

**GREENSBORO HOUSING AUTHORITY**

**REQUEST FOR PROPOSALS**

**FOR**

**ERADICATION OF CRAWLING INSECTS  
AND PEST CONTROL**

**AUGUST 2012**

## TABLE OF CONTENTS

1. Cover Page
2. Table of Contents
3. Introductions and Scope of Services
- 4-8. Standards and Specifications
9. Greensboro Housing Authority (GHA) Community Addresses and Property Manager Contact Information
10. Instructions and Notice for Proposers
11. Insurance
12. Evaluation Process Criteria and Payment Procedure
- 13- 14. Proposal Information Form
15. Cost of Services by Units
16. Attachments and HUD Forms:
  - Field Report
  - Action Plan Required
  - GHA 2012 Holiday Schedule
  - Mandatory Contract Clause for Small Purchases Other Than Construction
  - Instructions to Offerors Non-Construction form HUD-5369-B, Pages 1-2
  - Certifications and Representations of Offerors Non-Construction Contract for HUD-5369-C, Page 1-2
  - General Conditions for Non-Construction form HUD-5370-C, Section I, Pages 1-6
  - General Conditions for Non-Construction form HUD-5370-C, Section II, Page 1-3
  - Section 1.4.1: Special Instructions to Proposers Regarding Compliance with Section 3 Requirements, Quarterly or Final Report, Section 3 Business Concern Utilization Commitment, Pages 1-4
  - Maintenance Wage Rate Determination
  - U.S. Department of Labor Employment Standards Administration Wage & Hour Division, Form WH-347
  - Maintenance Wage Rate Record of Employee Interview
  - Form W-9, Pages 1-4

# GREENSBORO HOUSING AUTHORITY

## Request for Proposals

### ERADICATION OF CRAWLING INSECTS and PEST CONTROL

August 2012

#### **Introduction**

The Greensboro Housing Authority (GHA) seeks proposals from qualified contractors to provide extermination services for the eradication of crawling insects and pest control (as needed basis) at all GHA public housing buildings including Central Office. The contractor(s) or individual(s) doing so is automatically agreeing to abide by all terms and conditions listed herein and with the following attachments. GHA is currently operating under the HUD mandated asset management system. Based on the evaluation criteria a contract(s) will be awarded for the contract period September 1, 2012 through August 31, 2013 (12 months) with the possibility of an additional four one-year renewal options.

GHA supports Integrated Pest Management (IPM) with the goal to manage pest damage by the most economical means, and with the least hazard to people, property and the environment. IPM requires a commitment for continuous monitoring, education of residents and staff, and good communication between residents and managers. IPM methods involve restricted access to food/water, sanitation and waste management and conservative application of pesticides.

#### **Scope of Services**

GHA is seeking extermination services for the eradication of crawling insects and pest control (bed bugs, bats, rodents and wildlife, among others, as needed basis) for all communities including Central Office, noted below. 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 and immediate exterior 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 forth in the contract.

#### **Initial and Callback Treatment**

- The first initial treatment for all sites/units shall be completed in the first 90 days of contract approval.
- After the initial treatment all sites will be retreated quarterly for a total of four (4) treatments in one (1) year.
- All communities will receive four (4) treatments, the first initial treatment in the first 90

days, as stated above two (2) quarterly treatments during the year and the second initial treatment six (6) months from the first initial treatment.

- Callback treatment to previously treated units where infestation is still evident will occur as needed at no cost.
- At all visits if resident is present, the contractor will provide education/monitoring regarding any activity of pest control in unit.
- GHA requires that a **HEPA vacuum** be transported by technician into all units (regardless of what type of service) and used to remove evidence of live or dead insects.

#### 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.
- Service provided under this contract shall not include any structural repairs of damage existing prior to commencement of service or not determined to be the fault of the contract.
- Contractor shall provide material data safety sheets to GHA on all chemicals used.
- All pesticide materials shall be applied in accordance with North Carolina State Law.

