



Opportunities to Become a Vendor for BNS

The Department of Business & Neighborhood Services depends on quality vendors that provide a variety of services in order for our programs to operate effectively and efficiently. BNS contracts with 3rd party vendors to provide the following services:

- Administrative Law Judge
- Asbestos Abatement
- Asbestos Testing
- Boarding Unsafe Structures
- Demolition – Emergency, On-Call
- Demolition – Unsafe Building Program
- Emergency On-Call Engineering
- High Weeds and Grass Mowing
- Plan Review and Inspection Services
- Security – BNS Lobby
- Title Searches
- Trash and Illegal Dumping Abatement
- Towing – Contact AutoReturn (317-308-4479)
- Uniform Manufacturing and Delivery

Register as a vendor with the City of Indianapolis's [Purchasing Division](#) to receive notification when any City agency is seeking services in your field.

Is your company minority, woman, veteran, or disability-owned? Contact the [Office of Minority and Women Business Development](#) to become certified and gain access to their professional resources. The Office of Minority & Women Business Development for the City of Indianapolis strives to enhance the City's growth and economic stability through promotion of contracting and procurement opportunities for Minority-, Women-, Veteran-, and Disability-owned businesses.

The Estimated Posting Dates below are *estimates*. For more specific dates as the estimated posting date approaches or for information on becoming a vendor for BNS, please contact:

Lacee Harney, Contract Compliance Analyst (Lacee.Harney@indy.gov)



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Recurring Contracts

Administrative Law Judge

- Preside over Administrative Hearings for licensing, inoperable vehicles, unsafe buildings, and other various legal matters
- Must be a practicing attorney

Asbestos Abatement

- Remove asbestos containing material from structures scheduled for demolition at the direction of the Unsafe Building Program
- Must be licensed to perform asbestos abatement with the State of Indiana and hold a certificate of operation for asbestos abatement with the City of Indianapolis

Asbestos Testing

- Test for and report potential asbestos containing materials in structures scheduled for demolition at the direction of the Unsafe Building Program
- Must be licensed to perform asbestos testing with the State of Indiana

Boarding

- Secure structures by boarding as directed by the Unsafe Building Program
- Must accurately and thoroughly photograph, document, and invoice each structure that is assigned
- Must have the ability to use technology related to submitting photographs and managing workload

Demolition – Emergency

- Demolish structures that have been determined to have the immediate potential to damage surrounding property or cause injury to others
- Must be available 24/7, on an on-call basis
- Must have Class-C or higher wrecking license

Demolition – Unsafe Structures

- Demolish structures deemed unsafe by the Unsafe Building Program
- Structures are compiled into packages and demolition services are price-competed. There will be multiple packages competed throughout the year.
- Must have a Class-C or higher wrecking license and capacity to perform the work in a timely manner



<p>Emergency On-Call Engineering</p> <ul style="list-style-type: none"> • Perform emergency inspection services and to make professional recommendations regarding the disposition of buildings and structures which have been damaged or are under consideration to be declared an unsafe structure • Must be available 24/7, on an on-call basis • Must be a licensed engineer, preferred licensed forensic engineer
<p>High Weeds & Grass Mowing</p> <ul style="list-style-type: none"> • Mow properties as assigned by the High Weeds & Grass Program • Must accurately and thoroughly photograph each assigned property • Must have the ability to use technology related to submitting photographs and managing workload
<p>Plan Review & Inspection</p> <ul style="list-style-type: none"> • Review building plans for structural and/or infrastructure to ensure compliance with all relevant building codes • Conduct infrastructure field inspections to ensure compliance • Must be extremely knowledgeable in local, state, and federal building and/or infrastructure codes • The ability to perform both structural and infrastructure services is not required; however, it is preferred.
<p>Security – BNS Lobby</p> <ul style="list-style-type: none"> • Provide security services to ensure the safety of employees, public, and property • Must hold a State of Indiana Security Guard License, armed, uniformed officer(s) with arresting powers
<p>Title Search</p> <ul style="list-style-type: none"> • Perform title searches and issue title search documents • Must be able to return results within 3 business days of request from BNS
<p>Trash & Illegal Dumping Abatement</p> <ul style="list-style-type: none"> • Remove and properly dispose of junk and trash as directed by the Trash & Illegal Dumping Program • Must accurately and thoroughly photograph, document, and invoice each parcel that is assigned. • Must have the ability to use technology related to submitting photographs and managing workload.
<p>Uniform Manufacture & Delivery</p> <ul style="list-style-type: none"> • Manufacture and deliver BNS uniforms to specifications set forth in the scope of services • Must be able to manufacture and deliver uniforms within 10 days of the placed order