

Manchester Housing and Redevelopment Authority

REQUEST FOR PROPOSAL FOR Electrical Services

**RELEASE DATE:
10/01/2026**

**RESPONSE DUE DATE AND TIME:
10/15/2026 by 2PM**

MHRA CONTACT:
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603-851-1774

Instructions: Packages may be emailed or delivered or mailed in a sealed envelope.

Please notify of submissions (whether delivery, mail, or email) by sending an email to the Contact above.

All packages not received by the deadline will be considered late and returned to the sender unopened. MHRA DOES NOT ACCEPT RESPONSIBILITY FOR LATE OR MISDELIVERED PACKAGES.

MHRA WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT IN EMPLOYMENT DECISIONS BECAUSE OF RACE, MARITAL STATUS, COLOR, RELIGION, AGE, NATIONAL ORIGIN, SEX, SEXUAL PREFERENCE, DISABILITY OR VETERAN'S STATUS.

SECTION I - GENERAL TERMS AND CONDITIONS

1.00 INTRODUCTION

Manchester Housing and Redevelopment Authority (MHRA) seeks Proposals for electrical services in vacant and occupied units and exterior or building wide electrical needs. Interested firms shall provide a proposed plan and pricing based on time and material costs.

1.01 DEFINITION OF TERMS

The following general terms and conditions apply to any contract issued hereunder, except where the clauses are self-deleting because of monetary thresholds, or the clause prescriptions. Other provisions, including contract clauses, may be added to individual contract(s) by mutual agreement of MHRA and the Contractor. It is understood by MHRA and the Contractor that, where appearing in the referenced clauses, the terms "Government," "Contracting," "Officer," and named contracting agency shall mean "MHRA," except where the terms "Contractor" and "Subcontractor" are used in a clause where in the normal relationship between parties denoted by these terms is stated or implied. The "Interested Firm" is the company submitting a Proposal in response to this Request for Proposal. The "Contractor" also means the successful "Firm" which signs a contract based on its response to this Request for Proposal (RFP). Notwithstanding the above, all audit rights of the Contractor's books and records shall be reserved to the Government.

1.01 DESCRIPTION OF HOUSING AUTHORITY

MHRA was established in 1941 and its administrative office is located at 198 Hanover Street, Manchester, New Hampshire 03104. MHRA is federally subsidized by the U.S. Department of Housing and Urban Development (HUD) to provide decent, safe, sanitary, and affordable housing to low-income individuals and families. It is regulated by the Housing Act of 1937 as amended, regulations promulgated pursuant thereto, as well as laws of State of New Hampshire. MHRA is a political subdivision of the State of New Hampshire and therefore is exempt from state, local, and federal taxes.

MHRA owns and/or manages 1,476 units of affordable housing plus facilities for maintenance and administration in Manchester. Residential units for families, elderly and the disabled range in size from studio/zero- to five-bedroom apartments.

1.02 REQUESTS FOR INFORMATION

Any Interested Firm desiring an explanation or interpretation of this RFP must request in writing, by email or mail, such request for information **no later than five (5) days prior to the Proposal due date**. Requests should be directed to the Contact at the email address listed on the cover page. Any information given to an Interested Firm concerning the solicitation will be furnished promptly to all Interested Firms, if that information is necessary in submitting an offer or if the lack of it would be prejudicial to any other prospective firm. Oral explanations or instructions given before the award will not be binding on contract performance.

1.03 PROPOSED SUBCONTRACTING

The Interested Firm is required to include in their response a list of any proposed subcontractors, and a list of tasks or items, if any, which the Interested Firm intends to subcontract.

SECTION II - DESCRIPTION OF SERVICES

2.00 PROJECT DESCRIPTION

MHRA intends to enter into one or more contracts for Electrical Services at various locations owned, managed, or leased by MHRA. The locations may consist of residential and administrative properties.

2.01 SCOPE OF WORK AND BASIS OF PRICING

Proposals shall include the Interested Firm's response to the Scope of Work in EXHIBIT 1.

Please provide pricing in EXHIBIT 2.

2.02 MINIMUM STANDARDS OF PERFORMANCE

The Contractor's performance will be evaluated in accordance with MHRA and HUD standards. If work is not satisfactory, the Contractor may be called back to the site. If the Contractor fails to arrive at the MHRA location within a time specified after the request for call-back service, MHRA shall have the right to obtain the service through another vendor and the Contractor agrees that the actual cost of such service shall be deducted from the Contractor's invoice covering the period for which the outside service was obtained. This deduction will be supported by a copy of the invoice covering the emergency service obtained elsewhere.

2.03 TERM OF CONTRACT

The term of this contract shall be for a period of one (1) year, potentially beginning 10/15/2026. This contract may be modified upon notification to the Contractor in writing by MHRA. The pricing provided shall be valid for the term of the contract, beyond that will require an agreed adjustment between both parties.