#### Specifications for the Control of Cockroaches, Ants and Silverfish

Control of cockroaches, ants and silverfish shall include inspection, identification of the treatment to eliminate existing infestations and residual control for the following species of cockroaches:

- American – *Periplaneta Americana* (Linnaeus)
- German – *Blattella Germanica* (Linnaeus)
- Oriental – *Blatta Orientalis* (Linnaeus)
- Brown Banded – *Supella Longipalpis* (Serville)
- Smokey Brown – *Periplaneta Fuliginosa* (Serville)
- Australian – *Periplaneta Australasiae* (Fabricius)
- Brown – *Periplaneta Brunnea* (Burmeister)
- Woods – *Parcoblatta* spp.
- Small house ants
- Large house ants
- Silverfish - *Lepisma Saccharina* (Linnaeus)

Contractor shall locate nests, routes of travel and points of entry and shall treat in those areas necessary for control of insects listed in above paragraph according to Label Directions and Industry Standards.

Contractor shall treat other areas including, but not limited to:

- Cracks behind baseboards, door frames and window castings
- Crevices between furniture or appliances and walls
- Leg contacts with floors
- Cracks behind wall outlets
- False bottom cabinets
- Circuit boxes
- Hollow legs of appliances
- Shelf brackets
- Under table tops
- Behind sinks
- Cracks at pipes and wiring through walls and floors
- Around baseboards
- In all closets
- Around thresholds
- Inside all cabinets
- Motor compartments of all appliances
- Around and above heating ducts whether exposed or unexposed
- Around all mechanical equipment

Spillage and overspray shall be cleaned in accordance with applicable labeling requirements. Nests and breeding areas shall be destroyed and removed where possible and the areas thoroughly treated. Dusts may be used in treatment of cracks and crevices where there is no possibility of contamination and shall be used exclusively in treatment between floors except where such areas are not accessible.

Non-residual insecticides may be used in space sprays where it is impossible to gain access for placement of residual insecticide or where the magnitude of the insect infestation treated justifies its use.

The initial treatment of a community shall include all buildings within the community and each building shall be totally treated.

**If an individual dwelling unit requires follow-up, or retreatment, then the adjacent units must be treated in lieu of the individual dwelling unit.**

### **Pest Control**

On an as needed basis the contractor will provide pest control services to GHA to control bed bugs, yellow jackets, ants, fleas, bats, rodents and wildlife, among others. The cost for these as needed services will be billed when provided and not part of extermination service.

## Materials Standards and Specifications

### General Material Standards

- Pesticides and equipment used shall be approved for domestic pest control use and shall have a current registration number from the Environmental Protection Agency and registered for use in North Carolina. Chemicals shall be used in strict accordance with manufacturer's recommended procedures for safety and maximum effectiveness as specified on label.

### Material standards for the control of cockroaches, ants, and silverfish.

- The following shall be used in combination or alone according to the particular infestation:
  - Organic Phosphates
  - Carbamates
  - Inorganics
  - Pyrethrins and Synthetic Pyrethroids
  - Baits
  - Insect growth regulators

### Approval Material

- MRF2000 Roach Bait
- Boric Acid – crack and crevices only
- PT240, PT230, PT250 – Whitmire Systems of Aerosols
- Killmaster II
- Avert – Roach Bait
- Baygon – Roach Bait
- Gencor
- Pyrethrum, Diazinon, Dursban, Silica Gel and Drione Dust
- Maxforce Ant and Roach Baits
- BP 100, 300 ULV fog
- Commodore WP, EC
- Demon WP, EC

These materials are to be applied in connection with an approved application plan, which must be included in proposal, and in accordance with label instructions.

**Any substitution of materials must be pre-approved prior to submission of proposal.**

## Inspection

Service provided shall be available for inspection by authorized personnel of GHA during the period of treatment. Further inspection may be requested by GHA from the State Pest Control Licensing Agency and will be accepted by the contractor.

