



Request for Proposals

SNOW REMOVAL FY 2024 SPECIFICATIONS

The Housing Authority of the Town of Manchester
24 Bluefield Drive
Manchester, CT. 06040

REQUEST FOR PROPOSALS

SNOW REMOVAL

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REQUEST FOR PROPOSALS (RFP)
SNOW REMOVAL SERVICES
RFP 24-25
MANCHESTER HOUSING AUTHORITY
24 BLUEFIELD DRIVE
MANCHESTER, CT. 06040

The Manchester Housing Authority (MHA) is requesting proposals to provide Snow Removal Services and deicing of sidewalks/walkways/parking lots for MHA’s Mayfair Gardens and (13) Scattered Properties. The successful respondent must demonstrate an ability to perform the activities outlined in the Scope of Services in a timely and efficient manner.

Responses to this solicitation will be accepted by the Manchester Housing Authority to the e-mail address listed below or submitted by U.S. Mail to **Housing Authority of the Town of Manchester 24 Bluefield Street Manchester, CT. 06040 attn: Joseph D’Ascoli 2:00 P.M. Eastern Standard Time, October 21, 2024**. The subject line for the project should read RFP for “Snow Removal Services”.

josephd@manchesterha.org.

OWNER/MANAGER:

Manchester Housing Authority (MHA)
24 Bluefield Street
Manchester, CT. 06040

PROJECT LOCATIONS:

- Mayfair Gardens 211 – 291 North Main Street Manchester CT. 06042
- Scattered Sites...88 – 90 Clinton Street Manchester CT. 06040
- Scattered Sites...122 – 124 Maple Street Manchester CT. 06040
- Scattered Sites...15 – 17 Orchard Street Manchester CT. 06040
- Scattered Sites...64 – 66 Regent Street Manchester CT. 06040
- Scattered Sites... 85 – 87 School Street Manchester CT. 06040
- Scattered Sites...37 -39 Florence Street Manchester CT. 06040
- Scattered Sites...34 – 36 Madison Street Manchester CT. 06040
- Scattered Sites...41 – 43 Lilley Street Manchester CT. 06040
- Scattered Sites...24 – 26 Horace Street Manchester CT. 06040
- Scattered Sites...213 – 215 Bidwell Street Manchester CT. 06040
- Scattered Sites...170A – 170B Spruce Street Manchester CT. 06040
- Scattered Sites...38 – 40 Wilfred Road Manchester CT. 06040
- Scattered Sites...92 – 94 Bissell Street Manchester CT. 06040

Scope of Services:

The Manchester Housing Authority seeks a company to provide snow removal services to the complexes listed above from **December 1, 2024, to April 30, 2025**. MHA reserves the right to renew initial contract for full one (1) year terms to a maximum through the 2024-2029 snow removal season (October 2024 - April 2029). MHA will require the selected vendor to provide the snow removal services set forth below and furnish all equipment, personnel, and other materials necessary to provide such 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, all areas must then have snow/ice melting compound applied. The contractor(s) must start clearing properties within 2 hours once the snow levels reach 2” (two inches) in depth. Under icing conditions and failing 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 are to be included in your minimum price for each property.

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

Contractor will immediately alert MHA if property is damaged or vandalized in any way that is an immediate threat to public safety.

To all practical extent, MHA wishes to maintain safe and accessible communities for MHA, its residents, employees, and guests. This includes a safe means of entry to exit from, and movement within the communities. All exits must be cleared, and snow melt applied. All locations for “melt off” piles need to be approved by community managers and can be established upon contract origination. The selected vendor will be contracted to a “hold harmless” clause and will provide recordkeeping including (but not limited to) location information, date and 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.

The successful Respondent will be expected to provide snow removal services at the following buildings:

1. **Mayfair Gardens** – (3) Parking lots on both sides of the building, entryways, patios, and sidewalks
2. **Scattered Sites...88 – 90 Clinton Street** - sidewalks
3. **Scattered Sites...122 – 124 Maple Street** – sidewalks
4. **Scattered Sites...15 – 17 Orchard Street** – sidewalks
5. **Scattered Sites...64 – 66 Regent Street** – sidewalks
6. **Scattered Sites...85 – 87 School Street** – sidewalks
7. **Scattered Sites...37 -39 Florence Street** – sidewalks
8. **Scattered Sites...34 – 36 Madison Street** – sidewalks
9. **Scattered Sites...41 – 43 Lilley Street** – sidewalks
10. **Scattered Sites...24 – 26 Horace Street** – sidewalks
11. **Scattered Sites...213 – 215 Bidwell Street** – sidewalks
12. **Scattered Sites...170A – 170B Spruce Street** – sidewalks
13. **Scattered Sites...38 – 40 Wilfred Road** – sidewalks
14. **Scattered Sites...92 – 94 Bissell Street** – sidewalks

SITE VISITS:

MHA will conduct a pre-bid walk through of all sites on September 30, 2024, beginning at 9:00 am. Please see below for the order that the properties will be visited in.