MHRA may discontinue this contract immediately upon furnishing notice to the Contractor if the parties fail to agree upon any deletion, amendment, or addition to this contract, which is required by statute, Executive Order, procurement regulation, or HUD regulations. No deletion, modification, addition to, or discontinuance of this contract shall affect any orders hereunder entered into prior to the effective date of such change, unless mutually agreed to by the parties or otherwise required by operation of law.

SECTION III - EVALUATION FACTORS

3.00 EVALUATION FACTORS

Contract will be awarded to the responsible firm whose Proposal is most advantageous to MHRA based upon, but not limited to, the evaluation criteria specified below:

A. Fee/Price:

- a. Reasonableness of proposed costs in relation to other offers.
- b. Proposed costs in relation to evaluated company experience, qualifications, services offered, and proposed work plan.
- c. "Added Value Services" offered.

B. Company Qualifications and Experience:

- a. Qualifications and experience working with the statutes and regulations which govern the services specified herein.
- b. Experience with housing entities providing the services specified in the RFP.
- c. References of other companies for which bidders have provided similar services as specified in this RFP.

SECTION IV - PROPOSAL INSTRUCTIONS AND SUBMITTAL

4.00 GENERAL INFORMATION

1. The Proposal shall be signed by an official authorized to bind the company and shall contain a statement that the Proposal is firm for 45 days from the due date.
2. Proposals may be withdrawn by the bidder via written or email request received by MHRA no later than the due date for the Proposal. Any Proposal that is withdrawn may nevertheless be opened and reviewed. Proposals opened on the due date shall not be withdrawn without the consent of MHRA for 120 days after the Proposal due date.
3. MHRA reserves the right to accept or reject any and all Proposals received as a result of this RFP, to take exception to these RFP specifications, or to waive any informalities, or the failure of any Interested Firm or of MHRA to comply therewith, to negotiate all terms and conditions with any qualified source, or to cancel or amend in part, or entirety, this RFP. All or part of a Proposal will be incorporated into the final contract. Interested Firm may be excluded from further consideration for failure to fully comply with the specifications of this RFP.
4. Failure of the successful Firm to accept these and other terms will void the award.
5. MHRA reserves the right to make a contract award based solely upon the Proposals, or to negotiate with one or more bidders. The bidder(s) selected for the award will be chosen on the basis of greatest benefit to MHRA, and not necessarily on the basis of lowest price.

4.01 MATERIALS TO INCLUDE WITH PROPOSAL

Response to Request for Proposal including the following:

1. Proposal Transmittal/Introduction Letter:
 - i. Company – including name, mailing address, phone number, Fed Tax ID.
 - ii. Contact Person - name, email address, and phone number.
2. Proposal noting exceptions to requirements in Request for Proposal/ Exhibits.
3. A resume of pertinent experience and references.
4. Pricing broken out for time and materials.
5. List of proposed subcontractors (if any) and list of tasks bidder intends to subcontract – See Section 1.03.
6. Non-Collusive Affidavit – See EXHIBIT 2.
7. Certified statement that the Firm is not debarred or suspended or otherwise prohibited from professional practice or service by any Federal, State, or local agency. NOTE: MHRA will reject the Proposal of any bidder who is debarred by the U.S. Department of Housing and Urban Development (HUD), and/or the State of New Hampshire from providing services to public housing authorities, and reserves the right to reject the Proposal of any bidder who has previously failed to perform any contract properly for any purchaser, or to complete on time, contracts of a similar nature, who are not in the position to perform the contract, or who has neglected the payment of bills or otherwise disregarded as obligations to clients, purchasers, subcontractors, material men, or employees.
8. Signature of a person authorized to bind offering Firm to the terms of the Proposal.

Failure to return any requirements or attachments will deem your Proposal as non-responsive.

4.02 CONTRACTOR RESPONSIBILITY

Notwithstanding the right of the federal government and MHRA to review the Contractor's efforts and progress and particularly with reference to the specifications, and deliverable items, which may be provided for elsewhere in this contract, it is expressly understood that the Contractor is completely responsible for the compliance of contract and items with the provisions of this contract and any reviews and approval given by MHRA or the government, do not relieve the Contractor of this responsibility without written approval of MHRA's Executive Director or their designee.

4.03 APPLICABILITY OF PUBLIC RECORDS LAW

Interested Firms are advised that all bids/Proposals submitted to MHRA are subject to public records laws and may be subject to disclosure to the public. Information in bids/Proposals and other submissions that would be deemed a trade secret or otherwise not subject to disclosure under public records laws shall be clearly indicated as such by the Interested Firm. Also, the Interested Firm shall submit one copy of its bid/Proposal and other submissions, which has been redacted of all trade secrets and other information not subject to disclosure pursuant to a public

records request. Failure to do so may subject the entire contents of a bid/Proposal or other submission to disclosure under public records laws.

