



**Request for Proposal
for
Authority Wide Solid Waste Collection and
Disposal, and Recycling 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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The Housing Authority of the Town of Manchester Housing Authority (MHA) hereby invites proposals from licensed independent contractors that offer WASTE REMOVAL SERVICES as specified in this Request for Proposal (RFP).

This RFP contains submission requirements, scope of services, period of services, terms and conditions and other pertinent information for submitting a proper and responsive proposal. Prospective Proposer desiring any explanation or interpretation of the solicitation must request it at least seven (7) calendar days before the proposal submittal deadline. The request must be addressed to Joseph D'Ascoli, Executive Director, at the email address of josephd@manchesterha.org. Any information given to a prospective proposer about this solicitation will be furnished to all other prospective proposers as a written amendment to the solicitation.

All responses to the RFP must be enclosed in an envelope and labeled as follows with the specific information: **RFP, Waste Removal Services, Due Date and Time: August 1, 2025, at 2:00 P.M. Eastern Standard Time.**

Late submissions will not be accepted. Submission will be held in confidence until the proposal opening.

Submissions will be evaluated on the criteria stated in the RFP. After evaluation of the responses, the Contract will be awarded to the proposer/s representing the "Best Value" to MHA.

MHA reserve the right to reject any and all submissions.

The Request for Proposal can be obtained by calling 860-643-2163.

Contact Person: Joseph D'Ascoli
Executive Director
860-643-2163 ext. 101
josephd@manchesterha.org.

Notice: 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.

HOUSING AUTHORITY OF THE
TOWN OF MANCHESTER, CT.

By: Joseph D'Ascoli
Executive Director

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 variation of public housing developments and programs consisting of (1) 504 Federal Section 8 Housing Choice Vouchers; (2) 318 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.

RFP INFORMATION AT A GLANCE

MHA CONTACT PERSON	Joseph D'Ascoli, Executive Director 24 Bluefield Drive Manchester, CT. 06040
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	Submit three (3) proposals (1 original and 2 copies) to the MHA following the format as described under Item 4, Bid Format.
PREBID CONFERENCE	July 8, 2025 10:00 A.M. MHA Administrative Office 24 Bluefield Drive Manchester, CT. 06040
PROPOSAL SUBMITTAL RETURN AND DEADLINE	August 1, 2025 2:00 P.M. MHA Administrative Office 24 Bluefield Drive Manchester, CT. 06040

ANTICIPATED APPROVAL BY THE BOARD **September 18, 2025**

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 waste removal services to the indicated communities for the control of the accumulation of trash, rubbish or debris in storage areas and individual and large containers for periodic removal as specified herein.

2.1 Trash removal service is to be performed as noted on the attached list of communities and locations.

2.2 The contractor shall dispose of all waste materials in a manner approved by the Town of Manchester, the State of Connecticut and the United States Environmental Protection Agency as appropriate and acceptable to MHA. The Authority shall be held harmless of any liability for hazardous materials not originating from any of its residential sites which may be hauled by the contractor in its vehicles.

2.3 The quoter is to provide all equipment, material and labor necessary to carry out this contract including trash receptacles. Trash containers supplied by the contractor are to be the same size and quality of those currently in place at locations to be services. Trash containers are to be in excellent conditions upon placement and are to be maintained on a regular basis. Maintenance includes, but is not limited to: sanitization, rust removal, painting, maintaining of lids and doors to ensure constant working conditions. Containers will be replaced at the contractors cost as needed during the contract period. Containers removed for repair must be replaced with containers which are in excellent condition.

2.4 Bidder must be licensed to perform Trash 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 prior to 8:00am and after 4:30pm, weekdays, unless otherwise noted on the site schedule.

2.6 The Contractor will submit to the Authority a three-month schedule stating the time and dates of each project to be serviced each month

2.7 The Contractor guarantees to the satisfaction of the Authority trash removal in all building spaces and areas stipulated in these specifications

2.7.1 If refuse is not controlled to the satisfaction of the Authority, the Contractor is to perform additional pick-ups at sites designated by the Authority at no additional cost to MHA.

2.7.2 In the event the Contractor is unable to pick-up as scheduled due to vehicle shortage or other extreme situations, it will be the responsibility of the Contractor to sub-contract with an outside firm to assure the work is completed within a twenty-four hour period. If Contractor is unable to meet this requirement, MHA reserves the right to terminate the contract effective immediately.

2.8 Payment under this contract will be based on the number of pick-ups each month. 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.