## Reporting

- Contractor shall report to management officials 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 Regional Property Manager and Community Property Managers. 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.
- Contractor shall furnish to management a written report on each treated unit detailing, among other things, the degree of preparation, the degree of infestation, pest, type of treatment, calendar date treated, general sanitation of unit, or any other condition relative to proceeding bullet. The report must be submitted within five working days after treatment. (See Field Report form enclosed.)
- **Maintenance Wage Rate** – HUD prevailing wage requirements mandate that all maintenance laborers and mechanics employed in the operation of this contract (which includes routine and non-routine work) be paid no less than wage rates prevailing in the locality as determined or adopted by HUD. **ALL INVOICES WILL INCLUDE U.S. DEPT. OF LABOR PAYROLL FORM WH-347. Attached are the current prevailing wage rates.**

## 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.

## Standard Unit of Treatment

All articles in kitchen cabinets such as food, cooking utensils, and all other said items shall be completely removed and cabinets cleaned of food and dirt, and other debris before treatment. Materials should be placed on top of and under kitchen table and covered with a bed sheet or other appropriate cover. Bathroom cabinets should also be cleaned out to facilitate proper control. Items on shelves and floors of closets shall be removed. Units should be in neat order to obtain proper access to insure adequate treatment. Conditions governing this paragraph are to be the responsibility of the resident.

**IF THE ABOVE WORK BY THE RESIDENT OR OWNER HAS NOT BEEN PERFORMED, NO TREATMENT WILL BE IMPLEMENTED UNTIL ALL PRE-TREATMENT PREPARATIONS ARE COMPLETE. RESIDENTS WILL BE INFORMED THAT THEY WILL BE CHARGED \$25 ADMINISTRATIVE FEE IF THEIR UNIT IS NOT PREPARED FOR TREATMENT.**

- Initial treatment for eradication of insects for all dwelling units and Central Office.
- Callback treatment as identified by the residents and Property Manager.
- Treatment time period shall be from September 1, 2012 to August 31, 2013 (possibility of four one year renewals)
- Each Property Manager will have the responsibility and flexibility to request treatment as needed for his/her designated community, therefore, more than one group of communities may request service at the same time.
- The Owner (GHA) will pay contractor for “Initial Treatment Period” of the contract as completed. The contractor will separately invoice GHA for each community associated with that region when the treatment of that community is completed.
- There is **no charge** to GHA for callbacks.



**GHA Community Addresses and Unit Information:**

<b>PROJECT NO.</b>	<b>COMMUNITY</b>	<b>NUMBER OF UNITS</b>	<b>PROPERTY MANAGER CONTACT INFORMATION and ADDRESS OF PROPERTY</b>
<b>Region 1</b>			
NC11007	Claremont Courts & Comm. Bldg.	250	2702 Patio Place
NC11010	Baylor Court	11	3911-3915 Baylor Court
NC11010	Woodberry Run	39	3911-3915 Baylor Court
NC11016	Applewood & Comm. Bldg.	50	3501 Old Battleground Avenue
NC11015	Lakespring	60	4B Lakespring Court
<b>Region 2</b>			
NC11005	Hampton Homes & Resources Ct.	288	1300-A Ogden Street
NC11006	Hampton Homes	107	1300-B Ogden Street
NC11012	Hickory Trails & Comm. Bldg.	127	4223 Romaine Street
NC11436	Woodland Village	27	3819-3829 Overland Heights
NC11437	Abby Court	14	3403 Rehobeth Church Street
<b>Region 3</b>			
NC11001	Smith Homes & Comm. Bldg.	430	707 West Florida Street
<b>Region 4</b>			
NC11003	Ray Warren Homes & Comm. Bldg.	236	1306 East Lee Street
NC11024	Laurel Oaks & Comm. Bldg	50	12 Laurel Terrace
NC11017	Pear Leaf & Comm. Build	50	2917 West Florida Street
NC11018	Silver Briar	50	4807 Silverbriar Court
NC11027	River Birch & Comm. Bldg.	50	312 N. Swing Road
NC 11038	Foxworth	44	1201Thicket Lane
<b>Region 5</b>			
NC11008	Hall Towers	156	2314 North Church Street
NC11009	Gateway Plaza	221	200 Spring Garden Street
NC11013	Stoneridge & Comm. Bldg.	50	3805 Overland Heights
COCC	Central Office / Administration Building	1	<b>Linda Long – Admin/Proc. Mgr. 336 303 3125</b>
			450 North Church Street