- Mayfair Gardens...211 – 291 North Main Street (9AM Start Time)
- Scattered Sites ...

COST PROPOSAL:

The Respondent's proposals must include the following and Connecticut Prevailing Wage requirements must be followed:

1. Hourly and material rates for all equipment and products anticipated to be used in the 2024 – 2025 snow season
2. All holidays that will be billed at a higher rate and the hourly rate associated with the holiday.
3. If Bidder is unable to respond within the required two (2) hours once the 2' snow threshold is met, please indicate what the actual response time would be.
4. Any additional charges for special request snow removal projects and response time for special requests
5. Additional charges for snow removal when accumulated snow fall is considered excessive. i.e.: 2 inches, 4-8", 8-10", 10" and above.
6. Proposed Pricing for salt and associated materials. This pricing must be held and valid for the entire season.
7. Statement as to any anticipated annual increases for renewals.
 - a. Contract pricing schedule or proposed escalators must be held throughout the contracted season with no midterm adjustments.
8. Standard invoicing procedures, MHA requires invoicing to be listed by property.
9. Anticipated start and end date.
10. 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.
11. MHA will need the following paperwork as the properties utilize federal funds:
 - a. Proposal must include all copies of MHA 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 MHA for assistance.)

c. Completed form W-9

Qualifications Statement

The Respondent's Proposal shall include:

1. A general description of Respondent including the nature of the business or organization, a brief summary of its history, its size and organizational structure. This description should include an identification of any subcontractors proposed to be used by Respondent and their expertise;
2. The name, title (s) and contact information for the individual(s) authorized to negotiate and contractually bind Respondent. **PROPOSALS MUST BE SIGNED BY AN OFFICIAL AUTHORIZED TO CONTRACTUALLY BIND THE RESPONDENT.**
3. The name, title (s) and contact information for the individual(s) who may be contacted by MHA for purposes of clarification or the provision of additional information as necessary.
4. The name, title (s) and contact information for the individual(s) to be assigned to work with MHA, including their current position with the organization. This should include identifying the individual who will have day-to-day responsibility for MHA's site, along with a copy of their state issued driving record report. MHA reserves the right at any time to request Contractor to remove and/or replace any assigned staff from MHA properties.
5. References of at least three (3) residential project sites Respondent is currently working on, or has worked on in the past five years, that best demonstrate Respondent's ability to provide the requested services. These descriptions should include a description of the project, the time frame over which services were performed, and a client reference including full contact information.

CONTRACT EVALUATION

Price – 50 points

Qualifications – 50 pts.

The Manchester Housing Authority 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 will be purchased in Connecticut. Only supplies and materials purchased specifically for the MHA project are eligible for the tax exemptions. MHA will provide a copy of its tax exemption certificate. Manchester Housing Authority only contracts with vendors that are qualified to perform the work at the sole discretion of MHA.

The Manchester Housing Authority reserves the right not to award a contract to anyone with a history of poor performance on projects performed for MHA at the sole opinion and discretion of MHA. References will be verified, and MHA reserves the right not to award a contract to anyone whose references are less than satisfactory at the sole discretion of MHA.

CONTRACT REQUIREMENTS:

- The successful Respondent will enter into a contract with the Manchester Housing Authority.
- Contractors are responsible for compliance with the MHA contract and all applicable local and federal regulations by themselves and by their subcontractors.
- Some funds used for this project are derived from federal funds; therefore certain regulatory requirements will be included in the contract for the relevant properties, including but not limited to Federal or State of Connecticut Wage Guidelines.
- MHA reserves the right to cancel any contract agreement at any time with 24-hour notice and agrees to pay the contracted vendor for all contract work completed per the terms of the agreement.
- Contractors must obtain the minimum insurance requirements, including workers' compensation insurance and show evidence of such coverage. The insurance requirements are listed at

RENEWAL OPTION:

This contract is initially executed for services pertaining to the 2024-2025 season only. MHA shall retain the right to renew this contract annually, at MHA's option, to renew this contract for (4) Four additional one-year terms, independently, for the years named in the RFP document that MHA received pricing for, the total contract term shall not exceed (5) Five years. Contractor shall list any proposed yearly escalation clauses.