WASTE HAULING TABLE
 Manchester Housing Authority
 6/10/25

Complex	Address	Location	Container Type	Qty	Frequency
Congregate	10 Ada Lane	Loading Dock	6 cyd front load	1	2x per week
			4 cyd recycling	1	2x per week
Mayfair Gardens	263 North Main St	North parking lot	6 cyd front load 4 cyd recycling	1 1	weekly
	279 North Main St	West parking lot	8 cyd front load 4 cyd recycling	1 1	weekly
Westhill Gardens	24 Bluefield Drive	Rear parking lot	6 cyd front load 4 cyd recycling	1 1	weekly
	27-39 Bluefield Drive	Rear parking lot	6 cyd front load 4 cyd recycling	1 1	weekly
	41 Case Drive	Side parking lot	6 cyd front load 4 cyd recycling	1 1	weekly
	9-31 McGuire Lane	Side parking lot	6 cyd front load 4 cyd recycling	1 1	weekly
	13-21 Carver Lane	Front parking lot	6 cyd front load 4 cyd recycling	1 1	weekly
	43 House Drive	Side Parking Lot	6 cyd front load 4 cyd recycling	1 1	weekly

APPENDIX A

FORMS TO BE SUBMITTED WITH THE PROPOSAL PACKAGE

- COMPANY PROFILE FORM
- NON-COLLUSIVE AFFIDAVIT (Notarized)
- CLIENT REFERENCES FORM
- HUD 5369-B: INSTRUCTION TO OFFERORS (NON-CONSTRUCTION)
- HUD 5369-C: CERTIFICATIONS & REPRESENTATIONS OF OFFERORS FOR (NON-CONSTRUCTION) CONTRACTS

MANCHESTER HOUSING AUTHORITY**COMPANY PROFILE FORM****Company:** _____**Address:** _____**Email:** _____**Phone:** _____**IDENTIFY PRINCIPALS / PARTNERS IN FIRM**

Name	Title	% of Ownership

Identify the individual(s) that will act as project manager(s) and any other supervisory personnel that will work on the project and submit a brief resume for each

Name	Title

Proposer Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

Caucasian American (Male)	Public-Held Corporation	Governmental Agency	Non-Profit Organization
%	%	%	%

Minority Business Enterprise (MBE) or Woman-Owned Business Enterprise (WBE). Qualifies by virtue of fifty-one percent (51%) or more of ownership and active management by one or more of the following:

<u>African American</u>	<u>Native American</u>	<u>Hispanic American</u>	<u>Asian/Pacific American</u>	<u>Hasidic Jew</u>
%	%	%	%	%
<u>Asian/Indian American</u>	<u>Woman-Owned (WBE)</u>	<u>Woman-Owned (Caucasian)</u>	<u>Disabled Veteran</u>	<u>Other (Specify)</u>
%	%	%	%	%

WMBE Certification Number: _____

Certified By: _____
NOTE: A CERTIFICATION NUMBER IS NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

Federal Tax ID Number: _____

Worker's Compensation Insurance Carrier: _____

Policy Number: Expiration Date: _____

General Liability Insurance Carrier: _____

Policy Number: Expiration Date: _____

Professional Liability Insurance Carrier: _____

Policy Number: Expiration Date: _____

FELONY DISCLOSURE

Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes () / No ()

If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

PLEASE NOTE: The Authority reserves the right to not make award to any proposer that has principal or staff who has been convicted of a felony if the Authority believes that doing so is in its best interests.

DEBARRED STATEMENT

Has this firm or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Rhode Island, or any local government Authority? Yes () / No () If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

Does this firm or any principal(s) have any current / past personal or professional relationship with any Officer or Commissioner of the Providence Housing Authority? Yes () / No ()

If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

The undersigned proposer hereby states that by completing and submitting this form, he / she is verifying that all information provided herein is, to the best of his / her knowledge, true and accurate, and agrees that if the Providence Housing Authority discovers that any information entered herein is false, that shall entitle the Providence Housing Authority to not consider, make award, or cancel any award with the undersigned party.

Company: _____

Address: _____

Printed Name: _____

Signature: _____

Title: _____

Date: _____

NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

_____ being first duly sworn, deposes and says: That (he / she) is
(the owner / partner / officer) of the firm of:

_____,

the party making the foregoing proposal/bid, that such proposal/bid is genuine and not collusive or sham; that said proposer/bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer/bidder or person, to put in a sham proposal/bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal/bid price of affiant or of any other proposer/bidder, to fix overhead, profit, or cost element of said proposal/bid price, or that of any other proposer/bidder, or to secure any advantage against the Housing Authority of the Town of Manchester , Connecticut, or any person interested in the proposed contract; and that all statements in said proposal/bid are true.

Signature & Title:

Owner: if the proposer/bidder is an individual**Partner:** if the proposer/bidder is a partnership**Officer:** if the proposer/bidder is a corporation

Subscribed and sworn to before me this

_____ day of _____, 20____.

(Notary Public)

My commission expires _____, 20____

CLIENT REFERENCES FORM

PLEASE PROVIDE THREE (3) CLIENT REFERENCES

Customer Name

Address

Contact Person Phone

Number or Email Address

Customer Name

Address

Contact Person Phone

Number or Email Address

Customer Name

Address

Contact Person Phone

Number or Email Address

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