



**JHC-2021-2**  
**Invitation for Bid**

**Pest Control Services**

**Issue Date: Wed., March 17, 2021**

Jackson Housing Commission  
301 Steward Avenue  
Jackson, MI 49201  
Office (517) 787-9241      Fax (517) 787-6143

**Jackson Housing Commission**

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**Part I. Solicitation Information**

*A. Description of Services*

Jackson Housing Commission (JHC), located in Jackson, MI is seeking bids from qualified Pest Control contractors to provide pest control services. The successful contractor(s) must provide all labor, materials and equipment.

*B. Important Due Dates/ Locations/ Time*

<b>Schedule</b>	
<b>Event</b>	<b>Date</b>
<b>IFB Publication</b>	<b>Wed., March 17, 2021 at 12:00pm EST (noon)</b>
<b>IFB Published Locations</b>	<ol style="list-style-type: none"> <li>1. Housing Agency Marketplace- ha.internationalprocurement.com</li> <li>2. Public Housing Agency Director Association- phada.org</li> <li>3. JacksonHousing-MI.org</li> </ol>
<b>Pre-Bid Conference</b>	<b>None</b>
<b>Walk-Through</b>	<b>Chalet Terrace -Wed. March 31, 2021 at 10:00am EST</b> <b>Reed Manor – Wed. March 31, 2021 at 12:00pm EST</b> <b>Shahan – Wed. March 31, 2021 at 2:00pm EST</b>
<b>Questions Due</b>	<b>Wed., April 7, 2021 at 12:00PM, EST (noon) – through Housing Agency Marketplace – ha.internationalprocurement.com</b>
<b>Sealed Bids Submittal Deadline</b>	<b>Mon., April 19, 2021 at 2:00PM, EST – through Housing Agency Marketplace – ha.internationalprocurement.com</b>
<b>Sealed Bids Opening</b>	<b>Mon., April 19, 2021 at 4:00PM EST – via Zoom. Call-in info to be issued as an addenda</b>

**If your company is not a member of Housing Agency Marketplace, you can sign up to gain access to solicitations from one Agency only without paying a fee. Sign up as a vendor and select Jackson Housing Commission as your Agency.**

**All questions concerning this IFB must be submitted in writing no later than Wed., April 7, 2021 at 12:00 p.m. EST. All questions must be submitted through Housing Agency Marketplace- ha.internationalprocurement.com.**

**Once the question period has ended, all responses to questions will be posted as an addendum on Housing Agency Marketplace- ha.internationalprocurement.com. All Addenda’s must be acknowledged with a signature and timely submitted as part of this solicitation. Bids may be rejected if the addendum is not timely submitted as stated.**

***C. Preparation of Submission:***

**Electronic Submission:** Submit electronically via email a PDF file containing the entire bid. Table of contents indexed and text recognition (OCR) active with the entire file searchable and indexed. The proposal should be uploaded to Housing Agency Marketplace - [ha.internationalprocurement.com](http://ha.internationalprocurement.com).

The Cover of the Bid should have the following information:

Company Name  
Company Address  
IFB/ Solicitation Number and Name  
Date and time Seal Bids are due

**Caution: Late Proposal submission will be handled in accordance with the provisions contained in HUD Form HUD 5369-B Titled “LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF OFFERS”.**

## **Part II. Reservation of Rights**

1. JHC reserves the right to reject any or all bids/proposals to waive informalities in the bidding/proposal process, and to terminate the bidding process at any time, if deemed to be in the best interest of the JHC.
2. The JHC reserves the right to terminate any contract awarded pursuant to this bid/RFP process, at any time for the convenience of the JHC upon five (5) days written notice to the successful bidder/responder.
3. The JHC reserves the right to determine the days, hours and locations that the successful bidder/ responder shall provide the services detailed by this bid/RFP process.
4. The JHC reserves the right to hold all bids/proposals without award and not permit withdrawal of said bids/proposals for a period of sixty (60) days from the bid/ proposal opening date.
5. The JHC reserves the right to negotiate the proposed bid/proposal prices with the three (3) lowest, most responsible bidders/responders.
6. The JHC reserves the right to issue multiple contracts as a result of this offering.
7. The JHC reserves the right to reject any bid or proposal that it deems to be non-responsive or the bid/proposal from any bidder/response deemed to be non-responsive.
8. The JHC shall not be under any obligation to compensate any bidder/responder for any cost incurred in responding to this bid/RFP document.