**Note: Please contact Nancy Johnson, Regional Property Manager at (336) 669-5940 or [njohnson@gha-nc.org](mailto:njohnson@gha-nc.org) regarding scheduling a site visit for the regions.**

## **Instructions and Notice for Proposers**

### 1. **General**

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:

#### 2.1. **Inquiries**

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

Greensboro Housing Authority  
450 North Church Street  
Greensboro, North Carolina 27401  
Attention: Linda R. Long, Administration and Procurement Manager  
(336) 303-3125 or [llong@gha-nc.org](mailto:llong@gha-nc.org)

To obtain a copy of the RFP and all required HUD forms, please go to [www.gha-nc.org](http://www.gha-nc.org).

#### 2.2. **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 "Eradication of Crawling Insects and Pest Control". All proposals shall be received no later than **2:00 p.m., local time, on Thursday, August 16, 2012** and submitted to the address identified in paragraph 2.1. above. Faxed or emailed proposals shall not be accepted. All proposals shall be valid for 90 days.

### **Pre-proposal Conference and Site Visit**

GHA staff will **not** conduct a pre-proposal conference. Walk-through inspection for the **regions** included in this RFP can be scheduled by contacting Nancy Johnson, Regional Property Manager at (336) 669 5940 or [njohnson@gha-nc.org](mailto:njohnson@gha-nc.org). To schedule a walk through inspection for the Central Office, please contact Linda Long at (336) 303 3125 or [llong@gha-nc.org](mailto:llong@gha-nc.org) .

**All proposal information must be submitted on the attached "Eradication of Crawling Insects and Pest Control Proposal Information Form".**

### 3. **Acknowledgment of Amendments**

Proposers shall acknowledge in their proposals receipt of amendment(s) to this RFP by signing the document on the acknowledgment line of the amendment. A proposer's failure to acknowledge an amendment may result in rejection of the offer.

### 4. **Default by Proposer**

In the event of default by the successful proposer, GHA may procure the services specified from other sources. The proposer agrees to reimburse GHA for any additional costs incurred as a result of such default.

### 5. **Awards**

GHA 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 GHA. GHA further reserves the right to waive any minor informality's 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 GHA. GHA reserves the right to and make award to a single contractor or to make awards to multiple contractors.

### 6. **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 legal services 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 GHA and/or fair competition.

### 7. **Retention**

All proposals are the property of the Greensboro Housing Authority, shall be retained by GHA, and shall not be returned to the proposer.

### 8. **Insurance**

Within ten (10) days after the award of the contract and prior to the commencement of work, the Contractor shall furnish GHA with evidence showing that the following insurance is in force and will cover all operations of the contract:

- Worker's 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 GHA.

9. **First Time Bidders**

All first time contractors are to include a list of a minimum of three current references, license number and a completed W9 form.

10. **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 and serving low and very low income housing: 35 points
2. The proposer's capacity to handle this project in a timely manner: 30 points
3. Cost of Services: 25 points. The cost will not be the sole determinant for award of contract.
4. Quality of References: 10 points

**Payment Procedure**

Greensboro Housing Authority has the following policy for payment on invoices. In order to be paid on schedule, the invoice must be received by GHA with the **required** U.S. Dept of Labor Payroll Form (WH-347) and all other supporting documentation attached by 5:00 p.m. on the last working day of the month and will be paid on/or before the 15<sup>th</sup> day of the following month. Invoices received later than the due date will not be paid until the following scheduled payment date.

