



SELMA

HOUSING AUTHORITY

REQUEST FOR PROPOSALS

PEST CONTROL SERVICES

March 27, 2024

Written proposals will be received until **APRIL 17, 2024** by close of business: 5:00 PM CDST.

INTRODUCTION

The Selma Housing Authority (SHA) requests proposals from licensed and bonded pest control companies for effective and efficient pest control/extermination program of every unit and all buildings on all sites of the Authority every month. The term of the contract will be (1) year with the option of two 1-year extensions solely at the discretion of the SHA. Contract termination by either party will require a minimum of thirty (30) days written notice.

GENERAL

All companies making proposals to the Selma Housing Authority shall be duly licensed by the Alabama Department of Agriculture and Industries, Pesticide Management Section. Additionally, each offeror shall indicate the capacity to provide these pest control services to the SHA on a monthly basis at each and every apartment unit and all other buildings owned by the Authority.

The only individuals who can legally purchase, possess, and use restricted use pesticides are individuals who either hold a valid certified applicator permit or work under the direct supervision of a certified applicator. Certification permits are issued by the Commissioner of the Department of Agriculture & Industries to individuals who received training and have demonstrated competency by passing a certification examination. Each certification permit is identified by a permit number that is unique to that individual permit holder.

Federally, pesticides are regulated under Federal law by the Federal Insecticide, Fungicide & Rodenticide Act (FIFRA) and under the Code of Federal Regulations (CFR) 40 Parts 150 to 189. The Administrator of the US Environmental Protection Agency is responsible for administration and enforcement of the Federal pesticide laws and regulations. Pesticide products that are sold, distributed, or used without a valid EPA registration are prohibited from use. The pesticide product label is the primary source of information regarding the proper and safe handling, storage, use and disposal of the pesticide product, and is a binding legal contract between the registrant, state and federal pesticide regulatory agencies and the end user/applicator of the product. The pesticide label must be approved by

EPA and is either printed on or attached to each pesticide container which has been packaged, labeled, and released for distribution by the registrant.

A pesticide applicator shall not:

1. Use any repackaged or relabeled pesticide products;
2. Use products that are from broken manufacturer's container;
3. Use a pesticide whose container has been broken or is leaking;
4. Use a pesticide product whose label has been removed or defaced;
5. Store or display pesticides over, under or immediately adjacent to human or animal food;
6. Make recommendations regarding the use of a pesticide on sites, or at rates which are not contained in the "Directions for Use" statement of the pesticide product label;
7. Use any products not approved by federal, state, or local regulation for the specific use for which they are being applied;
8. Propose to apply or apply pesticides without first obtaining certification and a Commercial Pesticide Applicator license from the Alabama Department of Agriculture & Industries.

By submitting a proposal, offerors warrant and affirm to the Selma Housing Authority that they will in faithfully and truly abide by all federal and state requirements pertaining to the procurement, storage, mixing, use, and application of pesticides on Authority properties.

SCOPE OF SERVICES

Selma Housing Authority consists of eight (8) residential community sites along with the central offices of the Authority. The communities are located throughout the city of Selma, and consists of a total 581 dwelling units along with site offices and site community spaces. The number of bedrooms contained in a unit apartment determines the "unit size." Reference the attached chart, "Development and Unit Size" (Attachment A), which details each community owned and operated by SHA.

SHA requires all residents to accept the monthly pest control unless medical reasons prohibit the use of insecticide or chemicals. Cost shall be proposed on a per unit (apartment) basis based on unit size, i.e., number of bedrooms size (1-bedroom, 2-bedroom, 3-bedroom, 4-bedroom, and 5-bedroom units). In that light, the Authority requires a monthly certification of all units and buildings at each site treated as well as documentation of the address of all units that refuse pest control treatment. These shall be tabulated and reported to each site manager with a copy to the central offices of the Authority. This report to the Central office may be included in the monthly billing. SHA will provide a standard form for each site to be used for reporting this information.

In addition to the regular monthly pest control services, SHA also requests a per-unit cost for insect fogging treatments, treatments for bedbug infestation, and treatments for rodent infestation. The offeror shall include product specifications and Material Data Safety Sheets in his or her proposal to the SHA.

Contractors are hereby notified that any misrepresentations of information contained in a proposal, or any negative information received by the Housing Authority concerning past work performance shall be grounds for rejection of the proposal.

SPECIFICATIONS

Each proposal shall clearly detail the following:

1. Certified Applicator Number(s).
2. Method to be used for the initial examination, as well as method of extermination to be used for monthly treatment thereafter at each unit and every building.
3. Chemicals and other products to be used for pest control treatments. Only odorless chemicals may be used, including any odorless roach bait products.
4. Determine individual cost per unit of each monthly treatment which shall include call-backs within that month at no additional cost to the Authority. SHA averages less than ten (10) call-backs per month Authority wide. Billings will be determined by the number of units served in each development based on the per unit price.
5. Determine the cost of each monthly treatment at each recreation/community space/office/warehouse space.
6. Determine price for additional treatments in heavily infested units by use of fogging the entire apartment.
7. Determine price for additional treatments where bedbug infestation is a problem.
8. Determine price for additional treatments where rodent infestation is a problem, such as rats, mice and/or similar small rodents. (Please be aware that many of our units are family units, and such are often home to small children.)
9. List the number of employees, vehicles, and equipment that can be dedicated to the monthly treatment of each unit and all buildings on all sites.
10. Furnish five current references.
11. Furnish a certification that the company complies with all federal, state, and local pest control regulations in regards to chemicals used, label components, application amounts, safety of employees who apply the pesticides, and the safety of the residents in whose apartment units the chemicals will be applied.

