



Request for Proposals
For
Integrated Pest Management
Public Housing Sites and
DBHA Administrative offices
For
The Housing Authority
of
The City of Daytona Beach

Proposal No. 2018-12IPM

Deadline: December 14, 2018 2:00PM EST

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HOUSING AUTHORITY OF THE CITY OF DAYTONA BEACH INTEGRATED PEST MANAGEMENT

Solicitation Summary – Request for Proposal

The Housing Authority of the City of Daytona Beach, Florida (DBHA) is seeking Statements of Proposal from qualified Pest Extermination Services to provide Integrated Pest Management (IPM) under a contract for the Daytona Beach Housing Authority (DBHA), to assist in the treatment of Seven (7) Public Housing sites, One (1) Administrative Office Building. These sites consist of the following: **Palmetto Park, Caroline Village, Northwood Village, Walnut Oak, Northwood II, Windsor Apartments High-Rise, Maley Apartments High-Rise, DBHA Administrative Building**. It is anticipated that the selected vendor will be responsible for working with the Housing Authority and Property Managers in developing and implementing a comprehensive approach and strategy for Integrated Pest Management (IPM).

The proposal package for Request for Integrated Pest Management (IPM); Proposal No. 2018-12IPM may be obtained by contacting by visiting the DBHA website at www.dbhafl.org

(386) 253-5653

The Housing Authority of the City of Daytona Beach will acknowledge proposals received on or before December 14, 2018, 2018 2:00 p.m. (Local Eastern Standard Time). **Proposals received after this date and time will not be considered.**

The Housing Authority of the City of Daytona Beach will answer questions and/or provide clarifications as they relate to the requirements of the proposal up until December 5, 2018 at 2:00 p.m. After this date no questions or clarifications will be provided. All questions and inquiries must be submitted in writing via email to procurement@dbhafl.org.

The Housing Authority of the City of Daytona Beach reserves the right to reject any or all proposals, to advertise for new proposals to accomplish this solicitation by any means determined to be in the best interest of the Housing Authority of the City of Daytona Beach. Housing Authority of the City of Daytona Beach staff will evaluate proposals to determine the best proposal to satisfy the needs of the Housing Authority.

PART 1 – GENERAL INFORMATION

1.1

The Housing Authority of the City of Daytona Beach, Florida (DBHA) is seeking Statements of Proposal from qualified Pest Exterminators to provide professional Integrated Pest Management (IPM) services to the agency. The Authority has seven public housing sites, one HCV new construction apartment complex and one HCV project-based apartment complex needing Integrated Pest Management (IPM) services. This RFP is being published to seek Pest Exterminators submittals based on the Daytona Beach Housing Authority Procurement requirements.

The Housing Authority of Daytona Beach provides affordable (low) income housing to people in the City and County of Daytona Beach, Florida area. The Authority is committed to providing quality, affordable housing in healthy neighborhoods through partnerships with our residents and other groups, fostering neighborhood redevelopment and opportunities for those we serve to achieve self-sufficiency. The Housing Authority of the City of Daytona Beach receives funding through the federal Housing and Urban Development Department (HUD) to administer the HCV and Public Housing Programs, as well as a host of affordable housing initiatives.

The Daytona Beach Housing Authority (hereinafter, "DBHA") is a public entity that was formed to provide Federally-subsidized housing and housing assistance to low-income families within the Daytona Beach area. DBHA is headed by a CEO/Executive Director and is governed by a seven-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and DBHA's procurement policy.

Currently, the HACDB is responsible for the management of 1,337 Housing Choice Vouchers and 635 Public Housing units which is divided into two (2) AMPs. In addition, HACDB is the co-general partner of four (4) Low Income Housing Tax Credit developments with 390 units of which 144 are ACC units. HACDB also has two (2) Instrumentalities in which it engages in the development of affordable housing and providing social service programs within the community it serves.

