

Housing Authority of the City of Richmond

Request for Proposals

Pest Control Services

PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

The Housing Authority of City of Richmond is seeking qualified Pest Control Service Firms on as needed basis. The HACR currently employs approximately 20 individuals and manages several housing programs. HACR is a public entity that was formed to provide federally subsidized housing and housing assistance to low-income families. HACR is headed by an 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 the HACR's procurement policy.

Proposals must be received no later than 10:00 am on February 4, 2025.

All responses must be submitted to:

Housing Authority of the City of Richmond

58 S. 15th Street

Richmond, IN 47374

Attn: RFP Pest Control Services

(Clearly marked on envelope)

OR EMAILED TO

Keon@hacrhousing.com

With a subject line of: **RFP Pest Control Services**

Proposals will not be accepted after the date and time stated above. Incomplete proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate HACR to award a contract, nor is HACR liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. HACR retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

PART I – GENERAL BACKGROUND INFORMATION

INTRODUCTION / BACKGROUND

Housing Authority of the City of Richmond (HACR) is seeking proposals from qualified, licensed and bonded entities to provide pest control and bed bug inspection and treatment services. The ensuing contract shall be an indefinite quantity contract (IQC), whereas the Agency will call upon the ensuing contractor to perform the required work as proposed in the bidder's response to this RFP. The purpose of this RFP is to form a pool of contractors to perform pest control services. Respondents to this solicitation must have documented experience in **Pest Control Services** contracting with agencies such as the Housing Authority of the City of Richmond, IN.

Currently, HACR owns and/or manages approximately 304 Public Housing Apartment/Homes and administers 377 federal Housing Choice rental assistance vouchers and has 12 NSP Single Family Homes and approximate 20 vacant lots in various locations around Richmond. This assistance enables the housing authority Applicants, Participants and Residents to rent from area landlord in the private market as well as dwellings owned and operated by HACR. The scope of work will include, but not be limited to, providing pest control services at HACR designated developments. Proposers will submit proposals to enter into a one (1) year agreement with HACR (the "**Agreement**") with an option by HACR to extend for four (4) subsequent agreement(s), at the sole discretion of the HACR, and based on funding availability.

The contract will be awarded to the most advantageous proposal from a responsive and responsible firm who meets the minimum criteria requirements and whose proposal is determined to be the most advantageous to the Housing Authority of the City of Richmond, taking into consideration the firm's experience, staff capacity, references as well as price.

In keeping with its mandate to provide efficient and effective services, HACR is now soliciting proposals from qualified, licensed, and insured entities to provide the above noted services to the Agency. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

The mission of HACR is "To create and maintain sustainable, affordable housing opportunities, provide pathways to a better quality of life, and empower vibrant communities".

The vision of HACR is "To be a premier partner in creating communities of choice in the Richmond and Wayne County Area".

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HACR is committed to a goal of thirty-five percent of all contract funds being awarded to Minority Business Enterprises (MBE). The firms submitting proposals are encouraged to include MBE participation to the maximum extent possible.

The Housing Authority of the City of Richmond , IN will not discriminate against otherwise qualified persons because of disability in the admission, access to, treatment, or employment in its programs and activities. This policy is applicable to all programs and activities of the Housing Authority of the City of Richmond, IN.

The Housing Authority of the City of Richmond has elected to use the Request for Proposal process for the purpose of evaluating the firm's qualifications and determining the most advantageous firm that demonstrates qualification, ability and other factors to perform the services outlined in the Scope of Work.

SCOPE OF SERVICES:

Below is a list of properties, but not limited to, where pest control services will be utilized.

- 1. 81 S. 14th ST. (Merle Henderson Apartments 104 units high-rise building) Richmond, IN 47374**
- 2. 1611 S. J. St. South L & South J Streets (Southview Apartments 50-unit complex) Richmond, IN 47374**
- 3. 2001 W. Main St. (Jerry Geier Apartments 50-unit complex) Richmond, IN 47374**
- 4. North 13 - North 17th St. (Bobby Smith Apartments 100-unit complex) Richmond, IN 47374**
- 5. 58 South 15th St. (HACR Main Office) Richmond. IN 47374**
- 6. 1321 South 9th St. (HACR Maintenance Warehouse) Richmond, IN 47374**
- 7. Other properties may be assigned by HACR on an as needed basis.**

**Please note that some addresses on the above list are general for location reference pertaining to this RFP but has multiple apartments/homes and areas at the above locations.*

To view locations and gain property access please contact Keon Jackson 765-966-2687 Ext. 27 or Keon@hacrhousing.com

PART ONE: GENERAL PEST CONTROL SERVICES

General pest control services shall include, but are not limited to, the treatment of the following pests:

- Ants
- Bees
- Roaches
- Crickets
- Flies
- Wasps
- Earwigs
- Silverfish
- Water bugs
- Cockroaches (HACR may request different forms of treatment for buildings as directed) For example: 1st week spray, Next treatment gel, Next treatment powder, etc. or any combinations of treatment as directed by HACR management personnel
- Fleas
- Spiders
- Rodents (including rats, mice, squirrels, etc.)