The MHA, 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 MHA, in its sole discretion, deems it to be in its best interest or that of the Town. The MHA may exercise the foregoing rights at any time without notice and without liability to any respondent to this RFP or any other party.

OBTAIN COPIES OF THIS SOLICITATION:

RFP package may be viewed, by visiting the MHA website at <https://www.manchesterha.org/request-for-proposals>.

PROPOSAL SUBMITTAL:

Responses to this solicitation will be accepted by the Manchester Housing Authority to the e-mail address listed below or submitted through U.S. Mail until **2:00 P.M. Eastern Standard Time, October 21, 2024**. The subject line for the project should read RFP “**Snow Removal Services**”.

Email - josephd@manchesterha.org.

U.S. Mail – Manchester Housing Authority
24 Bluefield Drive
Manchester, CT. 06040

Proposal must include all copies of executed MHA bid documents as attached along with a certificate of insurance.

Proposals must submit along with **one (1) signed original and (4) copies**. Any general information not specifically relevant to the proposal shall be omitted or bound in a separate document. At a minimum, the proposal should include the following (1) Identification of the company or individual(s) including name, address, telephone number, fax number, and email address (2) Name, title, address and telephone number of contact person during the period of the evaluation process.

Responses received later than the date and time specified will be rejected or deemed non-conforming. MHA assumes no responsibility or liability for late delivery or receipt of responses. Notification of selection or non-selection of all Respondents who submitted conforming responses will be e-mailed when the selection process is final. **Questions regarding the RFP or scope of work must be submitted by 2:00 P.M. on October 7th, 2024.**

Submit questions to: josephd@manchesterha.org.

Timetable

Event	Date
Request for Proposal Released	September 20, 2024
Due Date for Questions	October 7, 2024
Posting of Responses for Questions	October 9, 2024
Proposals Due	October 21, 2024
Evaluation Process/Interviews	October 28, 2024
Board Approval	November 21, 2024
Award Contract	December 1, 2024

If you have questions regarding this proposal, you must submit them in writing to josephd@manchesterha.org no later than **2:00 pm (EST) on October 7, 2024**.

EXHIBIT A

Contact Information Form

To: Joseph D'Ascoli, Executive Director.

e-mail josephd@manchesterha.org

This email is to acknowledge that we are in receipt of your RFP Snow Removal Services and have noted our intention to bid.

Vendor Name: _____

Address: _____

Contact/Title: _____

Phone: _____

Fax: _____

Email: _____

I PLAN TO SUBMIT A BID.

____ Yes, I will be submitting a bid.

____ Maybe, I need to research and get more information (contact MHA-information listed above)

NO BID. Indicate *any* of the following. We:

____ Do NOT desire to be retained on the vendor list.

____ Desire to be retained on the vendor list, but decline to bid based on the following:

Quotes for Term Contract: Snow Removal Services

Referenced Documents

A. RFP Documents

B. Addenda:

1. _____ (date)
2. _____ (date)
3. _____ (date)
4. _____ (date)

Requirements of the Signatory

The signatory of these quotes is an authorized agent for the company making this quote. In signing these quotes, the signatory indicates that:

1. (S)He makes these quotes with the full understanding of all that is contained in the RFQ Documents and all issued Addenda.
2. (S)He makes these quotes having reviewed and with the understanding of the existing conditions and fully accepts those conditions for accomplishing the work.

Submittals (per RFP)

Contractor Qualifications

Required Insurances Certificates

Completed Resilient Floor Quote Table

Quote

The Company whose name appears on page 2 at “Name of Company” proposes to provide Snow Removal Services according to the Request for Quote dated as below including all of the documents included therein and all issued Addenda for the sums indicated on the completed Snow Removal Services Quote Table.

The undersigned agrees that this proposal will not be rescinded for at least sixty days after the date of the signature.