### **Part III. Contract Conditions**

Upon completion of the Invitation For Bid Evaluation Process, the JHC evaluation panel will forward its conclusions and recommendation to the JHC Executive Director. The Executive Director will submit the panel's conclusion and recommendation for approval of award, if required by the JHC Procurement Policy, to the JHC Board of the Commissioners at a regularly scheduled or special Board meeting. If the recommendation is approved, the successful firm will receive a Notice of Award.

The following provisions are required in all contracts issued by the Jackson Housing Commission

**a. Assignment of Personnel:**

The JHC retains the rights to demand replacement or renewal of any personnel assigned to this project if the JHC believes that such a change would be in the best interest of the JHC and the successful completion of the contracted work.

**b. Contract Period**

The Contract will become effective on the date of signing for a period of two (2) years. Both Contractor and JHC reserves the right to cancel the contract at any time for cause, by giving at least thirty (30) days written notice of the intent to cancel this contract. The contract will have three (3) additional option periods.

**c. Contract Service Standards**

All work performed pursuant to this "Invitation for Bid" or any subsequent Contract shall conform and comply with all applicable local, state and federal laws and regulations. The Contractor will be paid upon completion of the contract and satisfaction of all contract and deliverable requirements contain in Section V of this RFP.

**d. Non-Discrimination Clause**

A contract for work under this IFB will obligate the Contractor not to discriminate in employment practices. JHC encourages minority owned businesses to participate.

**e. Insurance Requirements**

Contractor shall carry and maintain sufficient comprehensive public liability insurance (at least \$500,000/occurrence), and shall provide JHC proof. Should Certificate of Liability insurance expire, it is the responsibility of the contractor to provide the JHC with an updated copy. Contract will also provide JHC with a W-9 upon execution of contract.

**f. Bill/ Payment**

The firm shall submit an invoice to the JHC for work completed. The firm shall include his or her Company Name, address, and telephone number; an invoice number referencing this Contract, and the detailed itemized statement of services provided. The JHC shall pay all invoices net thirty (30) days.

**Part IV. Index of Documents**

The INDEX OF DOCUMENTS shown below is provided to assist all Bidders in correctly preparing and submitting a responsive IFB to JHC in accordance with the requirements of the above IFB. The Index contains a listing of all documents and those that are required submittal items.

Please review this index and submit all documents that are checked “**REQUIRED SUBMITTAL**” with your sealed bid. Documents that are checked “**SIGNATURE REQUIRED**” must be properly executed. Documents that are checked “**NOTARY/CORPORATE SEAL REQUIRED**” must be notarized and/or have the Bidder’s corporate seal affixed.

DOCUMENT	REQUIRED SUBMITTAL	SIGNATURE REQUIRED	NOTARY /CORPORATE SEAL REQUIRED	FOR YOUR REVIEW
<b>Acknowledgements, Certifications and Required Documents as listed below:</b>				
<i>HUD FORM (HUD-5369-) Instructions to Bidders <a href="#">JHC Website</a></i>				X
<i>HUD 5369-A Representations, Certifications and Other Statement of Bidders- <a href="#">JHC Website</a></i>	X			
<i>HUD 5370 C- HUD General Conditions- Non-Construction Section I and II- <a href="#">JHC Website</a></i>				X
<i>Section 3 Compliance- <a href="#">JHC Website</a></i>	X	X		
<i>Bidders Statement- <a href="#">Attached</a></i>	X	X		
<i>Bid Sheet - <a href="#">Attached</a></i>	X	X		
<i>Contractors Profile- <a href="#">Attached</a></i>	X	X		
<i>Reference and past performance form- <a href="#">Attached</a></i>	X			
<i>Acknowledgement of addenda form- <a href="#">Attached</a></i>	X	X		
<i>Additional Information – Business License Liability Insurance</i>	X			

## Part V. Scope of Services

The Jackson Housing Commission (JHC), located in Jackson, MI is seeking the services of Michigan Licensed Exterminator(s). JHC owns and operates a variety of residential properties all located within the Jackson city limits. The successful Contractor(s) shall provide all labor, materials and equipment required to complete all assigned tasks to provide pest control eradication and preventative maintenance services at various sites. This is not an all-inclusive list.

