

**RIVER ROUGE HOUSING COMMISSION
INVITATION TO BIDDERS
PEST CONTROL, EXTERMINATION SERVICES**

Date available for download: May 16, 2018

www.riverrougehousing.com

Pre-Bid meeting: June 6, 2018 @ 12:00

Hyacinth Court Location

460 ½ Lenoir ct.

River Rouge, MI. 48218

Proposal due date: June 15, 2018 @ 2:00pm

Issued by:

River Rouge Housing Commission

180 Visger Road

River Rouge, MI. 48218

RIVER ROUGE HOUSING COMMISSION

PEST CONTROL, EXTERMINATION SERVICES

I. INTRODUCTION

The River Rouge Housing Commission, hereafter referred to as RRHC, is governed by a board of five Commissioners who are appointed by the Mayor of River Rouge. Our main purpose is to provide affordable housing to low and moderate income families, senior citizens and disabled individuals. We also provide self-sufficiency programs and non-discriminatory housing assistance services. **Pest Control, Extermination** is an essential service and represents an important role in the overall mission and functions of the RRHC.

II. PURPOSE

The purpose of this Invitation to Bidders is to solicit responses from interested, qualified, companies/individuals to provide Pest Control, Extermination Services for the RRHC's 300 public housing dwelling units, Hyacinth Court II Community Center and the RRHC's main office.

III. BOARD

The powers of the RRHC are vested in its Board of Commissioners.

IV. ADMINISTRATIVE PERSONNEL

Lori D. Long is the Executive Director of the RRHC.

V. SCOPE OF SERVICES

Respondents will be expected to provide **Pest Control, Extermination Services** as outlined in this Invitation to Bidders.

VI. PROPOSAL CONDITIONS/INSTRUCTIONS TO BIDDERS

1. **Contact Information.** This Invitation to Bidders is being issued, as will any addenda by the RRHC. The contact person for the RRHC is:

Lori D. Long, Executive Director
180 Visger Road
River Rouge, MI 48218
(313) 382-1414 –phone

2. This Invitation to Bidders sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request could result in rejection of the proposal.
3. Bid documents are available for examination at the office of the RRHC.
4. This Invitation to Bidders does not constitute an offer. Acceptance of proposals for review does not commit the RRHC to award a contract.
5. Bid Submission and Format. By this Invitation to Bidders, the RRHC solicits proposals to be received by **2:00 p.m. (EST) on June 15, 2018**, in the form outlined below.
6. Vendor must submit **one (1) signed original and four (4) copies** of proposal by mail to:

River Rouge Housing Commission
Attn: Lori D. Long, Executive Director
180 Visger Road
River Rouge, MI 48218

7. The envelope must be **sealed** and include the following notation on the bottom left hand corner of the proposal, **“Pest Control, Extermination Services – River Rouge Housing Commission Enclosed.”** Please also include company/individual name on outside of envelope.
8. Any general information not specifically relevant to the proposal shall be omitted or bound in a separate document.
9. Alternate proposals must be placed on a separate document.
10. Costs incurred by any bidder in the preparation of his/her/its response to the Invitation to Bidders are the responsibility of the bidder and will not be reimbursed by the RRHC. Bidders shall not include any such expenses as part of their proposals.
11. All proposals and documents prepared in connection with the Invitation to Bidders will become property of the RRHC upon submission whether any contract is awarded or not.
12. Telegraphic/Electronic Proposal Submittal. Telegraphic and/or proposal offers sent by electronic devices (e.g. facsimile machines, E-mail, etc.) are **not** acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their proposal by the Postal Service.

13. Proposal Changes. **No late proposals will be accepted.** Proposals, amendments thereto, or withdrawal requests received after the time advertised for proposal opening will be void regardless of when they were mailed.
14. Bidder/Offer Representation. Each bidder must sign the proposal with his/her usual signature and shall give his/her full business address, telephone number, fax number, and e-mail address on the form provided in this proposal. Proposals by partnership shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation followed by the signature and designation of the president, secretary or other person authorized to bind it in the matter and shall have the corporate seal affixed thereto. Each bidder must also provide the name, title, address, and telephone number of a contact person(s) during the period of the evaluation process.
15. The bidder should enclose with his or her proposal, an insurance certificate indicating the insurance coverage stated under "RRHC's Insurance Requirements" section of this proposal.
16. For bids to be acceptable, all bids must include the following:
 - a. Non-Collusive Affidavit Prime Offer– completed by Bidder.
 - b. Representations, Certifications and Other Statements of Bidders (HUD Form 5369-A) – completed by Bidder.
 - c. Contractor's Qualification Statement (AIA Document A305) – completed by Bidder.
 - d. Certification of Non-Segregated Facilities – completed by Bidder.

Failure to submit mandatory forms could result in rejection of the proposal.

17. If there are any questions concerning the specifications contained in this Invitation to Bidders or regarding proposal procedures, you must submit them in writing to Lori D. Long, Executive Director. To avoid all appearances of impropriety a bidder should only contact the above referenced individual and should not attempt to contact any RRHC Commissioner or any other RRHC employee. No telephone, facsimile, or e-mail questions, requests for clarification or information will be accepted. Failure to comply with this request will result in disqualification.

If your organization/firm would like to receive a copy of all questions submitted to the RRHC from any firm contemplating submission of a proposal, along with the RRHC's responses to those questions, you must pre-register to receive that information. To pre-register, mail a letter which includes the name, address, telephone number, and e-mail of your company's designated contact person to Lori

D. Long, Executive Director, River Rouge Housing Commission, 180 Visger Road, River Rouge, MI, 48218.

The RRHC will not be responsible for providing questions and answers from potential vendors to any firm that has not pre-registered in the manner described above.

All questions and clarifications shall be answered in one written addendum to all bidders who have been duly recorded as having received a copy in the RRHC's Invitation to Bidders distribution log.

18. The RRHC and its Board of Commissioners reserve the right to cancel this Invitation to Bidders, or to reject, in whole or in part, any and all submissions received in response to this Invitation to Bidders, upon its determination that such cancellation or rejection is in the best interest of the RRHC. The RRHC further reserves the right to waive any irregularities at its own discretion.
19. The decision of the RRHC shall be final as to what constitutes acceptable deviations from specifications.
20. Subcontracting/Assignment. No portion of this proposal may be subcontracted or assigned without the prior written approval by the RRHC.
21. The RRHC operates on an equal opportunity/affirmative action basis in its bidding policy. Bidding is open to all interested parties, in compliance with national, state and local laws.
22. Exceptions. The bidder shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions and specifications. Failure to furnish the statement will mean that the bidder agrees to meet all requirements of the terms, conditions and specifications.
23. Vendor/Bidder Complaints or Protests. Any protest against the award of a contract pursuant to this solicitation shall be served on the RRHC by obtaining written and dated acknowledgement of receipt from the RRHC at the address shown on the cover of this solicitation. Any protest against the solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) days after the award of the contract, or the protest will not be considered. All bid protests shall be in writing, submitted to the contracting officer, who shall issue a written decision on the matter. The determination of the RRHC with regard to such protest or to proceed to award notwithstanding such protest shall be final and binding upon all parties.
24. Errors/Omissions/Discrepancies. Any errors, omissions or discrepancies in the specifications discovered by a bidder shall be brought to the attention of the RRHC

as soon after discovery as possible. Further, a bidder will not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

25. Proposals will be opened at the River Rouge Housing Commission, 180 Visger Road, River Rouge, MI 48218, at **2:00 p.m., on June 15, 2018.**
26. No award will be made at the time of the opening.
27. Subsequent to the opening of Bids, no bids shall be withdrawn for a period of thirty (30) days without the written consent of the RRHC
28. The proposals will be evaluated based on the criteria established in this document.
29. Final approval of any Pest Control, Extermination contractor must come from the Board of Commissioners. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this Invitation for Bidders shall be at the absolute discretion of RRHC.
30. RRHC reserves the right to request an oral interview with, and to obtain clarification of any point in a bidder's proposal or to obtain additional information necessary to properly evaluate a particular proposal. RRHC further reserves the right to consider information about a bidder in addition to the information submitted in the response or interview. Failure of a bidder to respond to such a request for additional information or clarification could result in rejection of the bidder's proposal.

If a bidder is asked to be available for interview, the bidder will be given not less than three (3) business days' notice, along with the date, time and place for the interviews. Expenses will be the responsibility of the bidder/interviewee.

31. The RRHC also reserves the right to select more than one bidder (and will accept joint venture proposals), to select a bidder(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any bidder (s) to a time of the RRHC's choosing.
32. Proposal Evaluation and Award. The evaluation and award of this proposal shall be based on a combination of factors, including, but not limited to the following: experience and credentials, costs (price), references, meeting specifications, satisfactory record of integrity and business ethics, satisfactory record of compliance with public policy, etc.
33. If requested, bidders/offers shall be required to submit satisfactory evidence that they have a particular knowledge of the particular supply/service proposal and that they have the necessary financial resources to provide the proposed supply/service as described in the Specifications.

34. The RRHC will reject the qualifications of any bidder who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject the proposal of any bidder who has previously failed to perform any contract for the RRHC or who is in arrears to the RRHC.
35. The RRHC reserves the right to accept other than the lowest price offer and to reject all proposals that are not responsive to this request.
36. References. Must be completed and submitted with proposal. (See Reference Page)
37. The RRHC operates under a public information law, which permits access to most records and documents.
38. Freedom of Information Act. Proposals will be available for public inspection after the award announcement, except to the extent that a bidder designates trade secrets or other proprietary data to be confidential. Material designated as confidential must be readily separable from the remainder of the proposal to facilitate public inspection of the non-confidential portion of the proposal. A bidder's designation of material as confidential will not necessarily be conclusive and the bidder may be required to provide justification why such material should not be disclosed, on request, under the Michigan Freedom of Information Act.

Neither a proposal in its entirety, nor a cost proposal will be considered confidential/proprietary. Any proposal marked as such will be deemed non-responsive and eliminated from further consideration

If the bidder fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

39. Termination for Convenience. The RRHC may terminate a contract, in whole or in part, whenever the RRHC determines that such termination is in the best interest of the RRHC, without showing cause, upon giving at least thirty (30) days written notice to the vendor.
40. Termination by Default. When the vendor has not performed or has unsatisfactorily performed the contract, the RRHC may terminate the contract for default. Upon termination for default, payment will be withheld at the discretion of the RRHC. Failure on the part of a vendor to fulfill the contractual obligations shall be considered just cause for termination of the contract. The vendor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the RRHC in procuring and completing the work.
41. Avoidance of Conflict of Interest and Confidentiality. The contractor may provide Pest Control, Extermination Services to other organizations in Michigan and elsewhere. In order to preserve the trust and confidence of their client, the contractor adheres to a set of principles that enables them to perform their work in

a manner that is free of real or perceived conflicts of interests. These principles are as follows:

- a. Contractor will not discuss, distribute or use in any way the data or information acquired in the course of providing services without prior approval by the RRHC.
 - b. Contractor will not undertake a specific activity which may be viewed as adverse to the interests of another client without obtaining the agreement of both parties.
42. Proposal conditions/instructions to bidders, specifications/requirements may become part of a contract for this service.
43. Any bidder awarded a contract to perform work in the City of River Rouge will make every effort to employ its labor force from the project area and the surrounding community.
44. The purpose of Section 3 of the Housing and Development Act of 1968 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low-income persons particularly persons who are recipients of HUD assistance for housing.
45. Federal Labor Standards, including federal minimum wage requirements and all other required wage rates as set forth in any wage rate determination apply. HUD compliance requirements for the project include goals for local and minority business and employment opportunity.

RIVER ROUGE HOUSING COMMISSION

RIVER ROUGE HOUSING COMMISSION

PEST CONTROL, EXTERMINATION BID PROPOSAL

SCOPE OF WORK

It is the policy of the River Rouge Housing Commission to provide decent, safe, sanitary and affordable housing to its public housing residents.

