

# REQUEST FOR PROPOSAL PEST CONTROL 2019



Manchester Housing Authority

24 Bluefield Drive

Manchester, CT. 06040

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MANCHESTER HOUSING AUTHORITY  
REQUEST FOR PROPOSAL (RFP) FOR  
PEST CONTROL SERVICES

The Manchester Housing Authority (MHA herein) requests competitive sealed Bids for qualified bidders to provide **Pest Control Services** for the residential units, administrative and other occupancies of the MHA. The pest control services are anticipated to be for up to 455 units.

The MHA may issue two (2) separate contracts. A separate contract for bedbug extermination service and a separate contract for pest control services. Vendors may provide pricing for one or both services. If it is the best interest of the MHA it may combine both services and make a single award to one vendor.

Each bid shall include Bid Forms (see attachment A Bid Forms), General Conditions for Non-Construction Contracts (HUD 5370-C), Certificate of Corporate Clerk (Non-Collusive Affidavit), and Form AU-967 Request for Certificate of Compliance (see attachment B required forms).

The term of the contract(s) will be for a two-year period commencing February 1, 2019 until January 31, 2021.

The contractor under this solicitation shall perform and furnish all necessary work and insurance affidavits required as described herein.

All sealed bids must be received on or before **10:00 AM on November 16, 2018**. Bids submitted shall be clearly mark "Bid for Pest Control"

RFP may be obtained at the Administrative Office, 24 Bluefield Drive, Manchester CT. 06040 or by email request to [garys@manchesterha.org](mailto:garys@manchesterha.org). All bids must be mailed, delivered or email to:

Manchester Housing Authority  
24 Bluefield Drive  
Manchester, CT. 06040  
Attn: Gary Sweet

Questions concerning the RFP shall be submitted by email to [garys@manchesterha.org](mailto:garys@manchesterha.org) no later than November 2, 2018 on or before 3:30 PM. Questions will be answered no later than November 9, 2018 by 3:30 PM.

The award of this contract shall be governed by the Procurement Policy of the MHA and Title 24 of the Code of Federal Regulations (CFR) 85.36 and applicable HUD regulations regarding competitive proposals.

The MHA reserves the right to reject any and all proposals or parts therein. Award of this contract is subject to approval by the MHA Board of Commissioners.

## I. INTRODUCTION

The Manchester Housing Authority (MHA herein) request competitive sealed bids from qualified bidders to provide Pest Control Services for MHA residential, administrative, and other building areas. Extermination is targeted, but not limited to the following sites:

### Federal Developments a total of 318 units

Mayfair Gardens (76 units), Westhill Gardens (200 units), scattered sites Lisa Drive (16), 92-94 Bissell Street (2 units), 88-90 Clinton Street (2 units), 34-36 Madison Street (2 units), 122-124 Maple Street (2 units), 15-17 Orchard Street (2 units) 64-66 Regent Street (2 units), 85-87 School Street (2 units), 37-39 Florence Street (2 units), 41-43 Lilley Street (2 units), 213-215 Bidwell Street (2 units), 24-26 Horace Street (2 units), 38-40 Wilfred Road (2 units), 170A-170 B Spruce Street (2 units)

### State Developments a total of 117 units

Pascal Lane (80 units), Ada lane (37 units)

### Management for the Town of Manchester a total of 20 units

North Elm Street (20 units)

Grand Total of 455 units

The contract period for these services is three years, pending availability of funds for years two and three.

## II. TERMS AND CONDITIONS

All bids must comply with the provisions of this Request for Proposal (RFP).

If it becomes necessary to revise any part of the RFP, the MHA will issue an addendum. Any addendum issued will be provided via email to all prospective Bidders that have received a copy of the RFP package. Any and all addenda issued will be incorporated within the RFP by reference.

The MHA will reject bids that are incomplete, not properly endorsed or signed, or otherwise contrary to these instructions as non-responsive. Conditional bids will not be accepted.

The MHA reserves the right to rescind this RFP if, in the judgment of the MHA, there are no bids responsive to this request, or should funding availability be less than anticipated.

The lowest bidder or bidders agree to provide pest control services to the MHA for a two-year period beginning on February 1, 2015 to January 31, 2017.