SECTION V – POST-APPROVAL INFORMATION AND REQUIRED DOCUMENTS

5.00 CONTRACT

The Contract or Agreement shall also include this Request for Proposals and the Contractor's Proposal. A copy of the contract will be provided following the award.

5.01 WORKERS' COMPENSATION AND LIABILITY INSURANCE

The successful firm will be required to provide evidence of insurance for workers' compensation, general liability, and motor vehicle liability. Certificates of Insurance must be provided for all coverage stating the limits and the effective and expiration dates of coverage. Coverage for Comprehensive General Liability insurance must have limits of not less than \$1,000,000 per occurrence and include bodily injury, property damage, personal injury, advertising injury, blanket contractual coverage, and owner/contractor protective liability. Coverage for Workers' Compensation and Automobile Liability must be provided at limits that meet or exceed the limits required by state law. MHRA shall be listed as "Other Insured." Evidence of continuous Workers' Compensation coverage throughout the duration of the contract must be provided to MHRA.

5.02 OTHER FORMS AND INFORMATION REQUIRED BY HUD

The following are to be completed and/or initialed as part of the contract:

1. Contract Clauses:
 - i. HUD Procurement Handbook for Public Housing Agencies (HUD 7460.8 REV 2) Table 5.1 Mandatory Contract Clauses for Small Purchases Other Than Construction.
 - ii. General Contract Conditions for Non-Construction Contracts with Maintenance (HUD Form 5370-C2)
2. Davis Bacon Wage Rates and Certified Payrolls. Note: Rates will be dramatically different for each building due to having high-rise buildings. This may result in different pricing per building.
3. HUD Section 3 Contractor Compliance Efforts – MHRA FORM
 - i. The work to be performed under this contract is subject to the requirements of Section 3, a provision of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) that is regulated by the provisions of 24 CFR 75. Section 3 regulations ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income

persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons. MHRA encourages all its Contractors to learn more about Section 3 business opportunities at the HUD Opportunity Portal and notify MHRA on utilization of Section 3 business entities or workers associated with this contract.

5.03 INVOICING AND PAYMENT

Invoices or vouchers for payment shall be certified by an approved and responsible official of the Contractor's organization. A monthly invoice must be submitted within thirty (30) days after services are provided. MHRA will pay invoices net thirty (30) days after receipt of the invoice. Each invoice or voucher shall, at a minimum, be supported by a summary of the cumulative costs and a description of the service provided, as well as certified payrolls. The Contractor shall submit the invoice by mail/email to the MHRA Contact on the cover page.

EXHIBIT 1

MHRA Contracted Electrical Services

SCOPE OF SERVICES

Process: MHRA will identify electrical needs and issue a Purchase Order, which will contain the scope of work and time for completion. An acceptance of a Purchase Order is a joint agreement by both parties of time and scope of work. The time allotted to complete all work will be specific at the time of assignment and must be completed in that time. Should the work not be completed in that time, MHRA will charge the contractor a fee of fifty (\$50.00) per day if the contractor exceeds the limit given on the purchase order. Any additional work beyond the Purchase Order will need to be quoted and approved by MHRA. Contractor must be able to work independently in both vacant and occupied units.

The following Scope of Services is for the MHRA cleaning and painting of vacant dwelling units. All work shall be done in accordance with this Scope of Services.

A. Electrical Scope of work includes, but is not limited to:

- a. Replacement or installation of GFI protected outlets where required by law.
- b. Installation of bathroom lighting and vent fans.
- c. Installation of kitchen hood vents.
- d. Installation of lighting, interior or exterior.
- e. Installation of smoke/co and other life safety equipment. Life safety issues must be addressed within 24 hours.
- f. Any other emergency needs including but not limited to breakers, electrical panel etc.
- g. MHRA has preferred brands and styles to create continuity in the portfolio and identified brands must be used. Should product not be available contractor must seek permission to install a different product.

B. Additional:

- a. Contractors are not permitted to smoke inside any property and must be twenty-five (25) feet away from any building.
- b. Only those employed by the contractor shall be allowed entry into any property or apartment owned or operated by MHRA.

Contractor Name: _____

Signature: _____

Title: _____

EXHIBIT 2

Contracted Electrical Services

NON-COLLUSIVE AFFIDAVIT

State of _____ ss

County of _____

_____, being first duly sworn deposes and says:

That s/he is _____
(Title and Legal Business Name)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder 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 any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or 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 and Redevelopment Authority or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of: *

*Bidder, if the bidder is an individual;
Partner, if the bidder is a partnership;
Officer, if the bidder is a corporation.*

** Strike out inapplicable statements*

Subscribed and sworn to before me

this _____ day of _____, 20__.

My commission expires _____, 20__.