

Housing Authority of the City of Carrollton

Request for Proposals PEST CONTROL SERVICES

Introduction

The Housing Authority of the City of Carrollton (CHA) seeks proposals from qualified contractors to provide extermination services for the eradication of crawling insects and pest control at all CHA public housing buildings, private housing buildings, office buildings, and community centers. Based on the evaluation criteria, a contract will be awarded for the contract period of September 1, 2019 through August 31, 2020 (12 months) with the possibility of an additional three-year renewal option.

Scope of Work

CHA is seeking extermination services for the eradication of crawling insects and pest control for all communities including offices, noted below. The requested services and contract agreement shall be for the control and elimination of any interior pests, including roaches, ants, silverfish, spiders, mice, rats, and other pests. An interior treatment of all apartments, offices, community spaces, and maintenance spaces shall be provided annually, plus routine monthly responses to tenant complaints based on a schedule agreed upon by the authority.

The contractor shall be responsible to provide labor, materials, and equipment for the following work scope of work: The contractor shall offer and render service on the interior of all buildings within the serviced area for the control of crawling insects according to the specifications in this Scope of Services. State regulatory and licensing agency rules and standards shall have priority over any standard asset put forth in the contract. All services must be performed to meet or surpass the Good Practice Statements of the National Pest Control Association and to satisfy Environmental Protection Agency (EPA) and United States Department of Agriculture (USDA) standards.

Currently, CHA maintains and operates an inventory of 231 public housing dwelling units, two (2) office buildings, four (4) community centers, one (1) food distribution building, and one (1) maintenance building at five different sites in the city of Carrollton. The CHA public housing inventory consists of single family detached buildings, semi-detached buildings, and row houses that range in size from zero (0) bedroom efficiency apartments to five (5) bedroom dwellings. Additionally, the CHA has a private housing program, Little River Property Management, Inc., that has an inventory of fifty-three (53) private, fair market rental houses/duplexes and two (2) office buildings.

Bedroom sizes and numbers of *public housing units* are as follows:

<u>Bedroom Size</u>	<u># of Stories</u>	<u># of Units</u>
Zero Bedroom	1	11
One bedroom	1	83
Two bedroom	1	75
Two bedroom	2	10

Three bedroom	1	34	
Three bedroom	2	10	
Four bedroom	1	6	
Five bedroom	1	2	
		231	Total Units

The description and location of common, office, and community areas are as follows:

Description	Location
Administrative Office	1 Roop Street
Administrative Office	209 Newnan Rd Apt. 108B
Food Distribution Building	303 Mandeville Avenue
Community Building	201 7 th St.
Community Building	512 Elder Circle
Community Building	Child Street
Community Building	559 Alabama Circle
Maintenance Facility	109 Harmon Ave

Bedroom sizes and numbers of *private housing units* are as follows:

Duplexes	# of Stories	# of Units	
Two bedroom	1	10	
Three bedroom	1	20	
Four bedroom	1	1	
		31	Duplex Apartments

Houses	# of Stories	# of Units	
One bedroom	1	1	
Two bedroom	1	4	
Three bedroom	1	16	
Four bedroom	1	1	
		22	Houses

The description and location of private housing office buildings are as follows:

Description	Location
Office Building	409 Newnan Road
Office Building	415 Newnan Road

Initial and Callback Treatment

- All units will be retreated every other month for a total of six (6) treatments in one (1) year.
- Callback treatment to previously treated units where infestation is still evident will occur as needed.

- At all visits, if resident is present, the contractor will provide education/monitoring regarding any activity of pest control in unit.

General

- All service provided under this contract shall be in accordance with all state and local pest control requirements and regulations. Contractor shall hold all necessary state licenses and all operating personnel shall be thoroughly trained according to existing state requirements for effectiveness and safety.
- Contractor shall assure maximum precautions for tenant safety in use of pesticide materials.
- All pesticide materials shall be applied in accordance with Georgia State Law.

Reporting

- Contractor shall report to management any condition that hinders adequate treatment and results in providing service under this contract. A copy of the report is to be furnished to the Maintenance Manager. The report must be submitted within five working days after treatment.
- Contractor shall be required to report to management officials as indicated in the above paragraph any condition he/she may discover while providing treatment under this contract which might prove hazardous to the public health or safety or which might affect the structural integrity of the property being serviced, or which might enhance conditions for infestations of pests. The report must be submitted within five working days after treatment.

License

The contractor shall be fully licensed according to standards set forth by the State Pest Control Licensing Agency, and shall submit a copy of such license with their proposal.

Instructions and Notice for Proposers

The instructions below provide guidance for the preparation and submission of proposals. Their purpose is to establish the requirements, format, and content of proposals so that proposals are complete, contain all essential information, and can be evaluated fairly. The following represents the extent of the instructions and conditions:

1. Inquiries concerning the RFP should be submitted in writing to the issuing office:

Housing Authority of the City of Carrollton
P.O. Box 627
Carrollton, GA 30112
Attention: Charles Griffin, Executive Director
770-834-2046 ext. 111 or charles@carrolltonhousingauthority.com

To obtain a copy of the RFP and all required HUD forms, please go to www.carrolltonhousingauthority.com.

