

REQUEST FOR PROPOSALS

Pest Management Services

NOTICE IS HEREBY GIVEN, The North Hempstead Housing Authority (“NHHA”) is a Public Authority established in 1947 who’s mission is to provide beautiful apartments for low income households. Historically, the NHHA has been a high performing housing authority with experience in all aspects of real estate development, including property management.

North Hempstead Housing Authority Property Management

The NHHA currently manages four developments, Manhasset Valley, Magnolia Gardens, 201 Roslyn Road and The Homestead Apartments totaling 268 units.

NHHA Properties

Magnolia Gardens

Magnolia Gardens is an (87) studios and one bedroom unit development that was built in 1986 and is located at 899 Broadway, Westbury, NY. This property is a Senior Disabled Development that underwent a complete renovation in 2019 overseen by the NHHA. The property features a laundry room, fitness center, recreational room, community room, raised bed gardens, koi pond, and several outdoor patios.

Manhasset Valley

Manhasset Valley is a Senior Disabled Development with (98) studios and one bedroom units built in 1979 and located at 155 E Shore Rd, Manhasset, NY. With common spaces, Manhasset Valley features a laundry room, game room, fitness center, outdoor patios and gardens.

The Homestead

The Homestead Senior Apartments is a new construction development with 77 affordable units for seniors 62 and older. Located at 252 Grand Street, Westbury, NY, the site features 2.23 acres with 60 one-bedroom apartments and 16 two-bedroom apartments. The property features a brand-new community room and beautiful outdoor patio area. Each unit features its own washer/dryer and energy efficient appliances.

Roslyn Road

Roslyn Road is an affordable housing property featuring six units located at 201 Roslyn Road, Roslyn Heights, NY. The property features a laundry room and outdoor patio area for residents. All units are two-bedroom apartments.

GENERAL

Description of Program: This specification is part of a comprehensive Integrated Pest Management (IPM) program for locations reflected in Exhibit A. IPM is a process for achieving long-term, environmentally sound pest suppression and prevention through the use of a wide variety of technological and management practices. Control strategies in an IPM program include:

- Structural and procedural modifications to reduce food, water, harborage, and access used by pests.
- Pesticide compounds, formulations, and application methods that present the lowest potential hazard to humans and the environment.
- Non-pesticide technologies such as trapping and monitoring devices.
- Coordination among all facilities management programs that have a bearing on the pest control effort.

A. Management and Qualifications

The Contractor shall provide, in the bid, the names of all Integrated Pest Management personnel assigned to this contract, and pertinent information regarding their qualifications, experience, and training.

- ✓ Throughout the life of this contract, all personnel providing on-site Integrated Pest Management services must be certified in the appropriate jurisdictions as Commercial Pesticide Applicators in the category of Industrial, Institutional, Structural, and Health Related Pest Control. No uncertified personnel will be permitted to work under this contract.
- ✓ The Contractor and Integrated Pest Control personnel shall maintain the highest standards of conduct and integrity while on facility premises.
- ✓ Integrated Pest Control technicians shall wear a distinct uniform with the company's name displayed and present a clean, neat, and professional appearance.
- ✓ Technicians shall have an identification photo also.

The Contractor shall supply and insure that each service technician assigned to these facilities maintains the necessary and required equipment for the safe use and application of pesticides if same are approved in writing for use by the NHHA .

B. Experience: Pest control technician assigned to these facilities by the Contractor must be an employee qualified in Integrated Pest Management with adequate experience in the conduct of IPM programs and must understand current practices in this field and be able to make judgments regarding IPM techniques.

Personnel assigned to the NHHA by the Contractor must possess the following minimum qualifications and experience:

1. Good knowledge of problem pests and methods of reducing or eliminating food and harborage of same, and the proper and safe use of least toxic pesticides.

