



REQUEST FOR Proposal (RFP)

For: Lawn & Trash Services
Indianapolis Neighborhood Housing Partnership®

The Indianapolis Neighborhood Housing Partnership (INHP) is seeking proposals from qualified lawn care professionals (Contractor) to perform lawn care maintenance and trash pickup at INHP-owned properties.

Description of INHP

INHP is a private 501(c)3 and Community Based Development Organization working to increase the overall supply of affordable single- and multi-family housing through investments in development, preservation, lending and grantmaking strategies. This RFP will support its Single-Family Development and Equitable Transit Oriented Development (ETOD) programs in which INHP holds and maintains properties for the purpose of creating affordable housing at each site.

Scope of Work

- A. Mowing: Contractor shall mow the grass every fourteen (14) days, or as weather permits, to maintain an appropriate even height for the type of grass during peak mowing season. Mowing outside of the normal operating season shall only be conducted if necessary to maintain a well-manicured appearance. INHP reserves the right to request that grass be mowed less frequently as the season starts or ends.
- B. Trimming: Contractor shall trim weeds and/or grass around all street signs, lamp posts, fences, and any other obstructions to maintain a well-manicured appearance.
- C. Bed Maintenance: The Contractor shall provide maintenance of all plant beds continuously throughout the contract period, being kept free and clear of all weeds.
- D. Trash Removal: Occasionally properties will need trash removal on properties. Please include, separately with bid, cost range of trash pick-up, if this is a service provided.



Locations

ETOD Properties

Address	Large Land Parcel(s)	Description
1001 E Palmer	1002548	Large School Building with parking lot
164 E 25th, 2502, 2514, 2520, 2524, 2526 N Delaware	1029028, 1068784, 1058071, 1031931, 1003054, 1006424	6 vacant lots, with parking gravel
605, 617, 625 E 38th St. & 3760 Broadway	1062003, 1018867, 1014162, 1010620	4 contiguous parcels with 3 apartment buildings. Gravel areas.
2228 & 2234 N College Ave	1019434, 1077662	Vacant lot
5405 Post Road	4003653	vacant lot
3852 E Washington St.	1030416	Gravel lot with storage garage, landscaping- only need weed trimming
1011 E 22nd St.	1027413	Vacant Lot
2475-2401 E Winthrop	1082817-1060797	One city block, on Monon trail, portion of property is city-owned (hilly area) that we do not mow
3404-3444 N Illinois	1068280-1043774	Gravel lot - only need weed trimming

Single Family Properties

2843 N Washington Blvd.
909 Pershing Ave
726 E 25th St.
122 N Bradley Ave
941 N Bradley Ave
2307 Sheldon St.
2938 Beech St.
3230 Olney St.
2864 Adams St.



3027 N Colorado Ave
2843 N Gale St.
1029 N Warman Ave
2126 N Delaware St.
318 N Kealing Ave
858 Gladstone Ave
834 Gladstone Ave
101 N Denny St
430 N Denny St.

Contract Period

The initial contract period shall be from April 15, 2024, through December 31, 2024. INHP has the option to renew the contract on an annual basis for up to two additional years with the Contractor.

Personnel and Equipment

The Contractor shall designate, hire, and dismiss the personnel and provide all equipment necessary for the performance of the contract.

Insurance and Licenses

The Contractor shall maintain General Liability Insurance from an insurance company to cover bodily injury and/or property damage directly due to the negligence of the Contractor, his agents or his employees.

General Indemnity

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify INHP, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of INHP or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by INHP or INHP officials and employees from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against INHP or INHP officials/ employees (as outlined above) based on any such alleged injury or



damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

Pricing

The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Properties may be purchased and sold during the contract period. INHP will work with the vendor to establish identical pricing for single-family lots, and work with contractor on properties that are larger in size for future pricing.

Payment Terms

Payment terms are paid within 20 days following receipt of correct invoice. Invoices shall be sent via email to Jeff Howe (single family lots) and Kristin Settle (ETOD) for review and payment. Invoices MUST be submitted in excel format to be accepted.