General Pest Control Specifications: Contractors shall perform pest control duties as described below for specific incidents of suspected or confirmed infestation. Contractors are notified that the specifications below are not inclusive of all services that may need to be provided for specific inspection and/or treatment services.

Insect Control: The contractor shall use non-pesticide methods of control wherever possible. As a rule, the contractor shall apply insecticides as "crack and crevice" treatments only, defined in the ensuing contract as treatments in which the formulated insecticide is not visible to a bystander during or after the application process.

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 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.

Rodent Control: Rodent control shall include the effective control of rats, mice, and other rodents in all buildings under this contract. When necessary to install rodent bait boxes, the contractor will supply a written

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or electronic report to HACR, which indicates the box location, date of installation and removal. 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 attached or anchored to the 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, address and phone number, and must be dated by the contractor's technician at the time of installation and each service.

Other Pest: The contractor shall report the presence and location of infestations of any other pest not otherwise included in this bid, when identified.

Treatment Specifications: The Contractor shall provide general insect treatment services at each HACR site development at a minimum of two times per year. Upon signing of contracts, the contractor shall provide HACR site personnel with a schedule, indicating the dates of which treatment will occur.

Additional monthly treatments shall be required on a case-by-case basis. The Contractor shall be provided with a list of units that need treatment, which shall be based upon resident notification or HACR determination of the need of service. When units become vacant or if a severe pest control issue needs immediate attention, HACR will contact the Contractor to perform services as needed. The Contractor shall be required to schedule the visit to remediate the situation within two (2) days.

General Treatment: The contractor shall keep the manager / staff fully informed of all pertinent issues during the treatment process, and shall submit, in writing, within one (1) business day of all problems relating to the treatment process or of any note-worthy conditions within the development that pertain to or affect the pest control treatment process. At the completion of each treatment the contractor shall obtain the signature of the HACR manager or staff on the Contractor's work order form, thus affirming that all work listed thereon was completed to the manager's satisfaction. A copy of this form shall be submitted by the contractor along with the billing invoice the contractor submits to the HACR accounts payable office for payment.

Evaluation and Quality Assurance: The pest control services performed will be subject to inspection by HACR. HACR shall notify the contractor of any reported problems and the Contractor shall correct any deficiencies within twenty-four (24) business hours.

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- **Call-back Response:** All “call-backs” and ensuing additional treatment(s) during any guarantee period shall be at “no charge” to HACR , unless an action by HACR or an HACR resident (i.e. denied entry; poor housekeeping; etc.), documented by the contractor at the original time of occurrence and delivered to HACR in a timely manner, precluded the contractor from being able to guarantee the original service—in this case the contractor shall be entitled to additional payment for the additional service.

Unsanitary Conditions: The contractor shall inform HACR property managers, in writing, of any unsanitary conditions that effectively negates the pest treatments being performed. Contractor must make every good faith effort attempt to treat the apartment or space regardless of sanitation.

Clean-out Charges: On a unit by unit basis, HACR will consider extra charges from the contractor for required treatment of a unit that may be extraordinarily infected. Such charges will be agreed upon by HACR and the contractor prior to the contractor beginning such service.

Vacancy Treatment: HACR may, from time-to-time, negate the effectiveness of the pest control treatment in a unit by painting over the treated areas. HACR shall retain the right to require the contractor to return to any such unit or area and again provide the treatment at the applicable unit price proposed for that unit/area.

Additional General Pest Control and Bed Bug Services: It is possible that during the term of the ensuing contract HACR may have need of additional services from the contractor that have not been detailed herein or within the ensuing contract. Such work shall be calculated through mutual negotiation, using the information submitted by the contractor, including the proposed fees submitted by the contractor.

Emergency Treatment: Contractor shall respond within 24 hours of notification on all emergency requests which may arise between scheduled treatments. Additional fees will not be charged for emergency calls if the request for pest control of pests is already covered under contract. HACR will receive a 30-day warranty for services received for which additional charges are made.

Addition and Deletion of Building(s): HACR reserves the right to increase or decrease locations where services are rendered as it sees fit. Additions or deletions of buildings may be made to the contract on an as needed basis. This

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will be done on a building-by-building basis at the same price bid on other comparable sized buildings. HACR also reserves the right to make this contract known to our affiliates, NSP Single Family Home and HACR Non-Profit at the same price bid.

Warranty: The contractor warrants to HACR minimum 30 days on general pest and minimum 60 days on bed bugs so that all services will be of the quality and performed in a manner consistent with industry practice.

Licensing and Performance: The contractor shall be licensed by the State of Indiana to provide pest control in the categories specified in this RFP. Copies of all licenses (business and specialty) must be on file in the Procurement Department of the Housing Authority of the City of Richmond, prior to contractor starting work.

- The contractor and pest control personnel shall maintain the highest standards of conduct and integrity while on facility premises.
- Pest control technicians should wear a distinct uniform shirt with the company's name displayed and present a clean, neat and professional appearance.
- The contractor's technicians shall wear proper company identification when servicing the facilities.
- The contractor shall supply and ensure that each service technician assigned to the facilities maintains the necessary and required equipment for the safe use and application of pesticides if same are required by conditions.
- The contractor shall be responsible for the orientation of replacement personnel who are not familiar with the facilities to be serviced.

Materials: Any materials used shall conform to all Federal and State laws and regulations and shall be acceptable to the facility management. Approval of materials will not be unreasonably withheld.

- Pesticides shall be used with all due precautions to prevent the possibility of accidents or exposure of humans, domestic animals, pets, property and any unintended environmental consequences.

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- No pesticide shall be used in any program required by this bid in any manner inconsistent with its labeling. All pesticides used in the pest control programs covered by this bid shall be properly labeled for the control of the target pests against which they are being used and label instructions shall be strictly adhered to.

The contractor shall provide current labels and material safety data sheets (**SDS**) 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 pest control services in respect to all pesticides which will be used. The data sheets must clearly specify the material data including:

- "identification of the supplier / manufacturer",
- "composition / information of ingredients",
- "identification of hazards",
- "first-aid instruction",
- "fire fighting measures",
- "accident release measures",
- "handling and storage procedures",
- "exposure control / personal protection measures",
- "physical and chemical properties",
- "stability and reactivity",
- "toxicological data",
- "ecological information",
- "disposal considerations",
- "regulatory information" and
- "other information".

All pesticides that will be used by the Contractor must have been registered in accordance with Pesticides Ordinance.

This information must be provided as follows:

- 1 copy to Executive Director
- 1 copy to Maintenance Supervisor
- 1 copy to HACR Main Office

Whenever possible, especially in sensitive areas, low human toxicity pesticides such as insect growth regulators (IGR's) or baits shall be used. Any "Restricted Use Pesticides" used are to be applied only by certified applicators. It is the intent of HACR to minimize the use of toxic substances.

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Safety: Safety is the overall responsibility of the contractor. 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 be applied.

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.

PART TWO: BED BUG INSPECTION AND TREATMENT

HACR service providers perform approximately 25 treatments per month at various HACR properties using both chemical and thermal/heat treatments. HACR is seeking the following services regarding bed bug treatment and inspection:

- Thermal remediation of bed bugs by various treatment methods (glycol, propane, or electric-based heating system [that is independent of HACR provided electricity]) to heat treat at various locations. The location consists of approximately 304 dwelling units, to include high-rise (up to 4-stories), multi-family complexes and single-family homes owned by HACR . Methods of treatment should have the capacity to heat an area ranging from 300 to 2,500 square feet.
- Chemical Remediation of bed bugs by various chemical treatment methods (containing the following EPA approved active ingredients: Resmethrin, Phenothrin, Esfenvalerate, Pyrethrins, Pyriproxyfen, Cyphenothrin, S-Hydroprene) that are intended to be used for the whole home.
- Thermal and Chemical remediation – as described in the previous paragraphs in this sub-section.

Bed Bug Treatment and Inspection General Specifications: HACR has determined that it will control bed bugs using both chemical and thermal remediation that is acceptable to and in compliance with both the U.S. Department of Housing and Urban Development and Environmental Protection Agency. All chemicals used MUST be EPA approved for residential use.

Contractors must provide services in a manner that demonstrates sensitivity to the fact that HACR properties are primarily residential in nature and puts the needs of the residents as the foremost priority.

Bed Bug Treatment and Inspection Experience/Qualifications: Contractors shall demonstrate their experience and qualifications by providing information about the

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following within their RFP submittal:

- Provide experience in use of heat treatment equipment.
- Provide a listing of other firms and individuals who have utilized any of the various heat treatments and include dollar amounts.
- Provide a minimum of three (3) references, which compare to the services being solicited by this RFP
 - Contractors must provide References and contact information as part of this RFP
 - If the Contractor has worked with HACR in performing duties as described, Contractors are notified that only ONE (1) reference may be from an HACR staff person.

Bed Bug Treatment and Inspection Capability/Availability: Contractors shall provide a timeline/schedule to deliver services to HACR as defined in the HACR Bed Bug Policy. Units testing positive for bed bugs will be treated either chemically or thermally. Adjacent units will be chemically treated as a preventative measure. Contractors shall also:

- Provided services in compliance with the HACR Bed Bug Policy.
- Provide a minimum 60-day warranty on treatments.
- Provide Contractor's service locations to include local offices.
- Provide main contact office and staff member for HACR account.

Categories of Service: HACR is requesting pricing based upon unit cost. HACR has vacant and occupied units that will be included in this contract. Contractor shall perform the following tasks for the buildings listed in this RFP:

Initial Inspection: Conduct an initial inspection for bed bugs. The initial inspection is for the contractor to evaluate the needs of the premises and to present findings to HACR. The following specific points should be addressed:

- Identification of problem areas in and around the building;

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- Identification of problem units, including the extent of the problem and recommendations for resolving problems;
- Discussions of effectiveness of previous efforts;
- Contractor access and coordination to all necessary areas;
- Information for the contractor of any restrictions or special safety precautions.
- Emergency Inspection: Conduct inspections and necessary treatment in response to requests by HACR for corrective action. Emergency Inspections, when requested, are to be performed within eight (8) hours during normal working hours.

Treatment: Treat units for bed bugs as needed. Conduct follow-up inspection at necessary interval as specified in the HACR Bedbug Policy. **Contractor pricing must include initial treatment with 3 follow-up inspections and/or treatments at no extra cost.** These follow-up inspections and/or treatments shall be performed in 10 days, 30 days, 60 days. Call-back service required by HACR due to contractor negligence will be at no charge.

Contractor Personnel: Contractor shall provide qualified, professional pest management personnel who:

- Understand current practices in this field and have experience providing bedbug control and remediation services in a residential environment.
- Conduct themselves in a professional and workmanlike manner, with minimal noise and disruption.
- Cooperate with the building occupants to ensure the progress of this work.
- Maintain current mandatory certification for thermal applications in the category of residential and commercial bedbug control services (if applicable).
- Maintain current mandatory certification for pesticide application in the category of residential and commercial bedbug control services (if applicable).
- While working at HACR -owned, leased or managed properties, shall wear distinctive uniform clothing that has the contractor's name easily identifiable, affixed in a permanent or semi-permanent manner.
- 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.
- Observes all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering these areas.

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- Will comply with all regulations, as applicable, during the time spent on HACR property.
- Obtain building passes, if needed, as supplied by HACR or appropriate property manager.

2.13 Minimum Standards of Performance: The contractor's performance will be evaluated in accordance with the HACR Bedbug policy and effectiveness of the remediation treatments. If pests appear between scheduled treatment and inspection dates, the contractor may be called back to treat the room(s), or building where the problem occurred, at no cost to HACR.

If the contractor fails to arrive at an HACR property within one (1) workday (defined as 8:30am – 4:30pm Monday, Tuesday, Thursday, Friday, and 8:30am-12:30pm Wednesday excluding HACR holidays) after the request for call-back service, HACR shall have the right to obtain the service elsewhere and the contractor agrees that the actual cost of such service shall be deducted from the contractor's invoice covering the period for which the outside service was obtained. This deduction will be supported by a copy of the invoice covering the emergency service obtained elsewhere.

Reporting: 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 HACR 's bedbug control and remediation program. Contractor must propose reporting and recordkeeping plans to enable HACR to monitor Contractor's work in a timely and efficient manner. At a minimum, Contractor is required to collect and submit the reports detailed below. HACR will review and approve report format prior to contract award.

Individual Property Reporting (within 3 working days): Upon completion of inspection at each HACR property, Contractor will submit the inspection log with a spreadsheet summary highlighting troubled areas or units within 3 working days after the inspection. Contractor must submit the report in hard-copy format and by email in electronic spreadsheet format. HACR staff must sign the hard copy. HACR will not pay for work that is not documented by this report or for work documented on the report but not signed by the building manager.

- 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.
- Discuss any findings of deficiencies due to lack of access, inadequate or improper treatments, or recommendations of change to a more effective procedure.

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Treatment Cycle Reporting (within one week): Upon completion of a treatment cycle, Contractor must submit by email a general summary report within one week. The treatment summary reports shall include, but not be limited to the following:

- Listing remediation method used.
- Listing of all chemicals used including EPA registration number.
- Brief narrative discussing the treatment used by apartment address, including recommendation for treatment or preventative measures.
- Discuss any findings of deficiencies due to lack of access, inadequate or improper treatments, or recommendations of change to a more effective procedure.
- Schedule for follow-up treatment plans.

Contractor shall submit reports to the Property Manager. Failure to submit the above reports on time shall be considered a material breach of the contract and could be used as basis for termination of the contract.

Additional Information Pertaining to this RFP

Proposed Services: Although Proposers are not required to provide pricing for all services included within this RFP it is recommended. If the service provider does not provide specific services, the Proposer shall provide pricing only for those items (ex: Service provider does not perform thermal/heat treatments for bed bugs. In this case, the Proposer shall provide pricing for chemical treatment only).

Pricing/Invoicing: The pricing should be itemized per treatment option, per apartment, for each service, minimum number of apartments per visit, any additional service calls, any after hour calls and holidays.

The pricing provided by the ensuing Contractor(s) to HACR shall be entered into an electronic catalog of services for Pest Control and Bed Bug Inspection and Treatment Services. As such, Contractors must invoice the amounts as shown within their fee schedules with the ensuing contracts. Invoices that do not adhere to fee schedule categories and designations may be rejected by HACR staff. **All invoices should include the apartment numbers, addresses and dates treatment was performed. Contractors shall be advised to revise incorrect invoices and re-submit for payment.**

Service Days/Times: The contractor will perform services during regular hours of operation in the various buildings, except when special conditions require servicing to be done when a building or area is vacated after regular working hours or on weekends. For the purpose of this RFP, regular working

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days are defined as between 8:30am and 4:30pm, Monday, Tuesday, Thursday and Friday 8:30am – 12:30pm Wednesday, except on observed HACR holidays.

Poison Control: HACR shall be provided with a telephone number, preferably toll-free if available, to a poison control center in the event of a suspected poisoning.

Warranty: The contractor warrants to HACR that all services will be of the quality and performed in a manner consistent with industry practice.

Under HUD guidelines as referenced in the listed procedures HACR has the right to break up advertised projects into smaller groupings to afford small and minority businesses the opportunity to participate in the PHA's procurements

Handbook No. 7460.8 REV 2 5

CHAPTER 5. SMALL PURCHASE PROCEDURES C. Prohibition Against Bid Splitting.

5.3 Competition Requirements (24 CFR 85.36(c)(1))

The Contracting Officer shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into multiple purchases that are less than the applicable threshold (commonly called 'bid splitting' or "unbundling") merely to permit use of the small purchase procedures or avoid any requirements that apply to purchases that exceed those thresholds. However, larger requirements may be broken into smaller ones to afford small and minority businesses the opportunity to participate in the PHA's procurements. The Contracting Officer should document in the contract and file the reasons for breaking down larger requirements into smaller ones.

As such HACR is asking for the bidding to be broken down per site as listed in the address listing and monthly cost. HACR reserves the right to award the contract(s) to a single firm or a combination as appropriate to the needs of HACR and the residents that we serve.

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***All Bidders must:**

- **Sign below as acknowledgement & acceptance of scope of services, terms, price proposal including and daily/weekly/monthly requirements and provide company information.**

Company Name _____

Name Print _____

Contractor Signature _____

Contractor Email Address _____

Phone Number _____

***Failure to provide the above information will result in disqualification of Bid.**

QUALIFICATIONS STATEMENT

The Respondent's Proposal shall include:

1. The name, title (s) and contact information for the individual(s) authorized to negotiate and contractually bind Respondent. **PROPOSALS MUST BE SIGNED BY AN OFFICIAL AUTHORIZED TO CONTRACTUALLY BIND THE RESPONDENT.**
2. Provide specific information in this section concerning the firm's experience in the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate. **References are required.** Please provide names, addresses, and telephone numbers of contact persons within three (3) client agencies for whom similar services have been provided.
3. Debarment or Other Disqualification - Proposer must disclose any debarment or other disqualification as a vendor for any federal, state or

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local entities. Proposer must describe the nature of the debarment/disqualification, including where and how to find such detailed information.

The Housing Authority of the City of Richmond is exempt from sales and use taxes. Bidders may eliminate these taxes from the cost of supplies and materials included in their bids, if they will be purchased in Indiana. Only supplies and materials purchased specifically for the HACR project are eligible for the tax exemptions. HACR will provide a copy of its tax exemption certificate.

Housing Authority of the City of Richmond only contracts with vendors that are qualified to perform the work at the sole discretion of HACR.

The Housing Authority of the City of Richmond reserves the right not to award a contract to anyone with a history of poor performance on projects performed for HACR at the sole opinion and discretion of HACR.

References will be checked on the top bidders. HACR reserves the right not to award a contract to anyone whose references are less than satisfactory at the sole discretion of HACR.

CONTRACT REQUIREMENTS:

- The successful Respondent will enter into a contract with the Housing Authority of the City of Richmond.
- Contractors are responsible for compliance with the HACR contract and all applicable local and federal regulations by themselves and by their sub-contractors.
- Some funds used for this project are derived from federal funds; therefore, certain regulatory requirements will be included in the contract for the relevant properties, including but not limited to Federal Wage Guidelines.
- Contractors must obtain the minimum insurance requirements, including workers' compensation insurance and show evidence of such coverage. The insurance requirements are listed below. The Housing Authority of the City of Richmond must be listed as Certificate Holder for any submitted forms.

PROOF OF INSURANCE FOR VENDORS AND CONTRACTORS

Workers' Compensation:

1. HACR requires that contractors and vendors supply HACR with a current Workers' Compensation Certificate.
2. HACR requires that the Workers' Compensation Certificate be valid for the term of the contract.
3. Contractors and vendors will immediately provide verification of coverage for the contract term.

General and Commercial Liability:

1. Contractor agrees to name **HACR** as an **additional insured** on its general liability policy, which shall be primary to HACR's general liability policy, and any other insurance policy as determined by HACR that is relevant to the contract scope of work. These policies shall also be primary to and non-contributory to HACR's General Liability policy.
2. Contractors and subcontractors shall name HACR as an additional insured on their General Liability policy, and any other insurance policy as determined by HACR that is relevant to the contract scope of work.
3. Contractor and subcontractor shall indemnify HACR, to the fullest extent provided by law, for any and all claims arising out of the contractor's and subcontractor's performance of this contract.
4. Contractor and subcontractor shall provide proof of General Liability insurance coverage with a combined single limit for bodily injury and property damage not less than \$500,000 per occurrence.
5. HACR reserves the right to request a copy of the contractors and subcontractor's full insurance policies and applicable endorsements.
6. Contractors and subcontractors must maintain the insurance policies that were submitted during the entire length of the contract.

Insurance Automobile Liability:

Contractors and subcontractors shall provide proof of Automobile insurance of owned and non-owned vehicles used on the sites or in connection therewith for combined single limit for bodily injury and property damage not less than \$300,000 per occurrence.

Indemnity:

Contractors and vendors agree to indemnify HACR, to the fullest extent provided by law, for any and all claims arising out of their performance of the contracts.

CONTRACTOR RESPONSIBILITIES

Contractor licensing and standards: The contractor will have the required experience, licenses, insurances, bonding, financial stability, equipment and personnel needed to complete the work that they are bidding on. All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

Contractor must have documented experience. Documented experience in providing services to other governmental agencies or agencies of similar size.

Safety Standards: OSHA Hazard Communication Standard: The Occupational Safety & Health Administration (OSHA) Hazard Communication Standard (29CFR 1910.1200) states that contractors/suppliers must be informed of the hazardous chemicals their employees may be exposed to while performing their work and any appropriate protective measures. In order to comply with this requirement, Housing Authority City of Richmond has developed a list of all the hazardous chemicals known to be present in our facility. A Safety Data Sheet (SDS) is also on file for each of the chemicals and / or hazardous substances. This information is available to you and to your employees upon request.

In order to protect the safety and health of our own employees, contractors/supplies must provide (upon request) an SDS on any hazardous chemical (s) or material (s) which they bring into the facility. Failure to provide this information in a timely manner will result in the removal of the contractor/supplier from the premises.

Each employer is also responsible for notifying any subcontractor they employ regarding the requirements of OSHA Hazard Communication Standard and other provisions described in this notice.

Each contractor is responsible for identifying conditions where Personal Protection Equipment (PPE) is required, and they are to furnish the necessary filtering face pieces, gloves, masks, eye protection, coveralls, steel toed shoes, tie off on roofs, fall protection or any other type of gear or equipment that will keep their employees safe from hazardous conditions.

Unauthorized Sub-Contracting Prohibited:

The successful proposer shall not assign any rights, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. All subcontractors must be disclosed prior to the start of the work. Any purported assignment of interest or

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delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Authority, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO.

If subcontractors are to be used, they must be listed on the bid form. The general contractor or prime contractor must complete at least 12% of the project by himself or his employees. The job may not be subcontracted more than 88%. If subcontractors are used each subcontractor must submit proof to demonstrate the subcontract relationship (contract, incorporation papers, etc.) and a Certificate of Insurance covering general liability and workers compensation for the subcontractor and employees.

- The subcontractor shall follow the same wage requirements as above for employees.
- If subcontractors hire other subcontractors, all requirements apply.

Both parties can terminate this contract with or without cause with 30 days written notice is given prior to the next workday. If terminated, the payment will be paid on the same scheduled date as all other contractors. However, the payments will be made based on the prorated amount of the contract completed at time of termination.

Section 3 Applicability:

This project will be subject to Section 3 requirements. Please see the attached overview.

MBE/WBE Participation: The proposal should include percentage participation of MBE/WBE of the firms that comprise the proposer's team. HACR has established an administrative goal of 35% utilization of disadvantaged and historically underutilized businesses for performance of the work under this procurement.

Method of and Procedure to Award. The Agency will retain the right to contract with any of the bidders as a result of this RFP on an as-needed basis, which contracting shall occur in the following manner (this is sometimes called "forming a pool" of contractors that the Agency may draw from):

If a pool of contractors is formed, each bidder will be ranked by the total calculated bid sum submitted in response to this RFP.

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When the Agency has need of work in each service area, the Agency staff assigned will contact the 1st ranked Contractor to ascertain as to whether or not that Contractor is available to do the work within a reasonable timeframe the Agency has established for the work (typically within 24 to 48 hours). If the 1st ranked Contractor is not available, the Agency will proceed to the next ranked Contractor as so forth.

PROPOSAL FORMAT

Proposals should follow the outline presented below.

TAB 1 ORGANIZATIONAL PLAN –

- a. Transmittal Letter/Introduction which must, at a minimum, contain the following:
 - Identification of the offering firm(s), including name, mailing address, e-mail address and telephone number of each firm;
 - Proposed working relationship among the offering firms (e.g., prime-contractor), if applicable;
 - A statement to the effect that the proposal shall remain valid for a period of not less than ninety (90) days from the proposal due date; and
 - Signature of a person authorized to bind the offering firm to the terms of the proposal.

TAB 2 FIRM'S QUALIFICATIONS

- a. Describe your company's previous experience and capability of providing the requested services described under Section B, Scope of Work.
- b. Disclose any conditions (e.g., bankruptcy, pending litigation, etc.) that may affect the proposer's ability to perform contractually. Certify that the firm is not debarred, suspended or otherwise declared ineligible to contract by any federal, state or local public agency;
- c. Indicate the names and types of similar properties that your company currently services and in what locations.
- d. Provide the number of full-time and part-time employees currently employed with your company.

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- e. What type of training does each technician need to complete in order to work for your company?
- f. Is your firm a MBE or WBE?
- g. Does your firm provide Section 3 opportunities? See Section Administrative Information.
- h. Does your firm have a website which allows HACR to access inspections / reports in real time? If so, please describe.

TAB 3. STAFF QUALIFICATIONS

- a. Describe the specific training each staff person has and any additional certifications they may have received.
- b. Personnel Selection Process - What are your requirements for hiring employees? Provide detailed information about the training staff need to complete in order to qualify for employment with your firm.
- c. Training and Development of Staff - Explain how your organization ensures that personnel performing the Services are qualified and proficient. Are staff trained in customer service relations and problem-solving techniques?
- d. List any work rules which may have an effect on your rate of staffing. (i.e. hourly premiums, hourly reporting minimums, break schedules, etc.)

TAB 4. WORK PLAN/TECHNICAL APPROACH

- a. Describe your firm's understanding of HACR's objectives and requirements in providing the Scope of Work identified in Section B, demonstrate the proposer's ability to meet those requirements, and outline clearly and concisely the plan for accomplishing the specified work; and
- b. State any exceptions to or deviations from the requirements of this RFP.

TAB 5. COST PROPOSAL

- a. The firm should submit hourly rates for regular work hours and an hourly rate for Emergency/Holiday. The Emergency/Holiday rate should not exceed 1.5% of the regular hourly rate.
- b. If there are any additional costs, please provide the rates and a description of the services.

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- c. Invoices will be paid within 30 days of receipt and must contain the following information: Name of the officers; locations worked; dates worked and hours worked.

TAB 6. REFERENCES

The Respondent must submit a minimum of at least five (5) references for clients which the Respondent has provided services similar to those requested by this Solicitation. If available, the Respondent should include references for similar services provided to public agencies. References can only be listed for work performed within the last five (5) years. References should include the following information:

1. Name of Agency;
2. Contact person name, title, and telephone number (email optional);
3. Beginning/ending dates of contracts;
4. Brief description of services provided

COMPARATIVE CRITERIA

The following are the criteria that will be used in evaluating the submitted proposals.

Criteria	Rating
<p>Firm's Experience</p> <p>HA: The proposal demonstrated significant experience with providing similar services for 5 or more years</p> <p>A: The proposal demonstrated some experience with providing similar services for 3-4 years.</p> <p>NA: The proposal demonstrated experience with providing similar services for less than 3 years</p> <p>Notes</p>	<p>Highly Advantageous _____</p> <p>Advantageous: _____</p> <p>Not Advantageous: _____</p> <p>20 Possible Points</p>

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<p>Section 3</p> <p>HA: The respondent is willing and/or able to address HACR 's Section 3 goals and can show a past track record of hiring Section 3 eligible residents and/or voucher holders.</p> <p>A: The respondent is willing and/or able to address HACR 's Section 3 goals.</p> <p>NA: The respondent does not address or not willing and/or able to address HACR's Section 3 goals.</p> <p>Notes</p>	<p>Highly Advantageous _____</p> <p>Advantageous: _____</p> <p>Not Advantageous: _____</p> <p>10 Possible Points</p>
<p>MBE/WBE</p> <p>The respondent is a certified MBE or WBE</p> <p>The respondent is not a certified MBE or WBE</p> <p>Notes</p>	<p>Highly Advantageous _____</p> <p>Non-Advantageous</p> <p>10 Possible Points</p>
<p>STAFF EXPERIENCE/QUALIFICATIONS</p> <p>HA: The respondent's staff are all licensed as pest control in IN; have participated in substantial training programs; and firm has sufficient staff.</p> <p>A: Some respondent's staff are licensed as pest control in IN; have participated in some training programs; and firm has sufficient staff.</p> <p>NA: The respondent's staff are licensed as pest control in IN; have participated in some training programs; and some concern whether firm has sufficient staff.</p> <p>Notes</p>	<p>Highly Advantageous _____</p> <p>Advantageous: _____</p> <p>Not Advantageous: _____</p> <p>20 Possible Points</p>

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<p>WORK PLAN/APPROACH</p> <p>HA: The respondent's proposal very clearly demonstrated the firm's ability to meet the goals and objectives identified in the RFP.</p> <p>A: The respondent's proposal demonstrated some ability to meet the goals and objectives identified in the RFP, but proposal lacked sufficient details.</p> <p>NA: The respondent's proposal lacked details and wasn't very clear about meeting the goals and objectives identified in the RFP.</p> <p>Notes</p>	<p>Highly Advantageous _____</p> <p>Advantageous: _____</p> <p>Not Advantageous: _____</p> <p>10 Possible points</p>
<p>REFERENCES</p> <p>HA: The respondent is able to provide (5) or more references.</p> <p>A: The respondent is able to provide (2) to (4) references</p> <p>NA: The respondent is able to provide (0) to (1) references.</p> <p>Notes</p>	<p>Highly Advantageous _____</p> <p>Advantageous: _____</p> <p>Not Advantageous: _____</p> <p>10 Possible Points</p>
<p>PRICE PROPOSAL</p> <p>HA: The respondent fee proposal is less than the established HACR internal budget.</p> <p>A: The respondent fee proposal is equal to, or no greater than 100% of the established HACR internal budget.</p> <p>NA: The respondent fee proposal is greater than 100% of the established HACR internal budget.</p> <p>Notes</p>	<p>Highly Advantageous _____</p> <p>Advantageous: _____</p> <p>Not Advantageous: _____</p> <p>20 Possible Points</p>

GENERAL INFORMATION

THE AUTHORITY’S RESERVATION OF RIGHTS

- The Authority reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Agency to be in its best interests.
- Not to award a contract pursuant to this RFP.

- Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- The Authority reserves the right to require additional information from any Respondent to assist in its evaluation. The information shall be submitted in the form required by the Authority within two (2) days of written request or the proposal shall be deemed non-responsive.
- Determine the days, hours and locations that the successful proposal(s) shall provide the services called for in this RFP and the right to increase or decrease sites and locations as HACR desires.
- Retain all proposals submitted and not permit withdrawal for a period of 90 days subsequent to the deadline for receiving proposals without the written consent of HACR.
- Negotiate the fees proposed by the respondents.
- Cancellation of the ensuing contract may be done at any time for unsatisfactory work, untimely service, or any other reason deemed necessary by the HACR.
- Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- Make an award to multiple proposals (including joint ventures).
- Select a proposal(s) for specific purposes or for any combination of specific purposes.
- HACR reserves the right to withhold payment of invoices if in their opinion the work is not completed to Agency satisfaction.
- The Authority reserves the right to contact individuals, entities, or organizations that have had a business relationship with the respondent regardless of their inclusion in the reference section of the proposal submitted, including any previous business conducted with the Housing Authority City of Richmond or its affiliates.
- To defer the selection and award of any proposer(s) to a time of the HACR’s choosing.

At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the nahro.economicengine.com Internet System (hereinafter, the “noted Internet System” or the “System”) and by downloading this document or by reviewing the RFP received via email, each

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prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform HACR in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by HACR that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve HACR, but not the prospective proposer, of any responsibility pertaining to such issue.

CONTRACTOR RIGHTS TO DEBRIEF

It is the HACR's policy to resolve all procurement and contractual issues informally at the Authority level, without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at the Authority level. HUD will only review protests in cases involving violations of Federal law or regulations or failure of the Authority to review a complaint or protest.

Any actual or prospective contractor may protest the solicitation or award of a contract only for serious violations of the principles of HACR's Statement of Procurement. All protests shall be in writing. If the protest is regarding the solicitation, the notice of protest must be received prior to the solicitation deadline. If the protest is regarding the award, the notice of protest must be received within ten (10) business days after the issuance of the award notice. A written protest shall contain, at a minimum, the name, address and phone number of the protester; identification of the procurement, including solicitation or contract number; a statement of the reasons for the protest; supporting exhibits, evidence, or documents to substantiate any arguments; and the form of relief requested. The HACR shall issue a decision as expeditiously as possible after receiving all relevant information requested.

Upon the conclusion of the solicitation period and issuance of the Award Notice, Offerors shall have the right to a debriefing. The request for a debriefing meeting must be made within ten (10) days of the date listed on the Award Notice. The debriefing meeting may be held either by phone or in-person at HACR's office. If the debriefing is in-person, travel expenses shall be the sole responsibility of the Offeror and not HACR.

VENDOR DISCLOSURE

Vendor must provide disclosure of any pending or threatened court actions and/or claims against the Vendor. This information may not cause rejection of the proposal; but withholding the information may be cause to reject the proposal.

CONFLICT OF INTEREST

No vendor will promise or give to any HACR employee anything of value that could influence that employee in their decision on awarding contracts. No vendor will try to influence an employee of HACR to violate any procurement policies of the agency, the Ohio Revised code, or Federal Procurement Regulations.

Restrictions: All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the Authority evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Authority evaluation committee.

Vendor Examination of the RFP: Vendors are expected to be familiar with the entire RFP. The vendor is expected to respond to the RFP in a manner that makes it clear they understand and have responded to all sections of the RFP.

If a vendor discovers any mistakes or omissions in the RFP, they must notify HACR's Contact Person in writing. Clarifications and corrections will be sent to all vendors who have registered with the agency for the RFP.

Changes to RFP: HACR may make changes to this RFP by addendum, which shall be posted to website (if applicable) and sent via email

AVAILABILITY OF FUNDS:

This RFP and all agency contracts are contingent upon the availability of funds. If, during the RFP process, funds are not available for the proposed services, the RFP process will be canceled. The vendor will be notified at the earliest possible time. HACR is not required to compensate the vendor for any expenses incurred as a result of the RFP process.

NON-APPROPRIATIONS CLAUSE: The proposed services will be subject to termination in the subsequent fiscal years if the sufficient funds are not appropriated and budgeted or are not otherwise available to continue making payments for the equipment or other services performing similar functions and services.

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TERMINATION: HACR reserves the right to terminate an agreement without prior notification for reasons it deems in the best interest of HACR. If terminated, HACR will notify the contractor of the termination in writing by EMAIL and shall pay contractor for services rendered prior to contractor's receipt of the Notice of the Agreement Termination.

RENEWAL OPTION:

This contract is initially executed for services pertaining to March 2025 -February 28, 2026 only. HACR Shall retain the right to renew this contract annually, at HACR's option, to renew this contract for 4 additional one-year terms, independently, for the years named in the RFP document that HACR received pricing for, the total contract term shall not exceed five years. Contractor shall list any proposed yearly escalation clauses.

PROPOSAL SUBMITTAL:

ALL PROPOSALS MUST BE RECEIVED BY

February 4, 2025 AT 10:00 AM.

The proposal must include all copies of HACR bid documents as attached and executed by contractor along with certificate of insurance.

Proposals may be submitted in writing to the HACR Main Office at 58 S. 15th Street, Richmond, IN 47374 or by e-mail at the following address: Keon@hacrhousing.com Responses received later than the date and time specified will be rejected or deemed nonconforming. HACR assumes no responsibility or liability for late delivery or receipt of responses.