Pesticide products that are sold, distributed, or used without a valid EPA registration are prohibited from use on any SHA property. Additionally, chemicals listed on the Alabama restricted use pesticide list are prohibited along with any and all prohibited chemicals on the Federal Restricted Use Pesticides list.

Insecticides shall be properly mixed according to label directions and shall be applied according to all legal requirements or restrictions. Information regarding application and contractor's knowledge of the law in the state of Alabama is to be included in the proposal. MSDS on all insecticides to be used will be provided to the SHA.

Control of cockroaches, rats, ants, spiders, silverfish, and other pests will be required, including inspection, identification, and treatment to eliminate infestation, and to prevent future infestation. Pest control will always be achieved with the most regard for resident safety.

Treatments shall include, but not be limited to, the following areas:

1. Cracks and crevices at baseboards, door, and window casings;
2. Those spaces between furniture/appliances and walls;
3. Behind sinks and lavatories;
4. Inside cabinets, false bottom cabinets, along the tops of wall cabinets;
5. Inside all closets (including furnace room);
6. Cracks and crevices around all exposed pipes and heating ducts;
7. The immediate perimeter surrounding the exterior of each building includes ant bed/infestation; and,
8. Exterior ant beds in the immediate proximity of any unit and or common area such as playgrounds and basketball courts.

GENERAL REQUIREMENTS

1. Service Technicians must be certified or directly supervised by a certified technician and must be bondable.
2. Contractor shall install a monthly pest control calendar on inside of wall cabinet in each unit; Contractor shall initial calendar each month when unit is treated.
3. All contractor representatives/service technicians should be identified by company uniform, company identification / nametag, or both.
4. Resident complaints regarding treatment will be handled by the contractor and will be given prompt and courteous attention and response.
5. All pest control treatments must be done between the 1st and 15th day of each month between the hours of 8:00 AM and 5:00 PM. The contractor shall ensure an adequate workforce is available to complete treatments within this time period.
6. The Pest Control Contractor will be required to furnish a list of all units treated and any unit that refuses pest control treatment to the site manager at the time of treatment with a copy to the central office which may be included in the monthly billing. SHA will provide a standard form for each site to be used for reporting this information.

QUALIFICATIONS

Each firm/individual must provide information on its qualifications to provide the services offered. Qualifications information must include:

1. Number of years the firm/individual has been in business providing the requested service;
2. List at least five (5) clients for whom similar services have been provided; and,
3. Description of services provided by the firm/individual with a demonstrated track record at providing this type of service.

ACKNOWLEDGEMENT OF ADDENDA

The offeror shall acknowledge in their quote receipt of any Addenda to this quote by signing the document on the acknowledgement line of the amendment. The offeror's failure to acknowledge an Addendum may result in rejection of the quote. This may be done in the cover letter.

COMPLETE AND ACCURATE SUBMISSION

An offeror's failure to provide accurate information in response to this proposal may disqualify the offeror from further participation in the quote selection process. A quote may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the offeror, in writing, and is received at the place and prior to the date and time designated in the quote for final receipt of sealed quotes. After such a date and time, the offeror may not change any provision of its quote in a manner prejudicial to the interest of the SHA and/or fair competition.

COMMENCEMENT, EXECUTION, AND COMPLETION

The contractor should expect to commence work under this contract beginning April 2024 after its receipt of a written notice-to-proceed from the SHA to execute the work.

QUOTE RETENTION

All proposals are the property of, and shall be retained by SHA, and therefore, will not be returned to the offeror.

TERM OF SERVICE

The term of the contract shall be 12 months in accordance with the start and completion date of the contract issued by the Selma Housing Authority. As stated, the Selma Housing Authority, at its sole discretion, may extend this contract for up to two additional one-year periods.

INSURANCE

Prior to the execution of the contract for services, the offeror shall provide proof of current Commercial General Liability Insurance (\$1,000,000 minimum), Workers Compensation and Employers Liability Insurance (\$1,000,000 minimum), as required by law. If awarded a contract the firm/individual will agree to name Selma Housing Authority as an additional insurer on all commercial or comprehensive general liability policies for the duration of the contract. Additionally, the contractor shall state that thirty-day notice of prior cancellation or change will be provided to SHA.

MATERIALS NOT SUPPLIED BY THE PHA:

The PHA will not supply tools, chemicals, or equipment needed to perform the work as outlined. Further, the contractor shall supply all necessary items for workers.

