



**BROWARD COUNTY HOUSING AUTHORITY  
SOLICITATION NUMBER QR 19-275  
QUOTATION REQUEST**

**HIGHLAND GARDENS BED BUG TREATMENT SERVICES**

**QUOTE DUE DATE: MARCH 08, 2019, 2:00 PM, EST**

*Please check BCHA's web site for addenda and changes before submitting your quote.*

**CONTACT: STACIE-ANN RICHARDS  
PROCUREMENT SPECIALIST  
BROWARD COUNTY HOUSING AUTHORITY  
4780 NORTH STATE ROAD 7  
LAUDERDALE LAKES, FL 33319  
TELEPHONE: 954-739-1114, EXTENSION 1513  
E-MAIL: [srichards@bchafl.org](mailto:srichards@bchafl.org)**

## **HIGHLAND GARDEN APARTMENTS BED BUG TREATMENT SERVICES**

### **1. INTRODUCTION**

The Broward County Housing Authority (herein after, "BCHA") is a Public Housing Agency established in June 1969 under the U.S. Housing Act of 1937 and Chapter 421 of the Florida Statutes and is an Independent Special District of the State of Florida.

The mission of Broward County Housing Authority, its affiliates and instrumentalities (hereinafter, jointly referred to as "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 Proposer and HUD.

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

### **2. FIXED CONTRACT**

Quotations are hereby requested on a fixed basis to provide **Bed Bug Treatment Services** for the Broward County Housing Authority, in accordance with the specifications set forth herein. Service is required at its properties located in Broward County, Florida.

### **3. STATEMENT OF WORK**

The Broward County Housing Authority (BCHA) as a Public Housing Authority existing under Florida statutes, and on behalf of related instrumentalities and single asset affiliated entities are actively soliciting quotations from qualified, licensed and insured pest control contractors to provide **Bed Bug Treatment Services for Highland Garden** located in Broward County Florida, in accordance with the specifications as set forth in this quotation request.

### **4. CONTRACTOR RESPONSIBILITIES**

**Standard Service Requirements:** Except as specifically excluded, contractor shall be responsible for providing all services, permits (if required), licenses, materials, labor, supplies, tools and equipment necessary to meet the service requirements contained within this solicitation. The awarded contractor shall be familiar with all laws and regulations that may in any way affect the work.

- 4.1.1 The Contractor must cordon off work area as needed for safe operation of equipment.
  - 4.1.2 Contractor will report any ensuing damage to property directly to the Property Manager or Contact Person.
  - 4.1.3 Contractor must provide competent supervision.
  - 4.1.4 Contractor must provide qualified and experienced staff to perform all work.
  - 4.1.5 Contractor will perform work between the hours of 8:30AM and 5:00PM Monday through Friday.
  - 4.1.6 Contractor must furnish all tools and materials and will operate, maintain, and repair all equipment necessary to perform work required within this solicitation.
  - 4.1.7 Contractor **MUST NOT** store equipment or materials at any BCHA site without permission.
  - 4.1.8 All employees of the Contractor shall be considered to be, at all times the sole employees of the Contractor, under his sole direction and not an employee or agent of BCHA. BCHA may require the Contractor 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.
  - 4.1.9 At least one employee of the Contractor, assigned to any BCHA site must be able to fluently speak, read and communicate in the English language or the Contractor must provide a translator for communication at the Contractor's expense.
  - 4.1.10 Contractor will perform tasks specified within Scope of Work above at location below.
- 4.2 **Personnel:** All employees of the contractor shall be considered to be, at all times the sole employees of the Contractor, under his sole direction and not an employee or agent of BCHA. BCHA may require the contractor 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.
- 4.3 **Employee Identification:** Contractor's personnel must be appropriately attired, courteous and conduct themselves in a professional manner consistent with UPCS requirements. While working on BCHA property, all contractors' inspectors shall wear clearly displayed photo identification badges at shirt pocket height showing they are employees of the contractor. The badges shall be provided by the contractor at the contractor's expense.
- 4.4 Contractor shall be responsible for informing their personnel that under no circumstances are they permitted to accept food or drink from any tenant.
- 4.5 Smoking is **NOT** permitted in any BCHA residential unit or facility.