1.2 Rules, Regulations, and Licensing Requirements

The Offeror shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein, especially those applicable to conflict of interest. Offerors are presumed to be familiar with all federal, state, and local laws, including but not limited to pest control, extermination firm must contain DPR Licensing along with any registrations that adhere to the State of Florida practices and regulations that may in any way affect the services to be provided.

1.3 Contract Form and Issues

No contractual rights shall arise from the process of negotiation until such time as the Housing Authority of the City of Daytona Beach and the selected Firm has signed a contract. Work under the contract shall commence immediately upon execution. Parties further concur that the Housing Authority of the City of Daytona Beach must approve the contract and both agree to work diligently to implement changes as required. Questions about how to interpret this RFP may arise, and, if so, respondents should submit questions in writing via email to procurement@dbhafl.org or by fax to (386) 253-5653, attention Ms. Terril Bates. The deadline for question submittal will be December 5, 2018 at 4p.m. Questions submitted past this deadline will not be responded to.

1.4 Contact with the Housing Authority of the City of Daytona Beach, Staff, Board of Commissioners, and Residents

During the solicitation process period and subsequent evaluation process, offerors shall not make any contact regarding this RFP with the Housing Authority staff, Board of Commissioners, or residents other than those identified in the Solicitation Summary of the RFP.

Incurred Cost in Preparation of Proposals

The Submitter shall be responsible for all costs in preparing a response to this request for proposals. All material and documents submitted by prospective firms shall become property of the Housing Authority of the City of Daytona Beach and will not be returned. The Firm selected for further interviews and negotiations shall be responsible for all costs incurred during those processes.

SECTION 3 OF THE HUD ACT OF 1968

To the greatest extent feasible, efforts shall be made to provide opportunities for employment and training for lower income residents of the project area, and to award subcontracts for work in connection with this procurement to business concerns which are located, or owned in substantial part, by persons residing in the area of the project, as described in 24 CFR 135. The Section 3 Form #S3-8 should be signed by the appropriate representative and included with submission. NOTE: The selected institution will be expected to meet or exceed the goals and levels of participation set forth in their response.

PART II – SCOPE OF SERVICES

2.1 SCOPE OF SERVICES:

It is the intent of the DBHA to enter into an agreement with a qualified Pest Exterminator that provides Integrated Pest Management services on behalf of DBHA at a fixed rate under a two-year contract with three one year extensions possible. Each task will be defined with definite cost and deliverables. The DBHA will select a Pest Exterminating Service who will represent and advise DBHA in the following areas:

1. Monitoring. Begin with a property-wide inspection and monitoring, using both monitoring devices and visual inspection for the following communities:

Family Communities							
Palmetto Park	1959/1960	0	0	74	36	20	130
Caroline Village	1965	0	0	55	45	0	100
Northwood Village I	1985	0	12	30	15	0	57
Walnut Oak	1985	0	8	8	4	0	20
Northwood II	2015	0	0	12	16	0	28
High-Rise Communities							
Windsor Apartments	1967	61	76	13	0	0	150
Maley Apartments	1972	150	0	0	0	0	150

COCC- Central Office

211 N Ridgewood Av Daytona Beach Fl. 32114

2. IPM Plan. Use the monitoring results to design an IPM plan for the property. This plan will be updated at least annually along with monitoring results. The following components should be included in all written IPM plans:
 - A. Management objectives: Identify key pests to be controlled, level of control desired (thresholds), and areas of the facility requiring special attention. Include a clear understanding of all guarantees, exclusions, and limitations, including the definitions of high-, medium-, and low infestations. Proposal must adhere to HUD's Guidance on IPM (PIH Notice 2011-22),
 - B. Communication and accountability system: Designate contact people and alternates at both the facility and the contractor's company. Establish a location for the pest activity log book(s) at the facility. Set up a procedure for the contractor to report maintenance or pest prevention needs to appropriate staff at the facility.
 - C. Schedule of service: Describe the expected schedule and duration of service visits required to meet management objectives. Except as otherwise agreed upon, all work at properties under this contract should be performed between 9:00 a.m. and 4:00 p.m., Monday through Friday, and should not interfere with daily PHA operations.
 - D. Monitoring program: The contractor should describe methods and procedures to be used for a) identifying sites of pest harborage and access; and b) assessing pest populations throughout the term of the contract. This information must include general locations of common area monitoring traps and responsibilities for routinely checking the traps. Differences in pest pressures associated with seasons and preventative action should be addressed. As a general rule, pesticides should not be applied unless monitoring indicates the presence of pests in that specific area.
 - E. Description of IPM methods and products:

Summarize nonchemical IPM methods proposed and choose pest management strategies that are:

 - Least disruptive of natural controls;
 - Least hazardous to human health;
 - Least toxic to non-target organisms;
 - Least damaging to the environment;

Most likely to produce a permanent reduction of the pest population;

Easiest to carry out effectively; and

Most cost-effective over the short and long-term.

Do not apply pesticides inside or outside unless visual inspection or a monitoring device indicates the presence of pests in that specific area;

Control rodents inside buildings only with trapping devices. All such devices shall be concealed from view, being placed in protected areas unaffected by routine cleaning and other operations. Check trapping devices on a schedule approved by the Contract Manager. The Contractor is responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner;

Use portable vacuums rather than pesticide sprays for initial cleanouts of cockroach infestations, for swarming (winged) ants and termites, and for control of spiders in

webs;

Bait formulations shall be the standard pesticide technology for cockroach and ant control, with alternate formulations restricted to unique situations where baits are not practical; and the Contractor shall apply all insecticides as “crack and crevice” treatments only, defined in this contract as treatments in which the formulated insecticide is not visible to a bystander during or after the application process.

- F. Pesticide products. List EPA-approved pesticide products proposed for use in the program together with the rationale, proposed methods of use, and methods planned to minimize exposure. For each pesticide, list the product name, EPA registration number, pests targeted, and where pesticide will be applied (e.g., indoors, in wall voids, or outside).
 - G. Desirable structural or operational changes: Identify pest-proofing activities or modification of staff operational methods or timing that would improve pest management efforts (e.g., caulking around pipes).
 - H. Record-keeping system: Describe data to be collected and provide a sample monitoring form designed to track data on pest location, populations, harborage, trends in pest populations, status of previously suggested pest exclusion and prevention measures for which facility staff are responsible, and other relevant information. See “Log Book” below.
 - I. Education and training activities: List recommended education and training activities for facility staff that would increase their support for IPM activities.
3. Service Units. Treatments should be scaled to the type and level of infestation and priced accordingly.
- A. Focus units: Units that are infested (henceforth referred to as Focus Units) may be serviced at least monthly until the infestation is gone. Once pest-free, the focus unit will be removed from the monthly service list and inspected routinely.
 - B. Unit turnover service: Conduct intensive inspection and necessary treatment as requested by the PHA when units are prepared for occupancy. Typically these units will be existing units changing residents. They may also be new units added to the scope of the contract. A unit is treated at unit turnover only if evidence of pest infestation is found.
 - C. Routine inspection: Conduct regularly scheduled inspections for pests, set out or collect monitoring traps, and treat units for pests as needed. Sticky trap monitors shall be placed in all common areas and checked/replaced at each routine service. Schedule routine inspections so that the Contractor visits each unit twice a year, using the same PMPs when possible.
 - D. 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 the PHA. Call-back service required by the PHA due to contractor negligence or oversight will be at no charge.
 - E. Emergency services are directed at urgent pest problems that must be addressed as soon as is practical. They are not “call backs” resulting from other routine services provided under the contract. Except for holidays or other “shut down” periods, the Contractor is expected to address emergency problems within 24 hours of the service
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call. The Contractor may charge the “emergency rate” for these services but must notify the requesting department that the emergency rate applies before performing the service. In the event that such services cannot be completed within the above-stipulated time frame, the Contractor shall immediately notify the PHA representative and indicate an anticipated completion date.

- F. Special services are those that require special skills, training, or licensing, and may utilize subcontractors for whose work the Contractor shall be accountable. The contractor should list pests or situations for which a subcontractor will be hired.
 - G. Regardless of service type, at each visit, the PMP must complete and leave a service ticket detailing what was found and done in each unit and area. When needed or appropriate, the Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention.
4. Log Book. The Contractor shall be responsible for maintaining a complete and accurate Pest Management Log Book at each facility that is served under the contract. The Log Book shall be updated at each visit by the Contractor. If the facility lacks a log book, the Contractor is responsible for providing one.

The Log Book shall contain at minimum the following items:

- A copy of the IPM plan and/or service schedule for the building.
 - A copy of each license, certification, or proof of insurance required.
 - A list of pesticides used, including copies of sample labels and material safety data sheets (MSDS). All pest control products must be registered by the U.S. EPA for residential use and must be applied according to the manufacturer's label instructions and in compliance with all applicable local, state and federal laws and regulations.
 - A pest sighting log where new work orders and a Focus Unit list is updated.
 - The location of all traps and bait stations on the premises, preferably in map format.
 - Copies of all service report forms for the facility.
 - Sample educational materials for residents (with translations)
5. Reporting and Recordkeeping. As part of the services provided under this contract, the collection and transmittal of data collected by the contractor during the work is crucial to the effectiveness in managing the IPM. The Contractor must propose reporting and recordkeeping plans to enable the PHA to monitor Contractor’s work in a timely and efficient manner. The reporting and recordkeeping forms will be kept in the building’s IPM Log. At a minimum, Contractor is required to collect and submit the reports detailed below. The PHA will review and approve the report format prior to finalizing a contract.
- Notification of Upcoming Service (at least one week before scheduled visit): The Contractor shall provide Pesticide Use Notification signs and preparation instructions for the PHA to post at least one week in advance of routine inspection. The notifications will include a translation if the building residents do not speak English.
 - Notification of Pesticide Use (at time of treatment): If an infestation is found that requires pesticides, a form is left at the treatment location detailing what product was used, where, any precautions that can be taken to reduce risk of exposure, and nonchemical
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control techniques that can be used to prevent further infestation.

- Inspection/Sanitation Report (service tickets): Upon completion of each routine inspection at the property, the Contractor must submit a summary highlighting troubled areas or units. The Contractor must submit the report in hard-copy format. The hard copy must be signed by the building manager and kept in the IPM Log. An individual Unit Service Ticket must be completed for each unit in which pesticides were applied.
 - Quality Control Summary (bi-annually): A report on the quality control program in place that quantitatively and qualitatively measures the successes and failures of the program. A report on the findings of quality control shall include recommendations for improvement including, but not be limited to the following:
 - Brief narrative discussing the findings as they relate to an increase or new infestations by unit or apartment number, including recommendation for treatment or preventative measures; and
 - Discussion of any findings of deficiencies due to lack of access, inadequate or improper treatments, or recommendations of change to a more effective chemical.
 - Updates to IPM Plan: Contractor shall receive the concurrence of the PHA prior to implementing any subsequent changes to the approved IPM Plan, including additional or replacement pesticides and on-site service personnel. Contractor shall continue to provide licenses for every contractor employee who will be performing on-site services before the employee begins work on the PHA's property. Any substitutions, additions, or replacement of personnel from those cited in the contractor's original proposal must be submitted to the PHA for approval.
6. Training and Support. The Contractor shall provide additional consultation, training, and technical support, by phone or in person during business hours (8:00 a.m.–4:30 p.m.). The Contractor must provide, free of charge, up to eight (8) hours of his/her time per calendar year.
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PART III – PROCUREMENT PROCESS

Firms interested in responding to this Request for Proposal (RFP) must submit one (1) original and three (2) copies of the proposal. Original shall be clearly identified with original signatures, and must be submitted to the Housing Authority of the City of Daytona Beach on December 14, 2018 no later than 2:00 p.m. (Local Eastern Standard Time) without exception, at the following address, to be deemed responsive and eligible for consideration:

The Housing Authority of the City of Daytona Beach
211 N. Ridgewood Ave
Daytona Beach, FL 32114
Attn: Procurement

To assure that your proposal arrives at the proper place, on time, and to prevent opening by unauthorized individuals, your proposal must be identified on the envelope or package as follows:

REQUEST FOR PROPOSALS RESPONSE
INTEGRATED PEST MANAGEMENT

DUE DATE: December 14, 2018 BY 2:00 p.m. (Eastern Standard Time)

No late proposals will be accepted

Proposals shall include the following information, in the order specified below:

3.1 *Introduction and Executive Summary (up to 1 page)*

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

3.2 *Service Approach (up to 12 pages including Sample IPM Plan)*

- A. Examples of IPM Approach: Describe three examples from multifamily housing where your firm has creatively applied the IPM approach to solve difficult pest problems. Provide project summary, budget information if appropriate, and contact information for references at the facility involved (see below).
 - B. Record-Keeping and Reporting Capability: The firm shall describe how it intends to meet the record-keeping and reporting requirements in a way that property staff will be able to read and use to track trends. Include sample forms.
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- C. Mandatory Site Visit and Initial Inspection Report: Proposers must attend the mandatory site visit no later than December 5, 2018 and submit a set of Sample IPM Plan documents based on the visit.

The mandatory site visits may be scheduled at:

LOCATION: The Housing Authority of Daytona Beach
211 N. Ridgewood Ave
Daytona Beach, FL 32114
Attn: Procurement
Department
(386) 253-5653

TIME: Between the hours of 8:30 AM and 4:30:00 PM.

Based on this visit, the contractor shall submit an initial site inspection report. The following specific points should be addressed in the report:

- Discussions of effectiveness of previous efforts;
 - Identification of problem areas in and around the building (locations and extents of infestations, observed damage to structure or commodities, conditions conducive to infestation, harborage areas, sanitation deficiencies, avenues of potential entry);
 - Contractor access system and coordination to all necessary areas;
 - Information given to the contractor during the inspection about any restrictions or special safety precautions; and
 - Any other items or factors that would impact the development of a pest management program.
- D. Emergency and Special Services Capability: The firm shall describe its plan for meeting the emergency and special service requests described in the scope of work (for example, availability of trucks and personnel).
- E. Public Health Vector Control Capability: The firm shall describe all relevant experience with control of mosquitoes and other disease vectoring organisms of public health interest.
- F. A Sample IPM Plan: See the Scope of Work for details.

3.3 Firm Qualifications (up to 3 pages)

Provide the following:

- A. Name, address, and telephone number of a primary contact person.
 - B. A brief description of your firm, certifications held, professional organization affiliations, as well as how any joint venture association would be structured.
 - C. Address(es) and location(s) of local offices and service headquarters that would be involved in servicing the PHA contract.
 - D. Description of microscopes, pest detection equipment or other equipment possessed by the firm that would be used for performance of the contract.
 - E. 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.
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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.

F. 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.

It is Contractor responsibility to provide completed HUD forms by downloading them at https://portal.hud.gov/hudportal/documents/huddoc?id=DOC_11717.pdf

- **Form HUD 5369 – Instructions to Bidders for Contracts**
 - **Form HUD 5369-A Representations, Certifications & Other Statements**
 - **Form HUD 5369-B Instructions to Offerors – Non-Construction Contracts**
 - **Form HUD 5370-C General Conditions for Non-Construction Contracts**
 - **Form HUD 50070 – Certification for a Drug-Free Workplace**
 - **Form HUD 50071 – Certification of Payments to Influence Federal Transactions**
 - **Form HUD 4070 – Federal Labor Standards Provisions**
 - **Form of Non-Collusive Affidavit**
 - **Form of Statement of Bidders Construction Experience**
 - **Form of Bid Monday Performance Bond Form**
 - **Payment Bond Form**
 - **Certification of Equal Employment**
 - **Davis-Bacon Wage Decision**
 - **MWBE Utilization Commitment**
 - Bid Sheet (included)
 - General Requirements – DBHA (included)
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- G. 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 PHA-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 PHA 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.

