



**Request for Proposal
for
Landscaping & Snow Removal**

**Manchester Housing Authority
24 Bluefield Drive
Manchester, CT 06040**

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REQUEST FOR PROPOSAL

The Manchester Housing Authority (MHA) will be receiving proposals, in triplicate, for “**Landscaping and Snow Removal**” until **2:00PM** on **Thursday December 8, 2022** at **24 Bluefield Drive**, Manchester, CT 06040.

By submission of a proposal, the offeror agrees, should its proposal be accepted, to enter into a contract with the MHA and complete all work specified or indicated in the contract documents for the contract price and within the contract time indicated in the attached RFP. The offeror further accepts all of the terms and conditions of the RFP.

A pre-proposal conference shall be held at **24 Bluefield Drive**, Manchester, CT 06040 on **Monday November 21, 2022**. All offerors are encouraged to attend the pre-proposal conference and visit the site.

Proposals should be prepared in accordance with the attached instructions, and will be evaluated by the MHA and contract award will be made to what is considered the “Best Value” to MHA. **The bidder has the option to bid on both requested services or just the landscaping or snow removal contract.**

The MHA reserves the right to reject any or all proposals and to waive any informalities. All documents must be completely filled in when submitted. Also, this entire procurement procedure and contract award is subject to any and all applicable Federal/State laws and/or regulations. The MHA reserves the right to suspend this procurement action if it is found not in accordance with all applicable laws and regulations or in the event of any impropriety, or if it is deemed by the MHA to be in its best interests.

Contact with members of the MHA Board of Commissioners, or MHA officers and employees other than the contact person shown above, by a prospective Proposer, after publication of the RFP and prior to the execution of a contract with the successful proposer(s) could result in disqualification of your proposal. In fairness to all prospective proposer(s) during the RFP process, if MHA meets in person with anyone representing a potential provider of these services to discuss this RFP other than at the pre-submittal meeting, an addendum will be issued to address all questions so as to insure no Proposer has a competitive advantage over another. This does not exclude meetings required to conduct business not related to the RFP, or possible personal presentations after written qualifications have been received and evaluated.

Please direct all questions to the MHA Modernization Coordinator Nile Scala at nscala@jdamelia.com.

End of Request for Proposal

INTRODUCTION

The Housing Authority of the City of Manchester:

- It operates and manages its housing developments to provide decent, safe, sanitary and affordable housing to low-income families, the elderly, and the disabled, and implements various programs designed and funded by HUD.
- MHA owns and operates a variety of public housing developments and programs consisting of (1) 504 Federal Section 8 Housing Choice Vouchers; (2) 317 units of Federal Low-Income Public Housing; (3) 80 units of State Low-Income Public Housing; (4) 37 State of Connecticut Congregate Housing; and (5) manages 21 Privately owned units on behalf of the Town of Manchester pursuant to a contractual agreement.
- Is governed by a 5-member board of commissioners.
- Four members are appointed by the Board of Directors and a Resident Commissioner is selected pursuant to the procedures found at CGS 8-41.

PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at 24 Bluefield Drive, Manchester, CT 06040 on November 21, 2022 at 10:00 AM.

The purpose of the conference is to answer questions concerning this solicitation. An addendum may be issued following the pre-bid conference which will summarize the topics addressed at the conference.

QUESTIONS AND COMMUNICATION

All questions must be put in writing to the RFP/IFB Contact named below no later than eight (8) calendar days before the due date for the submission of responses. The intent of this requirement is to assure that all Respondents are in receipt of the same information and to allow MHA sufficient time to post questions and answers in an Addendum to this RFP. The Authority reserves the right to use its discretion in issuing Addenda for questions and answers; only those questions and answers which might materially affect a vendor's response will result in an Addendum.

