



Request for Proposal for Congregate Cleaning Services



**Documents Issued By:
Manchester Housing Authority
24 Bluefield Drive
Manchester, Ct. 06040
Contact Joseph D'Ascoli
Phone: 860-643-2163 ext. 101**

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**MANCHESTER HOUSING AUTHORITY
REQUEST FOR PROPOSALS
CONGREAGATE CLEANING SERVICES**

The Manchester Housing Authority is currently seeking a qualified vendor to provide **CONGREGATE CLEANING SERVICES** as requested.

Proposal submission documents may be obtained from the Procurement Department at MHA's Administrative Office, which is located at 24 Bluefield Drive, Manchester, CT. 06040 or by visiting the website at www.manchesterha.org or by calling 860-643-2163, **beginning Monday July 1, 2025**. Office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday.

Manchester Housing Authority
Administrative Building
24 Bluefield Drive
Manchester, CT. 06040
Attn: Joseph D'Ascoli, Executive Director

Proposals will be accepted until 2:00 p.m. Friday, August 1, 2025, at 24 Bluefield Drive, Manchester, CT. 06040. Any proposals received after 2:00 p.m. on Friday, August 1, 2025, will be rejected.

MHA RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS OR TO WAIVE ANY INFORMALITY IN THE BIDDING. THE HOUSING AUTHORITY OF THE TOWN OF MANCHESTER, CT. WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, DISABILITY, FAMILIAL STATUS, OR AGE. EQUAL HOUSING OPPORTUNITY:

MANCHESTER HOUSING CONGREGATE BACKGROUND

The Manchester Housing Authority Westhill Gardens Congregate Housing Facility provides 37 units of semi-independent community living environment. Residents have a private apartment with a kitchen and bath and share common areas for dining and socializing. Residents who need more care than congregate housing providers can access in-home services.

I. PROPOSAL SUBMISSION PROCEDURES

Proposals must be submitted no later than **2:00 p.m. E.S.T., Friday, August 1, 2025**.

Any Proposal received after the specified date and time will not be considered. All Proposals must be in the specified office of MHA on or before the above specified date and time. If you choose to mail your Proposal, it must arrive by the specified date and time, regardless of the postmark date

A. Information Required in the Proposal

In evaluating a company for Cleaning Services, it is important for the following information relevant to the company be provided. Additional information not listed may be included.

1. Name of company, address, and contact information.
2. Background and history including whether or not provider is a subsidiary or affiliate of another company.
3. References from at least five current commercial clients.

The submission package must be received by the Manchester Housing Authority no later than **2:00 p.m. E.S.T., Friday, August 1, 2025**, at the following location:

Manchester Housing Authority
Administrative Building
24 Bluefield Drive
Manchester, CT. 06040
Attn: Joseph D'Ascoli, Executive Director

B. Request for Information

Proposers desiring any explanation or further information regarding the solicitation must submit an email request no later than **2:00 p.m. E.S.T. on Wednesday, July 9, 2025**. The request must be submitted to **Joseph D'Ascoli** at the following e-mail address: **josephd@manchesterha.org**. Any clarification and or information will be furnished promptly as a written addendum to the RFP by Friday, **July 18, 2025**.

C. Evaluation Process

A selection committee composed of MHA staff will review proposals in accordance with this RFP and will select the firm most advantageous and supportive of the agency's needs. The firm must demonstrate it will create a successful, proactive and strategic business relationship with MHA. The selection committee may at its discretion request interviews with proposers to discuss specific aspects of their proposal

D. Anticipated Schedule of Events

The anticipated schedule for the RFP and Contract approval is as follows:

EVENT	DATE
RFP available for distribution	July 1, 2025
On-Site Visit to the Congregate facility	July 7, 2025 @ 9:00 AM
Deadline for receipt of written questions	July 9, 2025 @ 2:00 PM
Response to written questions	July 18, 2025
Proposal Due Date	August 1, 2025 @ 2:00 PM
Estimated Contract Award Date	September 17, 2025
Contract Start Date	January 1, 2026

The Manchester Housing Authority reserves the right at its sole discretion to amend any or all of the dates associated with the anticipated schedule of events.

Westhill Gardens Congregate Housing is a state funded community living facility for frail elders 62+ that features 24 hours 7 days per week on-site attendants, a daily hot meal at noon, laundry facilities, and social activities

II. **SCOPE OF WORK**

Congregate senior living facilities require comprehensive cleaning services, including regular cleaning, sanitization, and disinfection, to ensure a safe and healthy environment for residents and staff.

