

PEEKSKILL HOUSING AUTHORITY

Request for Proposal

Pest Control Services

Table of Contents

Section 1. Purpose and Background	
Section 2. Form of Proposal Submission	
Section 3. Time Frames	
Section 4. Length of Contract.....	
Section 5. Services to be performed by Pest Control Provider.....	
Section 6. Additional Services and Fees	
Section 7. Conflict of Interest	
Section 8. Nondiscrimination	
Section 9. Proposal Evaluation Criteria	
Section 10. Workers' Compensation and Liability Insurance	
Section 11. Attachments.....	
Section 12. Materials to Include with Proposal	

REQUEST FOR PROPOSALS

Pest Control Services

Section 1. Purpose and Background:

This request for proposals (RFP) is being distributed to vendors that provide extermination services to solicit proposals for Pest Control Services for the Peekskill Housing Authority. The Peekskill Housing Authority is requesting proposals from interested extermination companies to provide intensive extermination services for the 273 units of Public Housing and all interior and exterior common areas, including, but not limited to all offices, maintenance shops, compactor rooms, laundry rooms, storage areas, machine and equipment rooms, crawl spaces, boiler rooms, garbage/dumpster areas and all other problem areas at all sites.

This document contains the instructions governing the proposals to be submitted and general specifications which must be met to be eligible for consideration.

The Peekskill Housing Authority is a Housing Authority located in the City of Peekskill in the State of New York. It currently administers a low income housing program as follows:

Agency Stats:

Building and Locations:	Number of Units and Description	Number of Buildings
807 Main Street	144 units – 8 story building	
696 Highland Avenue	96 units – Garden style apartments	13
1431 A&B Park Street	16 units – Garden style apartments	2
1719 A&B Park Street	12 units – Garden style apartments	2
1227 Howard Street	5 units – Garden style apartments	1
Total Units:	273 Units	

Section 2. Form of Proposal Submission:

Written proposals shall be submitted to the address indicated above by the deadline for proposals date. Proposals shall be submitted in SEALED packages marked "Pest Control Proposal".

The vendor must supply the names and addresses of other Housing Agencies or similar entities currently or previously served by the Exterminating Company. The Housing Authority may contact current clients to determine their degree of satisfaction with the services provided.

Section 3. Time Frames:

The following is a list of key dates, up to and including the date Proposals are due to be submitted, which is subject to change at PHA's discretion:

- Request for Proposals issued: **Monday, August 6, 2018**
- A pre-proposal meeting with site walk through will be held on: **Thursday, August 23, 2018 at 10:00 a.m.** Meeting location: PHA, 807 Main Street, Peekskill, NY 10566
- Deadline to submit questions to PHA: **Monday, August 27, 2018.** All questions regarding this RFP should be submitted in writing via e-mail to: **slemister@peekskillha.com**
- Deadline for PHA's response to substantive questions: **Wednesday, August 29, 2018**
- **DUE DATE FOR RESPONSE TO RFP: Friday, August 31, 2018 at 12:00 p.m.**
- Selection and notification of successful Proposer to be determined
- Contract start date to be determined

Section 4. Length of Contract:

This contract will be for two (2) years with annual options to renew for an additional three (3) years for a total of five (5) years. PHA reserves the right to terminate the Contract at any time, with or without cause, upon thirty (30) days written notice and the Proposer is awarded the same.

Section 5. Services to be performed by the Pest Control Service Provider:

Each proposal shall address the following criteria and provide the following information:

Provide services for all household vermin, specifically roaches, bedbugs and rodents, for all 273 units and common areas. This should specify all approved applications and chemicals that will be used to eliminate and prevent household vermin.

Propose periodic services to maintain vermin control and prevention, emergency services and bait stations. The proposal must include the provision of regular reports of pest control activity. Proposal shall provide cost per service period.

Propose method of providing extermination services for roaches, bed bugs and other pests on an as needed basis. Proposal shall include a per unit cost for this service.