RFP/IFB CONTACT

Nile Scala

MHA Modernization Consultant

phone: (203)572-3639

email: nscala@jdamelia.com

PROPOSAL DEADLINE AND DELIVERY

Respondents must deliver in a sealed package one (1) original, and two (2) copies of their response to the following location no later than **2:00PM on December 8, 2022.**

Deliver to:

Manchester Housing Authority
24 Bluefield Drive
Manchester, CT 06040

To assure proper receipt and handling of responses, the outside of the package must be clearly marked with Respondent’s Name and Address, and the words: **RFP, Landscaping and Snow Removal Services.** Late submissions will not be accepted. Submissions will be held in confidence.

RFP INFORMATION AT A GLANCE

CONTACT PERSON	Nile Scala, Modernization Coordinator (203)572-3639 nscala@jdamelia.com
SUBMISSION DETAILS	Submit one (1) original and two (2) in a sealed envelope labeled “ RFP, Waste Removal Services ”
PRE-PROPOSAL CONFERENCE	November 21, 2022 at 10:00AM MHA Administrative Office 24 Bluefield Drive Manchester, CT 06040
PROPOSALS DUE	December 8, at 2:00PM MHA Administrative Office 24 Bluefield Drive Manchester, CT 06040
ANTICIPATED BOARD APPROVAL	December 15, 2022

1.0 HA'S RESERVATION OF RIGHTS:

- 1.1** MHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by MHA to be in its best interests.
- 1.2** MHA reserves the right not to award a contract pursuant to this RFP.
- 1.3** MHA reserves the right to terminate a contract awarded pursuant to this RFP, at anytime for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4** MHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5** MHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent from MHA.
- 1.6** MHA reserves the right to negotiate the fees proposed by the Proposer entity. If such negotiations are not, in the opinion of MHA successfully concluded within a reasonable timeframe as determined by MHA, MHA shall retain the right to end such negotiations.
- 1.7** MHA reserves the right to reject and not consider any proposal that does not meet the requirements of this REP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8** MHA shall have no obligation to compensate any Proposer for any costs incurred in responding to this RFP.
- 1.9** MHA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a Proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. Each prospective Proposer further agrees that he/she will inform MHA in writing within five (5) days of the discovery of any item that is issued thereafter by MHA that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve MHA, but not the prospective proposer, of any responsibility, pertaining to such issue.
- 1.10** MHA reserves the right to, prior to award, revise, change, alter or amend any of the instructions, terms, conditions, and/or specifications identified within the RFP documents issued, within any attachment or drawing, or within any addenda issued. All addenda will be provided in writing by MHA. Such changes that are issued before the proposal submission deadline shall be binding upon all prospective Proposers.

- 1.11** In the case of rejection of all proposals, MHA reserves the right to advertise for new proposals or to proceed to do the work otherwise, if in the judgment of MHA, the best interest of MHA will be promoted.
- 1.12** MHA reserves the right, without any liability, to cancel the award of any proposal(s) at any time before the execution of the contract documents by all parties.
- 1.13** MHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to MHA, if:
 - 1.13.1.1** Funding is not available,
 - 1.13.1.2** Legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or,
 - 1.13.1.3** MHA's requirements in good faith change after award of the contract.
- 1.14** MHA reserves the right to make an award to more than one Proposer based on ratings or to make an award without negotiations or best and final offer (BAFO).
- 1.15** MHA reserves the right to require additional information from all Proposers to determine level of responsibility. Such information shall be submitted in the form required by MHA within two (2) days of written request.
- 1.16** MHA reserves the right to require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task, or assignment resulting from this RFP and any resulting contract.
- 1.17** MHA reserves the right to contact any individuals, entities, or organizations that have had a business relationship with the Proposer regardless of their inclusion in the reference section of the proposal submittal.
- 1.18** In the event any resulting contract is prematurely terminated due to nonperformance and/or withdrawal by the Contractor, MHA reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between terminated Contractor's rate and new company's rate) beginning the date of Contractor's termination through the contract expiration date.

2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (TS):

To furnish landscaping and snow removal services to all developments and scattered sites managed by the Manchester Housing Authority. Landscaping services

2.1 Landscaping/Snow Removal service is to be performed as noted on the attached list of communities and locations.

2.2 Landscaping services required, lawn mowing, weed whacking, and spring and fall cleanup. Snow removal services required, snow plowing driveways, parking lots, snow blowing sidewalks, and shoveling front and rear entry ways.