The MHA reserves the right to modify or amend contract terms during the term of the contract, should the successful Bidder fail to meet contract obligations.

If the selected bidder fails to enter into a contract within thirty (30) days following the funding award announcement, the MHA reserves the right to award the contract to the next lowest responsive and responsible bidder.

The Bidder will be required to indemnify and save harmless the MHA for all damages to life and property that may occur due to his/her negligence or that of its employees, during this contract.

Comprehensive General Liability Insurance. Bidder shall supply the MHA with Certificates of Insurance coverage covering comprehensive general liability in an amount not less than \$300,000 to any one person, and not less than \$1,000,000 on account of one accident.

Property Damage Insurance. Bidder shall supply the MHA with Certificates of Insurance coverage covering property damage in an amount not less than \$500,000 for damages on account of one accident, and not less than \$1,000,000 for damages on account of all accidents.

Workers' Compensation Insurance. The Bidder shall furnish the MHA with certificates showing that all of his employees who shall be connected with the work of this contract are protected under workers' compensation insurance policies. 100,000 / 100,000 / 500,000.

It is understood and agreed that it shall be a material breach of any contract resulting from the proposal for the Bidder to engage in any practice which shall violate any provision relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age, or ancestry.

All bids must be received at the MHA Administrative Building, 24 Bluefield Drive, Manchester, CT. 06040 by the date and time specified above. No proposals will be accepted after the time and date specified.

### III. SCOPE OF WORK

#### A. Procedures

The MHA is seeking a complete extermination program. Key elements to such program shall include, but not limited to:

1. The successful bidder shall be required to provide complete extermination services to all MHA developments and offices. See Attachment A page 11.

2. The initial treatment of each project shall include a complete cleanout. The remaining scheduled treatments will be general applications. All treatments shall include all areas of each building including crawl spaces; storage, office and living areas; basements and recreation halls. The purpose of the service shall be the control and preventing of infestation by all of the usual household vermin and insects including; mice, rats, roaches, water bugs, beetles, ants, silverfish, crickets, fleas, bees, weevils, cereal bugs and bed bugs as needed. The treatments provide shall be guaranteed for the period between scheduled treatments. Re-infestation that occurs during the guarantee period shall be promptly treated at the request of the MHA at no additional cost.
3. The successful bidder will coordinate with the MHA relative to scheduling treatments to allow for at least 48 hours' notice.
4. Reporting: The Contractor shall be responsible for providing management, upon completion of each scheduled treatment, with reports approved by the Authority detailing the following information: units treated, unsanitary conditions encountered, level of roach infestation encountered. The Contractor shall also report to management any conditions encountered which adversely affect the results of the pest control services.
5. Assist the MHA staff with tenant education about the extermination process, and issuing a notice to tenants relative to how the apartment units should be prepared in anticipation of bedbug/pest control/extermination treatment. (The contractor is responsible for formatting and providing notice(s) to the MHA, and the MHA is responsible for the distribution of those notices to residents).
6. The contractor must conduct treatment of residential units in accordance with Federal, State and Local regulations. All personnel must be thoroughly trained and licensed for the treatment methods specified.
7. Contractor must carry out specifications using best trade practices. Any deviation from best trade practices will require prior written approval of the MHA.
8. In a very limited number of instances, contractor will be notified in advance by the MHA that occupant(s) of a particular residential unit may have a documented medical condition that could be impacted by the planned treatment. Contractor must be prepared to adjust extermination procedures to accommodate the resident's medical needs, as well as be prepared to explain to competent medical personnel and the MHA staff adjustments that were made.

## B. Schedule of Work

Treatments shall be scheduled with the first treatment coinciding with the beginning of the contract year. Individual treatments shall be scheduled to provide an orderly progression throughout the development. Each treatment shall be completed at the same time.

1. Contractor must sign in and out of the property, at the site's management/maintenance office, each time treatment is being carried out.
2. The schedule shall be set with the approval of the MHA and shall be set to provide the minimum inconveniences to the residents
3. Specific treatment are required for, but not limited to, the developments listed in Attachment C.

## C. Bedbug Exterminations

1. Bedbug exterminations will be requested by the MHA staff on a case by case basis
2. Treatments: See Attachment A page 12.

