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**Waste Collection and Disposal Services
Lakeland Estates Public Housing Request For Proposals
Issue Date: August 17, 2026**

The **Michigan City Housing Authority** ("MCHA") is seeking proposals from qualified, licensed providers for comprehensive Waste Management, Collection and Disposal at our Housing Development located at 100 Merrihill Drive, Michigan City, IN 46360. The service shall be performed in accordance with the U.S. Department of Housing and Urban Development (HUD) program requirements and applicable state and local regulations, ordinances and other applicable laws.

No change to the Scope of Services or to any other terms and conditions of this solicitation will be made orally to any Respondent. No oral interpretation of the RFP's requirements will be given to any Respondent. Requests for clarification or interpretation of this RFP must be received by email to epyne@emcha.org at least 5 business days before the submission due date and time.

Interested and qualified Waste Management providers are invited to submit proposals in a sealed envelope no later than **Friday, September 18, 2026 at 3:30pm**. Proposals should be identified as such on the envelope, "Proposal Waste Management & Disposal Services".

Unsealed Proposals will not be accepted. Late Proposals will be determined unacceptable and will be returned to the Respondent unopened. No oral, faxed, or emailed Proposals will be accepted. Proposals may be mailed, sent by private carrier or delivered in person during normal business hours, which are from 8:00 a.m. to 4:00 p.m., Monday through Friday (Office is closed on Wednesdays).

Each Respondent is to become familiar with the contents, locations, and nature of requests covered by this RFP. Any failure to understand any aspect of this RFP is the responsibility of the Respondent. Absence of any of the requested information may lead to a determination of non-responsiveness that may result in automatic elimination. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a Proposal.

**Copies of the RFP can be accessed by sending a request
via email to epyne@emcha.org.**

INSTRUCTIONS FOR RFP SUBMISSIONS

Four (4) hard-copies of the proposal should be mailed or delivered to:

Michigan City Housing Authority
Attn: Erin Pyne
621 East Michigan Blvd
Michigan City, IN 46360

Proposals must arrive by the specified date and time, regardless of the postmark date. Submitting a response to the RFP at MCHA on or before the stated time and date will be solely and strictly the responsibility of the Respondent. Proposals must be valid for a minimum of 90 days after the submission deadline to allow sufficient time for Board approval and executing Broker/Agent of Record documentation.

Negligence in preparing Proposals confers no right to make modifications or to revoke or withdraw Proposals after the time set for opening of the Proposals. If a firm wishes to withdraw its Proposal, it may do so by email prior to the **Friday, September 18, 2026** deadline.

SCOPE OF SERVICES

The Michigan City Housing Authority hereby requests proposals from license, qualified waste management firms to provide comprehensive solid waste collection and disposal services for MCHA's Housing Development located at 100 Merrihill Drive. The service shall be performed in accordance with the U.S. Department of Housing and Urban Development (HUD) program requirements and applicable state and local regulations, ordinances and other applicable laws.

Services shall include waste management services, including, but not limited to:

1. Regular scheduled solid waste collection from MCHA Housing Development located at 100 Merrihill Drive, Michigan City, IN 46360. Collection frequency shall be a minimum of once per week.
2. Provision, delivery and maintenance of sufficient refuse containers, dumpsters or compactors of appropriate size and type for each property, based on unit count and waste volume. Containers shall be weather-resistant, pest-resistant, ADA-compliant where applicable and in compliance with the City of Michigan City regulations.
3. Collection of large and bulky items (e.g. furniture, appliances, mattresses) on a scheduled basis.
4. Hazardous waste and regulated material removal as identified at MCHA properties, including but not limited to: paint solvents, batteries, fluorescent bulbs and electronic waste in full compliance with state and local regulations.
5. Coordination with MCHA Property Management and maintenance to address service disruptions, overflow conditions, missed pickups, special events or seasonal collection needs in a timely manner.

6. All personnel must be properly licensed and trained in accordance with applicable federal, state and local regulations. The Contractor shall maintain all required operating licenses, vehicle registrations, commercial driver's licenses and insurance coverage for the duration of the contract.
7. Awarded contract will be for two years with the option to renew for three additional years in one-year increments.

MCHA's RESERVATION OF RIGHTS:

MCHA reserves the right to:

1. MCHA reserves the right to reject any or all Responses, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the MCHA to be in its best interests.
2. MCHA reserves the right not to award a contract pursuant to this RFP.
3. MCHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon fourteen (14) days written notice to the successful Respondent(s).
4. MCHA reserves the right to retain all Responses submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving Responses without the written consent of the MCHA Contract Administrator (CA).
5. MCHA reserves the right to reject and not consider any Response that does not meet the requirements of this RFP.
8. MCHA shall have no obligation to compensate any Respondent for any costs incurred in responding to this RFP.
9. MCHA, but not prospective respondent, of any responsibility pertaining to such issue.
10. MCHA reserves the right, prior to award, to 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 posted on MCHA's website www.MCHA.org under Business Opportunities. Such changes that are issued before the Response submission deadline shall be binding upon all prospective respondents.
11. In the case of rejection of all Responses, MCHA reserves the right to advertise for new Responses or to proceed to do the work otherwise, if in the judgment of MCHA, the best interest of MCHA will be promoted.
12. MCHA reserves the right to, without any liability; cancel the award of any Response(s) at any time before the execution of the contract documents by all parties.
13. MCHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to MCHA, if:
 - 13.1 Funding is not available,
 - 13.2 Legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or,
 - 13.3 MCHA's requirements in good faith change after award of the contract

14. MCHA reserves the right to make an award to more than one respondent based on ratings and to award with or without negotiations or a “Best and Final Offer” (BAFO).

15. MCHA reserves the right to require additional information from all respondents to determine level of responsibility. Such information shall be submitted in the form required by MCHA within two (2) days of written request.

16. MCHA reserves the right to amend the contract any time prior to contract execution.

17. MCHA 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.

MCHA reserves the right to contact any individuals, entities, or organizations that have had a business relationship with the respondent regardless of their inclusion in the reference section of the Response submittal.

19. In the event any resulting contract is breached, prematurely terminated or cancelled due to non- performance and/or withdrawal by the Contractor, MCHA 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 existing Contracted rate and new Contract rate) beginning the date of Contractor’s termination, breach and/or cancellation through the contract expiration date.

20. MCHA reserves the right to require the Contractor to replace any employee, subcontractor, or other individuals and/or entities, found to be unacceptable, performing work under any contract resulting from this RFP. Replacement shall occur within two (2) days of notification by MCHA.

21. The Contractor will not have a conflict of interest with any present or former member or officer of the governing body of MCHA or any member of the officer's immediate family for this or any other contract with MCHA or any employee of MCHA who formulates policy or who influences decisions with respect to the project(s), or any member of the employee's immediate family, or the employee’s partner, any public official, member of the local governing body, or State or local legislator, or any member of such individuals' immediate family, who exercises functions or responsibilities with respect to the project(s) or MCHA. If there are any conflicts of interest with any contracts, or bids, it is the responsibility of the Contractor to inform MCHA. MCHA will investigate all the information and make a decision to determine the final ruling.

The deadline for the submission is Friday, September 18, 2026 by 3:30 p.m.