- 4.6 Contractor's employees must call Property Manager to check in and provide them with the following information: Company name, Building name and nature of work to be performed.
- 4.7 **HUD General Conditions:** Bidders are subject to General Conditions for Construction Contracts, HUD Form 5370-EZ, at <https://www.hud.gov/sites/dfiles/OCHCO/documents/5370-EZ.pdf>
- 4.8 Contractor shall fully complete the work within **30 days** from the issue date of the permit. No grace period shall be honored unless previously established and written authorization is granted by the Project Manager.
- 4.9 In the event that the contractor fails to complete the work within the timeframe set forth, and in compliance with the specifications and requirements contained within this solicitation, BCHA reserves the right to pursue alternate remedies which may include the termination of the contract for default.

## 5. LICENSING AND INSURANCE INFORMATION

- 5.1 Before a contract pursuant to this Quotation Request (QR) is executed, the apparent successful Contractor must hold all necessary, applicable professional licenses required by the State of Florida and all regulatory agencies necessary to complete the Service. The Contractor shall obtain, at the Contractor's expense, any permits, certificates and licenses as may be required in the performance of work specified. All required licenses shall remain active and valid during the entire duration of the subsequent contract. BCHA may require any or all Contractors to submit evidence of proper licensure.
- 5.2 A copy of the contractor's business license allowing the contractor to provide such services within Broward County, Florida;
- 5.3 An original certificate evidencing the contractor's current worker's compensation carrier and coverage amount. BCHA will not accept state waiver of worker's compensation insurance liability;
- 5.4 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;
- 5.5 An original certificate showing the contractor's vehicle insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this contract, when not owned by the entity, each vehicle must have evidence of vehicle insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000 must each be furnished with the proposer's response.
- 5.6 Contractor agrees, and hereby authorizes its insurer, to notify BCHA of any substantial change in such insurance coverage described herein. Substantial change includes, but not limited to, events such as cancellation, non-renewal, reduction in coverage, or receipt of a claim against such coverage with 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;

- 5.7 The premium cost of all insurance purchased by the Contractor for protection against risks assumed by virtue of the contract shall be borne by the Contractor and is not reimbursable by BCHA;
- 5.8 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;

## **6. Compliance with Law**

While conducting business with BCHA, Proposer 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. It is the policy of BCHA that all proposers that conduct business with BCHA must be authorized and/or licensed to do business in Florida. Proposer is responsible for contacting their local city and county authorities and the State of Florida to ensure that Proposer 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 Proposer.

- 6.1.1 Proposers are subject to Instructions to Offerors – Non-Construction, HUD Form 5369-B, at <https://www.hud.gov/sites/documents/5369-B.PDF>
- 6.1.2 Proposers are subject to General Contract Conditions – Non-Construction, HUD Form 5370-C, at [https://www.hud.gov/sites/documents/DOC\\_12588.PDF](https://www.hud.gov/sites/documents/DOC_12588.PDF)
- 6.1.3 Proposers are subject to 24 CFR 135, Economic Opportunities for Low- and Very Low-Income Persons commonly referred to as Section 3, at <https://www.hudexchange.info/resources/documents/24-Cfr-Part-135-Section-3-Regulations.pdf>. 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.
- 6.1.4 Bidders are subjected to Section 287.135, Florida Statutes, that prohibits the BCHA from contracting or renewing an agreement for goods and services with companies who fail to certify that they are not on the Scrutinized Companies that Boycott Israel or that are engaged in a boycott of Israel (“the Israel List”), the Scrutinized Companies with Activities in Sudan List; or, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List (collectively known as the “Scrutinized Companies”) in any

amount. **See Attachment C** that must be completed, signed and returned with the vendor's bid.