**Greensboro Housing Authority  
Eradication of Crawling Insects and Pest Control  
Proposal Information Form**

Information to be submitted to the Greensboro Housing Authority (GHA) by contractors for consideration for the janitorial services RFP:

**I. 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:

\_\_\_\_\_

**II. Experience with Projects of Similar Size and Scope**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Equipment**

List of Equipment (make and model) to be dedicated to this contract:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Eradication Manpower**

List of Manpower to be dedicated to this contract:

---

---

---

---

---

**V. 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. \_\_\_\_\_

---

---

2. \_\_\_\_\_

---

---

3. \_\_\_\_\_

---

---

**VI. Cost of Services by Units:**

**Contract Year September 1, 2012 – August 31, 2013 – Annual Amount**

	<b>Comm. No.</b>	<b>No. Of Bldg.</b>	<b>No. Of Units</b>	<b>Separate Community Building/Office</b>	<b>Bid Amount</b>
<b>Region 1</b>					
Claremont Courts	NC11007	29	250	Yes	_____
Baylor Court	NC11010	11	11		_____
Woodberry Run	NC11010	13	39		_____
Applewood	NC11016	10	50	Yes	_____
Lakespring Court	NC11015	<u>16</u>	<u>60</u>		_____
<b>Total Region 1</b>		<b>79</b>	<b>410</b>		_____
<b>Region 2</b>					
Hampton Homes	NC11005 & 006	107	288	Yes	_____
Hickory Trails	NC11012	38	127	Yes	_____
Woodland Village	NC11436	5	27		_____
Abby Court	NC11437	<u>1</u>	<u>14</u>		_____
<b>Total Region 2</b>		<b>151</b>	<b>456</b>		_____
<b>Region 3</b>					
Smith Homes	NC11001	<u>110</u>	<u>430</u>	Yes	_____
<b>Total Region 3</b>		<b>110</b>	<b>430</b>		_____
<b>Region 4</b>					
Ray Warren Homes	NC11003	70	236	Yes	_____
Laurel Oaks	NC11024	11	50	Yes	_____
Pear Leaf	NC11017	12	50	Yes	_____
Silver Briar	NC11018	16	50		_____
River Birch	NC11027	12	50	Yes	_____
Foxworth	NC11038	<u>4</u>	<u>44</u>		_____
<b>Total Region 4</b>		<b>125</b>	<b>480</b>		_____
<b>Region 5</b>					
Hall Towers	NC11008	1	156		_____
Gateway Plaza	NC11009	1	221		_____
Stoneridge	NC11013	<u>6</u>	<u>50</u>	Yes	_____
<b>Total Region 5</b>		<b>8</b>	<b>427</b>		_____
<b>Central Office</b>		<u>1</u>	<u>1</u>		_____
<b>Total Central Office</b>		<b>1</b>	<b>1</b>		_____
<b>TOTAL UNITS</b>			<b>2,214</b>		_____

**Note: The total units include the Community Buildings.**

# FIELD REPORT

Community: \_\_\_\_\_ Field Report No: \_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Weather: \_\_\_\_\_ Temp. Range: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Present at Site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Observations Noted: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Type of Infestation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Degree of Infestation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Type of Treatment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sanitation Condition of Unit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Action Plan Required**

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

- Statement of intent
- Certification of materials to be used
- Implementation of program
- Time required for initial treatment
- Follow-up treatments
- Guidelines and procedures for service
- Reporting system and forms
- Relationship with residents
- Other services offered

## **Greensboro Housing Authority (GHA) Holidays**

The GHA holiday schedule for 2012 and New Year's Day 2013 is as follows:

New Year's Day 2012	Monday, January 2, 2012
Martin Luther King's Birthday	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Easter (Good Friday)	Friday, April 6, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012
Veteran's Day	Monday, November 12, 2012
Thanksgiving	Thursday, November 22, 2012 Friday, November 23, 2012
Christmas	Monday, December 24, 2012 Tuesday, December 25, 2012
New Year's Day 2013	Tuesday, January 1, 2013