



East Hartford Housing Authority
546 Burnside Ave, East Hartford, CT 06108

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860-290-8300

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Finance Dept Fax
860-290-8308

Leasing Dept Fax
860-289-1688

www.ehousing.org

Invitation for Bid – 24 Hour Drain & Sewer Services

The East Hartford Housing Authority will be seeking contracts with qualified firms for emergency & nonemergency drain and sewer repair services at ten (10) separate properties plus an addition nineteen (19) units of scattered site housing all located within the Town of East Hartford. This proposed contract will be held for a three (3) year period with two additional 1 year extensions possible upon agreement of both parties.

I. PROPOSED SERVICE REQUIREMENTS –

1. Drain & Sewer Services labor pricing should include all labor, materials, tools and equipment necessary to complete sewer and drainage services to main lines, branch lines, clogged sinks, tubs, floor drains, roof drains and foundation drains, sidewalk drains and all other cleanouts found on EHHA properties.
2. Contractor must be capable of providing camera footage for clogs or build up.
3. Contractor must be able to snake from rooftop vents.
4. Contractor must respond to all emergency calls within 12 hours of initial callout.
5. Contractor may need to work along with other crafts and EHHA maintenance workers to complete assigned repairs.
6. Contractor must use a flat rate dependent on clog type outlined on the bid form and an hourly rate after first full hour of work & material expenses for billing purposes.
7. For the purpose of this contract regular hours are considered 8:00am – 4:30pm, Monday through Friday, excluding Holidays.

II. EHHA CURRENT PORTFOLIO INCLUDES –

1. Shea Gardens 47 Elderly/Disabled Apartments, 14 Efficiencies and 33 one Bedroom at Holmes Street & Mill Road
2. Meadow Hill Apartments 120 Elderly Apartments, 120 one bedroom at 101 Connecticut Boulevard
3. Rochambeau 50 Elderly Apartments, 50 one bedroom at

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|-----|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| | | 68 Silver Lane |
| 4. | <u>Elms Village</u> | 85 Elderly Apartments, 24 Efficiencies and 62 one bedroom at Elms Village Drive |
| 5. | <u>The Highlands Apartments</u> | 54 Elderly Apartments, 20 efficiencies and 34 one bedroom at 1403 Main Street |
| 6. | <u>Heritage Gardens</u> | 46 Elderly/Disabled Apartments, 46 efficiencies at 163 School Street |
| 7. | <u>Miller Gardens Apartments</u> | 86 Elderly Apartments, 86 one bedroom at 452 Main Street |
| 8. | <u>Hutt Heights</u> | 28 Elderly/Disabled Apartments, 13 efficiencies and 15 one bedroom at 70 Cannon Road |
| 9. | <u>Hockanum Park</u> | 100 Family Apartments, 12 one bedroom, 42 two bedrooms, 36 three bedrooms, 10 four bedrooms at Holmes Street, Mill Road and Hamilton Road |
| 10. | <u>Veterans Terrace and Extension</u> | 150 Family Apartments, 96 two bedrooms, 54 three bedrooms at Columbus Circle, Columbus Street and Columbus Circle Extension. |
| 11. | <u>Scattered Sites</u> | various locations in East Hartford, duplexes & triplexes, one, two and three Bedrooms units |

III. ACCEPTANCE AND CONTRACT REQUIREMENTS

Qualified contractors must submit their acceptance of terms and service requirements along with hourly rates and marked as “24 Hour Drain & Sewer Services Acceptance/Bid Form” The following items need to be included in your proposal:

1. Completed Bid Form
2. A certificate of insurance with the following minimum insurance coverages must be supplied at time of contract signing:
 - General Liability and Automobile Liability \$1,000,000 per occurrence with a General Aggregate of at least 2,000,000
 - Workers Compensation and Employers Liability Insurance:
 - a) Bodily injury by accident \$100,000 - each accident.
 - b) Bodily injury by disease \$100,000 - each employee.
 - c) Bodily injury by disease \$500,000 - policy limit.
3. Contractor must supply copy of valid State of Connecticut contractor’s license in bid packet.
4. The East Hartford Housing Authority will coordinate with the qualified contractor (s) for each work project and upon completion, contractor will submit a detailed invoice for

payment with the location of the property serviced within thirty (30) days. All conditions delineated in this Invitation for Bid shall be in effect for the duration of said service agreement. Payment terms will be Net 30 after invoice is received by EHHA.

5. The East Hartford Housing Authority may award to other qualified contractors, should the need for additional services be warranted. Sub-contractors may be used with the express approval of EHHA **prior** to any approved work. Interested bidders must submit potential sub-contractor names on attached sheet along with this bid, or a statement stating no use of subcontractors. Sub-contractors must be licensed and be insured and be paid no more than the accepted bid rate by contractor.
6. The East Hartford Housing Authority intends that this contract would start no later than September 9, 2019 and that the qualified contractor would provide services for a period of three years. Two (2), one (1) year contract extensions may be offered at the end of the initial three (3) year contract period, upon mutual agreement of both parties.
7. For micro purchases under \$2,000, verbal or written quote (s) will be provided. For small purchases threshold over \$2000 and up to \$4,000, a minimum of two bids for work projects will be required. For all work projects over \$4,000, 3 written bids will be sought.
8. For all work with labor costs over \$2,000, applicable Davis Bacon wage rates will be applied and wages must be reported on the WH 347 Certified payroll form (see attached form) for all workers used on a specific project. If applicable, current residential or building wage rates (as applicable) will be supplied to the contractor by EHHA.

Submission Deadline:

September 5, 2019 by 2:00 p.m. – Place quote form in an envelope marked “24 Hour Drain & Sewer Services Acceptance/Bid Form”

Contact Person for IFB:

Julius Grier III, Facilities Manager (860) 290-8301 Ext. 102 or jgrier@ehhousing.org.

All questions regarding this IFB must be put in writing to the above email address no later than Friday, August 23, 2019 at 4:00 PM. All questions will be answered in writing no later than Thursday August 29, 2019 at 4:30 PM and will be emailed to all known email address of current vendors bidding on the project.

Date Issued:

August 6, 2019

The East Hartford Housing Authority reserves the right to reject any and all bids and/or waive any informality in the proposal process, when such action is deemed in the best interests of the Authority.


Debra Bouchard
Executive Director

Bid Form

Invitation For Bid – 24 Hour Drain & Sewer Services Acceptance Bid

Company Name: _____

Name of Representative: _____ Title: _____

Email: _____ Phone Contact: _____

Date: _____

Other documents required with bid:

1. Copy of company's State of Connecticut business license
2. Certificate of Insurance naming EHHA as additionally insured is required upon contract signing.
3. Listing of sub-contractors, if applicable & references
4. Minimum of 3 references for review

Statement of Acceptance:

I am requesting to be accepted as a qualified contractor for this Invitation for Bid – **24 Hour Drain & Sewer Services** work at the properties listed and I agree to all conditions and terms as listed in the Invitation for Bid and in the proposed acceptance and contract requirements.

Yes _____

No _____

Complete with flat rate for clog type –

Sinks & Tubs _____

Main Lines _____

Camera Inspections _____

Rooftop Snaking _____

My requested hourly rate after 1st hour is: _____ per hour

I would like an opportunity to match the low bid awarded contractor's hourly rate and to serve as a backup contractor to the Housing Authority

Yes _____

No _____

Signature: _____

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