## IV. Submission Instructions

All bidders responding to this RFP must submit one original signature bid to: Gary Sweet, Modernization Coordinator, Manchester Housing Authority, 24 Bluefield Drive, Manchester, CT. 06040 no later than **10:00 am on January 6, 2015** by mail, email or hand delivery at which time all bids will be publicly opened and read aloud. Each bid must be in a sealed envelope marked "Bid for Pest Control Services" with the bidder's name, address, and telephone number.

## V. General Conditions of the RFP

### A. RFP

The RFP will be available without charge, from the MHA, 24 Bluefield Drive, Manchester, CT. 06040 beginning on December 10, 2014 from 8:00 AM until 4:00 PM. The RFP package can be emailed to prospective respondents upon request.

### B. BID FORM

All bids shall be submitted on the form furnished by the MHA and shall be subject to all requirements of the Scope of Services, RFP, and these instructions.

### C. REFERENCES

The bid must include a minimum of three reference information including client names, contact person, and telephone numbers.

#### **D. ACCEPTANCE OF THE RFP AND CONTRACT TERM**

Bidder's submission of a bid in response to the RFP shall constitute acceptance by the Bidder of the terms and conditions of the RFP. In the event that the Bidder's bid is accepted for a contract award, the Bidder agrees to enter into a contract with the MHA in a form substantially similar to the contract form appended hereto as Appendix B, including HUD Form 5370C, Section 1; General Conditions for Non-Construction Contracts

#### **E. CONTRACT AWARD**

The MHA will award the contract by written notice to the selected Bidder (the "Contractor") no later than fourteen (14) days after the date designated for receipt of proposals; the parties may extend the time for acceptance my mutual agreement. Award of the contract is subject to the Approval of the MHA Board of Commissioners.

#### **F. NO WARRANTY**

Bidders are required to examine the RFP, scope of work, and instructions pertaining to the services required. Failure to do so will be the Bidder's own risk. It is assumed that the Bidder has made full investigation as to be fully informed as to the extent and character of services requested and of the requirements of the scope of work. No warranty is made or implied as to the information contained in the RFP, scope of work, and/or instructions.

#### **G. Expense of RFP submission**

All expenses incurred in the preparation and submission to the MHA of bids in response to this RFP shall be borne by the Bidder.

#### **H. MHA Options**

The MHA reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination, further reserves the right to waive any minor informalities in any proposals received, if the public interest to do so. The determination of this criteria and the process whereby proposals are evaluated, the decision as to who shall receive a contract award, or whether or not an Award shall be made as a result of the RFP, shall be at the sole and absolute discretion of the MHA.

A bid may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the Bidder in writing or email and is received at the place and prior to the date and time designated in the RFP for receipt of Bids. After such date and time the Bidder may not change the bid fee or any other provision of its proposal in a manner prejudicial in the interest of the MHA and/or air competition.

The MHA shall waive any informality or allow the Bidder to correct them. If a mistake and the intended bid fee are clearly evident on the face of the bid form, the MHA shall correct the mistake to reflect the intended correct bid fee and shall so notify the Bidder in writing and the Bidder may not withdraw its bid. A Bidder may withdraw its bid if a mistake is clearly evident on the face of the proposal, but the intended bid is not similarly evident.

Any inquiries should be directed to Gary Sweet, Modernization Coordinator ([garys@manchesterha.org](mailto:garys@manchesterha.org)).

END OF RFP

ATTACHMENT A  
BID FORMS

**PROPOSAL FOR PEST CONTROL SERVICES**

**Manchester Housing Authority**

24 Bluefield Drive  
Manchester, CT 06040

**Referenced Documents:**

- A. Request for Proposal Pest Control 2015 (inclusive)
- B. Addendum 1: \_\_\_\_\_ date
- Addendum 2: \_\_\_\_\_ date
- Addendum 3: \_\_\_\_\_ date

**Proposal**

The below signed Contractor hereby proposes to provide Pest Control Services to the Manchester Housing Authority on a scheduled basis listed on Attachment A page 13 and 14; and in accordance with the Scope of Services contained herein for a two (2) year contract term commencing on February 1, 2015.