2. Possess at least four (4) years of recent full-time paid experience in professional pest control with experience in facilities similar to those outlined herein, and training in IPM methods.
3. Possess New York State Certification in Category:
3A Ornamental and Turf,
7A Structural and Rodent Control,

C. Additional Personnel:

1. The Contractor shall have at least one (1) entomologist who will have primary responsibility for routine and emergency consultation. It is essential that this entomologist be a full-time employee. The following minimal documentation regarding this individual's experience and training shall be provided in the bid:
 - a. Resume
 - b. Bachelor's degree in entomology from an accredited university preferred.
 - c. Current certification in the appropriate jurisdictions as a Commercial Pesticide Applicator in the category of Industrial, Institutional, Structural, and Health Related Pest Control with a minimum of subcategories to include General Pest Control and Rodent Control.

D. Qualifications: In setting forth its qualifications, each Bidder submitting a quotation shall:

1. State the name of the firm's officers and associates;
2. Bidder must maintain a current Pesticide Business Registration License from the New York State Department of Environmental Conservation. The Bidder must provide a copy of this registration with the bid.
3. State the size of the firm from which work on this engagement is to be performed.
4. Provide information on how long the firm has been in business and describe the firm's experience with the proposed Integrated Pest Management Program;

E. References:

The firm may list up to three (3) references. These references must be from clients who have utilized their services similar to the engagement described in this Bid within the last five (5) years. Indicate the scope of work, date, team members, total hours, the contact name, address and telephone number of the principal client contact.

F. COST

Each Contractor submitting a bid is required to:

- A. Submit a cost bid for the services and materials described herein. No additional billing will be allowed for travel expenses, parking, participant materials or other incidentals;
- B. Bidder may include in its bid items not specified in this Bid, which it would consider pertinent. All such alternatives must be listed separately from the bid and the cost thereof must be separate and itemized.
- C. Provide any other relevant information that will assist the NHHA in evaluating your bid.
- D. Bidders must use the Form of Proposal to submit their Unit Based Bid Cost. Monthly building and district costs must be included for each district.

G. BID EVALUATION

Bids received will be evaluated by the NHHA, to determine whether the requirements for the Bid are met. Each participating district will receive all bid documents and the evaluation and is responsible for awarding their portion of the bid.

Bids will be evaluated based upon the following:

- Bidder's comprehension of the required scope of services
- Prior experience in similar projects
- Professional qualifications
- Total proposed price
- Bidder's demonstrated capabilities (equipment, financial solvency, location)
- Length of time in business
- Client References
- Staffing (Evaluation of Employees' Resume)
- Required certifications

The evaluation process is designed not to award the Bidder of least cost, but rather to the Bidder with the best combination of attributes based on the criteria. While cost is an important factor, it should be understood that the NHHA is not under any obligation to accept the lowest bid.

The NHHA will be the sole judge with respect to the evaluation of bids.

H. INTERVIEW

The interview process if requested may include an interview with the Executive Director of the North Hempstead Housing Authority

CONTRACTOR SERVICE REQUIREMENTS

A. The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the monitoring, trapping, pesticide application, and pest removal components of the IPM program. The Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention. All bidders must have in their possession or available to them by formal agreement at the time of bidding the following materials, equipment and/or personnel to perform the following work:

- a. Be a full-service Integrated Pest Management Company with a full-time entomologist on staff
- b. Be able to provide Material Safety Data Sheets (MSDS) for each product used
- c. Be able to provide services for the following:
 - i. Bee Control
 - ii. Yellow Jacket Control
 - iii. Termites - Bait and Monitoring
 - iv. Flies - Gel Biodegradable
 - v. Carpenter Bee Control
 - vi. Rat Control
 - vii. Pavement Ant Control
 - viii. Carpenter Ant Control
 - ix. Mice Control
 - x. Odorous Ant Control
 - xi. Bed bugs
 - xii. Other Pest Control as required

