

REQUEST FOR PROPOSAL (RFP) FOR SNOW REMOVAL SERVICES

Issue Date: 09/19/25 RFP

Solicitation # 091225

The Indianapolis Housing Agency is accepting proposals for comprehensive snow removal services for a base year and two (2) option years for a total of up to three (3) years of service for all their affordable *housing properties and corporate office properties.*

Period: Base year, plus two 1-year options to renew for a total of three years, depending on performance. **Term: Beginning November 1, 2025- April 30, 2026, for Year I.**

Proposal Deadline

All proposals must be received at the following address, jbrown@indyhousing.org no later than 4:00 Eastern Standard Time (EST) on September 30, 2025. Late submissions will not be considered. Early submissions may be resubmitted/updated any time before the final submission deadline. Submissions will not be publicly opened.

Delivery Method

Proposals must be submitted electronically by PDF and emailed to: jbrown@indyhousing.org, subject line, "Snow Removal RFP, Solicitation 82625" No other submissions or formats will be accepted.

Site Visits

The PHA will conduct a pre-bid walk through all sites **Wednesday, September 24, 2025**, beginning at 9:00 am. EST (Eastern Standard Time).

Questions

Inquiries must be received in writing *no later than 4:00 pm EST (Eastern Standard Time)* **Friday, September 26, 2025.**

Responses To Questions

Responses will be made available, in writing, to all offerors *no later than 1:00 pm EST (Eastern Standard Time)* **Monday, September 29, 2025**, and responses will also be posted on the IHA website at www.indyhousing.org. Select Contracting Opportunities and reference RFP# 82625, Snow Removal Services.

Proposal Addenda

During the period of advertisement for this RFP, the IHA may wish to amend, add to, or delete from the contents of this RFP. In such situations, the IHA will issue an addendum to the RFP setting forth the nature of the modification. All addenda will be available at the IHA offices or emailed to those vendors who have indicated an interest at the email above, at or before **September 29, 2025.**

The IHA reserves the right to reject any or all offers and to waive any minor informality in a proposal. The IHA encourages participation by small, minority and women-owned businesses. The IHA also encourages participation by Section 3 low-income business concerns. Section 3 business concerns may obtain preference in the award by indicating in its proposal and completing the Section 3 Certification in Appendix 3. The selected contractor will be subject to the requirements U.S. Department of Housing and Regulations (HUD) at 24 CFR 135 which requires contractors to provide economic opportunities to low-income residents in the City of Indianapolis Indiana.

Comprehensive Snow Removal Services

RFP

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Part 1

Introduction and RFP Requirements

The Indianapolis Housing Agency (hereinafter referred to as "IHA"), is a federally funded public housing agency. IHA maintains approximately 2,145 units of rental housing.

IHA is issuing this RFP for qualified and interested business firms to submit proposals to provide snow and ice removal and other related work requested by IHA in accordance with

Section A: Scope of Work

Section B: Offerors Statement

Section C: Price Sheet

The Snow Removal Services include snow removal, shoveling and deicing of sidewalks/walkways/parking lots as well as entrances and driveways for all IHA 's Affordable Housing Properties. The successful respondent must demonstrate an ability to perform the activities outlined in the *Scope of Services* in a timely and efficient manner.

The IHA is seeking proposals from a qualified and experienced snow removal company to provide comprehensive snow removal services from sidewalks, walkways, entrances, parking lots and driveways, as well as deicing services and shoveling. The contract type is time and materials with a not to exceed ceiling for a term of one year, with the option of up to two additional years.

Submission Package

A PDF file of the proposal must be emailed to jbrown@indyhousing.org. No other submissions or formats will be accepted. **The format must be as described in Part IV of this RFP.** The email subject line must be clearly marked with the words. "Snow Removal RFP, Solicitation # 091225.

All proposals must be received at the email address jbrown@indyhousing.org no later than 4:00 p.m. Eastern Standard Time (EST), Friday, **October 10, 2025**. It is the responsibility of the Offeror to ensure proposals are received at the IHA by the date and time specified above. *Late proposals will not be considered.*

Proposal Conditions and Requirements.

The IHA, at its sole and absolute discretion, for any reason, reserves the right to:

- Reject any or all proposals
- Re-advertise this RFP
- Postpone or cancel at any time this RFP process
- Waive any informality in the submission process

During the period between issuance of this RFP and the proposed due date, no oral interpretation of the RFPs requirements will be given to any prospective Offeror. **Requests such as questions must be made in writing via email.** All proposal information submitted as part of, or in support of this RFP, may be subject to public disclosure in compliance with State and Federal laws. All expenses involved in the preparation and submission of the proposal must be borne by the Offeror and at no expense of the IHA. The successful Offeror shall not enter into a subcontract, without the written consent of the IHA.