## **7. CONTACTS:**

For technical questions regarding the commodities/services listed in this quote, contact Derick Morgan (Construction Manager) at 954-739-1114 ext. 2710.

For information regarding bidding procedures, terms and conditions, contact Stacie-Ann Richards at 954-739-1114 ext. 1513 or by email at: [srichards@bchafl.org](mailto:srichards@bchafl.org).

## **8. CONTRACT SERVICE STANDARD**

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

## **9. CONTRACT PAYMENT**

9.1 Following the performance of work, the contractor will submit an invoice to Accounts Payable Department, Broward County Housing Authority, 4780 N. State Road 7, Lauderdale Lakes, Florida, 33319 or by email at [payments@bchafl.org](mailto:payments@bchafl.org).

9.2 Contractor's 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.

9.3 All invoices must be itemized showing: Contractor's name, remit to address, purchase order number, service location, site name and prices per the contract, itemized in order to facilitate contract auditing.

9.4 Each invoice must detail the service and location at which performed, accompanied by a copy of the work order signed by the BCHA Contact Person indicating satisfactory completion of work.

9.5 BCHA will pay the properly completed and authorized invoice within thirty (30) days of receipt. BCHA will pay invoices by check.

9.6 All checks will be mailed.

## **10. SCOPE OF WORK**

### **10.1 General Requirements**

The Broward County Housing Authority (BCHA) is actively soliciting proposals from qualified, experienced, licensed and insured pest control contractors to provide **Bed**

**Bug Treatment Services for Highland Garden** located at 331 NE 48<sup>th</sup> St., Deerfield Beach, Florida, 333064 in Broward County Florida. Prices quoted shall include all labor, materials and any costs associated with pest control for below mentioned property. *All work shall meet the latest requirements of the South Florida Building Code, as well as adhering to all state, county and municipal codes, guidelines and regulations.*

Highland Gardens is 100 a Unit apartment building with 3 floors and 3 wings of apartments and common areas on all levels including s community room on the ground floor. The PHA has a current problem with bed bug infestation throughout the building.

1. BCHA seeks quote on the heat treatment method for each apartment and common areas. We also seek the placement of Bed Bug monitors or traps to monitor future bed bug activity.
2. BCHA seeks a minimum of six (6) months warranty on the treatment.
3. BCHA seeks a per unit price quote for re-treatment should the infestation reoccur.

**Contractor will be required to perform all work and finish all labor, material as necessary.**

#	Location	# of Units	Size of Units	Unit Breakdown
1	<b>Highland Gardens</b> 331 NE 48 <sup>th</sup> St, Deerfield Bch., Fl. 333064	100	730 Sq. ft.	1/BR

The above is a summary of the proposed work and is not intended to be a listing of every detail of all the work necessary. Please confirm work conditions in the field.

#### **Or Approved Equal Specifications**

- a) Any and all references to brand names and numbers in this solicitation are strictly for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition, unless otherwise specified.
- b) All offers on equivalent items meeting the standards of quality thereby indicated will be considered, unless otherwise specified, providing the offer clearly describes the article being offered and states how it differs from the referenced brands. Unless the contractor specifies otherwise, it shall be understood by BCHA that the contractor is offering a referenced brand item as specified in the solicitation.

- c) If items requested have quality guidelines of brand name or equal; the items offered must be equal to or better than the brands or model numbers specified as determined by BCHA.
- d) BCHA will determine whether a substitute offer is equivalent to and whether it meets the standards of quality indicated by the brand name referenced. Substantially equivalent products to those referenced may be considered for award.
- e) “Or Equal” submissions will not be rejected because of minor differences in design, construction or features that do not affect the suitability of the product for its intended use.

## 11 SOLICITATION BACKGROUND AND ANTICIPATED SCHEDULE

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

11.2 This solicitation is subject to the BCHA Procurement Policy, as revised September 26, 2017, a copy of which is available at [www.bchafl.org](http://www.bchafl.org).