Key Cleaning Services for Congregate Senior Living Facilities:

The scope of services below, and subsequent quote, shall be provided solely for individual resident units and not include any common area cleaning services

Regular Cleaning:

This involves daily tasks like vacuuming, mopping, dusting, and wiping down surfaces in resident rooms

Sanitization:

This focuses on using detergents and sanitizing solutions to kill germs and bacteria on high-touch surfaces, such as doorknobs, and light switches.

Disinfection:

This is a more intense level of cleaning that uses disinfectants to kill viruses and other pathogens on surfaces.

Bathroom Cleaning:

This involves cleaning and disinfecting toilets, sinks, and other bathroom surfaces.

Window and Glass Cleaning:

This helps maintain a bright and clean appearance.

The Contractor will provide adequate insurance, including Workers Compensation, as required below and will name Housing Authority of the Town of Manchester and the Ada Lane Congregate facility as additional insured,

Commercial general liability, including products liability with limits of \$2,000,000 per occurrence and \$2,000,000 aggregate combined single limit for bodily injury and property damage; umbrella liability with limits of \$4,000,000;

Workers Compensation providing statutory limits.

The Contractor shall have an authorized representative available to meet with the designated by the Manchester Housing Authority,

The Contractor is responsible for cleaning supplies necessary to comply with standards.

The Contractor will be responsible for cleaning services program in accordance with all funding requirements, applicable health codes and laws and work directly with the staff of the Ada Lane Congregate facility to ensure compliance with the requirements the Authority must meet and the satisfaction of the residents.

III. CONGREGATE FACILITY LOCATION

Westhill Gardens Congregate Facility
10 Ada Lane
Manchester, CT. 06040

IV. PRICING

Cleaning Services

Description	1 st Year	2 nd Year	3 rd Year
Cleaning Services per unit	\$_____ per week/per month	\$_____ per week/per month	\$_____ per week/per month

Description	4 th Year	5 th Year
Cleaning Services per unit	\$_____ per week/per month	\$_____ per week/per month

Proposal Evaluations:

All proposals will be evaluated.

- Interested firms/parties shall submit, a comprehensive cost proposal demonstrating an understanding of cleaning service.
- Evidence that the firm is properly registered or licensed to perform the work in Connecticut.
- Profiles of the firm's principals, staff, and facilities; and
- A certified statement that the firm or members of the firm are not disbarred, suspended or otherwise prohibited from professional practices by any Federal, State or local agency.

References and information on company policies including but not "limited "to

1. Employment eligibility verifications.
2. Background checks.
3. Employee qualifications, training, safety, and certification.

As requirements of the proposal, all contractors must provide evidence of the ability to post a performance bond and provide proof of insurance,

Each proposer should provide a clear narrative of the approach to providing food services at the properties and what would differentiate their service from others.

Potential proposers are welcome to visit the facility and inspect resident room on July 7, 2025, at 9:00 am. in addition, they may call the Manchester Housing Authority Executive Director, Joseph D'Ascoli, at 860-643-2163 Ext 101, for any clarification needed on the specifications.

In evaluating the firms, the following criteria and related importance (weight) will be applied:

- a) Specialized experience, including technical competence, in the type of work required, pricing. (35 points)
- b) Professional qualifications (including policies) and capacity to perform the required services (35 points)
- c) Past performance on contracts with government agencies and private industry in terms of cost control, references, quality work, and compliance with schedules and health and safety. (30 points)

Proposals shall be accepted until 2:00 p.m. on **August 1**, 2025, and shall be addressed to

Manchester Housing Authority
24 Bluefield Drive
Manchester, CT 06040.

Joseph D'Ascoli Executive Director
Attn: Congregate Cleaning Services

The Manchester Housing Authority reserves the right to waive irregularities and reject any and all proposals.

The Manchester Housing Authority is an equal opportunity employer.