2.3 The quoter is to provide all equipment, material and labor necessary to carry out this contract

2.4 Bidder must be licensed to perform Landscaping/Snow Removal Services in the State of Connecticut. All such permits or certifications are to be included with proposal.

2.5 Work is to be performed as needed for snow removal. Landscaping services to be scheduled out per month.

2.8 Payment under this contract will be based on the number of site visits for snow removal each month and scheduled landscaping services. The Contractor is to submit a separate bill for each project for services performed during the month. All other services required to be rendered under the terms of this contract are to be performed at no additional cost to the Authority.

3.0 FORM OF PROPOSAL:

The proposal submittal shall be submitted in the following manner. Failure to submit the proposal in the manner specified may result in a premature opening of, post-opening of, or failure to open and consider that proposal, and may, at the discretion of MHA, eliminate that Proposer from consideration for award.

3.1 Required Forms: All required forms furnished by MHA as a part of the RFP document issued shall, as instructed, be fully completed and submitted by the Proposer. Such forms may be completed in a legible hand-written fashion or may be downloaded and completed on a computer. If, during the download, a form becomes changed in any fashion, the Proposer must “edit” the form back to its original form (for example, signature lines must appear on the page which the line was originally intended).

3.2 Tabbed Proposal Submittal: MHA intends to retain the successful Proposer pursuant to a “Best Value” basis, not a “Low Bid” basis. Therefore, so that MHA can properly evaluate the proposals received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below. Each category must be separated by numbered index dividers and the number on the index divider must extend so that each tab can be located without opening the proposal and labeled with the corresponding tab reference noted below. None of the proposed services may conflict with any requirement MHA has published herein or has issued by addendum.

Snow Removal

Property Listing for the Housing Authority of the Town of Manchester

Mayfair Gardens

219 A-D 259 A-D
223 A-D 263 A-D
227 A-D 267 A-D
231 A-D 271 A-D
235 A-D 275 A-D
239 A-D 279 A-D
243 A-D 283 A-D
247 A-D 287 A-D
251 A-D 291 A-D
255 A-D

Lisa Drive

6-8 Lisa Drive
7-9 Lisa Drive
12-14 Lisa Drive
15-17 Lisa Drive
20-22 Lisa Drive
21-23 Lisa Drive
27-29 Lisa Drive
30-32 Lisa Drive

Scattered Site Housing

213-215 Bidwell Street
92-94 Clinton Street
88-90 Clinton Street
37-39 Florence Street
24-26 Horace Street
41-43 Lilley Street
34-36 Madison Street
122-124 Maple Street
15-17 Orchard Street
64-66 Regent Street
85-87 School Street
170A-170B Spruce Street
38-40 Wilfred Road

Landscaping Services

Property Listing for the Housing Authority of the Town of Manchester

Bluefield Drive

11A through 11H
12A through 12M
27A through 27M
39A through 39H
42A through 42M
71A through 71M
80A through 80H
87A through 87M
105A through 105H
108A through 108H

Carver Lane

13A through 13F
21A through 21H

Case Drive

22A through 22F
41A through 41H
44A through 44F
64A through 64F

House Drive

25A through 25F
43A through 43H
46A through 46F
56A through 56F

McGuire Lane

9A through 9F
14A through 14F
30A through 30F
31A through 31H
32A through 32H

Mayfair Gardens

219 A-D 259 A-D
223 A-D 263 A-D
227 A-D 267 A-D
231 A-D 271 A-D
235 A-D 275 A-D
239 A-D 279 A-D
243 A-D 283 A-D
247 A-D 287 A-D
251 A-D 291 A-D
255 A-D

Lisa Drive

6-8 Lisa Drive
7-9 Lisa Drive
12-14 Lisa Drive
15-17 Lisa Drive
20-22 Lisa Drive
21-23 Lisa Drive
27-29 Lisa Drive
30-32 Lisa Drive