PROHIBITIONS

As there are federal monies involved in payments, no contractor shall be allowed to file a lien of any kind on or against PHA property.

The contractor warrants that no hazardous and/or prohibited chemicals or materials will be used in the work. All chemicals shall be used in strict accordance with manufacturers' written directions in well-ventilated areas.

The Selma PHA is smoke free and smoking is prohibited on all PHA grounds and in units.

The Contractor shall be liable for any damages to PHA property including grounds. Neither the contractor or any employee thereof shall drive across any yards or park on any yards.

INQUIRIES

All questions must be submitted in writing to the Authority by **4:00 PM (CDST) on April 15, 2024**. Questions not submitted by this deadline will not be answered. Questions may be submitted by e-mail to ccurtis@selmahousing.com. Oral communication is discouraged, and the Authority will not be bound by any oral answers or interpretations of this Request for Proposals.

SUBMISSION REQUIREMENTS

One (1) written quotation and one (1) digital copy on USB drive of the quotation (including required documents and forms), in PDF format on USB jump/thumb drive, shall be returned no later than **the time first listed in this RFP**, to the attention of Cicely Curtis, Chief Operating Officer, at the address listed below:

Cicely Curtis, Chief Operating Officer
Selma Housing Authority
444 Washington Street
Selma, Alabama 36701
(334) 874-6271

All proposals shall be sealed and shall be marked “**RFP Pest Control Services**” with the name of the business, street address, e-mail address, and phone number on the outside of the envelope. Any offer that is not marked accordingly, or that does not contain the written and digital copy, may be rejected. The offeror must include the following information within the quote package:

All forms shall be signed in ink and notarized where applicable. The following forms are included in the Attachments as:

- A) Sites and Unit Distribution
- B) Proposal Form
- C) Non-Collusive Affidavit
- D) HUD - 2992 Debarment Certification Form
- E) HUD – 5369-A Representations, Certifications, Statements of Offerors
- F) HUD-5369-B Instructions to Offerors for Non-construction
- G) E-Verify Affidavit
- H) Certification with Beason-Hammon Act
- I) Certification for Business Concerns Seeking Section 3 Preference
- J) Section 3 Clause
- K) Section 3 Explained
- L) SHA Certification of Non-Discrimination

Other Required Documents:

All forms must be signed by an authorized representative of the organization that submits the quote. In addition to the forms listed above, the proposer shall include the following:

1. Copy of business license
2. Offeror's Statement of Qualifications and History of the Company

EQUAL OPPORTUNITY REQUIREMENTS BY THE CONTRACTOR

Each firm or individual shall certify compliance with all applicable equal opportunity requirements governing contracts of the type. Quote must include signed SHA Certification of Non-Discrimination.

CONTRACT AWARD

The Authority anticipates awarding a contract to the responsible offeror, whose quote conforming to all the material terms and conditions is the lowest price.

RIGHTS AND REMEDIES

The rights and remedies of the SHA as stated in the foregoing shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

GENERAL CONDITIONS

No member, officer, employee of SHA or member of the family of the aforementioned persons, shall, during his/her tenure or for one (1) year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

People who require special accommodation should immediately contact Cicely Curtis, Chief Operating Officer (COO) at ccurtis@selmahousing.com or at (334) 874-6271.

The Selma Housing Authority reserves the right to accept or reject any or all quotes, or any part of any quote, and to waive any informalities or irregularities.

Selma Housing Authority encourages participation by businesses owned and operated by minorities, women, and Section 3 Business Concerns. It is the policy of SHA to use best good faith efforts, consistent with applicable federal regulations and executive orders, to fully promote participation and utilization of disadvantaged and historically underutilized businesses in all areas of Authority contracting. Bidders and offerors are expected to demonstrate diligence to achieve participation and utilization.

ARBITRATION

Any dispute, claim or controversy arising out of or relating to this RFQ, shall be settled by binding arbitration in Selma, Alabama, administered by the National Arbitration Forum (NAF) under its Code of Procedure, currently in effect, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. There shall be one arbitrator, named in accordance with the procedure. The parties are waiving their right to seek remedies in court, including the right to jury trial. The arbitration will be conducted in accordance with the Federal Arbitration Act (FAA). The arbitrator shall decide the dispute in accordance with the substantive law of the State of Alabama.

SELMA HOUSING AUTHORITY EQUAL OPPORTUNITY

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (nondiscrimination on the basis of race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (nondiscrimination on the basis of disability), the Age Discrimination Act of 1975 (nondiscrimination on the basis of age), regulations of the U.S. Department of Housing and Urban Development, and the policies of the SHA Board of Commissioners, the Selma Housing Authority is an equal opportunity employer. As a recipient of Federal financial assistance, the Selma Housing Authority does not exclude, deny benefits to, or otherwise discriminate against any person on the grounds of race, color, national origin, disability, age, sex, religion, veteran status, or creed. Decisions related to hiring, compensating, training, evaluating performance, or terminating are made fairly, and SHA provides equal employment opportunities to all qualified contractors.

Cicely Curtis
Chief Operating Officer
Selma Housing Authority