

# Housing Authority of Brevard County

## Invitation for Bid



**INVITATION FOR BID**

**FOR**

**PEST CONTROL**  
**FOR LIPH**  
**BREVARD COUNTY, FLORIDA**

Issue Date: January 10, 2019

**Response Due: Thursday, January 24, 2019, 3:00 p.m. EST**

*Maryanne Wilcox – Director of Public Housing  
Housing Authority of Brevard County  
& Melbourne Housing Authority  
1401 Guava Ave  
Melbourne, FL 32935  
(321) 775-1575*

HABC/MHA SC2019-003

**THE HOUSING AUTHORITY OF BREVARD COUNTY CONDUCTS ITS PROCUREMENT ACTIVITIES PURSUANT TO 2 CFR PART 200 (OR AS MAY BE AMENDED FROM TIME TO TIME), APPLICABLE FEDERAL AND STATE REGULATIONS, AND THE AUTHORITY'S PROCUREMENT POLICY. THESE DOCUMENTS ARE AVAILABLE FOR REVIEW AT THE AUTHORITY'S OFFICE LOCATED AT 1401 GUAVA AVENUE, MELBOURNE, FL, 32935.**

## INVITATION FOR PROPOSAL

Legal notice is hereby given that sealed proposals will be received by the Director of Public Housing of the Housing Authority of Brevard County until 2:00P.M. (Local Time) on Wednesday, January 24, 2019 and will be publicly opened at 3:00 P.M. and read aloud at our office, located at, 1401 Guava Avenue, Melbourne, Florida, for monthly nuisance pest control services, for a specified number of units throughout Brevard County, period beginning February 1, 2019 to January 31, 2020.

Based on our experience, we prefer to award to more than one vendor so vendors must bid by area i.e. West Cocoa/Merritt Island, Melbourne, and Mims. We would like to award the contract by area because that cuts down non-productive and costly travel time between north and south property locations. That does not preclude one vendor from bidding and winning all properties as long as the vendor understands and keeps up with the requirements of the job. For new vendors, a property tour must be taken to ensure understanding of requirements. That tour is scheduled for January 16, 2019, 9:00AM leaving from 1401 Guava Ave., Melbourne, FL 32935. This Contract, based on mutual concurrence of both parties and satisfactory performance, may be extended for additional one (1) year periods up to a total of five (5) years. At that time the contract will be re-bid. The square footage and/or number of units may change over the period of contract based on modernization plans of the Housing Authority of Brevard County. Prices will be adjusted accordingly. All proposals will be conspicuously marked, "Pest Control Proposal", on the outside of the sealed envelope.

The Housing Authority of Brevard County reserves the right to accept or reject any or all proposals, to negotiate with all qualified sources for additional program services, or to cancel the Invitation For Bid (IFB) in part, or in its entirety, if it is in the best interest of the Authority to do so. Award will go to the lowest responsible and responsive bidder.

## INVITATION FOR BID - IFB# HABC/MHA SC2019-003

The Housing Authority of Brevard County has issued an Invitation to Contractors to submit a Bid for Pest Control for multiple Public Housing Units and office sites scattered throughout Brevard County. A Walk-Through and informational session will be conducted on **January 16th, 2019 at 9:00 a.m.** starting at 9:00 am at 1401 Guava Ave, Melbourne, FL 32935 for all interested parties. The Contractor to be selected must have the ability to deliver the project on time within federal, local, state, and HUD guidelines. A full copy of the Bid requirements and scope of work can be found on our website [www.habc.us](http://www.habc.us).

Technical questions may be addressed, prior to **January 23<sup>rd</sup>, 2019 at 4:00pm**, to:

Maryanne Wilcox  
Director of Public Housing  
1401 Guava Avenue  
Melbourne, FL 32935

## Pest Control

### **SERVICE CONTRACT**

#### **DEFINITIONS:**

**PEST CONTROL-** Scheduled Pest Control Service. Provide pest control service on a scheduled basis for the control of cockroaches, flies, ants, fleas, lice, ticks, bedbugs, spiders, mites, silverfish, fire ants, and other crawling and flying pests. When infestations are found, the Contractor shall perform follow-up inspections and, if needed, re-treatment.

