

INVITATION FOR BID

Pest Control Services

River Rouge Housing Commission

180 Visger Road, River Rouge, MI. 48218

313-382-1414-office phone

313-382-0228 fax number

jwilliams@riverrougehousing.com

Ref# OFC-02

Issue Date:
Monday June 9, 2025

Due no later than Thursday, July 10, 2025 by 3:00 p.m. Entire packet must be returned to River Rouge Housing Commission, 180 Visger Rd., River Rouge, MI. 48218.

Documents available on website: www.riverrougehousing.com

- ✓ There will be **no pre-bid meeting** scheduled for this bid. However, bidders are highly advised and welcomed to self-tour the property prior to submitting bid.
- ✓ All bidders are responsible *for making own copies* of their submitted bid prior to submission.
- ✓ **NO** parts of the submitted bid will be returned to bidder after the Preliminary Award Notice is issued by RRHC.
- ✓ Bidders will need to submit copy of State of Michigan's Pesticide Application Business License.

FOR RRHC USE ONLY			
Date Rec'd _____		Time Rec'd _____	
<input type="checkbox"/> Mail	<input type="checkbox"/> Hand-delivered	<input type="checkbox"/> Fax	<input type="checkbox"/> E-mail
Initials _____			

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REQUEST FOR QUOTATIONS
For
Extermination Service

APPLICABILITY: By submitting a quote (hereinafter referred to as "bid") to River Rouge Housing Commission (RRHC), the firm or individual doing so (hereinafter, "the bidder") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, dated 2/2007, HUD Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction. Davis-Bacon Act: For all construction contracts awarded in excess of \$2,000 when required by Federal Grant Program legislation, both parties hereby agree to comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented in Department of Labor Regulations (29 CFR Part 5) and attached wage decision. (ATTACHMENT A: HUD Wage Determination).

Specifications for Bidding on Extermination Services

The purpose of this document is to make known the specifications for bidding on the Extermination Services including all labor, materials and equipment for River Rouge Housing Commission (RRHC).

I. Job Site

RRHC is requesting exterminating services including all labor, materials and equipment necessary to accomplish the work, for a two year period with an additional one-year renewal option for the following site:

Site:

River Rouge Housing Commission
180 Visger Road
River Rouge, MI 48218

Hyacinth Court Community Center
460 ½ Lenoir Court
River Rouge, MI 48218

Scatter Sites: **300 Public Housing Units**

Beechwood, Goodell, Polk, Lenoir, Kleinow and Superior

II. Scope of Services

The successful bidder will perform Pest Control Services in and around the properties above-mentioned.

The successful bidder shall be responsible for furnishing all professional services, labor, materials, tools, equipment, supplies, permits, insurance, fees, etc., in order to carry out the provisions for these specifications in the most modern and professional manner.

The successful bidder must have and submit a copy of a current commercial applicator's license (7-A) and be certified by the State of Michigan's Department of Agriculture. In addition, the successful bidder must comply with all rules and regulations of the Michigan Department of Agriculture, Pesticide and Plant Pest Management Division as outlined in the Pesticide Control Act of 1976 No. 171, Public Act of 1976, as amended, and with any superseding rules and regulations which may be issued prior to the expiration date of the contract.

Bidder must supply the specifications for the pesticides used in the spraying, fogging process and/or baits, including proprietary baits with bid submittal. Bids without pesticide specifications will be considered incomplete and may be grounds for bidder disqualification. All specifications will be kept confidential.

The successful bidder will meet requirements of the United States Environmental Protection Agency. All pesticides or traps shall be placed only at times and in areas approved by Housing Commission. No pest control material and/or traps shall be placed where they may be handled by any tenant. No pest control material shall be allowed to contact any food and/or cooking utensils. All materials used under this contract must follow the, Federal and State regulations.

The word "CONTROL" is defined as the periodic eradication of existing infestation within practical limits.

The control of pests will include the prevention of re-infestation, as well as any existing infestation. Each service visit must be thorough. The Housing Commission reserves the right to solely determine the level of control and failure to eradicate and effectively control pests may result in the bidder being declared in default.

The successful bidder will be held to make accommodations for any residents who may possibly have a reaction to normally used chemicals.

The successful Contractor will control the entire area in all units and buildings of all types of pests and rodents such as rats, mice, and all insects. Insects to be controlled shall include, but not limited to troublesome insect pests such as flies, roaches, ants, fire ants, crickets, fleas, bees, and silverfish. Ant and roach bait stations must be available on an as-needed basis at no additional cost to the Housing Commission.

Submitted bid will need to include pricing for inspecting, treating and eliminating bed bugs. This service will be on an as-needed basis.

A flush and vacuum of stoves and refrigerators for pest carcass, mice droppings and eggs maybe deemed necessary and must be performed by the bidder at the request of the Housing Commission.

Metal traps and glue boards may be used whenever practical to prevent rodents from being exterminated in inaccessible places. Glue boards and traps must be available on an as-needed basis at no additional cost. Each service technician will need to have these items available at the time of the scheduled service.

The contract will cover all initial inspections and treatment at location specified and shall be subject to re-application with no additional fee, as necessary to achieve and maintain satisfactory results. If the Housing Commission inspects a building and/or unit and finds an infestation, a re-application of service to the building and/or unit will be completed within two (2) working days.

The successful bidder shall perform services to the unit and/or buildings in a manner that will minimize any inconvenience for the tenants and/or employees. Special care shall be used to reduce the possibility of accidents to humans and domestic animals. It is required that all pesticides be non-inflammable, non-injurious to fabrics, paints, paper and all other goods and must not be excessively irritating to human beings. Unusual foul and obnoxious odors in connection with this work must be avoided.

The successful bidder shall complete an All-encompassing the site in its entirety. Regular service shall maintain control of all areas for the contract period by spraying/baiting/fogging no less than thirty percent (30%) of the site per service visit.

The successful bidder shall enter, inspect and treat the following:

- All Residential Units
 - Kitchen
 - Bathroom(s)
 - Living Room
 - Dining Room
 - Bedroom(s)
 - Closet(s)
- The Management /Resident Council Office
- Any common areas
- Drop Ceilings
- Lobby
- Community Room
- Mechanical Rooms
- Storage Areas
- Plumbing Access doors
- Restroom
- Staff offices

Building Restrooms
Building Storage Closets

The Contractor shall submit via email or first-class mail within 10 days, a pest management report to the River Rouge Housing Commission after each service. The reports shall cover existing conditions contributing to the pest activity (i.e., housekeeping issues, clutter, excess food/paper storage, etc.) as well as recommendations.

Except where otherwise specified, work is to be performed during normal working hours, but must be scheduled so as not to interfere (or as little as possible) with routine operations.

Bidder will be held to have visited the premises and to have examined the site to become familiar with the conditions under which work will be conducted. No extras will be allowed due to failure to examine the site before completing bid or neglect to include all material and labor to complete the work.

There is to be absolutely no storing of pest control materials and/or equipment on the premises of the Housing Commission when the operator is not working without the express approval of the Housing Commission.

III. Exterminating Method

The contractor shall provide information on the exterminating method to be used to control pest. This method shall detail a preventative program that will control re-infestation (attach all necessary materials).

IV. Additional Services

Any and all additional work must be pre-approved by the Executive Director or designee and will be billed accordingly. RRHC also request to be billed monthly.

V. Scheduling

Once contract is awarded, contractor shall provide an exterminating schedule for site detailing when and the number of units that will be treated during regular service. Each unit must be serviced at least four times per year. The schedule will need to be submitted for review and approval by the Executive Director or designee.

VI. Damage

During performance and up to date of final acceptance, the contractor shall be under absolute obligation to protect the finished and unfinished work against any damage loss or injury. The contractor shall guarantee the reimbursement, repair, replacement or restoration of any area damage by carelessness or accidental use of equipment or by staff.

VII. Access to Units

Contractor will need to initially attempt access to units by seeing if resident is home. Contractor is only to proceed into unit if there is someone at least 18 years of age in the unit. If resident is not home or no adult is present, contractor will need to contact Management to gain access. Service shall only be provided during normal working hours unless express consent is given by the Executive Director or designee.

VIII. Certification

Each applicator must be certified by the Michigan Department of Agriculture to perform commercial pesticide application in the category(s) necessary to perform the services as outlined under this contract.

Regular Service Bid Form

Inspection

Bidder will be held to have visited the premises and examined the site, to become familiar with the condition under which work will be conducted. No extras will be allowed due to failure to examine the site before completing the bid, or neglect to include all material and labor to complete the work.

Please Check:

☐ **We Have**

☐ **We Have NOT**

Award of Contract:

A primary award shall be made on a per item / group basis to the lowest most responsible bidder. RRHC reserves the right to delete an item from the award.

RRHC also reserves the right to reject the bid of any bidder who has previously failed to perform properly, to complete on time contracts of similar nature, or who is not in a position to perform the contract or who has habitually and without just cause neglected the payment of bills or otherwise disregarded bidder's obligations to subcontractors, material, men and/or employees.

PRE-BID CONFERENCE:

Due to time constraints, there will be no pre-bid conference for this bid.

Bidder will be held to become familiar with conditions under which work will be conducted. No extras will be allowed due to failure or neglect to include all material and labor to complete the work.

Assignment of Contract:

Contracts shall not be assigned without prior approval of Executive Director.

Supervision and Employee Conduct:

The contractor must identify a person who will be available at all times to direct operations. This person shall report to RRHC any problems that occur. The same shall have full authority to act for the contractor.

All employees of the successful bidder will be properly attired and will present a neat and professional appearance.

Fraternization with site residents and staff is prohibited. Contractor's staff is expected to come onto the site, complete their task in a reasonable period of time and pick up their equipment and leave.

Subcontracting:

NO subcontractors will be allowed for this contract.

Terms of Payment

RRHC reserves the unqualified right to reject any bid which includes a provision for a service charge levied by a bidder when payment by RRHC is not made within a specified time period.

The Extermination Service contract will be funded through Operating Funds. RRHC reserves the right to pay invoices within net 30 days of date invoice is received by RRHC. Every effort will be made to pay contractor within a timely manner.

PRICES ARE FIRM.

Cancellation:

This contract is subject to termination by either party upon 30 days written notice.

Bidder Qualifications

Bidders shall be known to be skilled and regularly engaged in work of similar character, have personnel on their payroll that are thus skilled or have subcontractors under contract that meet these criteria. The bidder, his skilled personnel or the subcontractor shall have at least one (1) year of experience in blind installation or an accepted equivalent.

Contractors Statement of Qualifications must be completed and returned with the bid.

After the opening of bids, upon request, the bidder shall submit a certification statement setting forth such information as RRHC may require concerning other work under contract, financial condition, personnel and qualifications of his/her working organization.

In addition to the above, the bidder shall meet with the RRHC representative to give further information regarding his/her installation schedule and such matters as the RRHC deems necessary in order to determine the bidder's qualifications, responsibility and ability to perform and complete the work in accordance with these contract requirements.

Bidders shall also demonstrate their possession of the necessary equipment to perform according to contract requirements through written proof of Purchase

Order or Leasing Agreement. Any promised delivery date or lease effective date must be prior to the contract starting date.

Section 3 Requirements

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency.

The Department recognizes that HUD funds represent one of the largest sources of federal dollars in communities, and the normal expenditure of these funds typically results in new contracting and employment opportunities. The Section 3 requirements ensure that when new jobs or contracts are created during the usage of certain HUD funds, priority consideration is given to low- and very low-income persons residing in the community in which the funds are spend (regardless of race or gender), and to the businesses that substantially employ these persons.

Compliance with Section 3 is both a statutory and regulatory requirement. Compliance is not an option – it is a requirement.

If there are any proposed subcontractors, they are required to be following Section 3 as well.

Visit www.hud.gov/section3 for additional information.

The bidder () is or() is not in compliance with the Section 3 requirements.

The bidder() is or() is not listed on HUD's Housing Investments Resulting in Employment (HIRE) Section 3 Business Registry.

Experience

List below projects of a similar nature or of comparable size which you have worked during the last five (5) years

1. Company Name _____

Type of Company: () Public____() Private _____ () Other _____

Year Completed: _____

Amount of Contract: _____

Contact Person: _____

Telephone Number: _____

2. Company Name _____

Type of Company: () Public____() Private _____ () Other _____

Reference# OFD-02

Year Completed: _____
Amount of Contract: _____

Contact Person: _____
Telephone Number: _____

3. Company Name _____

Type of Company: () Public _____ () Private _____ () Other _____

Year Completed: _____
Amount of Contract: _____

Contact Person: _____
Telephone Number: _____

Material Used:

The primary exterminating agent should be a low odor compound. The actual extermination agent will be selected by the contractor with the approval of the Vermin Control Supervisor.

The contractor must also offer a secondary exterminating agent for use in apartments with residents on respirators or with other respiratory problems that could be exasperated by the primary exterminating agent(s). The Vermin Control Supervisor will determine which units must be treated by the primary or secondary compound. The successful vendor must provide CTHC with material data safety sheets for each exterminating agent to be used in the performance of this contract.

Primary Exterminating Agent: _____

Secondary Exterminating Agent: _____

Please Check:

We have read the specification thoroughly and we:

() Are able to meet specifications with deviation

() Have properly outlined all deviations below:

Contract Acceptance:

The successful bidder shall be notified of the execution of a contract by RRHC upon issuance of a "Contract Award Notice" or a Purchase Order.

The "Contract Award Notice" shall contain the date the contract award was approved. The signed, accepted bid of the successful bidder will be the contract between the bidder and RRHC, containing the full description of all contractual terms and conditions. A copy of your signed bid will not be mailed to you but may be picked up at the property. Each bidder shall keep a copy of his/her signed bid for future reference.

Insurance

1. The contractor shall maintain at its expense during the term of this contract, the following insurance:

a. **Workers Compensation Insurance** which meets Michigan statutory requirements and **Employers Liability Insurance** with minimum limits of \$500,000 each accident, \$500,00 each disease, \$500,000 each disease/employee.

b. **Commercial General Liability Insurance** with a minimum combined single limit of \$1,000,000 per occurrence subject to a minimum aggregate limit of \$2,000,000. Coverage is to include blanket contractual liability. RRHC shall be named as additional insured.

c. **Automobile Liability Insurance** covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of combined single limit of \$1,000,000.

2. If, during the term of this contract, changed conditions or other pertinent factors, should in the reasonable judgment of the RRHC, render inadequate the insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the contractor's expense, under valid and enforceable policies.

3. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to RRHC. The Public Liability insurance policy shall name RRHC as an additional insured. Certificates of insurance evidencing such coverage shall be submitted to RRHC, Purchasing Department, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates of expiring policies.

Bonds and Insurance:

Receipt of bonds and/or insurance is part of the process of determining which bidder may be recommended for award. If cause is found to change the recommendation that your company be awarded the contract, RRHC shall not be

liable for any costs incurred by you in the bid process, including the cost of acquiring bonds and/or insurance.

Indemnity:

The contractor agrees to save harmless RRHC against and from any liabilities, obligations, damage, penalties claims, costs, charges, losses, expenses (including, without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against RRHC by reason of any of the following occurring during the term of this contract.

A. Any negligent or tortuous act, error or omission of the contractor, or any of its associates for whose acts any of them might be liable, regardless of whether or not it is caused in whole or in part by a person indemnified hereunder.

B. Any failure by the contractor, or any of its associates to perform its obligations either implied or expressed under this contract.

The contractor also agrees to hold RRHC harmless from any and all injury to the person or damage to the property of, or any loss or expense incurred by an employee of RRHC which arises out of or pursuant to the contractor's performance of that of its associates under this contract.

The contractor undertakes and assumes all risks of dangerous conditions, if any, in and about any RRHC premises and agrees to make an examination of all such places where it will be performing the services in order to determine services. The contractor also agrees to waive and release any claim or liability against RRHC for personal injury or property damage while performing under this contract on premises which are not owned by RRHC.

In the event any action or proceeding shall be brought against RRHC by reason of any claim covered hereunder, the contractor, upon notice from RRHC, will at its sole cost and expense, resist and defend the same with counsel of the contractor's choice.

The contractor agrees that it is their responsibility, and not the responsibility of RRHC to safeguard the property and materials that is or any of its associates use or have in their possession while performing under this contract. Further, the contractor agrees to hold RRHC harmless for any such loss of such property and materials used by any such persons pursuant to the contractor's performance under the contract or which is in their possession.

The indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor under workers compensation acts or other employee benefits acts. In addition, the contractor agrees to hold RRHC harmless from the payment of any deductible on any insurance policy.

Compliance with laws:

The contractor shall fully comply with all Local, State and Federal Laws, Ordinances and Regulations applicable to this contract and the work to be done hereunder.

The contractor shall secure at no cost to RRHC all Permits and Licenses necessary for the performance of the work and shall fully comply with their terms and conditions.

Contracting Officer : Jessica Williams, Capital Fund Coordinator
jwilliams@riverrougehousing.com

180 Visger Road
River Rouge, MI. 48218
313-382-1414

BID SHEET

General services for (50) Units per weekly service

Per Svc: _____

Monthly: _____

Emergency Service request

Per Svc: _____

Mosquito Services from May through September
(Goodell street 15 Buildings only)

Per Fog: _____

Bedbug Services:

Inspections/Conventional Treatment

1 Bedroom Unit

Per Svc: _____

2 Bedroom Unit

Per Svc: _____

3 Bedroom Unit

Per Svc: _____

4 Bedroom Unit

Per Svc: _____

5 Bedroom Unit

Per Svc: _____

Bedbug Retreatment Guarantee

Days: _____

Building Exterior Rodent Control:

Per Bait Station: _____

Bee hive removal

Per Unit: _____

Wasps removal

Per Unit: _____

Mattress incasing:

Twin: _____

Queen: _____

King: _____

Box Spring: _____

Bidder Info Sheet

Any Additional items:
