

**REQUEST FOR PROPOSALS**  
**PEST CONTROL MANAGEMENT SERVICES**  
**Issued: September 20, 2017**

The Village of Hempstead Housing Authority (VHHA), Hempstead, New York is requesting proposals from qualified organizations to provide PEST CONTROL MANAGEMENT SERVICES (hereinafter "CONTRACTOR") as required for the proper administration of its Public Housing Authority.

**BACKGROUND**

VHHA is a public benefit corporation established pursuant to New York State law and administers Federal housing programs for low income families. VHHA receives funding primarily from the United States Department of Housing and Urban Development (HUD) and is entitled to apply for funding to acquire, construct, modernize, maintain, and operate housing developments. VHHA's mission is to provide decent, safe and sanitary housing for low-income persons in its area of operation.

VHHA is governed by a seven member Board of Commissioners. The Board of Commissioners hires the Executive Director to oversee the day-to-day administration of VHHA. VHHA has five (5) maintenance staff members and a maintenance clerk who will be working with the pest control management company.

**PROJECT DESCRIPTION**

VHHA is seeking proposals from licensed pest management companies to provide services for the Housing Authority's pest management program. The Housing Authority has an integrated pest management program of periodic inspections, monitoring and the application of pesticides. We are seeking a pest management company who will provide service to all of our buildings and units on a monthly basis.

**PROPERTIES**

The locations consist of the following residential and administrative space:

1. GENERAL MACARTHUR SENIOR VILLAGE, 260 Clinton Street, Hempstead, NY – is a midrise building with 144 units of housing for senior and disabled residents, which includes 114 studio apartments, 29 1-bedroom units, 1- 2 bedroom unit, a laundry room, VHHA administrative offices, a community center, other office and storage space and an underground parking garage.
2. TOTTEN TOWERS, 20 Totten Street, Hempstead, NY – is a midrise building with 75 units of housing for senior and disabled residents, which includes 46 studios and 29-1 bedroom units, a laundry room, office space and storage, and a community room.
3. CLINTON COURT, 114 Yale Street with 16 units of garden style family housing including 3- 1 bedroom units, 8 – 2 bedroom units and 5 -3 bedroom units. 134 Yale Street with 16 units of garden style family housing including 3-1 bedroom units, 9- 2 bedroom units, 3 – 3 bedroom units and 1 – four bedroom unit. Clinton Court also includes a small community center and a laundry room.
4. GLADYS GARDENS, 20 Gladys Avenue, Hempstead, NY with 8 units of family garden style housing including 2- 2 bedroom units and 6 – 3 bedroom units. 40 Gladys Avenue, Hempstead, NY with 22 units of family garden style units with 4- 1 bedroom units, 12 – 2 bedroom units, and 6 -3 bedroom units. The development also includes a small community room in the basement and laundry room.

**EXISTING CONDITIONS**

The Housing Authority uses a comprehensive whole building approach to treating pests and has been able to significantly reduce pest infestation. VHHA would like to continue an integrated approach to pest management identifying problems that are exacerbating the high level of pest in the properties. Attached please find HUD Guidance on Integrated Pest Management – PIH-2007-12.

## COVERED PESTS

The CONTRACTOR shall adequately suppress the following pests:

1. Indoor populations of rodents, insects, (including ants, cockroaches and bed bugs), 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.

The CONTRACTOR shall notify VHHA if it notices unusual levels of the following pests.

CONTRACTOR is not responsible for their control unless VHHA and CONTRACTOR agree in writing:

1. Birds, bats, snakes, and all other vertebrates other than commensal rodents.
2. Termites and other wood-destroying organisms.
3. Mosquitoes.
4. Pests that primarily feed on outdoor vegetation.