3.4 Section 3 Business Preference Documentation (Attached)

For any bidder claiming a Section 3 Business Preference, he/she shall include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as and any documentation required by that form.

3.5 References (1 page)

The Contractor must submit a list of at least four (4) 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.

3.6 *Price Proposal (1 page per section)*

The PHA intends to award this contract to the firm that it considers will provide the best overall program services. The PHA 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.

- Focus Units
- Unit Turnover Service
- Routine Inspection
- Call-Back Service: No Charge
- Emergency Services
- Special Services
- Training/Consultation

DBHA reserves the right to reject any and all proposals, to waive minor informalities/irregularities in the proposal process, and to make a decision which is in the best interest of the Agency. No proposal shall be withdrawn for a period of thirty (30) days subsequent to the submittal date without the consent of DBHA.

DBHA is an Equal Employment Organization (EEO) and prohibits discrimination because of race, color, religion, sex, handicap, age, or national origin. Minority-/Women-Owned firms are encouraged to bid.

The successful bidder must have all licenses and accreditations required by all authorities having jurisdiction, be able to start no later than January 1, 2019, and complete work within forty-five (45) consecutive calendar days from the date of issuance of Notice to Proceed.

PART IV – TECHNICAL SPECIFICATIONS

- 4.1 Availability of Work Sites: The work sites will be occupied by the Daytona Beach Housing Authority tenants during this contract period. The Contractor shall coordinate the work with the site manager so as to cause minimum inconvenience to apartment residents and resident management staff.
- 4.2 Working Hours of Contractor(s): In general, the working hours shall be as follows, Monday through Friday from 8:00 a.m. till dusk. Contractor will notify site manager and DBHA Project Manager when on site.
- 4.3 Notice To Proceed: Contractor shall begin work on-site, on an agreed upon specified date, after notice to proceed. If delayed, contractor will notify DBHA Project Manager and/or Director of Construction Services.
- 4.4 Work Schedule: Contractor shall submit a proposed work schedule to the DBHA Project Manager at a pre-scheduled Pre-Construction Conference (TBA). At this time, the project manager will evaluate the work schedule and will give approval to proceed. However, at the discretion of the Director of Construction, the work schedule may be altered in order to meet the needs of the Housing Authority.
- 4.5 Security: The Daytona Beach Housing Authority shall not be responsible for the security of safeguarding of Contractor-furnished equipment or materials.
- 4.6 Declaration of Damage: Prior to or in conjunction with acceptance of the work site for each operation performed, the Contractor should thoroughly inspect and examine the conditions of existing buildings, grounds, and equipment the Contractor may furnish the resident manager with a written list and photos of damaged or broken items. The Contractor shall be completely responsible for the repair and replacement of all undeclared existing and subsequent damage to buildings, grounds, and equipment.

Contractors shall pay special attention to heating and air conditioning units installed on the roof and installed around the outside of the buildings and the residences.

**Daytona Beach Housing Authority
Supplement Bid Sheet**

	Number of Units	Costs Per Unit	Total Site Costs
Family Communities			
Palmetto Park	130		
Caroline Village	100		
Northwood Village	57		
Walnut Oak	20		
Northwood II	28		
Windsor Apartments	150		
Maley Apartments	150		

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TOTAL PEST MANAGEMENT COSTS	
Quarterly Service Contract Price	
Semi-Annual Service Contract Price	
Yearly Contract Price	
Two-Year Contract Price	

*please note acceleration of years three-five

PART V - Selection Criteria (600 points possible) Proposals

passing the minimum requirements above will be evaluated by a selection committee that includes parties with expertise in IPM.