The Contractor shall adequately suppress the following pests including but not limited to:

1. Indoor populations of rodents, insects, arachnids and other arthropods.
2. Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the specified buildings
3. Nests of stinging insects within the property boundaries of the specified buildings.
4. Individuals of all excluded pest populations that are incidental invaders inside the specified buildings, including winged termite swarmers emerging indoors.

Please include all other pests that the contractor controls such as raccoons, skunks, birds, bats, snakes, etc.

The Contractor shall provide, in writing, guidelines on proper unit preparation for effective extermination service. These guidelines must be consistent with industry standards and provided them to the Housing Authority at least 10 days prior to the start of service. In addition, the Contractor must have a role in educating residents about pest control practices.

The proposal shall cover and include the furnishings of all labor, materials, tolls, equipment, insurance, permits and fees, if any. All materials and supplies must conform to Federal, State and Local Law, regulations and ordinances having jurisdiction.

Proposal shall include a description of staff necessary and specific time available to ensure the performance of the work in an accurate and timely manner. Staff titles and qualifications are to be included in the response. All personnel furnished by the Contractor shall be bonded, licensed, skilled and trained in pest control procedures in accordance with local, state and federal laws and statutes.

A list of current and previous clients including names and numbers shall be submitted.

The PHA reserves the right to delete any component of service or adjust frequency requested in accordance with available funds.

Section 6. Additional Services and Fees:

For other services, the pest control provider and the Housing Authority shall negotiate for additional needed services and fees which may arise during the course of this agreement. Any agreement shall be in writing, executed by all parties, and shall be attached to the agreement as an amendment to expire at the same time as the original agreement.

The Contractor shall respond within 24 hours at no additional charge to the Housing Authority.

Section 7. Conflict of Interest:

The vendor further agrees to the following and will include in its contract: "No member, officer, or employee of the Authority, no member of the local governing body of the locality in which the local Authority is located and no other public official who exercise any function or responsibilities with respect to the Authority, during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

Section 8. Nondiscrimination:

The vendor further agrees and will include in its contract that it does not and will not discriminate against any employee or applicant for employment.

Such action shall include, but not be limited to, the following:

- Employment, upgrading, demotion or transfer.
- Recruitment or recruitment advertising.
- Layoff or terminations.
- Rates of pay or other forms of compensation
- Selection for training, including apprenticeship.

Section 9. Proposal Evaluation Criteria:

Each proposal shall address the following criteria and information:

Current License to operate, time and staff necessary to ensure the performance of the work in an accurate and timely manner **(Maximum of 20 points)**

The process in which the initial clean out and monthly service will be carried out. **(Maximum of 20 points)**

Monthly cost for recurring services. **(Maximum of 20 points)**

Demonstrated delivery of eradication of household vermin/pests on prior projects. **(Maximum of 20 points)**

Prior experience with PHA's or similar entities. **(Maximum of 20 points)**

Section 10. Workers' Compensation and Liability Insurance

The successful bidder will be required to provide evidence of insurance for workers' compensation, general liability, and automobile liability. A certificate of insurance must be provided for all coverage stating the limits and the effective and expiration dates of coverage, and must include an endorsement adding Peekskill Housing Authority as an additional named insured. Coverage for Comprehensive General Liability insurance must have limits of not less than \$1,000,000. This coverage must be provided on an occurrence basis 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 at limits that meet or exceed the limits required by State Law. Evidence of continuous Worker's Compensation coverage throughout the duration of the contract must be provided to Peekskill Housing Authority.

Section 11. Attachments –

1. Non-Collusive Affidavit
2. Instructions to Offerors Non-Construction (HUD Form 5369-B)
3. Certifications and Representations of Offerors Non-Construction (HUD Form 5369-C)
4. General Conditions for Non-Construction Contracts (HUD Form 5370-C)
5. Section 3 Requirements

Section 12. Materials to Include with Proposal

1. Contact Information
2. Description of Company
3. References
4. Project Proposal
5. Credentials of Staff
6. Vendor's License
7. Certificate of Insurance
8. Non-Collusive Affidavit
9. Certifications and Representations of Offerors Non-Construction Contract
10. Certificate of Section 3 Compliance