## SCOPE OF SERVICES

The Scope of Services to be provided by the selected CONTRACTOR will include:

1. **Annual inspection:** Conduct an annual inspection of all properties as scheduled with the Housing Authority. The annual inspection is for the CONTRACTOR to evaluate the needs of the premises and to present findings with VHHA. The following specific points should be addressed:
  - a. Identification of problem areas in and around each of the building;
  - b. Discussions of effectiveness of previous efforts;
  - c. CONTRACTOR access and coordination to all necessary areas;
  - d. Establish locations for routine monitoring in common areas; and
  - e. Information for the CONTRACTOR of any restrictions or special safety precautions.
2. **Comprehensive treatment:** VHHA would like the CONTRACTOR to **treat all apartments along with the rest of the buildings one a month with further treatments for infested areas**. In addition, VHHA would like the CONTRACTOR to help treat and reduce the spread and infestation of bed bugs.
3. **Access to property:** VHHA will provide the CONTRACTOR with access to the units as required. A VHHA employee will accompany the Contract when entering the building. The contract shall notify the Executive Director of any resident who refuses access for pest control treatment.
4. **Routine Inspection:** Conduct regularly scheduled inspection services for pests, set out or collect monitoring traps, and treat units for pests as needed. Inspections should be monthly.

5. **Emergency Inspection:** Conduct inspections and necessary treatment in response to requests by VHHA for corrective action. Emergency Inspections, when requested, are to be performed within eight (8) hours during normal working hours.
6. **Call-Back Service:** Conduct follow-up inspection in response to resident or staff complaints. Routine call-back service shall be furnished within one (1) workday after receipt of notification by VHHA. Call-back service required by VHHA due to CONTRACTOR negligence will be at no charge.

## GENERAL REQUIREMENTS

Please respond with a narrative response including the following:

1. **Name, address, and telephone** number of a primary contact person.
2. **A brief description of your firm**, certifications held, professional organization affiliations, as well as how any joint venture association would be structured.
3. **Address(es) and location(s) of local offices** and service headquarters that would be involved in servicing the VHHA contract.
4. **Description of microscopes**, pest detection equipment or other equipment possessed by the firm that would be used for performance of the contract.
5. **Names of all staff**, supervisors, and subcontractors who would work on the contract. The firm must have sufficient licensed employees to cover the property's needs. Provide:
  - The role each staff member and subcontractor would play in the project (onsite service technician, onsite supervisor, manager, owner, etc.).
  - Experience, education, and qualifications of each staff member, including licenses and certifications held, verification that license(s) are valid, and other relevant training or skills. CONTRACTOR shall have access to an Associate Certified Entomologist (ACE) or Board Certified Entomologist (BCE) or person holding a degree in entomology who has demonstrated expertise in structural pest control, especially for rodents, bed bugs, and cockroaches.
  - Written assurance that the staff members listed above will be performing the work and will not be substituted with other personnel or reassigned to another project without prior approval. Assurance must also be made that any substitute personnel be fully qualified.
6. **Certifications:** The CONTRACTOR shall provide the following:
  - Certificate of Contractor General Liability Insurance, with the contracting party named as an additional insured
  - Certificate of Workers' Compensation Insurance
  - A copy of the pesticide applicators' license(s)
  - Listing of any violations of state pesticide regulations or pest management regulations within the past three years.
  - Description of in-house training program for firm employees.
  - Description of in-house health & safety program.
7. **Commitments:** The CONTRACTOR must commit to providing qualified, professional pest management personnel who:
  - Will not distribute or sell pesticide products to residents or staff;
  - Will not store any pesticide product in the buildings specified in this contract;

- Understand current practices in this field and have experience providing pest control services in a residential environment;
- Conduct themselves in a professional manner, with minimal noise and disruption;
- Cooperate with the building occupants to assure the progress of this work;
- Have good communication skills and will speak with residents who are present during a visit. It is expected that the PMPs will make an effort to obtain pest sighting information from residents and educate them on IPM techniques;
- Maintain certification as a Commercial Pesticide Applicators in the category of residential and institutional pest control services;
- Wear a distinctive uniform that has the contractor's name easily identifiable, affixed in a permanent or semi-permanent manner while working at VHHA-owned or leased properties;
- Use additional personal protective equipment required for safe performance of work as determined and provided by the contractor that, at a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for products being used;
- Use only contractor vehicles identified in accordance with state and local regulations;
- Observe all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering these areas;
- Will comply with all government regulations as are applicable during the time spent on government property;
- Obtain building passes, if needed, as supplied by the VHHA or appropriate building manager; and
- Take all necessary precautions to ensure tenant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application.