**PEST CONTROL/MANAGEMENT and APPLICATION-** A sprayer containing water and an approved pest control chemical plus bait and trap methods must be used. Chemicals must be odorless and safe for humans and pets. Material safety data sheets must be provided to HABC for all chemicals used.

**CALL BACK-** A request for additional service following the initial service which has not provided the control required. Repeated call-backs are possible.

#### **CONTRACT REQUIREMENTS:**

##### **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.

##### **Pre-Performance Conference**

A pre-performance conference shall be conducted. Prior to commencing work, the Contractor shall meet with the Asset Manager 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 for each location.

##### **Permits/Licenses**

The Contractor shall, without additional expense to the Housing Authority, obtain all appointments, licenses, and permits required for the prosecution 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.

### **Treatment Areas**

When a Vacancy Unit has an infestation, contractor will be required to perform Direct Kill treatments until the infestation has been eliminated.

The monthly pest control will include all major areas of each individual unit (units range from 450 sq. ft to approx. 1000 sq. ft) including all of the following:

#### **INSIDE:**

1. Kitchen base cabinets.
2. Around the refrigerator.
3. Washer and dryer.
4. Water heater and surrounding areas.
5. All bathroom areas and spaces.
6. All bedroom areas and spaces.
7. All pantries.
8. All furnace closets.

#### **OUTSIDE:**

1. Building perimeters.
2. Porches, patios and decks.
3. Eaves, window wells and door frames.
4. Trash containment areas, individual and common.
5. All storage areas.
6. Utility rooms.

#### **INSPECTION:**

Each phase of the services rendered is subject to Housing Authority inspection during the Contractor's operations and/or after the completion of the task. Any defect or unaccomplished work shall be immediately brought to the attention of the Contractor. The Contractor shall meet with the Housing Authority's representative to discuss the work in question without delay. Work determined unsatisfactory after the discussion or the Contractor's failure to discuss the work in question shall be cause for termination, or adjustment in contract price based on the Housing Authority estimate of work not performed utilizing the contract unit price(s). The Housing Authority may sample the Contractor's pesticides and inspect the Contractor's equipment and materials at any reasonable time. When inspection reveals inadequate control, e.g., population levels remain above the acceptable level of control, the Contractor, upon request from the Housing Authority, will retreat the unit/area.

### **Re-treatment Request (Call Backs)**

The Contractor shall, within 24 hours (Sundays and holidays excepted), after receiving notice from the Housing Authority, and at no additional charge to the Housing Authority, retreat previously treated areas when inspection reveals that inadequate control was obtained with the initial treatment. There is no limit to the number of call-backs for re-treatment of pest control failures.

### **Contact Number**

The Contractor shall maintain a local telephone at which he or his representative may be reached at night, weekends, and holidays. It is mandatory that the Contractor or his representative is available to the local telephone 24 hours per day, seven days per week, including holidays. The contractor shall notify the Housing Authority in writing of the mailing address and telephone number on contract start date and immediately thereafter in the event of change.

### **General Information**

The Contractor shall be licensed by the State of Florida to provide pest control services in the categories specified in this specification. Green Shield or Green Pro Contractors are preferred. 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.

All pesticides shall be procured, processed, handled, and applied in strict accordance with the manufacturer's label which shall be registered with the Environmental Protection Agency (EPA) and applicable state Lead Agency for enforcement of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA).

### **References**

The Contractor shall provide the names, addresses, telephone numbers and point of contact person of at 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.

### **Quality Control Service Report**

The awarded agent will be responsible on a monthly basis to provide to the Asset Manager a written Quality Control Service Report which will provide the necessary information to monitor the effectiveness of the program. Records of all insecticide application will be kept. The type of insecticide, location and type of treatment and amount of insecticide applied should be recorded and filed. Copies of these records will be given to the Property Manager. The Contractor shall provide the Asset Manager with a list of those units not treated because the Contractor was denied access by the resident. Effectiveness of treatments will be determined by trapping cockroaches before and after treatment in 10% of apartments. Sticky traps (at least 3 roach motels) will be placed in the apartments for 24 hours at locations of likely cockroach activity. Numbers of

cockroaches caught will be recorded and filed. Copies of these findings will be given to the Asset Manager. Effective treatments are a reduction of severe infestations by >80% or maintenance of cockroach populations below an average of 5 cockroaches per trap per night. If effective treatment is not accomplished within 60 (sixty) days, the contract will be canceled. The pest control contractor is responsible for planning and implementing treatments, maintaining records of applications, and determining the effectiveness of treatment. Inability to supply requested documentation to the Asset Manager within 7 days will result in the cancellation of the contract. The report should note areas of poor housekeeping by tenants.