B. SUBMISSION OF INITIAL PLAN

Following initial inspection, the Contractor will develop a detailed Integrated Pest Management Plan and Service Schedule for each property. This written plan and schedule must be submitted to the NHHA for approval prior to initiation. The plan and schedule should address any structural or operational changes which might facilitate the pest management effort. In addition, the plan must identify the proposed primary least toxic pesticides and alternative by Environmental Protection Agency (EPA) accepted common name (generic name), method(s) of application proposed for use in or around the building, and rationale for each type of use. Proposed trapping devices for rodents, if any, should also be included. The plan should describe, in detail, the Contractor's means for monitoring pest populations in and around the building. *PLEASE NOTE: A critical aspect of the Integrated Pest Management Program shall be the establishment of a monitoring and inspection program to identify infested zones and allow an objective assessment of pest population levels. Monitoring and inspection shall be continued throughout the duration of this contract. The Contractor shall describe in his bid his approach to meeting this requirement. Where appropriate, glue traps shall be employed to monitor cockroach populations in selected areas.* Frequency of inspections and treatment by the Contractor shall depend on the specific pest control needs of the premises.

C. OTHER CONSIDERATIONS

- No pesticides shall be stored on NHHA property. No application equipment shall be stored on NHHA property.
 - The pest management company's applicators shall follow the written IPM Plan. They shall first employ alternative control methods other than chemical sprays, which shall be pest specific.
 - Pest control work shall be performed during normal business hours of the NHHA . school hours or during vacations and breaks when no building occupants are present.
 - No area shall be treated with chemical sprays unless there is clear Evidence of pest infestation and all alternative control methods have failed and prior written approval has been issued by the NHHA .
 - Indoor space treatments, "fogging", shall be used only in extreme situations, after all other methods and approaches have been tried and failed. Any such treatment will require *prior* written authorization of the NHHA.
 - Site pesticide applications, when approved, in advance, in writing, shall be performed only when the treated area can be closed for a period of 48 hours.

 - Site pesticide applications, when approved, in advance, in writing, shall be performed only after the posting of appropriate signs.
 - Where pesticides are approved for use by the NHHA. Contractor shall provide the NHHA in advance copies of all product labels and Material Safety Data Sheets for any products prior to their use.
 - Records for all approved applications shall be kept by the pest management company, on behalf of the NHHA, for each application at each building.
1. For the purposes of this bid, full service shall mean that the Bidder's price includes, but is not necessarily limited to: all labor, all materials and supplies, all emergency work and special requests; all administrative, reporting or other requirements, all overhead costs and profit. It shall include all travel costs, parking fees, and any other fees and costs including permits, licenses, insurance, etc.

2. Proposed Materials and Equipment for Service: The Contractor shall provide current labels and Material Safety Data Sheets for all pesticides to be used, and brand names of pesticide application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest detection equipment, and any other pest control devices or equipment that may be used to provide service.

3. Proposed Methods for Monitoring and Detection: The Contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessments of pest population levels throughout the term of the contract.

4. Service Schedule for Each Building or Site: The Contractor shall provide complete service schedules of Contractor visits, specific day(s) of the week of Contractor visits, and approximate duration of each visit.

5. Description of any Structural or Operational Changes That Would Facilitate the Pest Control Effort: The Contractor shall describe site-specific solutions for observed sources of pest food, water, harborage, and access.

6. Commercial Pesticide Applicator Certificates or Licenses: The Contractor shall provide photocopies of State-issued Commercial Pesticide Applicator Certificates or Licenses for every Contractor employee who will be performing on-site service under this contract. The Contractor shall be responsible for carrying out work according to the approved Pest Control Plan.

D. INITIAL BUILDING INSPECTIONS

The Contractor shall institute an IPM Program in each facility and to supply all services within the framework of this program. The Contractor is to elicit the cooperation of the NHHA and its employees in order to protect the health, safety and well-being of tenants and guest population, staff and pest control technicians, to insure compliance with regulations and guidelines and to guarantee the maximum effectiveness for the money and effort invested.