Contractors(s) shall provide for all specified sites an overall extermination for pests and implement an approved plan and schedule for periodic preventative maintenance services which will include, but is not limited to bedbugs, termites, roaches, ant’s, water bugs, nests of stinging insects, bees, wasps, mosquitoes, fleas and indoor population of rodents. Additionally, contractor(s) is to respond to emergency requests for pest control and removal.

### Site/Service Locations.

- **Chalet Terrace:** Total 126 Units – Single Family and Townhouse Style  
 Main Office and 100 Townhouse Style Units: 326 Barberry, Jackson, MI 49202  
 Scattered Sites – 26 Scattered Site (2 story Single Family Units)

903 Chittock	1411 Merriman	216 Summit	929 Maple
905 Chittock	1415 Merriman	217 Summit	938 Maple
1014 Chittock	1513 Merriman	514 Summit	940 Maple
1022 Chittock	1213 Plymouth	2000 Sweet	1101 Maple
117 E. Mansion	1419 Plymouth	2017 Pringle	1713 S Milwaukee
122 Stanley	1421 Plymouth	313 Wall	329 E Robinson
129 Ridgeway	139 Stanley		

Computer Lab: 410 E. High Street

- **Reed Manor:** Total 294 Units – 1 and 2 story Elevator style  
 Main Office and all units: 301 Steward Ave., Jackson, MI 49201
- **Shahan Blackstone:** Total 120 units – Single Family and Townhouse Style  
 Main Office and 106 Townhouse Style Units: 109 Shahan Dr., Jackson, MI 49203  
 Scattered Sites - 14 (2 story Single Family Units):

310 Madison	329 Adams	414 Jefferson	914 N Blackstone
312 Madison	341 W Monroe	416 Jefferson	916 N Blackstone
335 Madison	343 W Monroe	909 Spring	
421 Madison	409 McKinley	911 Spring	

Community Room

540 Resident Units in total + several common areas



**Integrated Pest Management.** Vendor shall provide an “Integrated Pest Management” program (IPM) and regularly complete and provide to JHC IPM checklists that emphasize two fundamental elements: prevention and least-toxic methods.

- **Prevention and Exclusion** - IPM strives for "built-In" control solutions by concentrating on resources that pests need to enter or live in a particular area. It is a preventative maintenance process that seeks to identify and eliminate potential pest access, shelter and nourishment. For example, in the case of rodents, ants and cockroaches, it can be accomplished by eliminating pests' food, water and shelter. This means cleaning up food and beverages and their packaging or wrappers, fixing leaky plumbing, and eliminating clutter. Entry to a building or home by pests is prevented by caulking cracks and crevices, repairing screens, repairing drains and installing door sweeps. It also continually monitors for pests themselves, so that small infestations don't become large ones.
- **Least toxic methods-** Pesticides are essential to control pests in many situations. However, IPM aims to minimize both pesticide use and risk through alternate control techniques and by favoring compounds, formulations and application methods that present the lowest potential hazard to humans and the environment. The Contractor must take all necessary precautions to protect tenants, personnel and visitors. The Contractor will post necessary caution signs and any other notification necessary to protect tenants, personnel, visitors and the general public.
- Vendor shall inspect and treat unit and common/site areas.
- Unit areas include the following but are not limited to: living room, kitchen, kitchen cabinets, bathrooms, all bedrooms, hallways, closets and laundry areas.
- Common/site areas include the following but are not limited to: hallways and stairways, attics, community rooms, congregating rooms, utility rooms, laundry rooms, manager's offices, bathrooms, mechanical rooms, boiler rooms and pipe tunnels, locker rooms, mailrooms, maintenance office and stock rooms, warehouse, elevators, rubbish rooms, janitorial closets, dumpster areas.

**Emergency Service.** The Contractor shall provide twenty-four (24)-hour emergency maintenance services, if needed, for pest and animal control services at all JHC properties. The Contractor shall respond to requests for emergency service calls within two hours after notification from JHC representatives. An emergency is defined as any condition(s), which is a threat to health, welfare or the safety of people and/or property or a condition that will affect an essential service(s) as determined by JHC. JHC staff will be available to provide access to JHC facilities as needed (e.g. if resident is not home, or if entry to mechanical areas or non-public spaces is required). Bidder should quote prices for emergency services during regular hours and after-hours.

