



REQUEST FOR Proposal (RFP)

For: Commercial and Residential HVAC replacement of 1920 Westview Drive (William Penn Apartments)
Indianapolis Neighborhood Housing Partnership®

The Indianapolis Neighborhood Housing Partnership (INHP) is seeking proposals from qualified HVAC Professionals (Contractor) to perform a replacement and energy efficiency upgrade of HVAC units located at 1920 Westview Drive

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 William Penn Apartments, a senior housing affordable living community with 39 units, that is owned by INHP. This request also requires the contractor to follow Davis-Bacon Wages.

Scope of Work

This scope of work requires three separate bid packages to determine which package will work with INHP's budget. Ultimately, one contractor will be selected along with one of the bid packages below.

Davis Bacon Wages

This bid will also include Davis Bacon Prevailing wages, as required by the federal government for the grant funding included in this project. Davis Bacon Wage information can be found below. All contractors submitting bids must be registered through sam.gov. Contractor must follow guidelines and submit weekly payroll for workers being paid for job included on this bid.

<https://sam.gov/content/home>

Wages: <https://sam.gov/wage-determination/IN20240002/12>

<https://www.epa.gov/system/files/documents/2022-10/Davis%20Bacon%20Act%20Overview.pdf>



Bid 1:

Replacement of the following:

1. (32) residential units with 16 SEER 1.5 ton air-cooled condensing units with new dx coils and cleaned line sets.
2. (36) 96% condensing gas furnaces for residences
3. (7) 16 SEER 5.0 ton air-cooled condensing units with new dx coils and cleaned line set. Includes installation and replacement of non-programmable with programmable thermostat.
4. (1) 16 SEER 3.0 ton air-cooled condensing unit with new dx coils and cleaned line set.
5. (3) twinned down flow 96% condensing gas furnaces for Corridors and Dining/common area.
6. (1) 96% condensing gas furnace for kitchen.

Bid 2:

Replacement of the following:

1. (39) Replacement of non-programmable thermostats with programmable (smart) thermostats.



Contract Period

The initial contract period shall be from date of contract signed, through December 31, 2024. Extension beyond contract period date shall be agreed upon by both parties to complete the project/ work.

Personnel and Equipment

The Contractor shall designate, hire, and dismiss 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 90 days.



Payment Terms

Payment will be upon project completion, with necessary funds provided up front for purchase of units included in scope of work and other necessary supplies.

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 **September 6, 2024 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.

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

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
2960 N. Meridian St., Suite 300
Indianapolis, IN 46208
Attn: Kristin Settle

Submission Deadline: September 6, 2024 at 12 p.m



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. Attach a copy of licenses (include professional, state and/or local business or privilege licenses as well as any minority business certifications).
13. Attach a copy of insurances (Worker's Compensation and Commercial General Liability)



Request for Proposal (RFP) Acknowledgement Form

RFP TITLE: HVAC Project-William Penn Commons

Issue Date: 8/6/2024

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

PROPOSAL DUE DATE & TIME: September 6, 2024 at 12 p.m

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, 2960 N Meridian St., Suite 300, Indianapolis, IN 46208 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.



AUTHORIZED SIGNATURE: _____

TYPED OR PRINTED NAME: _____

TITLE: _____

DATE: _____



THE INDIANAPOLIS NEIGHBORHOOD HOUSING PARTNERSHIP ISSUED A REQUEST FOR PROPOSALS - AN INVITATION TO HVAC CONTRACTORS TO SUBMIT A PROPOSAL ON THE FOLLOWING PROJECT: WILLIAM PENN COMMONS APARTMENT HVAC REPLACEMENT. RFP DETAILS MAY BE REQUESTED BY EMAIL TO KSETTLE@INHP.ORG OR FOUND ONLINE AT <https://www.inhp.org/news/>. RESPONSE DUE DATE IS 9/6/2024 AT NOON.