General requirements of the IPM program shall include the following for each building specified in this contract:

A thorough, initial inspection shall be conducted by the Contractor's staff entomologist and the NHHA. The purpose of this initial inspection is for the Contractor to evaluate the pest control needs of the premises and to discuss these needs with the NHHA. The following specific points should be addressed:

- Identification of problem areas in and around the building(s).
- Identification of structural features or of personnel practices that are contributing to pest infestations
 - Discussion of the effectiveness of previous control efforts.
 - Facilitation of contractor access to all necessary areas. Access to building space shall be coordinated with the Executive Director of the NHHA.
 - Informing the contractor of any restrictions or special safety precautions.

The Contractor shall complete a thorough, initial inspection of each building or site at least ten (10) working days prior to the starting date of the contract. The purpose of the initial inspections is for the Contractor to evaluate the pest control needs of all locations and to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestations. Access to building space shall be coordinated with the Executive Director of the NHHA.

E. RECORD KEEPING

The Contractor shall be responsible for maintaining a pest control logbook or file for each building or site specified in this contract. These records shall be kept on-site and maintained on each visit by the Contractor. Each logbook or file shall contain at least the following items:

1. **Pest Control Plan:** A copy of the Contractor's approved Pest Control Plan, including labels and MSDS sheets for all pesticides used in the building, brand names of all pest control devices and equipment used in the building, and the Contractor's service schedule for the building.
2. **GSA Forms 3638:** Field Office copies of GSA Form 3638, Pest Control Work and Inspection Report or an equivalent. These forms will be used to advise the Contractor of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building or site, the Contractor's employee performing the service shall complete, sign, and date the Form 3638, and return it to the logbook or file on the same or succeeding day of the services rendered.
3. **Contractor's Service Report Forms:** Customer copies of the Contractor's Service Report Form, documenting all information on pesticide application required by statute in the jurisdiction where service is actually performed. These forms shall not be mandatory if all required information on pesticide application is included on the GSA Pest Control Work and Inspection Report.

F. MANNER AND TIME TO CONDUCT SERVICE

Time Frame of Service Visits: The Contractor shall perform routine pest control services that does not adversely affect occupant's health or productivity during the regular hours of operation in buildings. When it is necessary to perform work outside of the regularly scheduled service time set forth in the Pest Control Plan, the Contractor shall notify the Executive Director of the NHHA at least one (1) day in advance and need approval before proceeding.

Safety and Health:

The Contractor shall observe all safety precautions throughout the performance of this contract. All work shall be in strict accordance with all applicable Federal, state, and local safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.

1. The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.

2. **Uniforms and Protective Clothing:** All Contractor personnel working in or around buildings specified in this contract shall wear distinctive uniform clothing. The Contractor shall determine the need for and provide any personal protective items required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to U.S. Occupational Safety and Health Administration (OSHA) standards for the products being used.

3. **Vehicles:** Vehicles used by the Contractor shall be identified in accordance with state and local regulations.

G. SPECIAL REQUESTS AND EMERGENCY SERVICE

On occasion, the NHHA may request that the Contractor perform corrective, special, or emergency service(s) that are beyond routine service requests. The Contractor shall respond to these exceptional circumstances and complete the necessary work within twenty-four hours after receipt of the request.

H. CONTRACTOR PERSONNEL

Throughout the term of this contract, all Contractor personnel providing on-site pest control service must maintain certification as Commercial Pesticide Applicators in the category of Industrial, Institutional, Structural, and Health Related Pest Control. Uncertified individuals working under the supervision of a Certified Applicator will not be permitted to provide service under this contract.