Name of Company

Address

City/Town and State

Zip Code

Telephone #

Email Address

Authorized Agent (printed):

Signature of Authorized Agent:

Date of Quotes

Exhibit B
Proposal Form - The Housing Authority of the Town of Manchester, CT

Proposal: Snow Removal Services Quote Table

Vendor Name: _____

Quote for 2 inches	\$ _____	Year 1
Quote for 2-4 inches	\$ _____	Year 1
Quote for 4-8 inches	\$ _____	Year 1
Quote for 8-10 inches	\$ _____	Year 1
Quote for over 10 inches	\$ _____	Year 1

Quote for 2 inches	\$ _____	Year 2
Quote for 2-4 inches	\$ _____	Year 2
Quote for 4-8 inches	\$ _____	Year 2
Quote for 8-10 inches	\$ _____	Year 2
Quote for over 10 inches	\$ _____	Year 2

Quote for 2 inches	\$ _____	Year 3
Quote for 2-4 inches	\$ _____	Year 3
Quote for 4-8 inches	\$ _____	Year 3
Quote for 8-10 inches	\$ _____	Year 3
Quote for over 10 inches	\$ _____	Year 3

Quote for 2 inches	\$ _____	Year 4
Quote for 2-4 inches	\$ _____	Year 4
Quote for 4-8 inches	\$ _____	Year 4
Quote for 8-10 inches	\$ _____	Year 4
Quote for over 10 inches	\$ _____	Year 4

Quote for 2 inches	\$ _____	Year 5
Quote for 2-4 inches	\$ _____	Year 5
Quote for 4-8 inches	\$ _____	Year 5
Quote for 8-10 inches	\$ _____	Year 5
Quote for over 10 inches	\$ _____	Year 5

Cost for Ice Melt	\$ _____	Year 1
	\$ _____	Year 2
	\$ _____	Year 3
	\$ _____	Year 4
	\$ _____	Year 5

Section 3 Requirements

This is a HUD funded project and strict compliance with the requirements of Section 3 of the HUD Act of 1968, as amended, 12 U.S.C. 170u is required.

Contractor's Obligation

It is the contractor's obligation to sign this document and provide the report indicated under Report prior to the Modernization Coordinator issuing a purchase order for the work.

Section 3

Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower-income residents in the area served by MHA.

Notification

The contractor is to notify sub-contractors that the contractor is committed to implementation of Section 3 requirements. The contractor will also post copies of this notice in conspicuous places available to employees and applicants for employment or training.

Subcontracts

The contractor will include this document in every subcontract with notification to the subcontractor that any failure by the subcontractor to extend opportunities for training and employment to lower-income residents will be cause for dismissal.

Lower Income Area Residents as Trainees

The contractor and subcontractors are to fulfill their obligation by utilizing the maximum number of lower income residents in all phases of the work and filling all vacant training positions with the same. In the case that positions remain unfilled, after a good faith effort has been made to fill them with eligible lower income residents, such positions can be filled with others that do not fit this category.

Lower Income Area Residents as Employees

The contractor and subcontractors are to fulfill their obligation by utilizing the maximum number of lower income residents as employees to the greatest extent possible by;

Identifying the number of positions in the various occupational categories including skilled, semiskilled, and unskilled labor needed.

Identifying the number of such positions currently occupied by regular, permanent employees and those currently unoccupied.

Making a good fair effort to fill all of the unoccupied positions with lower income area residents.

Minority and Women Business Enterprise Requirements

This is a HUD funded project and use of MBEs and WBEs is encouraged. Minority Business Enterprises Executive Order 12432 ("Minority Business Enterprise Development") and 11625 ("National Program for Minority Business Enterprise") directs all Federal agencies to stimulate and strengthen minority-owned business enterprise and ensure full participation by minorities in the free enterprise system. A minority-owned small business concern is defined as at least 51 percent owned by one or more minorities, or in the case of publicly owned businesses, at least 51 percent of the stock is owned by one or more minorities, and the management and daily operations of which are controlled by one or more minorities.

Women Business Enterprises

Executive Order 12138 ("National Women's Business Enterprise Policy") directs all Federal agencies to take action to strengthen women-owned business enterprise and to ensure full participation by women in the free enterprise system. A women-owned small business concern is defined as at least 51 percent owned by one or more women, or in the case of publicly owned businesses, at least 51 percent of the stock is owned by one or more women, and the management and daily operations of which are controlled by one or more women.

Contractor's Obligation

It is the contractor's obligation to complete and return the MBE/WBE Business Self-Certification form prior to the Modernization Coordinator issuing a purchase order for the work. Prior to starting the work the contractor is to have each sub-contractor complete the form and provide all such forms to the Modernization Coordinator.