## **REFERENCES**

The CONTRACTOR must submit a list of at least three (3) verifiable references (including names, titles, affiliations, and telephone numbers) for work comparable to that discussed in these specifications that has been completed during the past three (3) years or is currently in progress.

## **PRICE PROPOSAL**

VHHA intends to award this contract to the firm that it considers will provide the best overall program services. The VHHA reserves the right to accept other than the lowest bid and to reject any proposals that are not responsive to this request. Please provide a price proposal in a sealed envelope that includes hourly rates for the services described in the Scope of Work. These rates will be used either to charge for services on a time and materials basis, or as base rates for negotiating flat monthly fees with individual facility managers.

## **ADDITIONAL SUBMISSION REQUIREMENTS**

Attached Please find the following Mandatory Forms / Contract Provisions which are included as part of this proposals. All offers must include these forms completed and signed where required.

1. Form HUD-5369-B, Instructions to Offerers – Non-Construction.
2. Form HUD-5369-C, Certifications and Representations of Offerors – Non- Construction Contract.
3. Form HUD-5370-C, General Conditions for Non-Construction Contracts.

## EVALUATION CRITERIA

Proposals will be rated and ranked according to the following weighted criteria:

1. Contractors Licenses and Certifications (20 Points)

Excellent = 20 points    Good = 15 points    Fair = 5 points

2. Professional and technical experience in pest control management of the CONTRACTOR and Contractor's assigned staff. (20 Points)

Excellent = 20 points    Good = 15 points    Fair = 5 points

3. Service approach: This includes ability of contractor to recognize pest problems and sources of problems and quality of recommendations for most affordable and feasible chemical and nonchemical controls. (20 Points)

Excellent = 20 points    Good = 15 points    Fair = 5 points

4. Record of past performance with Public Housing Authorities or multi-family buildings of similar size and program composition (20 Points)

Excellent = 20 points    Good = 15 points    Fair = 5 points

5. Proposed fee structure (20 Points)

Excellent = 20 points    Good = 15 points    Fair = 5 points

VHHA will reject the Proposal of any organization who is debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to PHAs, and reserves the right to reject the proposal of any respondent who has previously failed to perform any contract properly.

## PROPOSAL SUBMISSION AND AWARD

Proposals must be received **not later than 2:00 PM, October 3, 2017** in an envelope, clearly marked **“RESPONSE TO PROPOSAL- PEST CONTROL MANAGEMENT SERVICES”** at the following address:

MS. ROSEMARY A. OLSEN, EXECUTIVE DIRECTOR  
VILLAGE OF HEMPSTEAD HOUSING AUTHORITY  
260 CLINTON STREET  
HEMPSTEAD, NY 11550  
[rosemaryolsen@hempsteadhousing.org](mailto:rosemaryolsen@hempsteadhousing.org)

All questions regarding this request for proposal should be directed to Ms. Olsen in writing via email to [rosemaryolsen@hempsteadhousing.org](mailto:rosemaryolsen@hempsteadhousing.org).

In the interest of fairness to all competing proposers, VHHA will treat as ineligible for consideration any proposal that is received after the deadline. Proposals and material contained therein shall become the

property of VHHA upon submittal. Regardless of outcome, organizations shall not hold VHHA responsible for any expense in the preparation of their RFP or in negotiating towards a contract.

The Village of Hempstead Housing Authority reserves the right to reject any and all proposals. The Village of Hempstead Housing Authority is an Equal Opportunity Employer.