and Omissions	N/A



With the prior written approval of the Corporation, Contractor may substitute different limits of liability for those specified if the total amount of required protection is not reduced.

The Commercial General Liability Insurance policy shall name as additional insureds the Corporation, Insight Development Corporation, and City of Indianapolis, which coverage shall be primary, non-contributory and not excess over any insurance already carried by the Corporation, Insight Development Corporation, and City of Indianapolis.

In addition, and per Ind. Code 22-3-2-14, the Contractor shall obtain from the Indiana Workers Compensation Board a certificate that the Contractor has workers compensation insurance for its employees and provide a copy of such certificate to the Corporation prior to performing any Services on the Project site.

The remainder of this page is intentionally left blank.



Attachment D
SITE VISITATION FORM

Request for Proposal for Lawn Mowing Services

Purpose: This form is to verify that the contractor has visited each property included in the Request for Proposals (RFP) for Lawn Mowing Services. A completed and signed form must be submitted with the proposal. **(FORM MAY BE DUPLICATED)**

Contractor Information

Company Name: _____

Contact Person: _____

Cellular Telephone Number: _____

Business Telephone Number: _____

Email Address: _____

Site Visitation Record

PROPERTY NAME: _____

PROPERTY ADDRESS: _____

DATE OF VISIT: _____

Community Manager Name: _____

Signature _____

Printed: _____

Contractor: I have personally visited the above-listed property and have reviewed all conditions necessary to prepare an accurate and complete proposal submission.

Contractor Signature: _____ Date: _____

Name Printed _____

ATTACHMENT - E

TO: ALL IHA Employees
 FROM: Yvonda A. BEAN, Chief Executive Officer
 2026 Holiday Calendar
 DATE: October 17, 2025

In accordance with and pursuant to the revised code of the Consolidated City and County, Article II, LEAVES AND HOLIDAYS, Section 291-206- Holidays, the following is the holiday calendar for 2026.

2026 HOLIDAY CALENDAR

OLIDAY	DAY	DATE
2026 New Year's Day	Thursday	January 1, 2026
Martin Luther King Jr. Day	Monday	January 9, 2026
President's Day	Monday	February 16, 2026
Primary Election	Tuesday	May 5, 2026
Memorial Day	Monday	May 25, 2026
Juneteenth	Friday	June 19, 2026
Independence Day	Friday (observed)	July 3, 2026
Labor Day	Monday	September 7, 2026
Indigenous Peoples' Day	Monday	October 12, 2026
General Election	Tuesday	November 3, 2026
Veteran's Day	Wednesday	November 11, 2026
Thanksgiving	Wednesday (1/2 day)	November 25, 2026
	Thursday & Friday	November 26 & 27, 2026
Christmas	Wednesday (1/2 day)	December 23, 2026
	Thursday & Friday	December 24 & 25, 2026
New Year's Eve	Thursday (1/2 day)	December 31, 2026
Floating Holiday*		January — December 2026



ATTACHMENT F REQUIRED FORMS

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

Include forms with proposal submission

- 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/DOBE Certification (where applicable) – Goods/Services
- Three References (Include business entity, address, contact name, business telephone and email)



ATTACHMENT G

Evaluation Criteria and Selection Process

Evaluation Method

The Evaluation Committee will evaluate and will score each proposal that is submitted as a complete response. It is noted that the proposed Fee will be evaluated separately.

Evaluation Criteria and Point Allocation

The maximum possible score is 100 points. Responses will be evaluated using the criteria outlined below.

1. Experience of Offeror – 25 Points

Demonstrated successful experience and capability of the proposed staff in providing lawn mowing and grounds maintenance services of similar scope, size, and complexity. Experience with multi-site properties, public housing, or commercial landscaping is preferred.

2. Capacity – 25 Points

Demonstrated ability of the Offeror to provide the resources staffing, equipment, supervision, and operational support, necessary to perform lawn mowing services in a timely, safe and efficient manner for all designated properties as described in this solicitation.

3. Methodology – 25 Points

The Offeror's proposed approach to delivering lawn mowing services is clear, logical and well organized. The methodology should demonstrate a thorough understanding of the scope of work, including lawn mowing schedule, edging, trimming, debris removal, quality control measures, and responsiveness to service requests.

4. Proposed Fee – 20 Points

The proposed pricing structure is reasonable, competitive, and reflects a clear understanding of the services required. Costs should be appropriate in relation to the scope, frequency, and quality of lawn mowing services to be provided.

5. MWBE / Section 3 – 5 Points

a. Demonstrated experience and commitment of the Offeror to assist the IHA in meeting its requirement and goals related to Minority/Women Business Participants. (2 points)

b. Demonstrated commitment and experience to assist the IHA in meeting its requirements and goals related to Section 3.