



NOTICE TO BIDDERS

PEST CONTROL SERVICES

Bid Submission Deadline

Tuesday, May 4, 2021 @ 2:00 P.M.
ATTN: Tonia Smith, Facility Manager
530 E. Pinner Street
Suffolk, Virginia 23434 *757-539-2100*

Suffolk Redevelopment & Housing Authority
530 East Pinner Street, Suffolk, Virginia 23434
(757) 539-2100
www.suffolkrha.org

INVITATION TO BID

Pest Control Services for

Suffolk Redevelopment & Housing Authority's Properties

Suffolk Redevelopment and Housing Authority (SRHA) will receive sealed bids for Pest Control Services for the Housing Authority's properties located in Suffolk, Virginia at the Administration Building, 530 East Pinner Street, Suffolk, Virginia, 23434.

Pre-Bid Conference: A Pre-Bid conference will be held via Zoom at 2:00 p.m. on April 27, 2021. Attendance at this conference is not a prerequisite or requirement for submitting a bid but it is highly recommended. A link to the Zoom meeting must be requested by email to Tonia Smith tsmith@suffolkrha.org not less than 24 hours before the pre-bid conference.

Site Visits: To schedule site visits to the properties, email Tonia Smith at tsmith@suffolkrha.org before the end of business on April 27, 2021.

Bids: All bids shall be received by 2:00 p.m. on May 4, 2021, and publicly opened and read aloud during a Zoom meeting at 2:30 p.m. on May 4, 2021. A link to the Zoom meeting must be requested by email to tsmith@suffolkrha.org not less than 24 hours before the bid opening.

Submitters must ensure that employees and applicants for employment are not discriminated against because of race, color, religion, sex, familial status, handicap, or national origin, or any other protected class. Small (SBE), minority (MBE), and women-owned businesses (WBE), and Section 3 Business Concerns are encouraged to submit proposals for this project.

The SRHA reserves the right to reject any or all bids or to waive any informality in the bidding. No bid may be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the SRHA.

Bid packages are available on our website at: <https://www.suffolkrha.org/procurement-bids-rfps>

Accommodations for individuals with handicaps/disabilities or limited English proficiency shall be assisted upon request by calling (757) 539-2100, TTY 1-800-897-5630.

For additional information, call Tonia Smith at (757) 539-2100.

Suffolk Redevelopment and Housing Authority

- I. **Purpose:** The intent and purpose of this IFB is to establish a firm price contract with qualified individuals or firms to provide Pest Control Services for the properties defined within this document that are the property of the Suffolk Redevelopment and Housing Authority (SRHA).

II. **Statement of Needs:**

General: The SRHA currently owns and/or manages three multi-family apartment complexes totaling two hundred eighty (280) units throughout the City of Suffolk.

The SRHA will receive sealed bids for Pest Control Services on May 4, 2021, no later 2:00 p.m. at the offices of SRHA, 530 East Pinner Street, Suffolk, Virginia 23434, after which time bids will be opened and read aloud via Zoom at 2:30 p.m. To attend the Zoom bid opening, send an email to tsmith@suffolkrha.org not less than 24 hours before the meeting date and time.

A Pre-Bid conference will be held via Zoom at 2:00 p.m. on April 27, 2021. Attendance at this conference is not a prerequisite or requirement for submitting a bid but it is highly recommended. A link to the Zoom meeting must be requested by email to tsmith@suffolkrha.org not less than 24 hours before the pre-bid conference.

Individual contracts will be issued for each location based on the lowest responsible bid for that location.

- A. Building operations occur at all times on all days with main consideration being Monday through Friday, 8:00 a.m. to 5:00 p.m. (closed on Wednesday in the months of July & August). The Authority will be closed the following Holidays:

Independence Day	Christmas Day
Labor Day	Thanksgiving Day and the day after
Juneteenth	Martin Luther King Day
Memorial Day	Veteran's Day
President's Day	New Year's Day
	Washington's Birthday

The properties are as follows:

1. **Hoffler Apartments** (2210 E. Washington St.) consists of eighty (80) apartment units, and offices, bathrooms, community room, and a laundry facility on site.
2. **Colander Bishop Apartments** (925 Brook Avenue) consists of eighty (80) apartment units and one (1) office building, a community center, and a laundry facility.
3. **Chorey Park Apartments** (804 W. Constance Road) consists of one hundred (100) apartment units, the office, community room, common bathroom, hallways, four (4) trash receptacle rooms, and a laundry facility.
4. **SRHA Administration Office** (530 East Pinner Street) consists of office spaces, a main lobby, a conference room, bathrooms, and one kitchen.

B. Requirements:

Contractor shall furnish all supervision, labor, material, equipment and supplies to perform the following services in an efficient workmanship like manner consistent with SRHA's standards. Work shall consist of the exterminating for all pests, to include **roaches, termites, bed bugs, ants, mice, etc.**, in all apartments, offices, conference rooms, community rooms, and rental houses owned by the SRHA on a monthly schedule. Exterminator is required to use Cynoff EC or equal for the first application and Siege Gel or Maxforce Gel or equal for the remaining eleven (11) months. If there is a **heavy pest infestation** the exterminator must be able to apply additional bait stations as needed. Exterminating shall be done as close as possible to the same time each month. Exterminator is responsible for removing old stickers and installing new stickers in kitchen cabinet over sink. Exterminator must sign off on these stickers each month.

First month application: Spray all offices and apartments including vacant apartments with Cynoff EC or equal. Note on bid the chemical that you will be using. The chemical must be applied in all rooms this includes the furnace room, bathroom(s), bedroom(s), kitchen area to also include the pantry and inside cabinets.

Following months: Apply Siege or Maxforce or equal in the kitchen area, pantry and cabinets, furnace room and bathroom(s).

C. Contractor's Personnel: The contractor shall employ a sufficient number of experienced personnel to adequately perform all the specified services herein. The Contractor shall be responsible for the conduct and performance of the Contractor's employees and compliance with the following rules:

1. Contractors' employees appearing to be under the influence of alcohol or drugs shall not be permitted on the grounds.
2. No loud or boisterous conduct will be permitted.
3. All employees should be easily identified as to the firm represented.

III. Method of Payment: Payment for Roach Exterminating Services will be made automatically at the end of each month of satisfactory service.

IV. Pricing Schedule: The bidder agrees to provide the service in compliance with the requirements and terms and conditions at a fixed price for the entire period of the contract.

V. Specifications: Please refer to the site plan attached.

VI. General Terms and Conditions:

- A. **Applicable Laws and Courts:** This contract shall be governed in all respect by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.

- B. **Anti-Discrimination:** The Contractor certifies that he will conform to the provisions of the Federal Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended where applicable, the Virginia with Disabilities Act, the American with Disabilities Act, and Section 11.51 of the Virginia Public Procurement Act which provides:

In every Contract over \$10,000 the provisions in 1 and 2 below apply:

1. During the performance of this Contract, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or disabilities. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal employment employer.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Contract.

2. The Contractor shall include the provisions of one (1) above in every subcontract or purchase order over ten thousand dollars (\$10,000), so that the provisions will be binding upon each subcontractor or vendor.
- C. **Ethics in Public Contracting:** By submitting their bids, Bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
- D. **Immigration Reform and Control Act of 1980:** The Contractor certifies that he does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- E. **Debarment Status:** By submitting their bids, Bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids on contracts for the type of services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- F. **Mandatory Use of Form and Terms and Conditions:** Modification of or additions to any portion of the Invitation for Bid may be cause for rejection of the bid; however, SRHA reserves the right to decide, on a case-by-case basis, in its sole discretion whether to reject such a bid as non-responsive.

- G. **Clarification of Terms:** If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyers whose name appears on the face of the solicitations not later than five (5) working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- H. **Qualifications of Bidders:** SRHA may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the work/furnish the item(s) and the bidder shall furnish to the SRHA all such information and data for this purpose as may be requested. SRHA reserves the right to inspect bidders' physical facilities prior to award to satisfy questions regarding the bidder's capabilities. SRHA further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy SRHA that such bidder is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.
- I. **Assignment of Contract:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of SRHA.
- J. **Default:** In case of failure to deliver goods or services in accordance with the contract terms and condition SRHA, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which SRHA may have.

VII. Special Terms and Conditions:

- A. **Availability of Funds:** It is understood and agreed between the parties herein that SRHA shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- B. **Award of Contract:** Awards are made to the lowest responsive Bidder. Due consideration will be given to price, quality as judged by tests and previous experience, and the ability of the bidder to render required services. SRHA also reserves the right to conduct any tests it may deem advisable and to make all evaluations. SRHA also reserves the right to reject any and all bids in whole or part, to waive any informality, and to delete items prior to making an award whenever it is deemed in the sole opinion of procuring public body to be in its best interest.
- C. **Bid Acceptance Period:** Any bid in response to this solicitation shall be valid for sixty (60) days. At the end of sixty (60) days the bid may be withdrawn at the written request of the Bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- D. **Bid Price:** Bid shall be in the form of a firm fixed price per month during the contract period.
- E. **Cancellation of Contract:** SRHA reserves the right to cancel and terminate any resulting contract, in part or in whole without penalty, upon thirty (30) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period upon sixty (60) days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

F. **Extension of Contract:** After a successful year, the SRHA reserves the right to continue this contract for an additional year at a time at the same price, not to exceed a total of four (4) one-year extensions.

G. **Drug Free Workplace:** Each of the following acts is prohibited by the Contractor or his/her employees performing service under the terms of a contract resulting from this solicitation:

1. Unlawful or unauthorized manufacture, distribution, dispensing, possession or use of alcohol or other drugs at the work place.
2. Impairment or incapacitation in the work place from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).

By submitting their bids, bidders certify that they understand these prohibitions, and if awarded a contract as the result of this solicitation they will comply. They also understand that a violation of these prohibitions is a breach of contract and can result in default action.

H. **Identification of Bid Envelope:** The signed bid should be returned in a separate envelope or package, sealed and identified as follows:

From: Name of Bidder
Street or Box Number, City, State, Zip Code
Attn: Tonia Smith, Facilities Manager

The envelope should be addressed as directed above. Bids may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids should be placed in the envelope.

I. **Inspection of Job Site:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by SRHA.

J. **Insurance:** By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with Sections 11 - 46.3 and 65 - 800 et seq. of the Code of Virginia.

The Bidder further certifies that the contractor and any subcontractor will maintain these insurance coverages, if different, during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract SRHA reserves the right to require the Contractor to furnish certificates of insurance for the coverages required.

Insurance Coverage and Limits Required

Workers' Compensation - Statutory requirement and benefits. Employers Liability - \$1,000,000.

Commercial General Liability - \$1,000,000 Combined Single Limit, with SRHA named as additional insured with respect to the services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractors Protective Liability and Personal Injury Liability.

Automobile Liability \$500,000

- K. **Minority/Women Owned Businesses Subcontracting and Reporting:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to minority and or women-owned businesses. Name of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the Contractor agrees to furnish SRHA the following information: name of firm, phone number, total dollar amount subcontracted and type of service provided.
 - L. **Subcontracts:** No portion of the work shall be subcontracted without prior written consent of Suffolk Redevelopment and Housing Authority. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish SRHA the names qualifications and experience of their proposed subcontractor. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
 - M. **Supervision of Contractor:** The Contractor shall at all times, enforce strict discipline and good order among the workers performing under the Contract, and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him.
 - N. **Worksite Damages:** Any damage to finished surfaces resulting from work performed under this Contract shall be repaired to SRHA'S satisfaction at the Contractor's expense.
 - O. **Contractor Property Damages:** The Contractor shall be entirely responsible for any loss or damage to his/her own materials, supplies and equipment, and to the personal property of his/her employees while they are maintained on the work site.
 - P. **Qualifications of Bidders:** Bidders are required to complete and return attachment A with their bids.
- IX. **Method of Payment:** Payment for Pest Control Services will be made automatically at the end of each month of satisfactory service and receipt of invoice.

ATTACHMENT A

Bidders Qualifications/Certifications

Statement of Bidder's Qualifications

In determining the lowest responsible bidder, the following may be considered in addition to price:

1. Ability, capacity and skill of the bidder to perform the contract or provide the service requested.
2. Character, integrity, reputation, judgement, experience and efficiency of the bidder.
3. Quality of performance of previous contracts or services.
4. Previous and existing compliance with laws and ordinances relating to the contract.
5. Sufficiency of the financial resources available to the bidder.

The Suffolk Redevelopment and Housing Authority require that all bidders submit the following information in order to determine responsibility:

Name of Bidder _____

Business Address _____

Telephone Number _____

Years in business (Indicate the length of time you have been in the business providing this type of service):

_____ Years _____ Months

Organization is: Sole Proprietorship Partnership Corporation

Minority-Owned Yes No Female-Owned Yes No

Registered with Virginia Department of Minority Owned Business Enterprises Yes No

Names of all Principals in the organization:

Gross amount of contracts on hand \$ _____

Have you ever refused to sign a contract? No _____ Yes _____ (If yes, explain on back)

Have you ever defaulted on a contract? No _____ Yes _____ (If yes, explain on back)

List three credit references (material suppliers, banks, savings and loan applications:

Name of Company

Address

Phone No.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Bidder shall attach copies of any certifications, registrations, or special licenses required for performance of the contract.

The undersigned certifies that the above statements are true and hereby authorizes the release of additional information for verification of the statements contained herein:

By:_____ Date:_____

Title:_____

Statement of Qualifications of Sub-Contractors (If Any)

(This document should be completed only if the Bidder intends to use a Sub-Contractor)

In determining the lowest responsible bidder, the following may be considered in addition to price:

1. Ability, capacity and skill of the bidder to perform the contract or provide the service requested.
2. Character, integrity, reputation, judgement, experience and efficiency of the bidder.
3. Quality of performance of previous contracts or services.
4. Previous and existing compliance with laws and ordinances relating to the contract.
5. Sufficiency of the financial resources available to the bidder.

The Suffolk Redevelopment and Housing Authority require all bidders submit the following information in order to determine responsibility:

Name of Sub-Contractor _____

Business Address _____

Years in business (Indicate the length of time you have been in the business providing this type of service):

_____ Years _____ Months

Organization is: Sole Proprietorship Partnership Corporation

Minority-Owned Yes No Female-Owned Yes No

Registered with Virginia Department of Minority Owned Business Enterprises Yes No

Names of all Principals in the organization:

Gross amount of contracts on hand \$ _____

Have you ever refused to sign a contract? No _____ Yes _____ (If yes, explain on back)

Have you ever defaulted on a contract? No _____ Yes _____ (If yes, explain on back)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

CERTIFICATION OF BIDDER REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 F. R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instruction.

Where the certification indicated that the bidder has not filed a compliance report due under applicable instructions, such bidders shall be required to submit a compliance report within seven calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION BY BIDDER

Bidder's Name: _____

Address and Zip Code: _____

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.

Yes _____ No _____ (If answer is yes, identify the most recent contract).

2. Compliance reports were required to be filed in connection with such contract or subcontract.

Yes _____ No _____ (If answer is yes, identify the most recent contract).

3. Bidder has filed all compliance reports due under applicable instruction, including SF-100.

Yes _____ No _____ (If answer is yes, identify the most recent contract).

4. If answer to item 3 is "No", please explain in detail below or on reverse side of this certification.

Certification: The information above is true and complete to the best of my knowledge and belief.

(Name and Title of Authorized Agent Signing This Form - Please Type)

Signature _____ Date _____

Suffolk Redevelopment and Housing Authority
530 East Pinner Street
Suffolk, VA 23434

Pest Control Services

The undersigned, having reviewed and familiarized him/herself with the local conditions affecting the cost of the work and has read, understands and will comply with the plans, specifications, regulations and requirements (including but not limited to, the Invitation for Bid, Instructions to Bidders (form HUD-5369), Certifications and Representations of Bidders for Construction Contract (form HUD-5369-A), Previous Participation Certification (form HUD-2530), when applicable, Non-Collusive Affidavit, Certificate of Non-Segregated Facilities, Minority Business Participation Commitment Form, Section 3 Clause and Compliance Form, Instructions to Proposers and Contractors, Employment Opportunity Requirements – Minimum Wage Determination/Davis Bacon Wage Rates and Davis Bacon Requirements, Technical Specifications, Scope of Work, Requirements, site Plans and Drawings, Insurance and Addenda Requirements (if any), hereby proposes to furnish all permits, materials, labor, equipment and services required to provide Pest Control Services for a period of one (1) year.

Pest	Price 1 st Month	Price 2 nd – 12 th Month	Heavy Infestation	Annual
Ant	\$	\$	\$	\$
Bed bug	\$	\$	\$	\$
Mice	\$	\$	\$	\$
Roaches	\$	\$	\$	\$
Termite	\$	\$	\$	\$

The undersigned agrees that, if selected, they will furnish the SRHA office with all the required information and documentation and guarantees (T-listed bonds or other acceptable forms of surety as defined in the IFB, If so defined/specified) they request within five (5) business days (excluding Saturday, Sunday and legal holidays) to make a determination on the award of contract.

Upon award, the undersigned hereby certifies that they will start work within ten (10) calendar days after a fully executed Notice to Proceed has been executed.

The undersigned proposer is registered to do business in the Commonwealth of Virginia.

Certificate # _____ Date issued _____

Expiration date _____

Business license # _____

DUNS # _____

Date issued _____ Expiration date _____

Official address of proposer

Company Name _____

Federal ID # _____

Phone # _____

Physical business address
(if different from official address)

Fax # _____

e-mail _____

Web _____

Mailing address (if different)

By (printed) _____

By (signature) _____

Title _____