**Notification**

Contractor must leave a form of identification as each unit is treated.

**Contract-Commencement/Duration**

This Contract will be for one year (1) commencing on February 1, 2019 and running through January 31, 2020. This Contract, based on mutual concurrence of both parties and satisfactory performance, may be extended for additional one (1) year periods up to a total of five (5) years. At that time the contract will be re-bid.

**Termination**

At anytime during the course of said contract; the Housing Authority of Brevard County may terminate the contract within a thirty-day notice at our discretion.

**Proposal Rejection**

Low proposer may be rejected if investigations conclude that the contractor is unqualified to perform contractual duties. Investigation may include, but not limited to, contact with the Better Business Bureau, number of recent complaints, and length of time in business, personnel experience, check of references and determination of existing or previous contracts of comparable size and scope.

**Expiration** The awarded agent will, in writing, notify the Housing Authority (60) sixty calendar days prior to the expiration of this contract.

**Cost**

Cost per unit, as well as a lump sum cost for the entire program, based on a (12) twelve-month program. The low responsible proposer will be determined by the lump sum amount for the entire year. Costs must be tracked and reported by AMP.

**Proposal Form**

Contractor must utilize our proposal form for tabulation. Also, a copy of this package, with the contractor's initials at the top right of each page, must be returned with the proposal.

## **Proposal**

Any questions concerning this proposal should be directed to the Deputy Director of Capital Improvements, Cubberly Walker, at 321-775-1568 or email, [cwalker@habc.us](mailto:cwalker@habc.us).

**THE HOUSING AUTHORITY OF BREVARD COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND WAIVE ANY INFORMALITY OR DISCREPANCY IN ANY PROPOSALS OR, TO ACCEPT ANY ITEM IN THE PROPOSAL. IN THE EVENT OF MATHEMATICAL ERROR IN THE EXTENSION OF PRICES IN THE PROPOSAL, THE UNIT PRICES WILL GOVERN. THE AUTHORITY RESERVES THE RIGHT TO AWARD BY ITEM OR IN ITS ENTIRETY, WHENEVER SUCH AWARD OR REJECTION IS IN THE BEST INTEREST OF THE AUTHORITY.**

**CONTRACTOR HAS READ THE FOREGOING IN ITS ENTIRETY AND UNDERSTANDS ALL OF ITS TERMS AND CONDITIONS. ALSO, THE PERSON SIGNING ON BEHALF OF THE CONTRACTOR WARRANTS TO THE HOUSING AUTHORITY OF BREVARD COUNTY THAT HE HAS THE AUTHORITY AND POWER TO EXECUTE THIS AGREEMENT ON BEHALF OF THE CONTRACTOR AND AFTER THE EXECUTION HEREOF, THE CONTRACTOR IS BOUND BY ALL OF THE TERMS AND CONDITIONS HEREIN. THIS AGREEMENT SHALL NOT BE BINDING ON THE CONTRACTOR UNTIL AFTER A PRE-PERFORMANCE CONFERENCE AND EXECUTION BY THE CHIEF OPERATING OFFICER OF THE HOUSING AUTHORITY OF BREVARD COUNTY.**

**THE HOUSING AUTHORITY OF BREVARD COUNTY CONDUCTS ITS PROCUREMENT ACTIVITIES IAW 2 CFR Part 200, APPLICABLE FEDERAL AND STATE REGULATIONS, AND THE AUTHORITY'S PROCUREMENT POLICY. THESE DOCUMENTS ARE AVAILABLE FOR REVIEW AT THE AUTHORITY'S OFFICE LOCATED AT 1401 GUAVA AVENUE, MELBOURNE, FL.**