- A. Submission Requirements (10 points)
 - Organization of the document (3 points).
 - Complete and accurate information (4 points).
 - Follow RFP instructions (3 points).
 - B. Contractor's Licenses and Certifications (70 points)
 - Breadth and level of licenses and certifications held by Contractor's assigned project staff and subcontractors, above and beyond the minimum requirements set by the state (10 points).
 - Firm includes at least one onsite staff member with valid certifications for public health pest control (20 pts)
 - Firm includes at least one onsite staff member with valid license for animal trapping (10 pts)
 - C. Experience of Contractor and Contractor's Assigned Project Staff (50 points)
 - Quality of performance on recent contracts, including number of violations (30 points).
 - Extent of experience with vector control projects (10 points).
 - Quality and extent of in-house IPM training program (5 points).
 - Quality and extent of in-house health & safety program (5 points).
 - Section 3 Business Preference
 - D. Service Approach (170 points)
 - Creativity and thoroughness in seeking less-toxic pest management approaches (40 points).
 - Emergency and special services capability (5 points).
 - Completeness of data reporting capabilities, and abilities to integrate with the PHAS work order system (10 points).
 - Proximity of Contractor's business to service areas (5 points).
 - Adequacy of Contractor's facilities, including the availability of microscopes and other pest identification tools (5 points).
 - Site-Specific Sample IPM Plan (95 points)
 - Ability of Contractor to recognize pest problems and sources of problems (30 points).
 - Thoroughness of recommendations for pest prevention (30 points).
 - Quality of recommendations for most affordable and feasible chemical or nonchemical controls (25 points).
 - Justification for all actions proposed (10 points).
 - Quality and completeness of monitoring forms (5 points).
 - Quality and completeness of service report form (5 points).
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- E. Section 3 Documentation (30 points)
- Completeness of Section 3 business Preference Certification Form and any documentation required by that form (30 points).
- F. References (100 points)
- Quality of recently completed projects, including effectiveness, adherence to IPM principles, adherence to schedules and budgets, and references (100 points).
- G. Oral Interview (100 points) Interviews conducted for up to three highest scoring proposals
- Contractor’s working knowledge of the biology and behavior of problem pests (15 points).
 - Contractor’s working knowledge of the use of least toxic approaches to pest management (20 points).
 - Extent of Contractor’s experience using nonchemical and reduced-risk chemical pest control methods (15 points).
 - Contractor’s working knowledge of pesticide hazards, including toxicity, human exposure potential, and potential environment effects of pesticides (10 points).
 - Knowledge of the specialized pest management concerns typically faced by PHAs (25 points).
 - Quality of proposed communication approach between pest management personnel and PHA staff (15 points).
- H. Fee Proposal (100 points): Points will be awarded *for each service type* proportionally based on the formula below. Points for each service type will then be added together for a possible 100 points total.

Formula for calculating Point Score:

Points for proposer “A” for each service type =
 Possible points for service × (lowest qualified price proposal for service ÷ proposer “A’s” price proposal for service)

Example:

Firm A’s price proposal for Emergency Services: \$100/hour

Lowest qualified price proposal for Emergency Services: \$50/hour

3 (possible points) × (\$50/\$100) = 1.5 points

Total points for proposer “A” =

Focus Unit Service Points + Unit Turnover Service Points + Routine Inspection Points +
 Emergency Service Points + Special Service Points + Training & Consultation Points

The possible points for the various services are as follows:

<u>Service Type</u>	<u>Possible Points</u>
Focus Unit Services	30
Unit Turnover Service	20
Routine Inspection	30
Emergency Services	3
Special Services	15
Training & Consultation	2

Evaluation Worksheet

EVALUATION WORKSHEET—FOR COMPLETION BY REVIEWERS [TEMPLATE]
 (See Evaluation & Selection Criteria for Reference)

Proposer #: _____
 Contractor Name: _____ Reviewer: _____

MINIMUM REQUIREMENTS

Item	Check
1. Registered structural pest control company	·
2. One onsite supervisor with Operator’s License	·
3. All onsite staff have Applicator certification	·
4. 5 years minimum experience	·
5. Four (4) verifiable references provided	·
6. All onsite supervisors have licenses	·
Minimum Requirements Met? (<i>If ‘No’, Stop Here</i>)	· Yes · No