**Preventative Maintenance Service.** The Contractor shall provide preventative pest control services, as required, Agency-Wide. The following are representative services, which may be required by JHC. This is not an all-inclusive list. Other types of services may be required.

- Preventative maintenance services provided to all locations twelve (12) times per year (monthly) unless a different preventive maintenance plan is requested by JHC and shall include:

**Rodent and Animal Control Services:**

1. Mice abatement;
2. Rat abatement;

**Insect Control Services:**

1. Roach treatment;
  2. Termite treatment;
  3. Bed bug abatement;
  4. Ants, including carpenter ants and fire ants;
  5. Other insects including but not limited to: Wasps and Bees (including nests) water bugs, spiders, silverfish, Fleas, Mosquitoes and Caterpillars.
- Pesticide use should always consist of the least hazardous material, most precise application technique and the minimum quantity of material necessary to achieve control.
  - Tenant is to be consulted about the type of bait to be used in their unit. Pest Control contractor should vacuum up dead bugs and locate dead rodents that are visible. Pest Control contractor can advise about methods to dissolve rodents without the deep smell. Where possible, insecticides should be applied only as baits formulated as solids, pastes or gels. Spray or dust formulations should be selected only as a last resort or when solids, pastes, or gels are not practical. Bait formulations, traps, vacuuming, sanitation and exclusion techniques should be emphasized for insect control inside buildings.
  - All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine operations. The lid of all bait boxes shall be securely locked or fastened. Bait shall always be secured in the feeding chamber of the box and never placed in runway or entryways of the box. All bait boxes should be clearly labeled on the inside with the Contractor's business name and address and dated by the Contractor's technician at the time of installation and each servicing.

**I. Treatment Specifications**

**Treatment Specifications – Cockroaches:**

These treatments shall be fully guaranteed for 30 days from the date of completion of the cleanout treatments. Call back services during the guarantee period shall be at no additional charge, regardless of frequency required to maintain a pest-free environment acceptable to the JHC.

1. The Contractor shall supply ample copies of written instructions for any preparation that is necessary to be performed by residents at least one week before the scheduled service date.
2. The initial treatment for apartments and common areas shall be an intensive treatment designed to eliminate, or "clean out" current problems. Treatments shall be rendered using the following guideline as a minimum requirement:

**Treatment Performed Throughout Entire Unit Including All Tenant Furniture and Belongings - Cockroaches:**

- Insect extraction

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- Crawlspace/attic treatment
  - Ceiling and Wall void treatments
  - Cockroach baiting treatments
  - Trapping and monitoring treatments
3. The Contractor shall do **whatever is necessary** to complete the preparation of any units not prepared in advance by the occupant so that the treatment is properly performed. Charges for this element of the service are to be included in the bid rates quoted for service. There will be no additional charge for this service.
  4. Contractor will perform thorough insect extraction in each room of every apartment and throughout all cabinetry in order to remove including but not limited to as many cockroaches, roach parts, roach droppings and egg cases as possible.
  5. Extraction will be accomplished using a device specifically manufactured for this purpose (e.g. Lil' Hummer). Bidders will submit a list of extraction devices on hand including manufacturer's model number and serial number for each machine.

**Cockroach Bait Placements:**

Vendor should do a needs assessment and develop a treatment plan. The Contractor shall examine and thoroughly treat each unit according to manufacturer's instructions.

1. The Contractor shall use products that are environmentally safe and safe for seniors, children and families.
2. Industry standard products shall be used at industry standard efficacies.
3. The Contractor will be fully responsible to remedy any and all complaints that occur between regularly scheduled service visits within twenty-four (24) hours of receipt of the complaint from the facility.
4. At least once a year, in the months of April through August, the Contractor will be required to perform residual power spray treatments to the exterior perimeter of all buildings with an EPA approved microencapsulated residual insecticide to protect against perimeter invaders and nuisance pests entering the building. Building perimeter walls will be treated to a height of four feet, and exterior grounds will be treated ten feet out from the building, where permissible.