2. Submission Date - Proposals shall be submitted in original and three (3) copies to enable the Evaluation Committee to thoroughly evaluate the proposal and to arrive at a sound

determination as to whether or not the proposer can meet the requirements set forth in this RFP. Proposals shall be submitted in sealed envelopes and marked ***RFP - Pest Control Services***. All proposals shall be received no later than **2:00 p.m., local time, on Tuesday, August 6, 2019** and submitted to the address identified above. Faxed or emailed proposals shall not be accepted.

3. Default by Proposer - In the event of default by the successful proposer, CHA may procure the services specified from other sources. The proposer agrees to reimburse CHA for any additional costs incurred as a result of such default.
4. Awards - CHA 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 that such cancellation or rejection is in the best interests of CHA. CHA further reserves the right to waive any minor informality in any proposals received if it is in the public interest to do so. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the absolute, sole discretion of CHA. CHA reserves the right to make an award to a single contractor or to make awards to multiple contractors.
5. Complete and Accurate Submission - A proposer's failure to provide accurate information in response to this RFP may disqualify the proposer from further participation in the selection process.

A proposal may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the proposer in writing and is received at the place prior to the date and time designated in the RFP for final receipt of proposals. After such date and time, the proposer may not change any provision of its proposal in a manner prejudicial to the interests of CHA and/or fair competition.

6. Retention - All proposals are the property of the Carrollton Housing Authority, shall be retained by the CHA, and shall not be returned to the proposer.
7. Insurance - Within ten (10) days after the award of the contract and prior to the commencement of work, the Contractor shall furnish CHA with evidence showing that the following insurance is in force and will cover all operations of the contract:
 - Workers' Compensation Insurance – in accordance with state law, for all employees working on the project.
 - Contractors Liability in limits not less than \$100,000/\$300,000 bodily injury and \$100,000 property damage, or as required by law. This insurance should protect the Contractor against claims for personal injury, death, and damage to the property of others. This insurance shall cover the use of all equipment and vehicles on the work sites.
 - Automobile Liability in limits not less than \$100,000 bodily injury and \$50,000 property damage.

All insurance shall be carried with companies that are financially responsible. If such insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to CHA.

8. First Time Bidders - All first time contractors are to include a list of a minimum of three current references, license number, E-Verify, and a completed W9 form.
9. Evaluation Process and Criteria - All proposals will be evaluated based on the evaluation criteria outlined below. The Evaluation Committee will review all proposals according to the evaluation factors and points and determine which proposals are competitive and which are noncompetitive. Those proposals determined to be competitive will be further evaluated and scored. Negotiations may be held with one or more proposers with negotiations resulting in a contract for services.

Evaluation Criteria

1. Experience of the proposer in all aspects of extermination services and pest control for the eradication of crawling insects in buildings of similar size and scope: **35 Points**
2. The Proposer's capacity to handle this project in a timely manner: **30 Points**
3. Cost of Services: **25 Points**
4. Quality of references: **10 Points**

Pest Control Service Plan

Proposals must provide a detailed action plan which includes, but is not limited to the following:

- Statement of Approach
- Implementation of program
- Time required for initial treatment
- Guidelines and procedures for service
- Reporting systems and forms

Housing Authority of the City of Carrollton
Pest Control Services
Proposal Information Form

Information to be submitted to the Carrollton Housing Authority (CHA) by contractors for consideration for the Pest Control Services RFP:

1. Contractor Information:

Contractor's Name:

(Note: If you have conducted business under any other name in the last five years, list that name also.)

Address and Telephone:

Email:

Representative:

2. Experience with Projects of Similar Size and Scope

3. Equipment/Chemicals

List of Equipment/Chemicals – if applicable

4. References

References: Below, list three references names, addresses and telephone numbers of parties for whom comparable work has been performed in the past three years.

1. _____

Cost of Services by Units:

Contract Year September 1, 2019 – August 31, 2020 – Annual Amount

Site	Address	No. of Units	Separate Community/ Office Building	Bid Amount
Griffin Homes	209 Newnan Road	64	3	
Ingram Homes	Park Lane	28	0	
Alabama Circle	Alabama Circle	30	1	
Elder Circle	Elder Circle	49	2	
Thomas Homes	5 th , 6 th , and 7 th Streets	60	1	
Maintenance Facility	109 Harmon Avenue			
Private Housing - Duplexes	River Drive & House Circle	31		
Private Housing – Single Family	Austin Ave., Aycock St., Bledsoe St., Dixie St., Harmon Ave., MLK St., Newnan Rd., S Alma St., Spring St., Valley Circle, Willie North St., Park Lane,	22	2	
Total		284	9	

		Per Residence Bid Amount	Per Office Bid Amount
Call back treatments (per treatment)			