\_\_\_\_\_  
Name of Company/Firm

\_\_\_\_\_  
By

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

Attachment A  
Manchester Housing Authority  
Pest Control Services  
Bid Form

Development Site	# of Units	# of Exterminations Per Year	Year 1	Year 2
WestHill Gardens	200	4	\$	\$
MayFair Gardens	76	4	\$	\$
Lisa Drive	16	4	\$	\$
92-94 Bissell St	2	4	\$	\$
88-90 Clinton St	2	4	\$	\$
34-36 Madison St	2	4	\$	\$
122-124 Maple St	2	4	\$	\$
15-17 Orchard St	2	4	\$	\$
64-66 Regent St	2	4	\$	\$
85-87 School St	2	4	\$	\$
37-39 Florence St	2	4	\$	\$
41-43 Lilley St	2	4	\$	\$
213-215 Bidwell St	2	4	\$	\$
24-26 Horace St	2	4	\$	\$
38-40 Wilfred Rd	2	4	\$	\$
170A – 170B Spruce St	2	4	\$	\$
Pascal Lane	80	4	\$	\$
Ada Lane	37	4	\$	\$
North Elm St	20	4	\$	\$
Total	455			

Annual Cost      \$ \_\_\_\_\_      \$ \_\_\_\_\_

To be submitted in separate envelope

ATTACHMENT A  
BEDBUG COST SHEET

**Year 1**

Bedroom Size	Cost per unit to eliminate bedbugs*
0 Bedroom	\$
1 Bedroom	\$
2 Bedrooms	\$
3 Bedrooms	\$

**Year 2**

Bedroom Size	Cost per unit to eliminate bedbugs*
0 Bedroom	\$
1 Bedroom	\$
2 Bedrooms	\$
3 Bedrooms	\$

\* Proposals to include treating apartments adjacent to each apartment treated.

The MHA has approximately 455 units that may require bedbug extermination services. This information is provided by the MHA for estimation purposes only. Such data is provided to assist in the preparation of pricing and shall not be construed as a guarantee of volume.

ATTACHMENT B  
REQUIRED FORMS

HUD FORM 5370-C

RFP Pest Control Services

CERTIFICATE OF CORPORATION CLERK  
(For Use when Proposer is a Corporation)

The undersigned Clerk of \_\_\_\_\_ a corporation duly organized and existing under the laws of the State \_\_\_\_\_, hereby certifies that the following are true and correct copies of votes duly adopted by the Board of Directors of said corporation at a meeting thereof held \_\_\_\_\_ at which meeting a quorum of said Board was presented and voted in favor of said votes.

**VOTED:** That \_\_\_\_\_ in his capacity as \_\_\_\_\_ of this corporation be authorized, and he is hereby so authorized, to prepare and execute a proposal to the Manchester Housing Authority in response to its Request for Proposal for Pest Control.

**VOTED:** That he be further authorized, and he is hereby so authorized, to execute and deliver the contract documents for such work upon such terms and conditions as he shall decide;

**VOTED:** Further, that his signatures on said documents shall constitute conclusive evidence that they have been authorized by this vote.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of said

\_\_\_\_\_(Name of Corporation)  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Corporate Clerk

RFP Pest Control Services  
MANCHESTER HOUSING AUTHORITY  
AFFIDAVIT  
(Non-collusive)

KNOW ALL MEN BY THESE PRESENT, THAT I

(NAME OF AFFIANT)

(ADDRESS AFFIANT)

On oath and say:

1. That I am an owner or officer of the company filing the proposal with the Manchester Housing Authority and with which this affidavit is being submitted;
2. That such proposal or bid is genuine and not collusive or sham;
3. 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 of that of any other bidder, or to secure any advantage against the MANCHESTER Housing Authority or any person interested in the proposed contract; and
4. That all statements in said proposal or bid are true.
5. The undersigned certifies under penalties of perjury that this bid is in all respects bonafide, fair, and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

(Signature of Affiant)

(Title with Company)

**THE STATE OF CONNECTICUT**

(Date)

Personally appeared before me the above-named affiant and made oath that the foregoing subscribed by his is true

Notary Public

My Commission Expires