V. GENERAL CONDITION OF THE RFP

A. General Conditions

1. MHA reserves the right to accept or reject any and all Proposals submitted, either in whole or in part, with or without cause; to waive any informalities of any Proposal; to cancel this RFP; and, to make the award in the interest of MHA.
2. MHA reserves the right to request additional information, if needed, from prospective contractors.
3. In the event that it becomes necessary for MHA to revise any part of this RFP, revisions will be provided to all prospective contractors who picked up or were delivered the initial RFP, providing a name, address, telephone number, fax number, and e-mail address have been provided to MHA.
4. All Proposals submitted in response to this RFP will be considered public information and may be made available to the general public (including news media) unless confidential and / or proprietary information is submitted under separate cover and is clearly designated as such.
5. The Proposer shall provide a presentation if requested to do so by MHA.
6. The Proposer affirms that he/she is of lawful age and that no other person, firm, partnership, or corporation has any interest in this submittal or in the contract proposed to be entered into.
7. The Proposer affirms that its Proposal is made without any understanding, agreement or connection with any other person, firm, partnership, or corporation making a submittal for the same purpose, and is in all respects fair and without collusion or fraud.
8. *One or more contracts for services may be awarded under this RFP.*
9. The Proposer has carefully read the provisions, terms, and conditions of the proposal document and does hereby agree to be bound thereby.
10. MHA retains the right to negotiate with the selected firm.
11. Additional services and/or service adjustments and locations may be added or deleted during the life of any contract awarded hereunder as mutually agreed upon in writing between MHA and proposer.
12. The Proposer must meet MHA's insurance and indemnification requirements set forth herein in the attached sample contract.

B. Acceptance of RFP and Contract Terms

Proposer's submission of a proposal in response to the RFP shall constitute acceptance by the Proposer of the terms and conditions of this RFP. In the event that the Proposer's proposal is accepted for contract award, the Proposer agrees to enter into a contract with MHA in a form substantially similar to the contract form appended hereto as Exhibit B.

C. Contract Award

Subject to the rights reserved in this RFP, MHA will award the contract by written notice to the selected Proposer (the "Contractor"). The award of the contract is subject to the approval of MHA Board of Commissioners, and it shall be conditioned on the successful negotiation of revisions, if any, to the proposal, recommended as part of the evaluation of proposals.

D. No Warranty

Proposers are required to examine the RFP, scope of services, and instructions pertaining to the services requested. Failure to do so will be at the Proposer's own risk. It is assumed that the Proposer has made full investigation as to be fully informed as to the extent and character of the services requested. No warranty or representation is made or implied as to the information contained in this RFP.

E. Expense of RFP Submission

All expenses incurred in the preparation and submission of the proposals to MHA in response to this RFP shall be borne by the Proposer.

EXHIBITS

EXHIBIT A

**EXHIBIT A
BUSINESS REFERENCES**

PLEASE PROVIDE ON A SEPARATE SHEET OF PAPER LABELED ATTACHMENT B, FIVE (5) CLIENT REFERENCES. INFORMATION SHOULD INCLUDE:

Customer Name

Address Contact Person

Phone Number Email

Address

A brief description of the role the consultant played in the engagement(s) for this client and the current implementation status of such project(s).

EXHIBIT A
NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ of _____, the Vendor that has submitted the attached Proposal:

(2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and not collusive or sham; that said vendor has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and has not, in communications or conference, with any person, agreed to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Manchester Housing Authority or any person interested in the proposed contract; and that all statements in said proposal of bid are true; and;

(4) Any professional fees arrived at during negotiations must be fair and proper and are not to be tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Professional or any of its agents, representatives, owners, employees or parties in interest, including this affidavit.

(Signed) _____

Title

Sworn to and subscribed before me on this day of _____, 20____

Notary Public

My Commission Expires: _____

PROFILE OF FIRM FORM

(1) Name of Firm: _____

(2) Contact Person: _____

(3) Address: _____

(4) City, State, Zip: _____

(5) Telephone: _____

(6) Fax: Email: _____

(7) Please include the following information:

a. Tax ID Number; _____

b. Year firm established; _____

c. Year firm established; _____

d. Former name of firm and year established (if applicable); _____

e. Name of parent company and date of acquisition (if applicable); _____

(8) Identify Principals/Partners in firm:

NAME	TITLE	% OF OWNERSHIP

(9) Identify the individuals that will act as project manager and any other supervisory personnel that will work on project:

NAME	TITLE

(10) Debarred Statement: *Has this firm, or any of its principal(s), ever been debarred from providing any services to the Federal Government (including, but not limited to HUD), any state government, the State of Connecticut, or any local government agency within or without the State of Connecticut?*

Yes _____ No _____

*(If yes, please attach a full detailed explanation, including dates, circumstances and current status.)*_____
Signature_____
Printed Name_____
Company_____
Date