I. USE OF PESTICIDES

The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the U.S. Environmental Protection Agency (EPA), state and/or local jurisdiction. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, state, and local laws and regulations. The Contractor shall adhere to the following rules for pesticide use:

1. **Approved Products:** The Contractor shall not apply any pesticide product that has not been included in the Pest Control Plan or approved in writing by the Executive Director of the NHHA

2. **Pesticide Storage:** The Contractor shall not store any pesticide product in the buildings specified in this contract.

3. **Application by Need:** Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspection or monitoring devices indicate the presence of pests in that specific area. Requests for preventive pesticide treatments in areas where surveillance indicates a potential insect or rodent infestation will be evaluated by the NHHA on a case-by-case basis. Written approval must be granted by the NHHA prior to any preventive pesticide application.

4. **Minimization of Risk:** When pesticide use is necessary, the Contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.

J. INSECT CONTROL

Emphasis on Non-Pesticide Methods: The Contractor shall use non-pesticide methods of control wherever possible. For example:

1. Portable vacuums rather than pesticide sprays shall be the standard method for initial cleanouts of cockroach infestations, for swarming (winged) ants and termites, and for control of spiders in webs.
2. Trapping devices rather than pesticide sprays shall be the standard method for indoor fly control.
3. Application of Insecticides to Cracks and Crevices: As a general rule, 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.
4. Application of Insecticides to Exposed Surfaces or as Space Sprays: Application of insecticides to exposed surfaces or as space sprays ("fogging") shall be restricted to exceptional circumstances where no alternative measures are practical. The Contractor shall obtain approval of the NHHA prior to any application of insecticide to an exposed surface or any space spray treatment. No surface application or space spray shall be made while tenant personnel are present. The Contractor shall 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.
5. Insecticide Bait Formulations: 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.
6. Monitoring: Sticky traps shall be used to guide and evaluate indoor insect control efforts wherever necessary.

K. RODENT CONTROL

1. Indoor Trapping: As a general rule, rodent control inside buildings shall be accomplished with trapping devices only. All such devices shall be concealed out of the general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule approved by the NHHA. The Contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.
2. Use of Rodent insecticides: In exceptional circumstances, when Rodent insecticides are deemed essential for adequate rodent control inside buildings, the Contractor shall obtain approval of the NHHA prior to making any interior Rodent insecticides treatment. All Rodent insecticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA-approved tamper-resistant bait boxes. As a general rule, Rodent insecticides application outside buildings shall emphasize the direct treatment of rodent burrows wherever feasible.

3. Use of Bait Boxes: All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The Contractor shall adhere to the following five points:

- All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine operations.
- The lids of all bait boxes shall be securely locked or fastened shut.
- All bait boxes shall be securely attached or anchored to floor, ground, wall, or other immovable surface, so that the box cannot be picked up or moved.
- Bait shall always be secured in the feeding chamber of the box and never placed in the runway or entryways of the box.
- All bait boxes shall be labeled on the inside with the Contractor's business name and address, and dated by the Contractor's technician at the time of installation.

L. STRUCTURAL MODIFICATIONS AND RECOMMENDATIONS

Throughout the term of this contract, the Contractor shall be responsible for advising the NHHA about any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access. The Contractor shall be responsible for adequately suppressing all pests included in this contract regardless of whether the suggested modifications are implemented. The Contractor will not be held responsible for carrying out structural modifications as part of the pest control effort. However, minor applications of caulk and other sealing materials by the Contractor to eliminate pest harborage or access may be approved by the NHHA on a case by case basis. The Contractor shall obtain the approval of the NHHA prior to any application of sealing material or other structural modification.

M. PROGRAM EVALUATION

The NHHA will continually evaluate the progress of this contract in terms of effectiveness and safety and will require such changes as are necessary. The Contractor shall take prompt action to correct all identified deficiencies.

N. QUALITY CONTROL PROGRAM

The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within five (5) working days prior to the starting date of the contract, the Contractor shall submit a copy of his program to the Contracting Officer. The program shall include at least the following items:

1. Inspection System: The Contractor's quality control inspection system shall cover all the services stated in this contract. The purpose of the system is to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable and/or the NHHA identifies the deficiencies.
2. Checklist: A quality control checklist shall be used in evaluating contract performance during regularly scheduled and unscheduled inspections. The checklist shall include every building or site serviced by the Contractor as well as every task required to be performed.

3. File: A quality control file shall contain a record of all inspections conducted by the Contractor and any corrective actions taken. The file shall be maintained throughout the term of the contract and made available to the NHHA upon request.

4. Inspector(s): The Contractor shall state the name(s) of the individual(s) responsible for performing the quality control inspections.

O. OMITTED

P. INFORMATION AND DATA REQUIRED OF EACH RESPONDENT

1. Method for providing the requested services. Your proposal should include your understanding of the steps necessary to perform the work, inclusive of initial IPM based on mandatory site visit.

2. Qualifications and Experience.

2.1. Demonstrate the ability of the firm and its employees who will be personally charged with and have the primary obligation to perform the requested services, by listing prior relevant experience.

2.2. Description of present or prior services related multi-family properties and public housing authority's

2.3. Profile schedule of existing and prior client listing as pertaining to multi-family properties and public housing authority's

2.4. Quality and extent of in-house IPM training program

2.5. Quality and extent of in-house health and safety program

2.6. Employees resumes who will be appointed to NHHA properties

3. Cost of Services.

3.1 The NHHA desires to receive a fixed annual price for the cost of services for routine services.

3.2 Cost of bed bug treatment, inclusive of follow-up treatment if required, and inspection.

4. Licensing:

Copy of Bidders pesticide applicators license(s).

5. Legal

Respondent must provide schedule of any exiting litigation that the firm, or individual partner of the firm is a named defendant in for the prior three (3) years.

6. Violations

Respondent must provide listing of any violation of state pesticide regulations or pest management regulations within the past three (3) years.

7. Sample existing Certificate of Insurance, including general liability, and workers compensation

8. Bidder's Affidavit of Compliance, No Conflict and Non-Collusion (signed and notarized)

9. Bidder's Qualification Statement (signed and notarized)

SELECTION CRITERIA

The proposal must be received by the NHHA no later than TBD. The Contractor will be selected by the Rank and Rating Committee based upon his/her responses to the criteria listed below. It is very important in the submission of your proposal that you specifically address and respond to each and every item listed one (1) through six (6) under the heading "Information and Data Required of Each Respondent" of this RFP. Your failure to comply with this directive may cause your proposal to be rejected as incomplete and non-responsive.

RANKING AND RATING

Method for providing the requested service inclusive of IPM

Excellent – 25 Points Good – 20 Points Fair – 15 Points

Qualifications and experience

Excellent – 25 Points Good – 20 Points Fair – 15 Points

Staffing (qualifications of employees resume – required certifications)

Excellent – 25 Points Good – 20 Points Fair – 15 Points

Cost of service

Excellent – 25 Points Good – 20 Points Fair – 15 Points

PROPOSAL SUBMISSION

All respondents agree that by submitting a response to this RFP, the decision of the NHHA on selection is final.

All responses should directly address the criterion under specific headings as per the form of proposal. Responses must be received in a sealed envelope marked "Response to RFP for **“Pest Control”** by the NHHA no later than Thursday, April 22, 2021 3pm and shall be addressed as follows:

Sean T Rainey
Executive Director
North Hempstead Housing Authority
899 Broadway, Suite 121
Westbury, NY 11590

All question related to the RFP should be directed to Sean Rainey at 516 627-6433 or srainey@nh-ha.com. Proposals and material contained therein shall become property of the NHHA upon submittal. Regardless of outcome, firms and or individuals shall not hold NHHA responsible for nay expense or cost in the preparation of their RFP or in negotiating towards a contract.

The NHHA reserves the right to reject any and all bids and proposals.

The NHHA is an equal opportunity employer.