I have read and agree to all terms of this Service Contract – Bid, including all Attachments listed below:

- Attachment A-Property List
- Form HUD-5370-C
- Handbook No. 7460.8 REV 2 5-6
- Smoke-Free Addendum
- Affidavit to enter in Contract
- EEOC Statement
- \_\_\_\_\_

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Printed Name	Title
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Signature	Date
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Printed Contractor's Name	Title
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Signature	Date
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Contact Person	Phone Number
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# Attachment A

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Housing Authority locations are as follows:

## HOUSING AUTHORITY OF BREVARD COUNTY

		<u>Price Per Project #</u>
FL 20-1 (CITRUS COURT) 8 Units 2759-2769 Old Dixie Highway, 3326-3330 Wiley Road, Mims, FL	AMP 422	_____
FL 20-3 (FIELDS COURT) 16 Units 411 N. Courtenay Parkway, Merritt Island, FL	AMP 422	_____
FL 20-4 (WALTON COURT) 10 Units 575, 577, 579 Player Lane, Merritt Island, FL	AMP 422	_____
FL 20-5 (HOPKINS PLACE) 20 Units 3000 S. Monroe Street, University Boulevard, Melbourne, FL	AMP 421	_____
FL 20-6 (TUCKER HEIGHTS) 24 Units 1108-1168 McClendon Street, 1122-1163 Mathers Street, Melbourne, FL	AMP 421	_____
FL 20-7A (EAST MIMS LANDING) 24 Units 2833-2845 Main Street, 2443-2483 Harry T. Moore Street, 2834-2846 Warren Street, Mims, FL	AMP 422	_____
FL 20-7B (LAKE VIEW POINT) 56 Units 215-337 Lakeview Boulevard, 4000-4604 Lake Circle, Cocoa, FL	AMP 422	_____
FL 20-7D (WOODLAND OAKS) 40 Units Lincoln, Roosevelt Avenues, Player Lane, Merritt Island, FL	AMP 422	_____
FL 20-7E (ARTHUR CIRCLE) 50 Units Off of Marywood Road, 1475-1501 Arthur Circle, 3160-3181 Arthur Circle, 3163-3177 White Road, Melbourne, FL	AMP 421	_____
FL 20-7F (PALM HARBOR VILLAGE) 50 Units 3300-3325 Saxon Street, 3300-3325 Pelham Street, (Except 3301 Pelham St.), 3301-3317 Monroe Street, Melbourne, FL	AMP 421	_____

# Attachment A

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FL 20-9 (GARDEN APARTMENTS) 100 Units 4000 N. Riverside Drive, Clubhouse Melbourne, FL	AMP 421	_____
FL 20-12 (Tucker Heights) 11 Unit 1135 Mathers St, Melbourne, FL 32926	AMP 422	_____
(Nelson Street) 4 Units 119 Nelson Street Melbourne, FL 32901	1480	_____
Main Office 3 Story Office Space 1401 Guava Ave Melbourne, FL 32935	1480	_____

<b>Total AMP 421</b>	_____
<b>Total AMP 422</b>	_____
<b>Total 1480</b>	_____
<b>Total HABC</b>	_____

Attachment A

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MELBOURNE HOUSING AUTHORITY

Price Per Project

FL 56-1 (BOOKER HEIGHTS) 54 Units Roberts, Reddick, Walker, Walls Streets, Melbourne, FL	AMP 440	_____
FL 56-2 (TEMPLE TERRACE) 45 Units 1801-2843 Temple Terrace, 2813-2859 Temple Terrace Melbourne, FL	AMP 440	_____
FL 56-3 (ELLIOT NEWELL COURT) 20 Units 1506-1512 University Boulevard, Melbourne, FL	AMP 440	_____
FL 56-5 (TUCKER HEIGHTS) ALL 31 units 1780 Steele Street Scattered* Melbourne, FL	AMP 440	_____
FL 56-5 (TUCKER HEIGHTS) * 905 & 909 Hickory Street Melbourne, FL	AMP 440	_____
FL 56-5 (TUCKER HEIGHTS) * 1103 Mathers Street Melbourne, FL	AMP 440	_____
FL 56-5 (TUCKER HEIGHTS) * 1511 Mitchell Street Melbourne, FL	AMP 440	_____
	<b><u>MHA Total</u></b>	_____
Vacant Lots: Cut infrequently 1103 Mathers St, Melbourne, Fl	AMP 440	_____