Part II

Project Locations and Scope of Work

Project locations are located on pages 11- 26

Exhibit A: Scope of Services

PHA will require the selected vendor to provide the snow removal services set forth below.

Furnish and maintain all equipment, personnel, and other materials necessary to provide snow removal and deicing services.

Services include but are not limited to snow removal in parking lots, sidewalks, and walkways when snow levels reach 2" (two inches) in depth, according to reliable weather forecasts.

After the lots, walkways, and sidewalks have been cleared of snow/shoveled, all areas must then have snow/ice melting compound applied.

Contractor(s) must start clearing properties within 2 hours once the snow levels reaches 2" (two inches) in depth. If snow begins during the night, snow must be cleared by no later than 7 am.

Under snowfall of less than 2 in. (or 1 ½ if you prefer) and/or under icing conditions and falling temperatures, the contractor will apply ice melting compounds to all sidewalks, walkways, and parking lots. Such materials will be used sparingly and not as the sole means of snow removal. Labor and equipment costs to apply snow/ice melting compound and anti-skid materials (sand) are to be included in your minimum price per property.

The contractor will clear fire hydrants and postal mailboxes located within property rights-of-way. This also includes sidewalks and walkways at these locations.

Contractor will immediately alert the designated PHA point of contact (POC) if housing authority or resident property is damaged while providing snow removal services.

All exits must be cleared, and snow melts applied. To a practical extent, PHA wishes to maintain safe and accessible communities for its residents, employees, and guests. This includes a safe means of entry to and exit from, and movement within the communities.

All snow piling locations need to be approved by the IHA Property Manager ahead of time and can be established upon contract origination. The snow piles will be down hill sides of buildings whenever possible to prevent continued draining across cleared snow removal areas.

The selected vendor will be contracted to a "hold harmless" clause and will provide recordkeeping including, but not limited to:

- Location
- Information
- Date & Time
- Names and jobs of personnel doing the work
- Weather conditions
- How it was done (and how much was spread) for any plowing, sanding, blowing, and salting, and any incident reports.

Contractor(s) will work with IHA regarding on-going snow removal requirements during on-going precipitation.

Contractor will provide an emergency telephone number that may be called 24 hours, 7 days a week and will respond within 2 hours to any calls from IHA personnel for snow removal or ice melt applications. After snow removal all equipment will be promptly removed.

It is important to note that the parking lots will not be empty, and the selected company will need to remove the snow and apply snow/ice melting compound around and between vehicles.

Part III

Proposal Submission

Proposal Format

All proposals submitted in response to this RFP must be formatted in accordance with the sequence and instructions provided below. Any proposal which fails to include all these items will be considered a non-responsive proposal and will not be considered for evaluation.

Letter of Interest

A letter signed by the Contractor authorized to submit the proposal and make commitments on behalf of the company summarizing the company's interest in the work.

Qualifications and Experience

- A. Provide a brief description of the organization, history, financial stability and other general information that describes the firm's qualifications and capacity to undertake this work. Include any licenses that are appropriate to the work described.
- B. List work for other clients (e.g., other public housing agencies or rental properties) undertaken in the last five years is similar to the services described above and which qualifies the firm to provide these services for IHA.
- C. Provide references (contact information) or letters of recommendation from at least three recent (within five years) clients.

Note: Offerors should be aware that all documents submitted will become public record. If you are submitting information which you think is "confidential" or "proprietary" to your firm, IHA recommends that you do not submit that information as part of this RFP. IHA cannot guarantee that type of information will be withheld from a public disclosure request.

Fee Proposal

The Respondent's proposals must include the following and must meet all applicable wage requirements.

1. Hourly and material rates for all equipment and products anticipated to be used in the 2025 - 2026 snow season.
2. Holidays will be billed at the same rate per trip as quoted in your response. No premium will be paid for holiday service.
3. If Bidder is unable to respond within the required two (1) hours once the 2' snow threshold is met, please indicate what the actual response time would be.
4. Any additional charges for the application of a de-icing agents and snow removal projects will be included in **Exhibit C** "Snow Removal Services Pricing Sheet".
5. Pricing is by trip, so the assumption is that if there is excessive snowfall that requires multiple trips the cost will be per trip, however, during negotiations there will be discussion regarding instances in which heavy snowfall occurs during the night and therefore the first trip may occur with more than 2 in.
6. Proposed Pricing for salt and associated materials. This pricing must be per trip and held valid for the entire season.
7. Statement as to any anticipated annual increases for renewals, since the pricing sheet does request up to three years of price estimates.
 - a. Contract pricing schedule or proposed escalators must be held throughout the contracted season with no midterm adjustments.

