

HABC-MHA SC2021-0001 Pest Control



INVITATION FOR BID

FOR

**PEST CONTROL
BREVARD COUNTY, FLORIDA**

Issue Date: May 16, 2021

CLOSING DATE: June 21, 2021 5:00 pm

Housing Authority of Brevard County
Melbourne Housing Authority
1401 Guava Avenue
Melbourne, FL 32935
(321) 775-1575

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.



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LEGAL NOTICE IS HEREBY GIVEN THAT SEALED BIDS WILL BE RECEIVED BY THE DIRECTOR OF FACILITIES MANAGEMENT OF THE HOUSING AUTHORITY OF BREVARD COUNTY UNTIL **5:00 P.M. (EST) ON MONDAY, JUNE 21, 2021** AND WILL BE **PUBLICLY OPENED ON TUESDAY JUNE 22, 2021 AT 2:00PM** 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 **JULY 1, 2021 TO JUNE 30, 2022**.

This Contract may be renewed for 3 years at the discretion and mutual consent of both parties. The square footage and/or number of units may change over the period of contract based on modernization and constructions plans of the Housing Authority of Brevard County and/or the Melbourne Housing Authority. Prices will be adjusted accordingly.

Please visit our website at www.habc.us click on the Procurement Tab for the complete IFB HABC-MHA SC2021-0001 Pest Control.

For new vendors, a property tour must be taken to ensure understanding of requirements.

A VENDOR MEETING is scheduled for **June 2, 2021, 9:00AM** at 1401 Guava Ave., Melbourne, FL 32935.

Important Dates

Vendor Meeting	6/2/2021	9:00 am
Questions answered	6/7/2021	5:00 pm
Bids Due	6/21/2021	5:00 pm
Bids open	6/22/2021	2:00 pm

ALL PROPOSALS WILL BE CONSPICUOUSLY MARKED, "PEST CONTROL PROPOSAL", ON THE OUTSIDE OF THE SEALED ENVELOPE.



Pest Control

SERVICE CONTRACT – HABC/MHA SC2021-0001

DEFINITIONS:

PEST CONTROL- Scheduled Pest Control Service. Provide pest control service on a scheduled basis for the control of cockroaches, flies, ants, fleas, ticks, spiders, mites, silverfish, fire ants, bagworms, 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 the Director of Facilities Management a written Quality Control Service Report, template will be provided, 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 Director of Facilities Management 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 Director of Facilities Management . 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 July 1, 2021 and running through June 30, 2022. 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-Melbourne Housing Authority 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.

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
- _____

Printed Name Title

Signature Date

Printed Contractor's Name Title

Signature Date

Contact Person Phone Number

Attachment A
HABC-MHA SC2021-0001

HOUSING AUTHORITY OF BREVARD COUNTY

			<u>Price Per Project #</u>
FL 20-1 (CITRUS COURT) 2759-2769 Old Dixie Highway, 3326-3330 Wiley Road, Mims, FL	8 Units	AMP 422	_____
FL 20-3 (FIELDS COURT) 411 N. Courtenay Parkway, Merritt Island, FL	16 Units	AMP 422	_____
FL 20-4 (WALTON COURT) 575, 577, 579 Player Lane, Merritt Island, FL	10 Units	AMP 422	_____
FL 20-5 (HOPKINS PLACE) 3000 S. Monroe Street, University Boulevard, Melbourne, FL	28 Units	AMP 421`	_____
FL 20-6 (TUCKER HEIGHTS) 1108-1168 McClendon Street, 1122-1163 Mathers Street, Melbourne, FL	24 Units	AMP 421	_____
FL 20-7A (EAST MIMS LANDING) 2833-2845 Main Street, 2443-2483 Harry T. Moore Street, 2834-2846 Warren Street, Mims, FL	24 Units	AMP 422	_____
FL 20-7B (LAKE VIEW POINT) 215-337 Lakeview Boulevard, 4000-4604 Lake Circle, Cocoa, FL	56 Units	AMP 422	_____
FL 20-7D (WOODLAND OAKS) Lincoln, Roosevelt Avenues, Player Lane, Merritt Island, FL	40 Units	AMP 422	_____
FL 20-7D (WOODLAND OAKS)	OFFICE		_____
FL 20-7E (ARTHUR CIRCLE) Off of Marywood Road, 1475-1501 Arthur Circle, 3160-3181 Arthur Circle, 3163-3177 White Road, Melbourne, FL	50 Units	AMP 421	_____
FL 20-7E Turquest Center	OFFICE/Service Center		

Attachment A
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		<u>Price Per Project #</u>	
FL 20-7F (PALM HARBOR VILLAGE) 3300-3325 Saxon Street, 3300-3325 Pelham Street, (Except 3301 Pelham St.), 3301-3317 Monroe Street, Melbourne, FL	50 Units	AMP 421	_____
FL 20-7F (PALM HARBOR VILLAGE) 3323 Monroe St	Storage Shop		_____
FL 20-9 (GARDEN APARTMENTS) 4000 N. Riverside Drive, Melbourne, FL	100 Units	AMP 421	_____
	Clubhouse		
	OFFICE		
FL 20-12 (Tucker Heights) 1135 Mathers St, Melbourne, FL 32926	11 Units	AMP 422	_____
(Nelson Street) 119 Nelson Street Melbourne, FL 32901	4 Units	1480	_____
Main Office 1401 Guava Ave Melbourne, FL 32935	3 Story Office Space	1480	_____
AURORA PALMS 1585, 1595, 1605 Mosswood Rd Melbourne, FL 31935	25 Units	1480	_____

Total AMP 421 _____

Total AMP 422 _____

Total 1480 _____

Total HABC _____

Attachment A
HABC-MHA SC2021-0001

Attachment A

MELBOURNE HOUSING AUTHORITY

			<u>Price Per Project #</u>
FL 56-1 (BOOKER HEIGHTS) Roberts, Reddick, Walker, Walls Streets, Melbourne, FL	54 Units	AMP 440	_____
FL 56-2 (TEMPLE TERRACE) 1801-2843 Temple Terrace, 2813-2859 Temple Terrace Melbourne, FL	45 Units	AMP 440	_____
FL 56-3 (ELLIOT NEWELL COURT) 1506-1512 University Boulevard, Melbourne, FL	20 Units	AMP 440	_____
FL 56-5 (TUCKER HEIGHTS) 1780 Steele Street Melbourne, FL	ALL 31 units Scattered*	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	_____
		<u>MHA Total</u>	_____