SELECTION CRITERIA

Item	Points
1. Submission Requirements (10 points)	
a) Organization of the document(3 pts)	_____
b) Complete and accurate information(4 pts)	_____
c) Follow RFP instructions(3 pts)	_____
2. Licenses and Certification (40 points)	
a) Breadth and level of licenses and certifications held(10 pts)	_____
b) Firm includes at least one onsite staff member with valid certifications for public health pest control(20 pts)	_____
c) Firm includes at least one onsite staff member with valid license for animal trapping(10 pts)	_____
3. Experience (50 points)	
a) Performance on recent contracts(30 pts)	_____
b) Experience with vector control(10 pts)	_____
c) Quality and extent of in-house IPM training program(5 pts)	_____
d) Quality and extent of in-house health & safety program(5 pts)	_____

Item (cont'd)	Points
<p>4. Service Approach (170 points)</p> <p>a) Least toxic approach: automatic 40 pts(40 pts)</p> <p>b) Emergency and special services capability(5 pts)</p> <p>c) Data reporting capabilities(10 pts)</p> <p>d) Proximity of Contractor's business to service areas(5 pts)</p> <p>e) Adequacy of facilities, availability of microscopes, etc.(5 pts)</p> <p>f) Ability to recognize pest problems (sample IPM plan)(30 pts)</p> <p>g) Thoroughness of recommendations for pest prevention (sample IPM plan and initial inspection report)(30 pts)</p> <p>h) Quality of recommendations for most affordable and feasible chemical or non-chemical controls (sample IPM plan)(25 pts)</p> <p>i) Justification for all actions proposed (sample IPM plan)(10 pts)</p> <p>j) Quality and completeness of monitoring forms(5 pts)</p> <p>k) Quality and completeness of service report form(5 pts)</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>5. Section 3 Documentation (30 points)</p> <p>Section 3 Business Preference Certification Form fully complete and executed with any additional required documentation (30 points)</p>	<p>_____</p>
<p>6. References (100 points)</p> <p>Quality of recently completed projects, including effectiveness, adherence to IPM principles, adherence to schedules and budgets, and references (100 points).</p>	<p>_____</p>
<p>7. Oral Interview (100 points)</p> <p><i>Interviews conducted for up to three highest scoring proposals</i></p> <p>a) Knowledge of the biology and pest behavior(15 pts)</p> <p>b) Knowledge of least toxic pest management approaches(20 pts)</p> <p>c) Experience using reduced-risk chemical methods(15 pts)</p> <p>d) Knowledge of pesticide hazards(10 pts)</p> <p>e) Knowledge of the specialized pest management concerns typically faced by local government agencies(25 pts)</p> <p>f) Quality of proposed communication approach between Contractor's personnel and PHA staff(15 pts)</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>8. Fee Proposal (100 points possible)</p> <p>a) Focus Unit Services: 30 × (Lowest bid \$____/ man-hr) / (\$____/ man-hr bid) = _____</p> <p>b) Unit Turnover Service: 20 × (Lowest bid \$____/ man-hr) / (\$____/ man-hr bid) = _____</p> <p>c) Routine Inspection Services: 30 × (Lowest bid \$____/ man-hr) / (\$____/ man-hr bid) = _____</p> <p>d) Emergency Services: 3 × (Lowest bid \$____/ man-hr) / (\$____/ man-hr bid) = _____</p> <p>e) Special Services: 15 × (Lowest bid \$____/ man-hr) / (\$____/ man-hr bid) = _____</p> <p>f) Consultation/Training Services: 2 × (Lowest bid \$____/ man-hr) / (\$____/ man-hr bid) = _____</p> <p><i>Point Score = Sum of a-f (100 points possible)</i> _____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Total Score(600 points)</p>	<p>_____</p>
<p>ADJUSTED FINAL SCORE</p>	<p>_____</p>