**Common Area and Exterior Rodent Control:**

**Common Areas:**

During the course of this contract, Contractor shall maintain tamper proof rodent bait stations along the perimeter of each and every common area room in all basements and/or main floors. This includes all electrical and utility rooms, maintenance rooms, compactor rooms, storage rooms, laundry rooms, crawlspace, etc. Where bait stations are placed onto concrete floors, they shall be made stationary by using adhesive to affix them to floors.

In rooms where there is reasonable cause to assume that resident activity may occur, stations are to be placed out of plain sight and in inaccessible areas.

All bait stations shall be labeled in order to document the type of bait used, active ingredients, date of service and inspection and the pest control technician performing the inspection.

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**Exterior:**

Where rodent evidence is found, Contractor shall install stations (exterior tamper resistant rodent bait stations) around the perimeter of each building. The stations shall be labeled and maintained in a manner similar to the interior bait stations.

Exterior stations must be installed in such a way as to reasonably prevent anyone from tampering with the stations. Contractor must submit a diagram with this bid showing the proposed method of Installation of exterior bait stations.

Under no circumstances shall any bait remain in any bait station longer than thirty (30) days without being replaced.

When bait shyness or other bait acceptance problems develop in areas where rodent activity is present, Contractor shall remove the bait from those stations and deploy additional measures until rodents are entering stations consistently and accepting the pre-bait materials.

Contractor shall re-inspect the stations in every two (2) days to assure acceptance of the anticoagulant baits. If the baits have been accepted, Contractor shall resume normal service visits. If not, Contractor shall repeat the pre-baiting program as described herein until acceptance is acquired.

**Rodent Control in Units:**

1. An initial clean out treatment shall be performed in all apartments for rodent infestations. Contractor shall perform the following rodent control procedures in each apartment:
2. Place two (2) tamperproof rodent bait stations in each apartment, appropriately baited with rodenticides. One station shall be placed behind the kitchen Stove and the other placed behind the refrigerator. Contractor shall pull out appliances to accomplish this, and then replace them.
3. Wall voids throughout each unit shall be dusted with a rodenticidal dust.

Contractor shall place a sufficient number of traps in each apartment as well. A follow up treatment to all apartments and common areas will be performed approximately ten (10) days after the initial treatment and will include items one (1) to three (3) above.

**Bed Bug Inspections:**

1. Contractor shall create a comprehensive inspection form detailing all areas and aspects of apartments that will be inspected. The form shall be completed for each unit and/or common area inspected and the inspector shall note that each specific area was inspected and whether or not bed bug evidence was found. Upon completion of the inspections, Contractor will submit copies of these forms to JHC's designee. Written documentation of inspection findings and results will be expected at the end of each day's inspections. Bidder will submit a copy of the proposed inspection form with their bid.
2. Arrangements will be immediately made to begin the bed bug treatment process for all apartments that exhibit bed bug evidence.

**Bed Bug Treatment:**

1. The Bedbug Eradication process will be performed in as many as four phases:
  - Initial Intensive Treatment and Follow Up Treatment

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- Quality Control Inspection and Follow Up Treatment (If bedbug evidence is found during the quality control Inspection).

2. Treatment Specifications.

Contractor will treat all places where bedbugs are, or may be, hiding. At a minimum, the initial intensive treatment will be provided to the following areas in each apartment and common areas. Follow up treatments will be provided to all areas that continue to exhibit bed bug activity:

All cracks, hollow frame work and springs of bed frames will be thoroughly treated. Bedbugs and bedbug evidence will be physically removed using an insect extraction device. The interior and undersides of bureaus, dressers, and nightstands will be treated. The interior and undersides of furniture throughout the apartment including tables, chairs, couches, sofas, etc. will be treated. Upholstered furniture will be treated in a manner similar to bedding. Wall voids and cavities throughout the apartment will be treated. Building common area doorways, hallways, cable/phone/security conduit, maintenance and management rooms, resident gathering areas, etc. will be treated.

During the treatment, Contractor employees must remove sheets, blankets, pillows, cushions, personal belongings, etc. to expose areas for proper treatment. Additionally, dresser and/or nightstand drawers must be removed as well.

All drawers or furniture that Contractor removes will be placed back by Contractor. Pillows, bedding coverings and other accessories may not be placed back and will be bagged for JHC personnel to pick up for cleaning.