8. Standard invoicing procedures, PHA requires invoicing to be listed by property.
9. Acknowledgement that Bidder has read and understands the local jurisdiction's rules and regulations pertaining to the work and that all work will be permitted with the municipality and completed according to its rules and regulations.
10. PHA will need the following paperwork as the properties utilize federal funds
 - a. Proposal must include all copies of PHA bid documents as attached and executed by contractor along with certificate of insurance.
 - b. Statement of whether or not new employees will be hired to work on this project (Section 3 regulations must be followed when recruiting new employees. (Ask PHA for assistance.)
 - c. Completed form W-9

Section 3 and Small Minority and Women Owned Business Enterprises

- Must provide documentation regarding their status as either a Section 3 business concern or a small, minority or woman-owned business concern, as applicable. Section 3 business concerns complete and provide **Exhibit C** of this RFP.
- A plan for taking all necessary affirmative steps to assure that small, minority or women owned business enterprises are used whenever possible (2 CFR 200.321).
- A plan for how they intend to meet the numerical goals of 24 CFR 135.30 to provide economic opportunities for low-income persons in the jurisdiction of IHA. The plan will become a contract requirement.

Additional Information

The contract executed pursuant to this RFP is deemed to include:

- The specific contract document provided by the IHA.
- This RFP in its entirety includes required forms.
- Forms HUD-5369-A & C, Representations, Certifications, and Other Statements of Bidders and Certifications and Representations of Offerors, are included in Appendix 1 and is part of this RFP. It is the contractor's responsibility to carefully review the provisions.
- Form HUD-5370-C, General Conditions for Non-Construction Contracts, Section I, is included in Appendix 2, is deemed to be part of this RFP and the contract awarded under this RFP. The Contractor is expected to fully comply with the terms and conditions contract form.
- The contractor is expected to provide all labor and materials necessary to accomplish the Scope of Work contained in Part II of this RFP.
- The Contractor will be paid monthly upon receipt of an acceptable invoice.

Part IV

Evaluation and Selection

Evaluation Criteria

IHA wishes to enter an hourly not-to-exceed contract to ensure that commitments will be met in a professional, effective, and cost-efficient manner. IHA intends to award the contract pursuant to a "best value" basis, not a "lowest bid" basis. An evaluation committee will review and rank each of the offerors' proposals using the method of evaluation described below in this request. The committee shall enter into negotiations with the highest ranked proposal first, and if necessary, any or all of the other proposals. The Chief Executive Officer shall make a recommendation to the Board of Commissioners to award a single contract to the most competent, responsive, and responsible offeror in accordance with the proposal's evaluation criteria.

Technical Factors

Experience and Expertise

- Describe any experience in conducting comparable services during the most recent five-year period similar in scope to IHA's requirements.
- Provide a list of public housing authorities/rental housing development clients that you have assisted with similar services and contacts for references.
- **References will be verified**, and PHA reserves the right not to award a contract to anyone whose references are less than satisfactory at the sole discretion of PHA.
- Applicants should indicate the price/rates per trip per property.
 - o The rates should be for all three potential years of the contract. This will be compared across all of the submissions for cost analysis and best value determination.

Section 3 and Small, Minority- and Women-Owned Businesses

- Firms must provide documentation regarding their status as either a Section 3 business concern or a small, minority- or woman-owned business concern.
- Firms must provide a plan for taking all necessary affirmative steps to assure that small, minority or women owned business enterprises are used whenever possible.
- Firms must submit separate plans as to how they intend to meet the individual requirements of 24 CFR 135 to provide economic opportunities for low-income persons in the jurisdiction of IHA and 24 CFR 200 for small, minority- and women-owned business enterprises.

Scoring

1. **Experience and Expertise** with snow removal (50 points)
2. **Price** (50 points)

The PHA is exempt from sales and use taxes. Bidders may eliminate these taxes from the cost of supplies and materials included in their bids, if they are purchased in (Indiana) only supplies and materials purchased specifically for the PHA projects are eligible for the tax exemptions. ***PHA will provide a copy of its tax exemption certificate.** The PHA will only contract with vendors that are qualified to perform the work at the sole discretion of the PHA.