Vendor Selection Criteria

INHP, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Bids will be evaluated using an internal evaluation process. Contract awards will be based on a combination of experience, the bidder's operational capacity, and price. The lowest price may not always receive the contract award. The final decision will be based on what is in the best interest of the organization ensure INHP that quality workmanship is performed to achieve maximum results. INHP reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. INHP reserves the right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the organization.

Proposal Information

A. Proposals will be received by INHP until March 22, 2024m at 12 p.m. Proposals may be submitted by mail, email or delivered in person. NO faxed proposals will be accepted. INHP must receive all proposals PRIOR to the date and time specified. Any proposal received after the date and time prescribed shall NOT be considered for award and the proposal shall be returned to the Contractor. Each sealed envelope containing a proposal must be plainly marked with the Contractor's Name.



B. Each bidder must submit a proposal including:

1. Total price for the performance of these services
2. Completed vendor profile and certification (attached)
3. Proof of General Liability insurance
4. RFP Acknowledgement Form
5. Proposal Form

Notification of Award

The successful Contractor will be notified in writing within ten (10) business days of this award.

Termination

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date.

Contact Person: Kristin Settle
Portfolio Manager
317-601-4642
ksettle@inhp.org

Proposal submission:

INHP
3550 N. Washington Boulevard
Indianapolis, IN 46205
Attn: Kristin Settle

Submission Deadline: 12 p.m. on March 22, 2024



VENDOR PROFILE & CERTIFICATION

1. Business Name: _____

2. Business Owner(s) Name: _____

3. Business Physical Address: _____

4. Mailing Address (if different from above):

5. Business Telephone: _____

6. Email address:

7. Minority or Veteran owned business: _____

8. Primary Business Purpose:

9. Years in Business: _____

10. Federal Tax Identification Number:

11. Years of doing work similar to the work sought in this bid request:

12. References - list at least 2

Customer	Main Contact Person	Telephone Number

14. Attach a copy of licenses (include professional, state and/or local business or privilege licenses).

15. Attach a copy of insurances (Worker's Compensation and Commercial General Liability)



Request for Proposal (RFP) Acknowledgement Form

RFP TITLE: Lawn Care Services

Issue Date:

Contact & Telephone: Kristin Settle, Portfolio Manager, ksettle@inhp.org, 317-610-4642

PROPOSAL DUE DATE & TIME: March 22, 2024 12:00 P.M. EST

NOTE: Proposals received after the opening date and time will not be accepted.

INHP solicits your company to submit a proposal on the above referenced project. By signing this form, the Contractor signifies their acceptance of all terms, conditions, and specifications set forth in this Request for Proposals. All proposals must have an authorized signature in the space provided below. One (1) copy of your proposal must be delivered to: INHP, 3550 N Washington Boulevard, Indianapolis, IN 46205 or 316 or to ksettle@inhp.org before the RFP deadline. The package containing proposals for this project must reference the "CONTRACTOR'S NAME". INHP will not be responsible for late or lost bids by the U.S. Postal office or any other delivery services used by the Contractor.

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE CONTRACTOR.

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER (FEIN):

TELEPHONE NUMBER:

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER CONTRACTOR SUBMITTING A PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP AS OR FOR THE CONTRACTOR.



Indianapolis Neighborhood Housing Partnership

AUTHORIZED SIGNATURE: _____

TYPED OR PRINTED NAME: _____

TITLE: _____

DATE: _____



Proposal Form

Please submit one (1) total bid amount to perform the services in this RFP. The bid must include all work specified in the RFP at each location.

ETOD Properties	Proposed Bid Amount
1001 E Palmer	
164 E 25th, 2502, 2514, 2520, 2524, 2526 N Delaware	
605, 617, 625 E 38th St. & 3760 Broadway	
2228 & 2234 N College Ave	
5405 Post Road	
3852 E Washington St.	
1011 E 22nd St.	
2475-2401 E Wthrop	
3404-3444 N Illinois	

Single Family Properties	Proposed Bid Amount
2843 N Washington Blvd.	
909 Pershing Ave	
726 E 25th St.	
122 N Bradley Ave	
941 N Bradley Ave	
2307 Sheldon St.	



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