3. Treatment areas - Bedrooms:

Mattress, box spring, bed frame, walls (peeling paint, joint cracks), wallpaper seams, wall hangings, windows and window ledges, baseboards, closet including closet shelf, bureaus, dressers and nightstands including interior and drawers, wooden floorboards, door casings, carpet edges, stuffed animals, decorative pillows, toys, outlets and switches, heater pipe holes, top and bottom of baseboard heater cover, vent covers, light fixtures/lamps, smoke alarms, other open holes or defects.

4. Treatment areas – Living Room/Den:

Couch and sofa upholstery, cushions and pillows, underside of chairs, walls including peeling paint, joint cracks, wallpaper seams, wall hangings, windows and window ledges, baseboards, wooden floorboards, door casings, carpet edges, stuffed animals, decorative pillows, toys, outlets and switches, heater pipe holes, top and bottom of baseboard heater cover, vent covers, light fixtures/lamps, smoke alarms, other open holes or defects.

5. Treatment areas – Kitchen/Dining Area:

Appliances, cabinets (seams, cracks and kick plates), underside of table and chairs, gas line (or hard-wired electrical line) behind stove, water and drain line penetrations under the sink, outlets and switches, heater pipe holes, top and bottom of baseboard heater cover, vent covers, light fixtures/lamps, smoke alarms walls including peeling paint, joint cracks, wallpaper seams, wall hangings, windows and window ledges, baseboards, door casings.

6. Treatment areas – Bathrooms:

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Water -line penetration at the commode, water and drain line penetrations under the sink, outlets and switches, heater pipe holes/top and bottom of baseboard heater cover, vent covers, light fixtures/lamps, smoke alarms, walls Including peeling paint, joint cracks, wallpaper seams, wall hangings, windows and window and ledges, baseboards, door casings.

7. Treatment areas – Closets:

Telephone or cable line penetrations, walls including peeling paint, joint cracks, wallpaper seams, baseboards, door casings.

8. Treatment areas – Common Areas:

**Compactor Rooms:** inside compactor, defects in floors or walls, outlets and switches, heater pipe holes/top and bottom of baseboard heater cover, vent covers, light fixtures, door casings.

**Management Office(s):** outlets and switches, heater pipe holes/top and bottom of baseboard heater cover, vent covers, light fixtures/lamps, smoke alarms, walls including peeling paint, joint cracks, wallpaper seams, wall hangings, windows and window ledges, baseboards, door casings.

**Community Room:** underside of tables and chairs, vending machines, outlets and switches, heater pipe holes/top and bottom of baseboard heater cover, vent covers, light fixtures/lamps, smoke alarms, walls including peeling paint, joint cracks, wallpaper seams, wall hangings, windows and window ledges, baseboards, door casings.

**Recycling/Trash Area:** defects in floors or walls, recycle containers, baseboards, door casings, outlets and switches, heater pipe holes/top and bottom of baseboard heater cover, vent covers light fixtures/lamps, smoke alarms, walls including peeling paint, joint cracks, wallpaper seams.

**Hallway:** carpeting seams, baseboards, cable line conduit, compactor closets on each floor, including the chute access door, walls including peeling paint, joint cracks, wallpaper seams, baseboard, apartment or common area door casings, slop sink rooms, laundry rooms, other utility rooms, floors on which there is bed bug evidence in hallway.

**Stairwells:** heating pipes where they enter the floor or wall.

**Termite Treatment:**

Termite inspection and remediation will be provided as required at identified developments. Treatments provided shall be guaranteed for a period no less than seven (7) years.

**Minimum Qualifications**

The Contractor must have the necessary resources, facilities and ability to furnish the material and/or service requested by JHC.

The Contractor and staff must be licensed by the State of MI Department of Environmental Protection for Pest and Animal Control applications, with at least five (5) years of experience. Contractor must employ sufficient staff to handle multiple emergency and service calls at different locations at the same time when needed.