Price as a Factor

Price will be considered in conjunction with technical factors by the IHA to determine the proposal that is most advantageous and offers the best value to IHA.

Basis for Award

The contract will be awarded to the firm responsible whose proposal is determined by IHA, at its sole discretion, to be the most advantageous to the IHA, with price and other technical factors considered.

Only information provided by the Contractor in its written proposal will be considered. No factors other than those specified in this RFP will be considered by the IHA.

Contractor Responsibility

Prior to making an award, the IHA will make an independent determination of contractor responsibility (2 CFR 200.318(h)).

The determination will be made based on the proposal submitted, including references and other factors as discussed in IHA's Procurement Policy under Contractor Responsibilities.

The successful Offeror shall be expected to execute a standard services contract with IHA.

The Offeror shall identify any conflicts of interest which may arise if the Offeror serves as IHA's counsel and shall describe how it proposes to avoid such conflicts. The contract requires the Offeror to notify IHA immediately of any potential conflicts of interest and to undertake immediate action to eliminate the source of the potential conflict. IHA will reserve the right to make the Offeror aware of situations which may present a conflict of interest and require the Offeror to promptly remedy the situation to the satisfaction of IHA.

Insurance

The successful Offeror shall provide IHA with evidence of all appropriate and applicable insurance coverage carried by the firm, including policy coverage periods. Offerors shall furnish IHA with certificates of insurance, showing that the necessary insurance is in force based upon Indiana State requirements and will ensure all operations under this RFP. All insurance shall be carried with companies that are financially responsible and permitted to do business in the State of Indiana.

Certificate of Insurance Requirements

The Certificate of Insurance shall include coverage limits of:

- \$1,000,000 General Liability
- \$1,000,000 Automobile Liability
- \$1,000,000 Workers' Compensation and Employers' Liability
- The Certificate shall also name Indianapolis Housing Agency (IHA) and InSight Development Corporation (IDC) as *Additional Insureds*.

Award

After reviewing the selection recommendation, the IHA and its Board of Commissioners may choose to make an award or not to make an award at its sole discretion

If the IHA chooses to make an award, the firm recommended for award will be notified along with firms in the competitive range, if applicable.

If the IHA chooses not to make an award, the IHA will notify all firms submitting offers by the due date for proposals.

Renewal Option

This contract is initially executed for services pertaining to the 2025-2026 season only. PHA shall retain the right to renew this contract annually, at PHA's option, to renew this contract for (2) two additional one-year terms, independently, for the years named in the RFP document that PHA received pricing for, the total contract term shall not exceed (3) three years. Contractor shall list any proposed yearly escalation clauses.

The PHA, in its sole judgment, reserves the right to (i) amend, modify or withdraw this RFP, (ii) revise any requirements of this RFP, (iii) require supplemental statements or information from any respondent to this RFP, (iv) accept or reject any or all responses to this RFP, (v) revise the schedule to advertise, receive

and review responses to this RFP, (vi) hold discussions with any respondents(s) to this RFP and allow such respondent(s) to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate responses which are incomplete or unresponsive to this RFP, and (vii) cancel and reissue, in whole or in part, this RFP if the PHA, in its sole discretion, deems it to be in its best interest. The PHA may exercise the foregoing rights at any time without notice and without liability to any respondent to this RFP or any other party.

Exhibit B - Offeror's Statement

The undersigned offeror hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the IHA discovers that any information entered herein to be false, such shall entitle the IHA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs, where provided, the undersigned offeror thereby agrees to abide by all terms and conditions pertaining to this RFP as issued by the IHA, either in hard copy or on the noted Internet System, including an agreement to execute a contract. Pursuant to all RFP Documents, the undersigned proposals to supply the IHA with the services described herein for the fee(s) entered within the areas provided within this RFP.

Signature

Printed

Name of Company

Address

Date

Mobile Phone No.

Work Phone No.

Exhibit C - Pricing Sheet**Blackburn Terrace**

3091 Baltimore Avenue

Indianapolis, Indiana 46218

Snow Removal Services Pricing Sheet / Proposal Form**Property 1 Blackburn Terrace (Price Per Trip)**

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

Twin Hills
2210 East 36th Street
Indianapolis, Indiana 46218

Snow Removal Services Pricing Sheet / Proposal Form

Property 2 Twin Hills (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

Beechwood Garden
2915 N. Graham Avenue
Indianapolis, Indiana 46218

Snow Removal Services Pricing Sheet / Proposal Form

Property 3 Beechwood Garden (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

Hawthorne Place
5244 East 32nd Street
Indianapolis, Indiana 46218

Snow Removal Services Pricing Sheet / Proposal Form

Property 4 Hawthorne Place (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

Lugar Towers
901 Fort Wayne Avenue
Indianapolis, Indiana 46202

Snow Removal Services Pricing Sheet / Proposal Form

Property 5 Lugar Towers (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

The Braxton @ Lugar Tower
 901 Fort Wayne Avenue
 Indianapolis, Indiana 46202

Snow Removal Services Pricing Sheet / Proposal Form

Property 6 The Braxton @ Lugar Towers (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

Laurelwood Apartments
3340 Teakwood Drive
Indianapolis, Indiana 46227

Snow Removal Services Pricing Sheet / Proposal Form

Property 7 Laurelwood Apartments (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

Rowney Terrace
1353 South Riley
Indianapolis, Indiana 46203

Snow Removal Services Pricing Sheet / Proposal Form

Property 8 Rowney Terrace (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

16 Park
1621 North Park Avenue
Indianapolis, Indiana 46204

Snow Removal Services Pricing Sheet / Proposal Form

Property 9 16 Park (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

16 Park Community Building
546 East 17th Street
Indianapolis, Indiana 46202

Snow Removal Services Pricing Sheet / Proposal Form

Property 10 16 Park Community Building (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

Georgetown Apartments
3641 Bunker Hill Drive
Indianapolis, Indiana 46205

Snow Removal Services Pricing Sheet / Proposal Form

Property 11 The Georgetown Apartments (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

IHA Administration Office
1919 & 1935 North Meridian
Indianapolis, Indiana 46202

Snow Removal Services Pricing Sheet / Proposal Form

Property 12 IHA Administration Office (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

The Martindale Apartments
3041 Orchard Avenue
Indianapolis, Indiana 46218

Snow Removal Services Pricing Sheet / Proposal Form

Property 13 The Martindale Apartments (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

John J. Barton Annex
501 North East Street
Indianapolis, Indiana 46204

Snow Removal Services Pricing Sheet / Proposal Form

Property 14 John J. Barton Annex (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

John J. Barton Tower
 555 Massachusetts Avenue
 Indianapolis, Indiana 46204

Snow Removal Services Pricing Sheet / Proposal Form

Property 15 John J. Barton Tower (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

Indiana Avenue
825 Indiana Avenue
Indianapolis, Indiana 46202

Snow Removal Services Pricing Sheet / Proposal Form

Property 16 Indiana Avenue (Price Per Trip)

Per Function	Year 1	Year 2	Year 3
Plowing parking lots and drives (Per trip)	\$_____	\$_____	\$_____
Ice Melt parking lots and drives only (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Ice Melt only from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____
Shovel/Snow Removal and Ice Melt from Sidewalks and walkways, entrances (per trip)	\$_____	\$_____	\$_____

The end of pricing sheets.

Appendix 1

HUD Forms & IHA Forms

Required documentation (Attach these forms to the RFP)

- HUD-5369-A: Representations, Certifications, and Other Statements of Bidders (Public and Indian Housing)
- HUD 5369-B - Instruction to Offerors, Non-Construction
- HUD 5369 C - Certification of Offerors, Non-Construction Contract
- HUD 5370-C – General Conditions for Non-Construction Contracts
- Certificate of Non-Collusive Non-Identity of Interest Affidavit
- Certificate of Non-Organizational Conflict of Interest
- Certificate of Non-Segregated Facilities
- 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 (including business entity, address, contact name, and telephone number)

Indianapolis Housing Agency Forms

Required documentation (Attach these forms to the RFP)

- Non-Collusive | Non-Identity of Interest - Form 1127(must be notarized)
- Certificate of Non-Organizational Conflict of Interest - Form 1131 (must be notarized)
- Certificate of Non-Segregated Facilities - Form 1126
- Conflict of Interest Disclosure Certification/Indianapolis Housing Agency - Form 1103
- Contract Section 3 Initial Response – Form 1129
- E-Verify Affidavit - Form 1133
- Goods and Services | MBE WBE DOBE Participation Bidder's Initial Response - Form 1122

Appendix 2

- Certificate of Liability Insurance

Appendix 3

- Section 3 Business Concern Certification for Contracting (Sample Form)