

July 11, 2017

REQUEST FOR PROPOSAL

PEST CONTROL

CLOSING DATE AND TIME

3:00 P.M. AUGUST 1, 2017

THE AVON PARK HOUSING AUTHORITY CONDUCTS ITS PROCUREMENT ACTIVITIES IN ACCORDANCE WITH 24CFR, PART 85, APPLICABLE FEDERAL AND STATE REGULATIONS, AND THE APHA PROCURMENT POLICY. THESE DOCUMENTS ARE AVAILABLE FOR REVIEW AT THE AVON PARK HOUSING AUTHORITY OFFICE LOCATED AT 21 TULANE DRIVE AVON PARK, FL 33825.

REQUEST FOR PROPOSAL PEST CONTROL SERVICES

PROPOSALS FOR MONTHLY PEST CONTROL SERVICES WILL BE RECEIVED BY THE EXECUTIVE DIRECTOR OF THE AVON PARK HOUSING AUTHORITY UNTIL 3:00 P.M. E.D.T. ON **AUGUST 1, 2017**. Interested parties may obtain service specifications and contract requirements for this solicitation beginning **JULY 11, 2017 TO JULY 14, 2017 by contacting the APHA by telephone request; 863-452-4432 EXT. 2207 OR by email request address; APHA7@AvonParkha.org**. The number of serviced units may change over the period of contract based on unit rehabilitation plans for the AVON PARK HOUSING AUTHORITY with pricing adjusted accordingly. ALL PROPOSALS SHALL BE CONSPICUOUSLY MARKED, "PEST CONTROL PROPOSAL", ON THE OUTSIDE OF THE ENVELOPE. The APHA may reject any proposal not conforming to Proposal Specifications and Contract Requirements and select the proposal that is determined in the best interest of the APHA.

Submission of Bid Proposal

Prospective Bidders must submit their bid proposal in accordance with the instructions and terms hereunder to arrive at the office location identified within the solicitation on or before the specified time and date for receipt for bids.

By submission of a bid proposal the Bidder agrees to be bound by the terms and conditions of this solicitation. The APHA will not give consideration to any bid proposal received after the specified time. The APHA will return late bid proposals "unopened" to the specific return address identified on the envelope.

One original copy of the Bid package and the executed, typewritten bid proposal on company letterhead, including all required attachments, certificates and other pertinent information, must be submitted. Bid proposals should be mailed or hand delivered to:

Avon Park Housing Authority
Attn: Tracey Rudy, CEO
P.O Box 1327 (21 Tulane Drive)
Avon Park, FL 33825

Bid proposals can also be emailed to Stephanie at APHA7@AvonParkHA.org. Bid proposals must be signed by a person duly authorized to do so, and in case signed by an employee or agent of the company the principal's properly written authorization providing signature authority on behalf of the company to such employee or agent must accompany the bid.

Proposal

The pest control will include all major areas of each individual unit. The proposal must include a detailed treatment plan outlining the approach to the eradication of previously mentioned pests.

Cost Proposal

The Cost proposal must be submitted in a separate sealed envelope and include a total monthly cost for services.

Scoring

Proposals will be scored according to the following criteria:

- Past performance: 10 points
- Plan and approach: 20 points
- Cost: 15 points

SPECIFICATIONS AND CONTRACT REQUIREMENTS:

General Information

The Contractor must provide a copy of liability & workers comp insurance for file, renewal copies must be resubmitted in a timely fashion.

The Contractor shall be licensed by the State Of Florida to provide pest control services in the categories specified in this specification.

All work shall be performed under the supervision of an individual certified by the State Of Florida in accordance with Federal, State and local laws and authority requirements and regulations.

References

The Contractor shall provide the names, addresses, telephone numbers and point of contact person of a least (3) three current clients. Service being provided to these clients should be similar in scope, i.e., large number of units, multiple locations, etc., to the requirements of this contract.

Subcontracting

Subcontracting of services is not allowed.

Contractor Identification

Contractor personnel must be recognizable while on authority property. This shall be accomplished by wearing distinctive clothing bearing the contractor's trade name in a prominent place on the outer garment. The Contractor shall determine the type of clothing and identification to be worn and shall provide them at his own expense for all Contractor personnel employed under this contract.

The number of Total Living (TL) units and their locations are as follows:

AVON PARK HOUSING AUTHORITY

RIDGEDALE

1 BR 588 sq. ft.
2 BR 806 sq. ft.
3 BR 1044 sq ft.
4 BR 1207 sq. ft.

DELANEY HEIGHTS

1 BR 399 sq. ft.
2 BR 531 sq. ft.

LAKESIDE

1 BR 543 sq. ft.
2 BR 724 sq. ft.
3 BR 942 sq. ft.
4 BR 1159 sq. ft.
5 BR 1373 sq .ft.

NORTH CENTRAL HEIGHTS

2 BR 1024 sq. ft.
3 BR 1065 sq. ft.
4 BR 1390 sq. ft.
Club house 2326 sq. ft.

CORNELL COLONY

3 BR 1152 sq. ft.
3 BR handicapped 1248 sq. ft.
Club house 1768 sq. ft.

This is a Total Living units of (281) two hundred and eighty-one related service areas, and (2) two office/community building areas.

PHA OFFICES (2 Total)

MAIN OFFICE: 21 TULANE DRIVE AVON PARK, FL 4493 sq. ft.
SECOND OFFICE: 1306 TULANE DRIVE AVON PARK, FL 1373 sq. ft.

DEFINITIONS:

PEST CONTROL- Scheduled Pest Control Service. Provide pest control service on a scheduled basis for the control of cockroaches, ants, mites, silverfish, fire ants, and other crawling and flying pests; mice, rats, at the location(s) /site(s) indicated. When infestations are found, the Contractor shall perform follow-up inspections and, if needed, re-treatment.

PEST CONTROL/MANAGEMENT- Pest control or prevention by a comprehensive approach that considers various suppression techniques, the habitat or the pest, and interrelationships between the pest populations and the ecosystem.

Pre-Performance Conference

A pre-performance conference shall be conducted. Prior to commencing work, the Contractor shall meet with the Facilities Manager, Chief Executive Officer, or designated representatives, to discuss and develop mutual understandings relative to scheduling and administration of work. At this conference the Contractor should be prepared to propose a monthly schedule, listing a primary and alternate treatment date.

Permits/Licenses

The Contractor shall, without additional expense to the Housing Authority, obtain all appointments, licenses, and permits required for the performance of the work and for complying with all applicable Federal, State, and Local Laws. Evidence of such permits and licenses shall be provided to the Housing Authority before work commences on contract start date and in the event of change, immediately thereafter.

Pesticide Disposal

Dispose of all pesticides, residue, and containers in accordance with the label or other regulatory requirements. Pesticides, refuse and other pesticide contaminated waste shall not be disposed of on any Housing Authority property.

Chemical List

A list of all chemical insecticides that you propose to use, as well as a chemical that can be used in certain units where the tenant has a known respiratory problem shall be provided. Include the percentage strength of each major active ingredient.

Contract Commencement/Duration

All proposals should be for a one year (1) contract commencing on September 1 2017 and running through August 31, 2018. Based on mutual concurrence of both parties and satisfactory performance, contract may be extended for additional one (1) year periods up to a total of three (3) years; i.e. 2019 and 2020.

Proposal

Any questions concerning this proposal should be directed to the Stephanie the Purchasing Coordinator at 863-452-4432 ext. 2207 or email at APHA7@AvonParkHA.org.

Respectfully,

Tracey Rudy
Chief Executive Officer, Avon Park Housing Authority