ATTACHMENT A

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**OFFICES**

		Price Per Project #
Executive Office 1401 Guava Avenue Melbourne, FL	AMP 421	_____
HABC/Melbourne Housing Authority Maintenance Office 524 E. Walker Street Melbourne, FL	AMP 440	_____
HABC/Melbourne Housing Authority Management Office 4000 N. Riverside Dr Apt 100 Melbourne, FL	AMP 421	_____
Housing Authority of Brevard County 584 Player Lane Merritt Island, FL	AMP 422	_____
Housing Authority of Brevard County 579 Player Lane Merritt Island, FL	AMP 422	_____
Turnquest Community Resource Center 1686 Marywood Road Melbourne, FL	AMP 440	_____



## Attachment to Contract

FR-5597-F-3  
HUD PIH 2017-03

To protect residents from the hazards of secondhand smoke, many residential buildings are adopting no smoking policies. On February 3, 2017 HUD issued Public and Indian Housing 2017-03 that prohibits smoking in Public housing and related facilities.

In order to comply with the HUD directive and to ensure a health living environment where everyone can live and breathe smoke-free air, the Housing Authority of Brevard County and the Melbourne Housing Authority have adopting a no smoking policy.

Smoking is not permitted inside or within 25 feet of the apartments, buildings, or any common area on property owned and/or operated by Housing Authority. Cigarette and cigar butts must not be discarded on the grounds, but handled like any other trash item.

Smoking includes any inhaling, exhaling, carrying or possessing any lighted cigarettes, cigars, pipes, hookahs or any other smoke delivery system. Smoking of medical marijuana and electronic cigarettes are also prohibited.

The Smoke-Free Policy is part of all contracts and the contractor agrees to abide by the policy. Failure of the contractor and any of their employees to strictly comply by the above policy will be considered a violation of the contract.



Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_



We do Business in Accordance with the Fair Housing Laws

AFFIDAVIT

STATE OF \_\_\_\_\_ SS

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ BEING FIRST DULY

SWORN, DEPOSES AND SAYS:

THAT HE/SHE IS \_\_\_\_\_ OF THE COMPANY MAKING THE FOREGOING PROPOSAL OR BID, THAT SUCH PROPOSAL OR BID IS GENUINE AND NOT COLLUSIVE OR SHAM; THAT SAID BIDDER HAS NOT COLLUDED, CONSPIRED, CONNIVED OR AGREED, DIRECTLY OR INDIRECTLY, WITH ANY BIDDER OR PERSONS, TO PUT IN A SHAM BID OR TO REFRAIN FROM BIDDING, AND HAS NOT IN ANY MANNER, DIRECTLY OR INDIRECTLY, SOUGHT BY AGREEMENT OR COLLUSION, OR COMMUNICATION OR CONFERENCE, WITH ANY PERSON, TO FIX THE PRICE OF AFFIANT OR OF ANY OTHER BIDDER, OR TO FIX ANY OVERHEAD, PROFIT OR COST ELEMENT OF SAID BID PRICE, OR OF THAT OF ANY OTHER BIDDER, OR TO SECURE ANY ADVANTAGE AGAINST THE HOUSING AUTHORITY OF BREVARD COUNTY OR ANY PERSON INTERESTED IN THE PROPOSED CONTRACT; THAT ALL STATEMENTS IN SAID PROPOSAL OR BID ARE TRUE.

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

SUBSCRIBED AND SWORN TO BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_\_\_\_

**EEO COMPLIANCE**

**EQUAL EMPLOYMENT OPPORTUNITY  
CERTIFICATE OF COMPLIANCE**

The undersigned Contractor hereby certifies to \_\_\_\_\_ that so long as it holds a contract with the Owner in excess of \$2,000.00, it shall not discriminate against any employee or applicant of employment purposes because of race, color, religion, sex, national origin, or other illegal basis and it shall abide by all applicable state and federal laws and guidelines regarding equal employment opportunity and affirmative action.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: