

ADDENDUM #1

Broward County Housing Authority
Solicitation Number: RFP 20-287

Pest Control Services

DATE: November 12, 2020

TO ALL PROSPECTIVE PROPOSERS

There is no change in the proposal due date.

Please note the following change/clarification:

The link to the DemandStar's solicitation's webpage on page 9 of the RFP 20-287 PEST CONTROL SOLICITATION document has been updated. See below the updated link:

<https://network.demandstar.com/agencies/florida/broward-county-housing-authority/procurement-opportunities/41951b11-ecf0-4d19-8fc2-778b0dbc5714/>

Question/Clarification:

The following question shown in *italicized* text was submitted by a prospective proposer. BCHA's response is shown in **bold** text. The submitter's name and email address have been removed due to privacy requirements.

- 1. Question: We will like to request your past tabulation from your previous pest control company, it will be truly appreciated.*

Answer: Attached to this form is the previous solicitation and contract package document, RFP 15-219 Pest Control Services (previous solicitation).

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This ADDENDUM #1 Form **must** be returned with your proposal on the established due date.

The attached document (RFP 15-219 Pest Control Services) does **NOT** need to be returned.

All other terms, conditions and specifications remain unchanged for RFP 20-287.

Authorized Signature:

Name of Company:



**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 15-219
REQUEST FOR PROPOSAL**

PEST CONTROL SERVICES

DATE OF ISSUE: MONDAY, MAY 18, 2015

PRE-BID MEETING: TUESDAY, JUNE 2, 2015

QUESTIONS DUE: FRIDAY, JUNE 5, 2015, 2:00 PM (EST)

PROPOSALS DUE: FRIDAY, JUNE 19, 2015, 2:00 PM (EST)

**CONTACT: ANTHONY J. CARIVEAU, CPPO, CPPB, FCCN
PURCHASING DIRECTOR
BROWARD COUNTY HOUSING AUTHORITY
4780 NORTH STATE ROAD 7
LAUDERDALE LAKES, FL 33319
TELEPHONE: 954-739-1114, EXTENSION 1316
E-MAIL: acariveau@bchaf1.org**

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1. Introduction

Broward County Housing Authority (herein after, "BCHA") is a Public Housing Agency as well as an independent special district of the State of Florida established in June 1969 under the U.S. Housing Act of 1937 and Chapter 421 of the Florida Statutes. BCHA provides low-income housing assistance to residents of Broward County.

BCHA is governed by a 5-member Board of Commissioners appointed to staggered 4-year terms by the Governor of Florida and is subject to the requirements of Title 24 of the Code of Federal Regulations (herein after, "CFR") and BCHA's procurement policy. Board members are responsible for setting policy, representing the community interest, and hiring the Chief Executive Officer who is responsible for agency operations.

The mission of BCHA is to create, provide and increase high quality housing opportunities for Broward County residents through effective and responsive management and responsible stewardship of public and private funds.

The United States Department of Housing and Urban Development ("HUD"), a federal agency, partially funds and monitors operations of the BCHA. **Nothing contained in this RFP or in the contract resulting from the selection process shall be construed to create any contractual relationship between the successful Vendor and HUD.**

In addition to the provision of housing and housing assistance to low income families, BCHA has expanded its focus into the redevelopment of public housing properties, acquisition of affordable housing units, use of non-HUD sources of funding, and the creation of partnerships with both non-profit and for-profit entities.

The Authority's commitment to increase Broward County's affordable housing stock has led to a need for BCHA to be recognizable to a broader audience and to reflect an image that complements the Authority's new direction.

As of the issuance of this solicitation, BCHA manages 373 multi-family units, administers over 6,200 vouchers under the Housing Choice Voucher and similar programs, operates 91 unsubsidized rental units, and through BCHA affiliates using private management companies operates 731 low income housing tax credit units. An additional 78 low income housing tax credit units are currently in development.

BCHA maintains a website at <http://www.bchafll.org> with information for clients, landlords, prospective business partners, and the public at large.

2. Solicitation Background and Anticipated Schedule

BCHA is seeking to obtain proposals from firms qualified to perform services as described within the Scope of Work below at the location listed below.

It is the intention of BCHA to award a contract for a term of two years with three one-year renewal option periods.

This solicitation is subject to the BCHA Procurement Policy, as revised May 26, 2010, a copy of which will be provided upon request.

Every effort will be made to maintain this schedule. However, all dates are subject to change if it is deemed to be in the best interest of BCHA.

Anticipated Solicitation Schedule Event	Date (and Time)
RFP Published to BCHA Website and Demandstar	May 18, 2015
Site Visits	May 27-28, 2015
Pre-Bid Meeting	June 2, 2015
Deadline for Receipt of Questions and/or Comments via E-Mail	June 8, 2015 2:00 PM EST
Date of Addendum for Response to Questions	June 12, 2015
Deadline for Proposal Submissions	June 19, 2015 2:00 PM EST
Evaluation Committee Review of Proposals	June 23, 2015
Interviews	June 25-26, 2015
Approval by Board of Commissioners – Anticipated Date	July 15, 2015
Effective Date of New Contract – Anticipated Date	August 1, 2015

3. Reservation of Rights

- 3.1. BCHA reserves the right to reject any or all proposals, to waive any informality in the solicitation process, or to terminate the solicitation process at any time, if deemed by BCHA to be in its best interest.
- 3.2. BCHA reserves the right not to award a contract pursuant to this solicitation.
- 3.3. BCHA reserves the right to award separate agreements based on criteria that BCHA determines to be appropriate. BCHA reserves the right to name a secondary or backup contractor to be utilized based on criteria that BCHA determines to be appropriate.
- 3.4. BCHA reserves the right to terminate a contract awarded pursuant to this solicitation, at any time for its convenience or for contractor default upon ten days written notice to the successful proposer(s).
- 3.5. BCHA reserves the right to increase or delete any scheduled items, and/or increase or reduce the quantity of any scheduled item as deemed necessary and to make other changes and modifications consistent with BCHA's policies, and the laws and regulations governing HUD programs.
- 3.6. BCHA reserves the right to determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this solicitation.
- 3.7. BCHA reserves the right to retain all responses submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Contracting Officer.
- 3.8. BCHA reserves the right to negotiate the fees submitted.

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- 3.9. BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to:
- incomplete responses and/or responses offering alternate or non-requested services;
 - failure to use BCHA and HUD provided forms, or
 - failure of the proposer to check for addenda or corrections and adhere to any revised requirements.
- 3.10. BCHA shall have no obligation to compensate any proposer for any costs incurred in preparing the response to this solicitation.
- 3.11. In the event of legal action BCHA will not waive trial by jury.
- 3.12. BCHA at its sole discretion will select a venue for any legal proceedings arising from this contract.
- 3.13. This request for proposal and any subsequent contract supersedes any other agreement with contractor/vendor.

4. Purpose

The Broward County Housing Authority (BCHA) is soliciting proposals from a qualified, licensed and experienced firm/individual to provide pest control services on an annual basis in accordance with the specifications detailed herein.

Contractor shall provide all materials, labor and equipment needed to perform work as specified within this solicitation. Prices quoted shall include all labor, materials, and any other costs associated with the project.

No guarantee is expressed or implied as to the total quantity of commodities/services to be purchased under any open end contract. Estimated quantities will be used for bid comparison purposes only. The BCHA reserves the right to: issue purchase orders as and when required, or, issue a blanket purchase order for individual BCHA sites and release partial quantities or issue instructions for use of Direct Purchase Orders by various BCHA sites, make random, open market purchases for any or all of the item(s) on any open end contract or, any combination of the preceding. No delivery shall become due or be acceptable without a written order by BCHA, unless otherwise provided for in the contract. Such order will contain the quantity, time of delivery and other pertinent data. However, on items urgently required, the vendor may be given telephone notice, to be confirmed in writing.

All measurements and quantities specified in this solicitation are approximations and must be verified by contractor prior to proposal submission. Contractors should visit the sites prior to submitting proposals to become familiar with the scope of work and verify all existing field conditions.

All prices, terms and conditions shall remain fixed for the initial period of the contract. In addition, all prices, terms and conditions shall remain fixed for the renewal period of

the contract. There will be no allowable price escalations for fuel costs throughout any contract period(s), unless otherwise specified in this document.

5. Scope of Work

The successful vendor will establish a comprehensive pest control program that brings quality, prompt and professional services to residents of properties under BCHHA's management. The successful vendor must exhibit a high degree of professionalism as well as quick responsiveness to BCHHA's needs.

5.1. Routine Treatment Cycle:

The successful proposer will establish a routine monthly service cycle to ensure that all dwelling units, hallways and other common areas are inspected (including monitoring) at least three (3) times per year (approximately every four (4) months) with treatment applied according to the level needed where evidence of infestation, pests or pest conducive conditions justify the pesticide application. Service will include both interior spaces and exteriors of each building. The proposer will be at each apartment at least once every month or as needed. Visits/access to units will be coordinated with management.

5.2. Within five (5) business days of each service, documentation will be given to management summarizing the service visit. At a minimum, the documentation will include:

- I. Units inspected (total number and specific apartments);
- II. Pesticide application records in compliance with state and federal reporting requirements;
- III. A list of apartments with active pest infestation (with specific pests noted);
- IV. A list of apartments with housekeeping issues including clutter (note, the vendor will become familiar with BCHHA's housekeeping inspection policy and make recommendations in line with BCHHA lease requirements;
- V. A list of apartments with maintenance issues that contribute to the pest problem or would/may allow pests to enter the apartment;
- VI. Follow-up treatment plans and schedule;
- VII. Other information that may be needed.

5.3. In cooperation with the vendor, each property will maintain a Focus Apartment List based on pest infestation or conditions promoting infestation. The vendor will schedule these apartments for automatic pest control service at each apartment visit and pest monitoring. The vendor will treat the entire apartment unless BCHHA staff specifically authorizes a partial treatment.

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- 5.4. At such time when the apartment becomes pest-free and free of conditions conducive to pest activity, the technician and property manager will review the situation and make a determination about the future inspection and monitoring frequency, not to exceed quarterly monitoring.
- 5.5. The goals of the pest management program are 100% of the apartments receiving routine inspection and monitoring with a minimal number (3%) of units on the Focus Apartment List. The vendor will be judicious in pesticide applications (including bait) and only apply where pest or pest conducive conditions are present.
- 5.6. The vendor will not get into a heated discussion with residents as to the condition of the home. If there is an urgent need for management attention, a phone call should be made (as well as written documentation) in lieu of an argument on housekeeping.

5.7. **Legal and Proper Application of Product**

The vendor will be responsible for fully complying with all applicable federal, state and local pesticide laws and regulations. The vendor will apply all toxicants in accordance with manufacturer's published instructions and applicable laws. Vendor will only use products in any manner consistent with its labeling. The vendor will only use pesticides for the indicated pests and the vendor will follow the label instructions.

The vendor will not under any circumstance store or dispose of any pesticide product on BCHA managed property.

- 5.8. Application records shall be maintained as outlined by the Laws and Regulations Governing Pest Control Operators and Applicators of Restricted Use Pesticides under the authority of the Structural Pest Control Act, Chapter 482, Florida Statutes and the associated Rules, Chapter 5E-14, Florida Administrative Code and the Bureau of Entomology and Pest Control's Record Keeping Requirements For Commercial Pest Control Operators and Commercial Applicators.

5.9. **Resident/Management Generated Service Requests**

The successful vendor will make additional visits, as needed, when residents or management requests service.

- Requests for cockroach treatment will be responded to within **two business** days.
- **Notice:** The vendor will leave post treatment notices in each occupied apartment that is treated. The vendor will leave post treatment notices for vacant units in the management office.

5.10. **Extent of Services**

Vendor will use properly registered pesticides and contractor's labor, tools, materials and equipment necessary to accomplish the pest control service for all

areas and buildings specified herein. This includes tools for non-chemical pest management methods including, but not limited to, HEPA vacuums and sealant. The vendor will work with BCHA to solve maintenance-type issues. The vendor will point out cracks, gaps, and crevices less than ¼” wide and 5” long for management to address/repair.

5.11. **Preparation**

When the vendor arrives to provide services, the employees must be prepared to address the service issues indicated on the “log.” Property Managers will send (email or fax) the log to the vendor in advance of the service date. However, the vendor is to review the log upon arrival to ascertain if new requests have been added that can be addressed while personnel are on site.

5.12. **Reports**

The successful vendor will provide quarterly reports (or monthly reports if BCHA so desires) that reflect service and infestation patterns broken down by sites.

5.13. **Pest Control Information Book**

The vendor will supply and maintain, in conjunction with BCHA, a pest control information book at each property. The book is to contain:

- I. Applicator licenses
- II. Award/service agreement
- III. Educational materials for staff and residents
- IV. Focus Apartment List
- V. Potential notifications/preparation instructions
- VI. Product labels (or links to labels) and Material Safety Data Sheets (MSDS) for all pesticides
- VII. Service log (containing the Routine Service Forms and Apartment Service Tickets)
- VIII. Service schedule

5.14. **Routine Pest Control Services:**

The following is a summary of the Scope of Work. Vendor will be required to perform all work and furnish all labor, materials including but not limited to the control and extermination of the following pests:

- All ants (including Carpenter and Fire ants)
- Cockroaches
- Lady bugs

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- Bed bugs (see details below)
 - Beetles
 - Crickets
 - Earwigs
 - Fleas
 - Flies including whiteflies
 - Flying insects in the bee family.
 - Spiders
 - Rats and mice in and within 50 feet of buildings
 - Mites
 - Moths
 - Silverfish
 - Termites
 - Raccoons (see Related Services)
 - Any wood destroying insects
 - Any other related insect.

5.15. **Flea Control**

The vendor will address requests for treatment of fleas with the proper treatment and any necessary follow-up. Service will follow pest control industry current best practices.

5.16. **Fire Ants**

The proposal is to include a cost to deal with fire ants. Service will follow pest control industry current best practices.

5.17. **Termite Control**

Vendors will propose a service for termite management that is consistent with integrated pest management best practices, including monitoring. The successful vendor shall use “Termidor” (or an approved equal) and bait stations.

- I. **Estimates:** Within five business days of a request for estimate, the vendor will submit the quotation(s). The vendor must visit the potential job-apartment(s) and submit accurate quotations before BCHA staff authorize termite work. The contractor's invoice shall not exceed the quote.
- II. **Definitions:** Termite control or treatment is the use of properly registered pesticides and/or the use of approved equipment to protect properties from termite damage. The program will follow the principles of integrated pest management, including both chemical control, and non-chemical control. This includes the provision of a warranty allowing for call back services during the year.
- III. Remedial treatment is defined as the treatment of a specific area of an apartment not the entire apartment.

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- IV. Termite inspection service is the inspection of covered facilities for evidence of termite infestation.
 - V. Quotations must show the cost per linear foot, the number of linear feet and a detailed diagram depicting the service area.
 - VI. Quotations must include a list of any proposed subcontractors.

5.18. **Structural Modifications**

Any penetration or the drilling of access ports to accommodate the treatment of the facilities must be coordinated with management. Any encounter must meet all appropriate governmental policies such as: EPA (Environmental Protection Agency), AHEARA (Asbestos Hazard Emergency Response Act), Broward County and respective City rules and regulations.

- 5.19. After treatment, the vendor will patch any access ports caused by the drilling with the manufacturer's recommended product and to BCHA standards and inform management of completed work so that BCHA management may inspect the quality of work.

5.20. **Warranties**

Vendor shall provide warranty documents which must indicate:

- The apartment where the installation occurred;
- The area (floor, wing, et cetera);
- The detailed diagram indicating the specific area (s) covered under the warranty;
- The date the warranty commences and the specific ending date.

5.21. **Yearly Termite Inspection**

Once per year the successful vendor will inspect each apartment that has been treated and warranted pursuant to this award. Further, such inspection is not required if BCHA has not paid the renewal fee. This inspection will be a standard examination for evidence of termites. Vendor will also inspect the termite bait stations and replace them as necessary.

5.22. **Untreatable Apartments**

If the vendor discovers untreatable apartments due to clutter, sanitation, or resident refusal, report this to the property manager at once and add the apartment to the service list for treatment in 48 hours.

5.23. **Vacant Apartments**

It is critical that vacant apartments be ready for occupancy as soon as possible. Therefore, the vendor will service vacant apartments within one business day after notification of the need. The vendor may have to treat vacant apartments multiple times to achieve the desired effect.

5.24. **Work Hours**

Acceptable work hours are Monday through Friday from 8:30 a.m. until 5:00 p.m. This means that the vendor may begin work at 8:30 a.m. and will vacate the premises by 5:00 p.m. Work on Saturdays, Sundays or holidays will require advance approval by BCHA.

5.25. **Bed Bugs**

Vendor will inspect apartments for bed bugs as part of the routine pest control service. This inspection is to include monitoring devices and observation of the visible surfaces of upholstered furniture and beds. This level of inspection does not include removing furniture.

- I. The successful vendor will respond to bed bug requests within **two** business days after notification of the need. This is of course providing that the resident has the apartment ready for treatment. If not, the vendor will notify management.
- II. The vendor reports bed bugs and will schedule a service with the manager and the residents in the affected apartment, units with adjacent walls, and units across the hall (where applicable). Treatments are to be minimally burdensome on BCHA staff and residents. Disposal of residents' belongings should be regarded as a last-resort option, not routine.
- III. Vendor will treat the apartment(s) as appropriate in relation to infestation level. Vendors should propose services for treating both low-level infestations and medium/high level infestations. After 10 to 14 days, the vendors will re-inspect the apartment and repeat the process if needed.

5.6. **Related Services**

BCHA reserves the right to negotiate with the vendor for the purchase of related pest control services such as extermination of wood borers, bats, birds, mosquitos, white flies, bed bugs, bees, raccoons and skunks not specifically covered herein and to add (or delete) apartments, buildings or parts of buildings to (or from) the agreement. BCHA reserves the right to solicit these services from other vendors at its discretion.

Health Restrictions: Vendor shall be notified of any unit that cannot be treated due to a physician's stated health situation that requires no pesticide service.

Vendor will perform tasks specified within Scope of Work above at the locations below:

#	Location	Property Manager	# of Units	Size of Units	Unit Breakdown	Building Description
1	Highland Gardens 331 NE 48th Street Deerfield Beach, FL 33064	Curvis Jackson Tel: 954-325-3692 E-mail: cljackson@bchafll.org	100	631 sq.ft.	1/BR	3 Story Mid-Rise
2	Griffin Gardens 4881 Griffin Road Davie, FL 33314	Lance Brown Tel: 954-325-3661 E-mail: lbrown@bchafll.org	100	1/BR 617 sq.ft 2 BR 830 sq.ft	90 - 1/BR 10 - 2/BR	4 Story Hi-Rise
3	Roosevelt Glen NW 12th Ct & NW 28th Ave Fort Lauderdale, FL 33311	Valerie Shelton Tel: 954-325-3657 E-mail: vshelton@bchafll.org	9	989 sq.ft.	3/ BR	Single Family Homes
4	Auburn Gardens 3331-3481 Auburn Blvd Fort Lauderdale, FL 33311	Valerie Shelton Tel: 954-325-3657 E-mail: vshelton@bchafll.org	24	2/BR 734 sq.ft. 3 BR 909 sq.ft	12 - 2/BR 12 - 3/BR	1 & 2 Story Town Homes
5	Everglades Heights 2400 NW 22nd Street Fort Lauderdale, FL 33311	Valerie Shelton Tel: 954-325-3657 E-mail: vshelton@bchafll.org	53	2/BR 711 sq. ft 3BR 1055sq.ft	45 - 2/BR 8 - 3/ BR	2 Story Walk-Up Apartments
6	Park Ridge Court 5200 NE 5th Terrace Deerfield Beach, FL 33064	Curvis Jackson Tel: 954-325-3692 E-mail: cljackson@bchafll.org	37	911 sq.ft	3/ BR	Single Story Duplexes
7	Meyers Estates 2411 NW 7th Street Fort Lauderdale, FL 33311	Valerie Shelton Tel: 954-325-3657 E-mail: vshelton@bchafll.org	50	911 sq.ft.	3 - 2/BR 47 - 3/BR	2 Story Walk-Up Apartments
8	College Gardens 1555 SW 12 th Avenue Dania Beach, FL 33304	Lance Brown Tel: 954-325-3661 E-mail: lbrown@bchafll.org	64	2/BR 929 sq.ft. 3/BR 1120sq.ft.	40 - 2/BR 24 - 3/BR	2 Story Walk-Up Apartments
9	Ocean Drive Estates 101, 105 & 111 SE 9 th Ave Pompano Beach, FL 33060	Curvis Jackson Tel: 954-325-3692 E-mail: cljackson@bchafll.org	12	2/BR 775 sq.ft.	12 - 2BR	Quadplexes
10	LES Building 3220 N. 24 th Avenue Hollywood, FL 33020	Lance Brown Tel: 954-325-3661 E-mail: lbrown@bchafll.org	N/A	2000sq.ft	N/A	Office Building
11	Twin Oaks Twin Oaks 4370 NW 29 th Street Lauderdale Lakes, FL 33313	Curvis Jackson Tel: 954-325-3692 E-mail: cljackson@bchafll.org	16	737sq.ft.	1/BR	2 Single Story
12	Headway Corporate Office 4780 N. State Rd. 7 Lauderdale Lakes, FL 33319	Bill Sipala Tel: 954-739-1114 ext.1310 E-Mail: bsipala@bchafll.org	N/A	25,525sq.ft	N/A	Office Building
Total						

Site Visits

Site visits are strongly recommended. BCHA staff will only be available to show the property at the times listed on the schedule below.

Should bidder not visit site, BCHA will not be held responsible for incorrect fee proposed due to vendor's misunderstanding of requirements, size and services required at the site.

#	Location	Site Visit Dates & Time	Site Contact
1	Highland Gardens 331 NE 48th St Deerfield Beach, FL 33064	5/27/15 @ 9:00AM	Curvis Jackson Tel: 954-325-3692 E-mail: cljackson@bchafl.org
2	Park Ridge Court 5200 NE 5th Ter Deerfield Beach, FL 33064	5/27/15 @ 10:00AM	Curvis Jackson Tel: 954-325-3692 E-mail: cljackson@bchafl.org
3	Ocean Drive Estates 101, 105 & 111 SE 9 th Ave Pompano Beach, FL 33060	5/27/15 @ 11:00PM	Curvis Jackson Tel: 954-325-3692 E-mail: cljackson@bchafl.org
4	Griffin Gardens 4881 Griffin Rd Davie, FL 33314	5/27/15 @ 12:00PM	Lance Brown Tel: 954-325-3661 E-mail: lbrown@bchafl.org
5	College Gardens 1555 SW 12 th Avenue Dania Beach, FL 33304	5/27/15 @ 1:30PM	Lance Brown Tel: 954-325-3661 E-mail: lbrown@bchafl.org
6	LES Building 3220 N. 24 th Avenue Hollywood, FL 33020	5/27/15 @ 2:30PM	Lance Brown Tel: 954-325-3661 E-mail: lbrown@bchafl.org
7	Everglades Heights 2400 NW 22nd St Fort Lauderdale, FL 33311	5/28/15 @ 9:00AM	Valerie Shelton Tel: 954-325-3657 E-mail: vshelton@bchafl.org
8	Roosevelt Glen NW 12th Ct & NW 28th Ave Fort Lauderdale, FL 33311	5/28/15 @ 9:45AM	Valerie Shelton Tel: 954-325-3657 E-mail: vshelton@bchafl.org
9	Meyers Estates 2411 NW 7th St Fort Lauderdale, FL 33311	5/28/15 @ 10:30AM	Valerie Shelton Tel: 954-325-3657 E-mail: vshelton@bchafl.org
10	Auburn Gardens 3331-3481 Auburn Blvd Fort Lauderdale, FL 33311	5/28/15 @ 11:15AM	Lance Brown Tel: 954-325-3661 E-mail: lbrown@bchafl.org
11	Twin Oaks 4370 NW 29 th Street Lauderdale Lakes, FL 33313	5/28/15 @ 12:00PM	Curvis Jackson Tel: 954-325-3692 E-mail: cljackson@bchafl.org
12	Headway Corporate Office 4780 N. State Rd. 7 Lauderdale Lakes, FL 33319	5/28/15 @ 12:45PM	Bill Sipala Tel: 954-739-1114 ext.1310 E-Mail: bsipala@bchafl.org

5.8. Pre-Bid Meeting

The scheduled pre-bid meeting is pursuant to HUD regulation and not mandatory. Many prospective proposers have previously responded to a RFP with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-bid meeting. Typically, such meetings last one hour or less, though such is not guaranteed. The purpose of this meeting is to assist prospective proposers to have a full understanding of the RFP documents so that he/she feels confident in submitting an appropriate proposal; therefore, at this conference BCHA will conduct a brief overview of the RFP documents, including the attachments. Prospective proposers may also ask questions, though BCHA may require that some such questions are delivered in writing prior to a response being delivered. Whereas the purpose of this meeting is to review the RFP documents, attendees

should bring a copy of the RFP documents to this conference. **BCHA will not distribute any copies of the RFP documents at this meeting.**

Pre-bid Meeting Location: Broward County Housing Authority, 4780 N. State Road 7, Lauderdale Lakes, FL 33319

6. Cost and Price Information

BCHA is requesting that the vendor provide cost/pricing for service requirements as outlined in the Scope of Work. Vendor shall also refer to section 12.3. of this solicitation document for additional details regarding price.

6.1. Prices proposed shall include all labor, materials, and any other costs associated with the project. The initial contract period shall start on date of award and shall terminate two (2) years from that date. The vendor will complete delivery and BCHA will receive delivery on any orders submitted to the vendor prior to the date of expiration.

7. Awarded Vendor's Responsibilities

The selected Vendor shall be responsible for the professional quality, accuracy, timely completion, and coordination of all services, as provided for herein, furnished by the Vendor and its principals and employees. In performing such services, Vendor shall follow practices consistent with generally accepted professional standards.

7.1. Vendor shall have in its employ, or under its control, sufficient, qualified, experienced and competent personnel to perform work promptly and in accordance with a schedule or work program as approved by BCHA. Vendor shall employ only such workers as are skilled in the tasks to which they are assigned. Vendor's employees shall perform all work in a skilled, professional and safe manner. Vendor shall be responsible for overseeing the work of all workers.

7.2. All employees of the Vendor shall be considered to be, at all times the sole employees of the Vendor, under his sole direction and not an employee or agent of BCHA. BCHA may require the Vendor to remove an employee if it deems the employee to be careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on BCHA property is not in the best interest of BCHA.

7.3. Each crewmember shall wear an identification card with a photograph or uniform that identifies him or her as a member of the vendor's workforce. Vendor shall be responsible for enforcing the requirement that employees display identification at all times while performing work at any BCHA site.

7.4. At least one employee of the vendor, assigned to any BCHA site must be able to fluently speak, read and communicate in the English language or the vendor must provide a translator for communication at the vendor's expense.

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- 7.5. BCHA shall reserve the right to demand and receive a change in personnel assigned to the work if BCHA believes that such change is in its best interest and in the completion of the assigned work.
 - 7.6. All deficiencies in service shall be immediately corrected by the vendor. All corrections shall be made within two (2) business days after such deficiencies are verbally reported to the vendor by BCHA personnel.
 - 7.7. Safety: Vendor shall be solely and completely responsible for initiating and supervising all safety precautions and programs in connection with the work. Furthermore, the vendor is responsible for the training of all their employees on all safety issues as required by OSHA regulations for the project. The vendor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent injury to, all employees on the work site, tenants, and other persons including but not limited to the general public who may be affected thereby. All work is to be done as required by OSHA, EPA and AHERA regulations.
 - 7.8. All buildings, appurtenances and furnishings shall be protected by the vendor from damage, which might be done or caused by work performed under this contract. Such damages to the foregoing shall be repaired and/or replaced by approved methods so as to restore the damaged areas to their original condition at the expense of the vendor.
 - 7.9. Vendor shall be responsible for informing their workmen that under no circumstances are they permitted to accept food or drink from any tenant.
 - 7.10. Smoking is NOT permitted in any BCHA residential unit or facility.
 - 7.11. Keys and access to facilities: Vendor shall obtain keys from the authorized BCHA representative as follows: vendor's employees shall not admit anyone (except other vendor employees) to areas controlled by a key in their possession. If keys are lost, vendor shall reimburse BCHA for the actual cost of replacement keys, cores and labor.
 - 7.12. Vendor shall provide a work order and have it signed by a BCHA authorized person indicating completion and satisfaction of work performed. A copy of the work order is to be left on site and a copy is to be submitted with invoices.
 - 7.13. Clean up: Vendor shall remove all debris from BCHA sites daily. BCHA dumpsters and trash receptacles MAY NOT be used for this purpose. Vendor shall thoroughly clean up all areas where work has been involved.
 - 7.14. Vendor shall perform work between the regular business hours of 8:30 AM and 5:00 PM. Permission to perform such work shall be obtained prior to start of work and supervised by the Property Manager. Vendor will perform tasks as specified within Scope of Work above.

8. Licensing and Insurance Information

Before a contract pursuant to this RFP is executed, the apparent successful Vendor must hold all necessary, applicable professional licenses required by the State of Florida and all other regulatory agencies necessary to complete the Services. The Vendor shall obtain, at the Vendor's expense, any permits, certificates and licenses as may be required in the performance of the work specified. All required licenses shall remain active and valid during the entire duration of the subsequent contract. BCHA may require any or all Vendors to submit evidence of proper licensure.

- 8.1. Proof of Insurance shall be provided to BCHA prior to the execution of a contract. Unless otherwise stated by BCHA, the successful proposer (s) will be required to obtain and maintain the following insurance coverage during the entire Contract Term:
- 8.2. Proposer shall submit an original certificate evidencing the proposer's current Worker's Compensation carrier and coverage amount.
- 8.3. An original certificate evidencing General Liability coverage evidencing a minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000 with a deductible of not greater than \$1,000.
- 8.4. Vendor agrees, and hereby authorizes its insurer, to notify BCHA of any substantial change in such insurance coverage described herein. Substantial change includes, but is not limited to, events such as cancellation, non-renewal, reduction in coverage, or receipt of a claim against such coverage with a potential recovery in excess of twenty percent (20%) of available coverage. BCHA shall be notified at least 30 days in advance of cancellation, non-renewal or adverse change.
- 8.5. The premium cost of all insurance purchased by the Vendor for protection against risks assumed by virtue of the contract shall be borne by the Vendor and is not reimbursable by BCHA.
- 8.6. BCHA reserves the right, but not the obligation, to review and revise any insurance requirements, including limits, coverages and endorsements, based upon insurance market conditions affecting the availability and affordability of coverage. Additionally, BCHA reserves the right, but not the obligation, to review and reject any insurance policies, certificates of insurance, or insurer failing to meet the criteria stated herein.

9. Response Submission

All responses submitted pursuant to this solicitation shall be formatted in accordance with the following table. Each category shall be separated by numbered index dividers (which number extends so that each tab can be located without opening the response) and labeled with the corresponding tab reference also noted below.

Tab	Contents
1	Form of Proposal: Exhibit A of this solicitation document.
2	Form HUD-5369-C: Certifications and Representations of Offerors, Non-Construction Contract found at http://www.hud.gov/offices/cpo/forms/hud5369c.pdf .
3	Profile of Firm Form: Exhibit B of this solicitation document with IRS Form W-9, Licenses, and Insurance Certificates.
4-6	Responses to Evaluation Factors A thru C: Submit Responses as Exhibits C, D and E (See Section 12).

- 9.1. It is preferable and recommended that the response be bound in such a manner that BCHA can, if needed, remove the binding to make copies then return the response to its original condition. BCHA suggests that either comb type binding or three ring binding be used.
- 9.2. Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation.
- 9.3. **All information must be incorporated into a response to a specific requirement and clearly referenced.** Any information not meeting these criteria will be deemed extraneous and will in no way contribute to the evaluation process.
- 9.4. All information presented in response to this RFP must be included in the submitted response. There can be no information that is linked to a website that requires reviewers to access the website for consideration of content. Any such conditions will not be considered as part of the Vendor's proposal. BCHA may award a contract on the basis of initial offers received, without discussions; therefore, each initial offer should contain the Vendor's best terms from a cost or price and technical standpoint.
- 9.5. All responses shall be submitted to the contact person and address and by the date specified on the first page of this solicitation document.
- 9.6. The proposer shall submit **one original signature copy (marked "ORIGINAL") and five (5) exact copies.** The original and all exact copies shall have the same cover, binding method, and extended tabs.
- 9.7. The vendor shall ensure that the response is received by the time and date indicated on the first page of this solicitation document. The package shall clearly indicate the solicitation number and title. Submissions received after the noted deadline will not be accepted. The official US time at <http://www.time.gov> shall determine receipt within deadline.
- 9.8. Do not fold or make any additional marks, notations, or requirements on the documents to be submitted. Vendors are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if such additional marks, notations, or requirements are entered on any of the documents submitted, such may invalidate that response.

9.9. By virtue of completing, signing, and submitting the completed documents, the vendor is stating agreement to comply with all of the conditions and requirements set forth within those documents.

10. Administrative Terms and Conditions

In order to maintain a fair and impartial competitive process, BCHA shall avoid private communication concerning this procurement with prospective Vendors during the entire procurement process. From the issue date of this RFP until the final award is announced, Vendors are not allowed to communicate about this RFP for any reason with any BCHA staff except through the RFP Point of Contact named below, during the Pre-Proposal Conference (if any), as otherwise defined in this RFP or as provided by existing work agreement(s). Prohibited communication includes all contact or interaction, including but not limited to, telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. BCHA reserves the right to reject the proposal of any Vendor violating this provision.

10.1. Vendors shall address all communication and correspondence relating to this solicitation to the contact person named on the cover sheet of this document. Vendors shall not make inquiry or communicate with any other BCHA staff member or official, including the Audit Committee and the Board of Commissioners, pertaining to this solicitation. Failure to comply with this requirement may be cause for BCHA to disqualify from consideration a response submitted by the proposer doing so.

10.2. All questions shall be submitted via e-mail to the contact person named on the cover sheet of this document. Questions will not be accepted via telephone. Responses to questions shall be made via the form of addenda which will be posted on the BCHA website and on Demandstar.

10.3. Unless an answer or information is provided by BCHA in writing as part of an addendum, such information shall have no effect and may not be relied upon by the Vendor.

10.4. All questions, requests for information or clarification pertaining to this solicitation must be addressed via email to the contact person listed on the cover page of this solicitation.

11. Notices

All notices, demands, requests, and claims pertaining to the award of this contract must be addressed in writing to:

Anthony J. Cariveau, Purchasing Director
Broward County Housing Authority
4780 North State Road 7
Lauderdale Lakes, FL 33319-5860

11.1. Any actual or prospective Vendor may protest the solicitation or award of a contract for serious violations of the principles of the BCHA Procurement Policy. Any

protest against a solicitation must be received before the due date for the receipt of bid proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract award is posted on BCHA's website, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter no later than ten (10) working days following receipt of the bid protest/award. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. Following the issuance of the written decision, the contractor may appeal the initial decision to BCHAs' CEO. BCHAs' CEO shall then issue a decision on the appeal no later than ten (10) working days following receipt of the request of the appeal. The decision of BCHAs' CEO shall be final, and no further appeal shall be authorized within BCHAs.

11.2. **Cost of Proposal**

All costs incurred, directly or indirectly, in response to this solicitation, to include the preparation, submittal, or presentation of the proposal, shall be the sole responsibility of, and borne by, the Vendor. The cost for developing the proposal and participating in the procurement process (including the protest process) is the sole responsibility of the Vendor. BCHAs will not provide reimbursement for such costs.

11.3. **Amendments to Solicitation**

If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. It is the responsibility of the Vendor to monitor BCHAs' website for any addenda issued. Each Vendor must acknowledge all addenda issued on BCHAs' website so as to ensure that addenda are considered in their proposal response. **All Vendors are encouraged to frequently check BCHAs' website for additional information.**

11.4. **Direct or Indirect Conflicts of Interest**

Vendor shall certify that except as otherwise disclosed, neither it nor any of its subcontractors include persons who have an interest, direct or indirect in this proposed contract and who during his or her tenure or for one (1) year thereafter are:

- I. A present or former member of BCHAs' Board of Commissioners or any member of the Board of Commissioner's immediate family;
- II. Any BCHAs employee who formulates policy or who influences decisions with respect to BCHAs' project(s) that are connected to this proposed contract, or any member of the employee's immediate family, or the employee's partner;
- III. Any public official, member of the local governing body, or State or local legislator (including members of the Broward County Board of Commissioners, or Florida legislator), or any member of such individuals' immediate family;

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- IV. A member of or delegate to the Congress of the United States of America (defined as an individual appointed to oversee a territory or possession of the United States of America, such as Guam) or a resident commissioner;

NOTE: "*Immediate family*" member means the spouse, mother, father, brother, sister, or child of a covered class member whether related as a full blood relative, or as a "half" or "step" relative (e.g., half-brother or stepchild).

11.5. Prohibition Against Gifts/Favors/Anything of Monetary Value

No BCHA employee can accept or solicit for themselves or for others, anything of value from Vendor or any person, corporation, or other entity doing business with or attempting to do business with BCHA.

11.6. Compliance with Law

While conducting business with BCHA, Vendor shall comply with all applicable Federal, State and local laws, regulations, ordinances and requirements, applicable to the work described herein including, but not limited to, those applicable laws, regulations and requirements governing equal employment opportunity strategies, subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons as referenced in Section 3 of The Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u ("Section 3"), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, and shall provide for such compliance in the contract documents as required. It is the policy of BCHA that all vendors that conduct business with BCHA must be authorized and/or licensed to do business in Florida. Vendor is responsible for contacting their local city and county authorities and the State of Florida to ensure that Vendor has complied with all laws and is authorized and/or licensed to do business in Florida. All applicable fees associated therewith are the responsibility of Vendor.

11.7. Proposers are subject to Instructions to Offerors – Non-Construction, HUD Form 5369-B, at <http://www.hud.gov/offices/cpo/forms/hud5369b.pdf>.

11.8. Proposers are subject to General Contract Conditions – Non-Construction, HUD Form 5370-C, at <http://www.hud.gov/offices/cpo/forms/hud5370c.pdf>.

11.9. Proposers are subject to 24 CFR 135, Economic Opportunities for Low- and Very Low-Income Persons commonly referred to as Section 3, at http://www.access.gpo.gov/nara/cfr/waisidx_98/24cfr135_98.html. The proposer shall be required to, as detailed therein, "to the greatest extent feasible ... provide economic opportunities to low- and very-low income persons," meaning, if the proposer must hire anyone to help with the work, he/she must submit a work plan showing how he/she will give first preference to such jobs to Section 3 persons.

11.10. Proposers are subject to *Maintenance Wage Rate Determination for Routine Maintenance*, HUD Form 52158, included as an attachment to this solicitation document, for work classifications of (1) painter – skilled, (2) journeyman, and (3)

laborer, as appropriate to the work being performed. Proposer acknowledges that he/she will not pay his/her employees at rates less than detailed on the applicable Wage Rate Determination (Davis-Bacon). The proposer will be required to submit certified payrolls; the proposer must make its payroll records available to BCHA or HUD on request, and failure on the part of the proposer to comply with this requirement will be the sole responsibility of the proposer, including any ensuing penalties, court costs, or wages due its employees. **See Exhibit G** for the Wage Rate Determination currently in effect. Future Wage Rate Determinations will apply and will be provided to the proposer as available.

11.11.Public Access to Procurement Record

The laws of the State of Florida, including the Florida Open Records Act, require procurement records and other records to be made public unless otherwise provided by law. The awarded Vendor shall comply with Florida's Public Records Law. Specifically, the awarded Vendor shall:

- Keep and maintain public records that ordinarily and necessarily would be required by BCHA in order to perform the service;
- Provide the public with access to such public records on the same terms and conditions that BCHA would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
- Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
- Meet all requirements for retaining public records and transfer to BCHA, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to BCHA in a format that is compatible with the information technology systems of BCHA.

11.12.Ownership of Documents

All documents and information generated, prepared, assembled or encountered by or provided for pursuant to this RFP are the property of BCHA. Vendors shall not copyright, or cause to be copyrighted, any portion of any said document submitted to BCHA as a result of this RFP.

11.13.Advertising

In submitting a proposal, Vendor agrees not to use the results from it as a part of any commercial advertising. BCHA does not permit Vendors to advertise or promote the fact of your relationship with BCHA in the course of marketing efforts, unless BCHA specifically agrees otherwise.

11.14. Government Restrictions

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods offered, it shall be the responsibility of the successful Vendor to immediately notify BCHA in writing specifying the regulation which requires an alteration. BCHA reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to terminate the contract at no expense to BCHA.

12. Evaluation Criteria

The proposed evaluation is an initial process designed to elicit a short list of vendors; with the contract awarded not necessarily to the Vendor of least cost, but rather to the Vendor with the best combination of attributes (i.e., qualifications and experience, technical approach, and cost), based upon the evaluation factors specifically established for this RFP. *The establishment, application and interpretation of the above evaluation criteria shall be solely within the discretion of BCHA.*

Vendors should provide all information outlined in the Evaluation Factors to be considered responsive. Proposals will be evaluated based on the responsiveness of the Vendor's information to the Evaluation Factors which will demonstrate the Vendor's understanding of the Evaluation Factors and capacity to perform the required services of this Request for Proposals. The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below.

The following factors will be utilized by BCHA to evaluate each submission received. Award of points will be based on the documentation that the proposer submits within the submission.

A committee will evaluate the proposals received under this solicitation in accordance with the minimum information requirements and the Proposal Preparation and Submission Outline below. The evaluation process will be based on a weighted point system with the evaluation factor or sub-factor's relative weight listed immediately following each factor/sub-factor. The BCHA urges all interested Respondents to carefully review the requirements of this RFQ.

All submissions will be evaluated by an Evaluation Committee comprised of consultants and staff. Written submissions containing the requested information will serve as the initial basis for selection of finalists. Each written proposal has a possible score of one hundred (100) points as set forth below.

A short list of finalists will be established based upon the written submissions. Interviews may or may not be conducted with the finalists. These interviews of the finalists may be used to identify the top-rated Respondent utilizing the same point system as described below. The finalists may be required to present their qualifications to the BCHA Board.

All proposals will be ranked in accordance with this point system and contract negotiations will be initiated with the highest ranked Respondent. If negotiations

between the BCHA and the highest ranked Respondent fail to produce a mutual agreement, the BCHA will terminate those negotiations and proceed with contract negotiations with the second highest ranked Respondent. At the BCHA's own discretion, the BCHA may continue that process until a mutual agreement is reached between the BCHA and a Respondent.

The BCHA reserves the right to reject any and/or all proposals.

The BCHA further reserves the right to negotiate with the Respondent selected and to accept the proposal which is in the best interest of the BCHA.

Proposal Preparation and Submission Outline

Firms shall submit proposals in accordance with the following outline to receive the maximum points (100) under this solicitation. Items which are not addressed within the proposal will be given a score of zero (0).

Responses to each evaluation factor should be submitted as Exhibits C, D and E.

Factor	Points	Description
A	30	Organizational Overview / Qualifications (Exhibit C) Experience, Strength, and Statement of Qualifications of Firm as it relates to this solicitation
B	40	Technical Approach /Strategy Capacity / Success Record (Exhibit D) Firm's Technical Response to RFP's Scope of Services and Capacity; Customer Service Approach and Problem Resolution Methods; Proposed Timeline, Equipment and Products
C	30	Proposed Cost (Exhibit E) Fee Proposal
Total	100	

Each Evaluation Factor will be rated and assigned points using the scoring guide below.

Scoring Guide:

- 0% - No Response
- 50% - Marginal
- 70% - Acceptable
- 85% - Exceeds Acceptable
- 100% - Outstanding in all Respects

12.1. Evaluation Factor A – Organizational Overview/Qualifications (Exhibit C)

For each numbered item in this section, please provide a statement regarding the firm's ability to meet the criteria.

- a. Provide a brief history of the firm, length of time in business and its past experience as it relates to the requirements of this solicitation.
- b. Describe your organizational structure. Provide the number of full-time employees and describe in detail the team that will be involved with the project on a routine basis. Describe each person's role.

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- c. Provide statement of experience and qualification: Describe the qualifications and experience of personnel to be assigned to this project. Summary should highlight staff training provided if any.
 - d. Provide three references from your current client list for which similar services are being performed. Include company name, address, phone number, e-mail addresses and contact person.
 - e. Copy of State of Florida and Occupational Licenses **(30 points)**

12.2. Evaluation Factor B – Capacity and Technical Approach (Exhibit D)

- a. Describe the firm’s methodology/technical approach and capacity to perform services as described in the Scope of Work section above.
- b. Propose a timeline and frequency schedule that ensures buildings are professionally maintained.
- c. Describe the firm’s approach to customer service and problem resolution. Please provide your client retention rate.
- d. Describe how you measure client satisfaction. Include innovative/creative approaches that were successful in achieving a client’s objectives.
- e. Propose or list any equipment, supplies or any environmentally friendly products to be utilized to perform services as described in the Scope of Work section.
- f. Provide the Material Safety Data Sheets for any hazardous material to be used as described in the Scope of Work section. **(40 points)**

12.3. Evaluation Factor C – Proposed Cost/Fee (Exhibit E)

- a. This is the expected amount your firm would be compensated for services provided to BCHA. Please use Form Exhibit E to state your fees.
- b. State if any, all other anticipated services and associated cost as outlined in the Scope of Work. (include additional sheet if needed) **(30 points)**

12.4. Evaluation Method and Award Process

Each proposal will first be evaluated for responsiveness (i.e., meets the minimum of the published requirements). BCHA reserves the right to reject any proposals deemed as not minimally responsive.

12.5. BCHA will form an Evaluation Review Committee to review proposals and make recommendation to the Board of Commissioners for selection based on but not limited to the evaluation factors set forth above. Factors not specified in the RFP will not be considered. BCHA reserves the right to waive any minor irregularities or technicalities in the proposals received. Proposals shall be evaluated on an individual basis against the requirements stated in the RFP.

12.6. After evaluations, the committee will determine the top proposals that have a reasonable chance of being selected for award considering both the technical aspects and fee proposal. These shortlisted Vendors will be chosen for an onsite interview. Final award will be approved by the BCHA Board of Commissioners. Contract negotiations may, at BCHA's option, be conducted prior to or after the Board of Commissioner's award.

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- 12.7. BCHA will make a determination of whether, in the opinion of BCHA, the Vendor is capable of undertaking and completing the RFP scope of work delineated within this RFP in a satisfactory manner. BCHA will award a contract only to a responsible Vendor that has the ability to successfully perform under the terms of this RFP. BCHA's determination includes an assessment of the Vendor's technical resources/ability to perform the scope of work in accordance with the RFP requirements. The responsibility determination also includes consideration of a Vendor's integrity, compliance with public policy, past performance with BCHA (if any), and eligibility to perform scopes of work that are funded by the Federal, State or local government (e.g., debarment/suspension for any Federal, State or local government).
- 12.8. Should the individual members of the Evaluation Review Committee be made known to the vendor in any manner prior to submission or during the review process, the vendor shall not make contact with the committee members, or their proposal may be rejected.
- 12.9. All persons having familial (including in-laws) relationships with principals and/or employees of a proposer entity will be excluded from participation in the evaluation committees. Similarly, any persons having an ownership interest in and/or contract with a proposer entity will be excluded from participation in the evaluation committees.
- 12.10. In the event of ties, determination of the top-ranked vendor will be made in accordance with BCHA procurement policies and HUD guidelines.
- 12.11. Notification of the results of the evaluation including the name of the successful vendor will be posted on BCHA's website and on the Demandstar website.

13. Contract Award

Contract award of this RFP will be based on the responsiveness of the Vendor's information to the Evaluation Factors which will demonstrate the Vendor's understanding of the Evaluation Factors and the firm's capacity to perform the required services of this Request for Proposal.

By completing, executing and submitting the Form of Proposal, Exhibit A, the proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by BCHA, either in hard copy, via the BCHA website or via Demandstar, as well as including an agreement to execute the attached Sample Contract form (see Exhibit F). The contract clauses already attached as Exhibits B, C, D, E, F, G and form HUD 5369-C also apply. Accordingly, BCHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published; and in any case BCHA has no power or authority to negotiate any clauses contained within any attached HUD document.

13.1. BCHA Authorized Procurement Authority

All contracts where the base contract amount or any option exceeds \$100,000 are required to be approved by the Board of Commissioners. In addition all contract

modifications in excess of \$100,000 require approval by the Board of Commissioners.

13.2. Contracting Officer (“CO”) and Contracting Officer’s Designee

Acceptance of services will be the responsibility of the Contracting Officer (“CO”), who also serves as BCHA’s Chief Executive Officer, or designee. The Contracting Officer is responsible for final approval and acceptance of all services rendered.

While the CEO is responsible for ensuring that BCHA's procurements comply with the BCHA Procurement Policy, the CEO may delegate all procurement authority as is necessary and appropriate to conduct the business of the BCHA.

13.3. Contract Document

BCHA and the successful vendor will execute BCHA’s standard contract. See Exhibit G for a sample of this document. BCHA will not execute a contract on the successful proposer's forms. Contracts will only be executed on BCHA’s form, and by submitting a proposal the successful proposer agrees to do so (please note that BCHA reserves the right to amend this contract form as BCHA deems necessary). However, BCHA will during the RFP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for BCHA to do so; but the failure of BCHA to include such clauses does not give the successful proposer the right to refuse to execute BCHA's contract form.

13.4. It is the responsibility of each prospective proposer to notify BCHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The BCHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by BCHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

All provisions within this solicitation document are included in the terms of the contract by reference.

13.5. Contract Terms and Conditions

The contract that BCHA expects to award as a result of this RFP will be based upon the RFP, the contract terms and conditions, the Proposal submitted by the successful Vendor and any subsequent revisions to the Vendor's Proposal and the contract terms and conditions due to negotiations, written clarifications or changes made in accordance with the provisions of the RFP, and any other terms deemed necessary by BCHA, except that no objection or amendment by a Vendor to the RFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless BCHA has explicitly accepted the Vendor’s objection or amendment in writing.

13.6. Unauthorized Sub-Contracting

The successful vendor shall not assign any right, nor delegate any duty for the work proposed pursuant to this solicitation document (including, but not limited to selling

or transferring the contract) without the prior written consent of BCHA. Any purported assignment of interest or delegation of duty, without the prior written consent of BCHA shall be void and may result in the cancellation of the contract with BCHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract.

13.7. Insurance Requirements

Prior to award but not as a part of the proposal submission, the successful vendor will be required to provide an original certificate evidencing insurance coverage as described in Section 8 above, naming BCHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of BCHA as an additional insured under said policy. BCHA shall be named as the Certificate Holder using the following name address:

**Broward County Housing Authority
4780 N. State Road 7
Lauderdale Lakes, FL 33319**

There shall be a 30-day notification to BCHA in the event of cancellation or modification of any stipulated insurance coverage. Licensing and insurance requirements will be examined and approved by the BCHA Vice President of Human Resources and Risk Management prior to contract award.

13.8. Right to Negotiate Fees

BCHA shall retain the right to negotiate the amount of fees that are paid to the successful vendor, meaning the fees proposed by the top-rated vendor may, at BCHA's option, be the basis for the beginning of negotiations. Such negotiations shall begin after BCHA has chosen the top-rated vendor. If such negotiations are not, in the opinion of BCHA, successfully concluded within five business days, BCHA shall retain the right to begin negotiations with the next highest rated vendor.

13.9. Contract Period

The initial contract period shall start with the expiration date of the previous contract or date of award, whichever is the latest, and shall terminate two (2) years from that date. The Purchasing Director may renew this contract for a subsequent period subject to vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the BCHA.

- I. Notification of Intent to Renew will be mailed sixty (60) calendar days in advance of expiration date of this contract. All prices, terms and conditions shall remain firm for the initial period unless subject to price adjustment specified as a "special condition" hereto.
- II. In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Purchasing Director. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The

Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by BCHA.

13.10. Contract Service Standards

All work performed pursuant to this solicitation must confirm and comply with all applicable federal, state, and local laws, statutes, and regulations.

13.11. Contract Payment

In accordance with payment schedules, vendor will submit invoices to Accounts Payable Department, Broward County Housing Authority, 4780 N. State Road 7, Lauderdale Lakes, Florida, 33319.

13.12. BCHA will make no advance payments for the goods and/or services that are subject of this RFP, unless otherwise noted in the contract. Invoices may be submitted on no more than a monthly basis.

13.13. Invoicing Requirements

- I. Contractor invoices shall reflect the prices established for the items on this Contract for all orders placed by BCHA even though the Contract number and/or correct prices may not be referenced on each order. Only properly submitted invoices will be officially processed for payment. Invoices submitted without required information will be returned for entry of the missing information and will not be paid until properly completed.
- II. All invoices must be itemized showing: Vendor's name, remit to address, purchase order number, service location (site name), and prices per the contract, itemized in order to facilitate contract auditing.
- III. Each invoice must detail the service and location at which performed accompanied by a copy of the work order signed by the designated Manager or Contact Person indicating satisfactory completion of work. A separate invoice must be submitted for each date and location.
- IV. BCHA will pay the properly completed and authorized invoice within thirty days of receipt.
- V. BCHA will pay invoices by check or ACH.

**LAST PAGE OF DOCUMENT
PLEASE SEE EXHIBITS A, B, F and G**

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 15-219
REQUEST FOR PROPOSAL
PEST CONTROL SERVICES**

PROPOSAL SUBMISSION FORM – EXHIBIT A

Instructions: The items listed below must be completed and included in the Proposal submission. Complete this form by marking an “X” where provided to verify that the referenced completed form or information has been included within the hard copy proposal submission.

X=Included	Tab	Contents
	1	Proposal Submission Form: Exhibit A of this solicitation
	2	Form HUD-5369-C: Certifications and Representations of Offerors, Non-Construction Contract found at http://www.hud.gov/offices/cpo/forms/hud5369c.pdf .
	3	Profile of Firm Form: Exhibit B of this solicitation Include IRS Form W-9, Licenses, and Insurance Certificates
	4	Exhibit C (Name and Attach your response to Evaluation Factor A as Exhibit C)
	5	Exhibit D (Name and Attach your response to Evaluation Factor B as Exhibit D)
	6	Fee Information: (Submit Exhibit E) include additional pages if applicable

**CHECK (✓) BELOW IF YOU HAVE SUBMITTED THE REQUIRED:
_____ ONE (1) ORIGINAL AND _____ FIVE (5) COPIES OF YOUR PROPOSAL.**

By completing and submitting this form and all other documents within this proposal submission, the undersigned proposer hereby certifies and understands that:

1. he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned party;
2. as described within the Reservation of Rights section of the RFP, BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to incomplete responses and/or responses offering alternate or non-requested services, failure to use BCHA and HUD provided forms, or failure of the proposer to check for addenda or corrections and adhere to any revised requirements;
3. he/she is agreeing to abide by all terms and conditions pertaining to this solicitation document as issued by BCHA including an agreement to execute a contract form; and
4. he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP-15-219
REQUEST FOR PROPOSAL
PEST CONTROL SERVICES**

PROFILE OF FIRM FORM – EXHIBIT B

1. Proposer Information

Name of Firm	
Address	
City, State, Zip	
Telephone	
Fax	
E-Mail Address	
Year Established	
Year Established in Florida	
Former Names (if applicable)	
Parent Company and Date Acquired (if applicable)	

2. Complete and attach IRS Form W-9, found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> . This completed form should be submitted with the proposal, or must be submitted within three (3) working days of the BCHA's request.

3. Debarred Statement: Has the firm, or any principal(s) ever been debarred from providing any services to the federal government, any state government, or any local government agency?

Yes No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

4. Disclosure Statement: Does this firm or any principal(s) have any current, past personal or professional relationship with any Commissioner or Officer of BCHA?

Yes No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

5. Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal fee of affiant or of any other proposer, to fix overhead, profit, or cost element of said proposal fee, or that of any other proposer or to secure any advantage against BCHA or any person interested in the proposed contract; and that all statements in said proposal are true.

Continue on next page.

6. Licensing and Insurance Information

Business License Jurisdiction, Number, and Expiration Date	
Worker's Comp Carrier, Policy Number, and Expiration Date	
General Liability Carrier, Policy Number, and Expiration Date	
Professional Liability Carrier, Policy Number, and Expiration Date	NOT APPLICABLE (N/A)
Vehicle Insurance Carrier, Policy Number, and Expiration Date	

7. Copies of license and insurance certificates should be submitted with the proposal, or must be submitted within three (3) working days of the BCHA's request.

8. Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned party.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

FORM OF CONTRACT

THIS AGREEMENT made this ___ day of ___ in the year ___ by and between ___ for a term of one year, expiring on ___. Hereinafter called the "Contractor", and the BROWARD COUNTY HOUSING AUTHORITY, a public body corporate and politic created pursuant to Chapter 421, Florida Statutes and hereinafter called the "PHA".

WITNESSETH, that the Contractor and the PHA for the consideration stated herein mutually agree as follows:

Article I - Statement of Work: The Contractor shall furnish all labor, material, equipment and services; perform and complete all work in accordance with the standard practice of the trade and in a timely manner for RFP 15-219: PEST CONTROL SERVICES

In strict accordance with the specifications dated May 18, 2015 as prepared by the Broward County Housing Authority which said specifications and addenda are incorporated herein by reference and made a part hereof.

Article II - Contract Price: The PHA shall pay the Contractor for the performance of the contract, in current funds, subject to additions and deductions as provided for in the specifications, the sum of work completed on an as needed basis.

Article III - Contract Documents: The Contract shall consist of the following component parts:

- a) This instrument
- b) Specifications, Terms and Conditions
- c) Insurances (Naming Broward County Housing Authority as Additionally Insured)
- d) Licenses
- e) Board Resolution Number ___

This instrument together with the other documents enumerated in this Article III, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provisions in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article III shall govern, except as otherwise specifically stated. The various provisions in Addenda shall be construed in the order of preference of the component part of the Contract which each modifies.

Article IV - Conditions inconsistent with Contract Drawings of Original Project: The PHA does not represent that the contract documents accurately represent the conditions which exist on the project site. The Contractor agrees, however, that in the event conditions are inconsistent with these contract documents that (it) (he) will make no claim for extra compensation or for an extension of time in light of said inconsistencies.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two original counterparts as of the day and year first above written.

ATTEST

FEIN

SS#

ATTEST

CONTRACTOR:

By: _____
Name/Title _____
Business Address:

BROWARD COUNTY HOUSING AUTHORITY
By: _____
Ann Deibert, Chief Executive Officer

EXHIBIT G

Maintenance Wage Rate Determination	U.S. Department of Housing and Urban Development Office of Labor Relations	HUD FORM 52158 (04/2005)
Agency Name: BROWARD COUNTY HOUSING AUTHORITY	LR 2000 Agency ID No: FL010A	Wage Decision Type: <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Nonroutine Maintenance
	Effective Date: 10/1/2014	Expiration Date: 9/30/2015
<p>The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended, (public housing agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-determination Act of 1996, as amended, (Indian housing agencies). The agency and its contractors may pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.</p> <p>Steven A. Bales Labor Relations Specialist _____ HUD Labor Relations (Name, Title, Signature)</p> <p align="right">8/29/2014 _____ Date</p>		
WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
Maintenance Repair Person	14.44	
Maintenance Assistant	12.94	
Janitor	9.13	
TRADES FOR MAINTENANCE CONTRACTS		
Electrician	18.75	
Grounds Worker – Unskilled	7.25	
HVAC Mechanic	17.38	
Landscaper/Groundskeeper	10.67	
Painter	14.20	
Plumber	18.29	
Tree Trimmer/Pruner	10.67	
		<input type="checkbox"/> The agency employee benefit program has been determined by HUD to be acceptable for meeting the prevailing fringe benefit requirements. <small>(HUD Labor Relations: If applicable, check box and initial below.)</small> _____ LR Staff Initial
		FOR HUD USE ONLY LR2000: Log in: Log out: OMW-

PREVIOUS EDITION IS OBSOLETE

Form HUD-52158 (04/2005)

A D D E N D U M N U M B E R : 1

BROWARD COUNTY HOUSING AUTHORITY
Solicitation Number: RFP 15-219

PEST CONTROL SERVICES

DATE OF ADDENDUM: May 21, 2015

TO ALL PROSPECTIVE PROPOSERS:

PLEASE NOTE THE FOLLOWING ADDITIONS / CLARIFICATIONS:

1. **No change in proposal due date.**

2. **Pre-Bid Meeting Information:**

A. Attendance is Non-Mandatory

Time: **10:00am**

Date: Tuesday, June 2, 2015

Location: North Meeting Room
Broward County Housing Authority
4780 N. State Road 7
Lauderdale Lakes, FL 33319

=====

This addendum **SHOULD** be returned with your Proposal on the established due date.

All other terms, conditions and specifications remain unchanged for RFP No. 15-219.

NAME OF COMPANY: _____

A D D E N D U M N U M B E R : 2

BROWARD COUNTY HOUSING AUTHORITY
Solicitation Number: RFP 15-219

PEST CONTROL SERVICES

DATE OF ADDENDUM: June 2, 2015

TO ALL PROSPECTIVE PROPOSERS:

PLEASE NOTE THE FOLLOWING ADDITIONS :

1. No change in proposal due date.

2. Please use the attached form Exhibit E to submit your fee proposal information.

=====

All three (3) pages of this addendum **MUST** be returned with your Proposal on the established due date.

All other terms, conditions and specifications remain unchanged for RFP No. 15-219.

NAME OF COMPANY: _____

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 15-219
REQUEST FOR PROPOSAL
PEST CONTROL SERVICES**

FEE INFORMATION – EXHIBIT E

Instructions:

- A. Page 1, **Routine Pest Control Services:** Please indicate the yearly cost per site as specified herein. Yearly cost shall include all labor, materials, equipment and associated costs. Yearly cost does not include bed bugs, fire ants, whiteflies or termites.
- B. Page 2, **Other Services:** Please indicate the cost for bed bugs, fire ants, whiteflies and termites. List proposed treatment for termites and whiteflies. Cost shall include all labor, materials, equipment and associated costs.

Item #	Location	# of Units	Building Description	# of Buildings	Quarterly Cost (including call backs)	Yearly Cost (including call backs)
1	Highland Gardens 331 NE 48th St Deerfield Beach, FL 33064	100	3 Story Mid-Rise	1	\$ _____/	\$ _____/
2	Griffin Gardens 4881 Griffin Rd Davie, FL 33314	100	4 Story Hi-Rise	1	\$ _____/	\$ _____/
3	Roosevelt Glen NW 12th Ct & NW 28th Ave Fort Lauderdale, FL 33311	9	Single Family Homes	9	\$ _____/	\$ _____/
4	Auburn Gardens 3331-3481 Auburn Blvd Fort Lauderdale, FL 33311	24	1 & 2 Story Town Homes	12	\$ _____/	\$ _____/
5	Everglades Heights 2400 NW 22nd St Fort Lauderdale, FL 33311	53	2 Story Walk-Up Apartments	7	\$ _____/	\$ _____/
6	Park Ridge Court 5200 NE 5th Terrace Deerfield Beach, FL 33064	37	Single Story Duplexes	20	\$ _____/	\$ _____/
7	Meyers Estates 2411 NW 7th St Fort Lauderdale, FL 33311	50	2 Story Walk-Up Apartments	9	\$ _____/	\$ _____/
8	College Gardens 1555 SW 12 th Avenue Dania Beach, FL 33304	64	2 Story Walk-Up Apartments	8	\$ _____/	\$ _____/
9	Ocean Drive Estates 101, 105 & 111 SE 9 th Ave Pompano Beach, FL 33060	12	Quadplexes	3	\$ _____/	\$ _____/
10	LES Building 3220 N. 24 th Avenue Hollywood, FL 33020	N/A	Office Building	1	\$ _____/	\$ _____/
11	Twin Oaks 4370 NW 29 th Street Lauderdale Lakes, FL 33313	16	Single Story	2	\$ _____/	\$ _____/
12	Headway Corporate Office 4780 N. State Rd. 7 Lauderdale Lakes, FL 33319	N/A	Office Building	1	\$ _____/	\$ _____/

Routine Pest Control Cost: \$ _____/per Year Total Cost: \$ _____/2 Years

OTHER SERVICES

Item No.	Service Description	Unit Price
1	<u>Bed Bugs</u>	\$ _____ / per/ Square Foot
2	<u>Fire Ants</u>	\$ _____ / per/ Mound
3	<u>Whiteflies</u>	\$ _____ / per/ _____ Indicate Cost & Unit Measurement

Indicate Proposed Treatment below:

4	<u>Termites</u>	\$ _____ /per / _____ Indicate Cost & Unit Measurement
---	------------------------	---

Indicate Proposed Treatment below:

=====

The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

Questions and Answers

Broward County Housing Authority

4780 North State Road 7
Lauderdale Lakes, FL 33319

DATE: June 15, 2015

TO ALL PROSPECTIVE BIDDERS

Q & A

The following questions (shown in *italicized text*) pertaining to the **RFP 15-219 for Pest Control Services** were submitted to the BCHA by prospective bidder(s). The BCHA's responses are presented here (shown in **bold text**) to provide equal access to public information. The submitters' names and email addresses have been removed due to privacy requirements.

1. *Who is your current pest control company?*
Answer: Orange Pest Control

2. *What is your current annual cost for pest control?*
Answer: \$8,944.20 for routine service

3. *Does this RFP include a list of all buildings/ locations that are to be covered?*
Answer: Yes, please see page 12 for site locations

4. *Is this RFP the same as the current contract you are working under?*
Answer: The scope of work of this RFP was slightly modified to better meet BCHA's need.

5. *Currently, are you experiencing any specific Pest Issues?*
Answer: There are no specific issues beside the challenge of controlling Cockroaches in couple units.

A D D E N D U M N U M B E R : 3

BROWARD COUNTY HOUSING AUTHORITY
Solicitation Number: RFP 15-219

PEST CONTROL SERVICES

DATE OF ADDENDUM: June 22, 2015

TO ALL PROSPECTIVE PROPOSERS:

PLEASE NOTE THE FOLLOWING ADDITIONS :

1. The RFP opening date has been changed from:

Friday, June 19, 2015 at 2:00PM

To

Tuesday, July 7, 2015 at 2:00PM.

All proposals are due by the new opening date.

=====

This addendum **SHOULD** be returned with your Proposal on the established due date.

All other terms, conditions and specifications remain unchanged for RFP No. 15-219.

NAME OF COMPANY: _____



Building on Success

4780 North State Road 7, Lauderdale Lakes, Florida 33319 • (954) 739-1114 • Fax (954) 535-0407 • TRS/Florida Relay Service 711 • www.bchaf.org

LIST OF PROPOSERS

RFP No: 15-219
Solicitation: Pest Control Services
Department: Asset Management
Contact: Anthony Cariveau

Date of Issue: 5/18/2015
Due Date: 7/7/2015
of Proposals Submitted: 2

This list provides preliminary information regarding the proposals received by the solicitation opening deadline.