## 12 SITE VISIT

It is strongly advised that proposers visit the project site. BCHA will not be held responsible for incorrect fee proposals due to contractor’s misunderstanding of requirements, measurements, and services required. BCHA staff will only be available to show the site at the time listed below.

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

Location	Date & Time	Site Contact
<b>Highland Gardens</b> 331 NE 48 <sup>th</sup> St, Deerfield Bch., Fl. 333064	February 27, 2018 @ 10 am	Lance Brown Tel: 954-325-3661

## 13 BID SUBMISSION:

Bid submission should include **pages 1 through 10 and Attachments A, B,& C** of this solicitation.

**All required sections should be completed. Bidder is responsible for the completeness of all forms and the submission of the required documents.** Bids may be submitted by email at [Purchasing@bchafl.org](mailto:Purchasing@bchafl.org).



#### **14 BID EVALUATION DOCUMENTATION AND MEETING:**

In order to verify that the Bidder has adequately incorporated all elements of the Work and the requirements of the Contract Documents in its bid prices, the Bidder shall, upon request of the Owner, promptly make available for the Owner's review a complete itemization and breakdown of its Total Bid amount, a description of the Bidder's understanding of the Work, and a proposed schedule. Prior to award, upon request of the Owner, the Bidder and proposed subcontractors and suppliers shall attend a bid evaluation meeting with the Owner, and shall bring to the meeting any documents requested by the Owner to assist the Owner in evaluating the bid and the Bidder's understanding of the Project. In the event the Bidder refuses to provide the requested information or attend the bid evaluation meeting, the Owner may reject the bid as non-responsive.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

## 15 PROPOSED FEES

All prices submitted are to be on the form below.

A. Instructions: Please indicate the cost:

B. Note: Price shall include all labor, materials, equipment and associated costs.

C. Note: Schedule of value and time schedule may be requested prior to award.

ITEM NO.	DESCRIPTION	UNIT (\$)
1	Highland Gardens 331 NE 48 <sup>th</sup> St, Deerfield Bch., Fl. 333064	\$ _____/Lump Sum

GRAND TOTAL \$ \_\_\_\_\_

By completing and submitting this form and all other documents within this bid 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. 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
3. 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	
Telephone #	

### Service:

Service is desired **within 30 calendar days** after issuance of purchase order. Failure to meet this service date may be deemed as non-responsive.

Please indicate service time after issuance of purchase order: \_\_\_\_\_ calendar days.

**BROWARD COUNTY HOUSING AUTHORITY  
SOLICITATION NUMBER QR 19-275  
REQUEST FOR QUOTATION  
HIGHLAND GARDEN APARTMENTS BED BUG TREATMENT SERVICES**

<b>PROFILE OF FIRM FORM – ATTACHMENT A</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. This business is owned and operated by persons at least 51% of the following ethnic background:

Asian/Pacific ☐ / Black ☐ /Hasidic Jew ☐ /Hispanic ☐ /Native ☐ Americans /White ☐

6. This business qualifies as: Section 3 ☐/ Small Business ☐/ Woman Owned ☐

7. 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	<b>NOT APPLICABLE ( N/A)</b>
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	

**BROWARD COUNTY HOUSING AUTHORITY  
SOLICITATION NUMBER QR 19-275  
REQUEST FOR QUOTATION  
HIGHLAND GARDEN APARTMENTS BED BUG TREATMENT SERVICES**

**PROPOSED SERVICES – ATTACHMENT B**

Instructions: Complete this form by indicating the appropriate response or by indicating “N/A” if not applicable. Attach additional sheets if necessary.

1. Describe the methodology, equipment, and supplies to be utilized to perform services as described in the Scope of Work section.

2. Describe the experience of the company and staff expected to be assigned to this contract.



Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled “Contractor Name” does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney’s fees, and/or costs. I further understand that any contract with the BCHA for goods or services may be terminated at the option of the BCHA if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

---

COMPANY NAME

---

SIGNATURE

---

PRINT NAME

---

TITLE

**Must be executed and returned with attached proposal to be considered.**