1. If there is an infestation problem, "CONTRACTOR" is to provide "OWNER" a written description of the problem with a plan to eradicate the problem area/s.
2. "CONTRACTOR" shall provide the services and/or goods contained in the Bid Specifications for Pest Control.
3. That the total price for the goods and/or services shall be the bid price as awarded.
4. That "OWNER" shall pay the "CONTRACTOR" for work performed as directed and at the prices contained in the "CONTRACTOR'S" bid documents.
5. That "OWNER" shall have the authority to halt work in progress, if, in his considered opinion, problems exist that must be corrected prior to the completion of the work.
6. **DAMAGES:** That "CONTRACTOR" shall be held liable for replacement, repair, restoration or monetary awards (not to exceed five hundred dollars (\$500.00) if in the course of carrying out his/her duties under this contract, accidental or intentional damage occurs to but not limited to the property of the "OWNER" or the property of the resident/s.
7. **Required Insurance:** "CONTRACTOR" before beginning work shall furnish the "OWNER" with certificates of insurance showing that the following insurance is in force and will insure all operations under the Contract. All insurance shall be carried with companies which are financially responsible and authorized to do business in the state in which the project is located.
 - a. **Worker's Compensation:** in accordance with State Worker's Compensation Laws, for all employees engaged under the Contract.
 - b. **Commercial General Liability:** Comprehensive general liability insurance with bodily injury and property damage. The minimum

Pest Control Cont'd:

amount of required coverage is ONE MILLION DOLLARS (\$1,000,000) per occurrence. The policy shall cover all operations of the "CONTRACTOR" in connection with the Contract, including the use of all equipment and vehicles on the project site.

c. Automobile Liability: Owned, non-owned and hired motor vehicles used on or in connection with the site/s for a combined single limit for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence.

- 8. That the term of this Contract shall be for (1 year) commencing on the date first written above.**
- 9. "CONTRACTOR" work is non-assignable.**

ADDENDUM # 1



**RIVER ROUGE HOUSING COMMISSION
PEST CONTROL EXTERMINATION BID PROPOSAL**

SCOPE OF WORK

- A. 30 Units per inspection/treatment as needed for designated insects/rodents once a week. A list will be provided by River Rouge Housing Commission.**

Monthly Total _____

Yearly Total _____

- B. Emergency Call:**

Per Unit _____

Total _____

ADDENDUM # 1

BED BUGS

Inspections:

1 Bedroom Unit _____
2 Bedroom Unit _____
3 Bedroom Unit _____
4 Bedroom Unit _____
5 Bedroom Unit _____

Total _____

Conventional Treatment:

1 Bedroom Unit _____
2 Bedroom Unit _____
3 Bedroom Unit _____
4 Bedroom Unit _____
5 Bedroom Unit _____

Total _____

NOTE: Retreatment Guaranteed for (90) days.

MOSQUITO FOGGING

There are (15) buildings on Goodell Street, fogging must be administered around each building.

Cost Per Fogging _____

GRAND TOTAL _____

ADDENDUM # 1

GENERAL SPECIFICATIONS

Extermination for rodents and insect spraying and/or baiting of occupied and vacant units shall be performed on a weekly basis. A list will be provided by Owner.

Successful bidder must present to Owner a listing of rodenticides used and their formulations. Material Safety Data Sheets (MSDS) on products and materials used in baiting must be presented upon bid award.

Proof of General Liability Insurance in the amount of \$1,000,000.00 shall be included with bid documents.

Proof of License (State of Michigan Department of Agriculture)

1. The term of this contract shall be for one (1) year commencing on the date of this Contract is signed.
2. Contractor will supply everything necessary to fulfill the Scope of Work.
3. The amount indicated in the Scope of work will be the full amount paid to the Contractor

**ALL BIDS MUST BE RETURNED IN A MANILLA ENVELOPE SEALED WITH
EXTERMINATION BID PRINTED ON IT**