LIST OF PROPOSERS	
1	Orange Pest Control
2	Home Paramount Pest Control



RFP No: 15-219
 Solicitation: Pest Control Services
 Department: Asset Management
 Contact: Anthony Cariveau

Date of Issue: 5/18/2015
 Due Date: 7/7/2015
 # of Proposals Submitted: 2
 # of Proposals Shortlisted: 2

Short-Listed Proposers	Ranking Results						Final Rank
	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #4	Reviewer #5	Total Points	
Home Paramount Pest Control	1	1	1	1	1	5	1
Orange Pest Control	2	2	2	2	2	10	2
Tabulated By Signature and Date	<i>Anthony J. Cariveau</i> 8/13/15						
Verified By Signature and Date	<i>Anthony Cariveau</i> 8/13/15						

RFA

RFA = Recommended for award on 8/13/15



Building On Success

4780 North State Road 7, Lauderdale Lakes, Florida 33319 • (954) 739-1114 • TRS/Florida Relay Service 711 • www.bchafll.org

August 17, 2015

To All Respondents of RFP 15-219

Broward County Housing Authority would like to thank you for participating in its Request for Proposal (RFP) to provide Pest Control Services. In accordance with the RFP requirements, the evaluation of all submitted proposals has been completed. Home Paramount Pest Control Companies, Inc. has demonstrated the highest degree of responsiveness to the requirements of the RFP and, contingent upon successful negotiations, will be awarded the contract.

The Broward County Housing Authority recognizes and appreciates the time and effort your firm invested into preparing and submitting your proposal to us. Please be assured that it was carefully reviewed and evaluated in accordance with the RFP requirements. Although your firm was not awarded a contract at this time, the Broward County Housing Authority would like to thank you for participating in the RFP process.

Please keep your information updated on DemandStar so that you will be notified of future business opportunities with the Broward County Housing Authority.

Should you have any questions, please contact Anthony Cariveau at 954-739-1114 ext. 1316.

Thank you for your continued interest in doing business with Broward County Housing Authority.

Ann Deibert, Chief Executive Officer
Broward County Housing Authority

By: 
Anthony J. Cariveau, Purchasing Director

CC: Anna Jaime, VP of Real Estate Management



Building On Success

4780 North State Road 7, Lauderdale Lakes, Florida 33319 • (954) 739-1114 • TRS/Florida Relay Service 711 • www.bchaff.org

FORM OF CONTRACT

THIS AGREEMENT made this 1st day of September in the year 2015 by and between HOME PARAMOUNT PEST CONTROL COMPANIES, INC., hereinafter called the "Contractor" and the BROWARD COUNTY HOUSING AUTHORITY, a public body corporate and politic created pursuant to Chapter 421, Florida Statutes, hereinafter call the "PHA".

WITNESSETH, that the Contractor and the PHA for the consideration stated herein mutually agree as follows:

Article I - Statement of Work: The Contractor shall furnish all labor, material, equipment and services; and perform and complete all work in accordance with the standard practice of the trade and in a timely manner for Project Number: RFP-15-219 Pest Control Services at the PHA's Headway Corporate Office and Residential Apartment Complexes performed as specified to provide pest control services for the PHA's Headway Corporate Office and Residential Apartment Complexes. The initial contract period shall start on September 1, 2015 and shall terminate two years from that date; with three (3) one (1) year extension option periods

This is in strict accordance with the specifications dated May 18, 2015, as prepared by the Broward County Housing Authority which said specifications and addenda are incorporated herein by reference and made a part hereof

Article II - Contract Price: The PHA shall pay the Contractor for the performance of the two-year contract, in current funds, subject to additions and deductions as provided for in the specifications, the sum of Fifty-Three Thousand, Six Hundred and Twenty-Four Dollars. (\$53,624.00).

Article III - Contract Documents: The Contract shall consist of the following component parts:

- a) This instrument
b) Specifications, Terms and Conditions
c) Insurances (Naming Broward County Housing Authority as Additionally Insured)
d) Licenses
e) Board Resolution No. 2015-18
f) Commencement: September 1, 2015

This instrument together with the other documents enumerated in this Article III, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provisions in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article III shall govern, except as otherwise specifically stated. The various provisions in Addenda shall be construed in the order of preference of the component part of the Contract which each modifies.

Article IV - Conditions inconsistent with Contract Drawings of Original Project: The PHA does not represent that the contract documents accurately represent the conditions which exist on the project site. The Contractor agrees, however, that in the event conditions are inconsistent with these contract documents that (it) (he) will make no claim for extra compensation or for an extension of time in light of said inconsistencies.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two original counterparts as of the day and year first above written.

Signature of Claudia Turner

ATTEST

FEIN 54-0762970

SS# n/a

Signature of Anthony Cariveau

ATTEST

Contractor: HOME PARAMOUNT PEST CONTROL COMPANIES, INC

By: Gina Selander COMMERCIAL

Name/Title: GINA SELANDER, RELATIONS SPECIALIST

Business Address: 2011 Rockspring Rd

Forest Hill, MD 21050

BROWARD COUNTY HOUSING AUTHORITY

By: Anthony Cariveau

Anthony Cariveau, Purchasing Director
4780 North State Road 7
Lauderdale Lakes, Florida 33319

RESOLUTION NO. 2015-18

A Resolution of the Broward County Housing Authority Authorizing the Chief Executive Officer to Execute a Contract with Home Paramount Pest Control Companies, Inc. for Pest Control Services

WHEREAS, Broward County Housing Authority (BCHA) advertised a Request for Proposals for Pest Control Services (RFP 15-219); and

WHEREAS, BCHA received two responses and the evaluation committee unanimously top ranked Home Paramount Pest Control Companies, Inc.; and

WHEREAS, the Chief Executive Officer is requesting that the Board of Commissioners authorize execution of a two year contract in the two year amount of \$53,624 with three, one year extensions with Home Paramount Pest Control Companies, Inc.; for pest control services as explained in Memorandum 2015-08 (PD); and

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the BCHA hereby authorize the Chief Executive Officer to execute the contract with Home Paramount Pest Control Companies, Inc.; for pest control services.

PASSED, ADOPTED AND APPROVED THIS 26th DAY OF AUGUST 2015.



ANN DEIBERT, BOARD SECRETARY/CEO



MICHAEL S. LONG, CHAIR

(SEAL)

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 15-219
REQUEST FOR PROPOSAL
PEST CONTROL SERVICES**

FEE INFORMATION – EXHIBIT E

Instructions:

- A. Page 1, **Routine Pest Control Services:** Please indicate the yearly cost per site as specified herein. Yearly cost shall include all labor, materials, equipment and associated costs. Yearly cost does not include bed bugs, fire ants, whiteflies or termites.
- B. Page 2, **Other Services:** Please indicate the cost for bed bugs, fire ants, whiteflies and termites. List proposed treatment for termites and whiteflies. Cost shall include all labor, materials, equipment and associated costs.

Item #	Location	# of Units	Building Description	# of Buildings	Quarterly Cost (including call backs)	Yearly Cost (including call backs)
1	Highland Gardens 331 NE 48th St Deerfield Beach, FL 33064	100	3 Story Mid-Rise	1	\$ <u>895</u> /	\$ <u>3580</u> /
2	Griffin Gardens 4881 Griffin Rd Davie, FL 33314	100	4 Story Hi-Rise	1	\$ <u>895</u> /	\$ <u>3580</u> /
3	Roosevelt Glen NW 12th Ct & NW 28th Ave Fort Lauderdale, FL 33311	9	Single Family Homes	9	\$ <u>495</u> /	\$ <u>1980</u> /
4	Auburn Gardens 3331-3481 Auburn Blvd Fort Lauderdale, FL 33311	24	1& 2 Story Town Homes	12	\$ <u>1080</u> /	\$ <u>4320</u> /
5	Everglades Heights 2400 NW 22nd St Fort Lauderdale, FL 33311	53	2 Story Walk-Up Apartments	7	\$ <u>620</u> /	\$ <u>2480</u> /
6	Park Ridge Court 5200 NE 5th Terrace Deerfield Beach, FL 33064	37	Single Story Duplexes	20	\$ <u>675</u> /	\$ <u>2700</u> /
7	Meyers Estates 2411 NW 7th St Fort Lauderdale, FL 33311	50	2 Story Walk-Up Apartments	9	\$ <u>635</u> /	\$ <u>2540</u> /
8	College Gardens 1555 SW 12th Avenue Dania Beach, FL 33304	64	2 Story Walk-Up Apartments	8	\$ <u>645</u> /	\$ <u>2580</u> /
9	Ocean Drive Estates 101, 105 & 111 SE 9th Ave Pompano Beach, FL 33060	12	Quadplexes	3	\$ <u>425</u> /	\$ <u>1700</u> /
10	LES Building 3220 N. 24th Avenue Hollywood, FL 33020	N/A	Office Building	1	\$ <u>69</u> /	\$ <u>276</u> /
11	Twin Oaks 4370 NW 29th Street Lauderdale Lakes, FL 33313	16	Single Story	2	\$ <u>180</u> /	\$ <u>720</u> /
12	Headway Corporate Office 4780 N. State Rd. 7 Lauderdale Lakes, FL 33319	N/A	Office Building	1	\$ <u>89</u> /	\$ <u>356</u> /

Routine Pest Control Cost: \$ 26,822 /per Year **Total Cost:** \$ 53,624 /2 Years

OTHER SERVICES

Item No.	Service Description	Unit Price
1	<u>Bed Bugs</u>	\$ <u>1.35</u> / per/ Square Foot
2	<u>Fire Ants</u>	\$ <u>20</u> / per/ Mound
3	<u>Whiteflies</u>	\$ <u>45</u> / per/ <u>tree/bush</u> Indicate Cost & Unit Measurement
<p align="center">Indicate Proposed Treatment below:</p> <p align="center"><u>spray or deep root treatment</u></p>		
4	<u>Termites</u>	\$ <u>5005</u> /per/ <u>LN FT</u> Indicate Cost & Unit Measurement
<p align="center">Indicate Proposed Treatment below:</p> <p align="center"><u>sentinon for termite</u></p>		

The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	<u>Gina Selander</u>
Title	<u>CORP COMM BUSINESS MGR.</u>
Date Signed	<u>6/30/15</u>
Printed Name	<u>GINA SELANDER</u>
Firm or Company	<u>Home Paramount Pest Control Companies Inc.</u>