

**FREEPORT HOUSING AUTHORITY**

**REQUEST FOR PROPOSALS**

**Trash Removal & Carting Service**

**Issue Date: October 26, 2023**

**NOTICE IS HEREBY GIVEN**, that the Freeport Housing Authority (“the FHA”) seeks proposals from qualified firms to perform trash removal services and its Federally Subsidized Properties.

The RFP documents may be obtained by visiting the FHA offices during regular business hours, 8:30AM – 4:30PM, located at 100 North Main Street, Administration Building, Freeport, NY 11520. The RFP is also available on the FHA website [www.FreeportHousingNY.org](http://www.FreeportHousingNY.org).

The deadline for submission of proposals is 4:00PM, November 20, 2023

The FHA reserves the right to reject any or all proposals.

The FHA is an Equal Opportunity Employer.

By Order of the Board of Commissioners  
Freeport Housing Authority  
Dated: October 26, 2023

# **FREEPORT HOUSING AUTHORITY**

## **REQUEST FOR PROPOSALS**

### **Trash Removal & Carting Service**

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The Freeport Housing Authority (“the FHA”) is seeking proposals from qualified firms to perform trash removal services at its Federally subsidized properties. The RFP documents may be obtained by visiting the FHA offices during regular business hours, 8:30AM – 4:30PM, at 100 North Main Street, Administration Building, Freeport, NY 11520. The RFP is also posted on our website: [www.FreeportHousingNY.org](http://www.FreeportHousingNY.org).

### **BACKGROUND**

The FHA, established and organized under New York State law, the FHA provides affordable, safe, housing at several locations within the Village of Freeport, NY. The FHA maintains two hundred fifty (250) units of income based public housing and administers three hundred fifteen (315) vouchers under the Housing Choice Voucher Program.

The FHA is governed by a seven (7) member Board of Commissioners which sets policy for the FHA, and which awards all contracts of the FHA. Oversight of the FHA and program guidance is provided by the US Department of Housing and Urban Development (“HUD”)

The FHA and HUD require that all services contracts be procured through a competitive process. The FHA is requesting proposals for trash removal companies (“the Company”) to remove household and bulk trash from its properties.

### **FHA Property Locations and Units:**

- 240 South Main Street, Freeport NY - Eighty-four (84) units.  
Company required to install and maintain two (2) eight (8) yard hydraulic dumpsters.
- 250 South Main Street Freeport, NY - Fifty (50) units  
Company required to install and maintain one (1) eight (8) yard hydraulic dumpster.
- 260 South Main Street, Freeport NY - Sixteen (16) units  
Company required to install and maintain one (1) six (6) yard dumpster.
- 100 North Main Street – 100 Units  
Company is required to install and maintain one (1) eight (8) yard hydraulic dumpster.  
Company is required to provide one (1) 15-yard dumpster for bulk trash removal.

## **SCOPE OF WORK:**

The Company will be required to remove household trash from FHA properties two (2) days per week, preferably Tuesdays, and Fridays, inclusive of Holiday weeks. The Company will also be required to remove bulk trash on an as needed basis from its 100 North Main Street property location.

The Company will be required to install and maintain, at its sole expense, all equipment necessary to perform trash removal and carting on a professional basis.

## **INFORMATION AND DATA REQUIRED OF EACH RESPONDENT**

### **1. Qualifications and Experience**

- A. Company profile
- B. Schedule of existing clients

### **2. Method for proving services and schedule for providing services.**

### **3. Cost of Services.**

- A. The FHA desires to receive a fixed annual price for the cost of services. Invoices to be billed paid monthly.

### **4. Licensing:**

- A. The Company must provide and maintain all licenses necessary to perform scope of work.

### **5. Legal**

- A. The Company must provide a schedule of any exiting litigation that the Company has been named a defendant for the prior five (5) years.

### **6. Insurance**

- A. Evidence of workers compensation insurance
- B. Evidence of a minimum \$2,000,000 general liability policy. FHA required to be named "additional insured."

## **SELECTION CRITERIA**

The Company will be selected based upon responses to the above criteria. It is very important in the submission of your proposal that you specifically address and respond to each, and every item listed one (1) through five (5) under the heading "Information and Data Required of Each Respondent" of this RFP. Your failure to comply with this directive may cause your proposal to be rejected as incomplete and non-responsive. Five (5) copies of your proposal are required to be submitted.

## **RANKING AND RATING**

Qualifications and Experience

Excellent – 25 Points    Good – 20 Points    Fair – 15 Points

Method for providing the requested service

Excellent – 25 Points    Good – 20 Points    Fair – 15 Points

Cost of service

Excellent – 50 Points    Good – 40 Points    Fair – 30 Points

## **PROPOSAL SUBMISSION**

All respondents agree that by submitting a response to this RFP, the decision of the FHA on selection is final.

All responses should directly address the criterion under specific headings as per the form of proposal. Responses must be received in a sealed envelope marked "Response to RFP for **“Trash Removal & Carting Services”** by the FHA no later than 4:00 PM, **November 20, 2023**, and shall be addressed as follows:

John J. Hrvatin  
Executive Director  
Freeport Housing Authority  
100 No. Main Street  
Administration Building  
Freeport, NY 11520

Five (5) copies of your proposal are required with your submission.

All question related to the RFP should be directed to John Hrvatin at 516.623.2508 ext. 101 or via electronic mail to [JHrvatin@FreeportHousingNY.org](mailto:JHrvatin@FreeportHousingNY.org).

Proposals and material contained therein shall become property of the FHA upon submittal. Regardless of the outcome, firms and or individuals shall not hold FHA responsible for any expense or cost in the preparation of their RFP or in negotiating towards a contract.

The FHA is an equal opportunity employer.