## Part VI. Submission Requirements

Provide a detailed description of your company's ability to provide each service:

- a. Provide detailed description of each vendor pest removal process and protocol including but not limited to: inspection, identification, testing, treatment/remediation, and follow-up.  
(Pests include, but are not limited to: Bed Bugs, Roaches, Mice, Rats, Termites, Stinging Insects, and Spiders).
- b. Describe in detail vendor thermal remediation services (heat treatment)
- c. Provide proof of vendor efficacy and effectiveness of each removal process and protocol, including efficacy statements for evaluation of chemical treatment resistance and/or testing in the Jackson County Area of Michigan.
- d. Describe any animal removal process, compliant with local ordinances, including but not limited to stray cat, squirrel, chipmunk, bird, and groundhog. Human Animal Removal is preferred.
- e. Describe vendor experience and work with underserved populations in low-income housing, including assistance with overcoming common barriers to successful treatment such as unit preparation, hoarding, and tenant physical or mental health challenges.
- f. Evidence that you company can meet or exceed the following documentation expectations:
  1. Inspection, Detection, and/or Pest Discovery Report (provide copy of sample)
  2. Service History Report (provide copy of sample)
  3. Material Application Report (provide copy of sample)
  4. Response to Treatment Analysis and Trending (provide copy of sample)
  5. Provide a detailed description of warranty and/or guarantee for all work performed, including charges, if any, for repeated treatments and treatment attempts.

Provide the price per unit or the price per service (See attached Fee Schedule).

## **Part VII. Procurement Process**

### **Bid Evaluation/Contract Award**

The bids will be evaluated in accordance with the requirements of the Invitation For Bid:

1. The Bidders Statement must be signed in order for the bid to be considered.
2. The Acknowledgement of Addenda must be completed and signed for the bid to be considered.
3. The Pest Control Certification box must be checked to denote agreement with the certification in order for the bid to be considered.
4. The bids will be evaluated to identify the lowest bid(s) that are responsive to the requirements of the IFB. If the bid(s) do not conform to the solicitation, it must be rejected, and the next lowest bid will be examined for responsiveness.

All other documents/requirements required to be submitted will be reviewed and evaluated after ranking the vendors in Bid order. The contract will be awarded based on the best interest of JHC.



**Attachments**

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***BIDDER'S STATEMENT***

The undersigned bidder/responder hereby states that by completing and submitting this form and all other documents within this submittal, he/she/they are verifying that all information provided herein is, to the best of his/her/their knowledge, true and accurate, and that if the JHC discovers that any information entered herein is false, that shall entitle the JHC to not make award or to cancel any award, with the undersigned party. Pursuant to all IFB Documents, The Form of Bid, and all attachments pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the JHC with the services described herein for the fees noted with then the IFB response.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Jackson Housing Commission  
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***JHC-2021-2 BID FORM***

<b>MONTHLY FEE – Preventive Maintenance: Insect Control &amp; Rodent/Animal Control</b>	
540 Units	
All Community Rooms	
All Common Areas	
All Building Exteriors	
<b>Monthly Fee</b>	\$ _____

**CALL BACK SERVICES** (During Guarantee Period after Treatment) – NO CHARGE

<b>AS NEEDED – Emergency Service</b>	<b>Insect Control</b>	<b>Rodent/Animal Control</b>
Per Unit	\$ _____	\$ _____
Per Community Room	\$ _____	\$ _____
Per Common Area	\$ _____	\$ _____
Per Building	\$ _____	\$ _____

**BED BUG SERVICE** \$ \_\_\_\_\_

**HOURLY RATES (for Specialty Requested Services by JHC)**

Supervisor \$ \_\_\_\_\_ Technician \$ \_\_\_\_\_

**PEST CONTROL CONTRACTOR CERTIFICATION (check box):**

- Yes, Industry Standard Products will be used at industry standard efficacies to produce industry expected results. See Service/Product Warranty/Guarantees attached to bid. The least hazardous products and the most precise application techniques will be used.

**EMERGENCY CONTACT PROCEDURE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Company Name

**CONTRACTORS PROFILE**

1. Name of Business: \_\_\_\_\_
2. Street Address: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. City, State, Zip Code: \_\_\_\_\_
5. Type of Ownership: \_\_\_\_\_
6. Phone Number: \_\_\_\_\_ fax: \_\_\_\_\_
7. Year Established: \_\_\_\_\_
8. Parent Company: \_\_\_\_\_ Date Acquired: \_\_\_\_\_
9. Identify Principals/Partners/Sole Owner:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Federal Tax ID No: \_\_\_\_\_
11. DUNS No.: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name/Title**

**Laurie Ingram  
Executive Director**

***REFERENCE AND PAST PERFORMANCE FORM***

**(NOTE: Reproduce Additional Sheets As Required)**

List previous work/services rendered by your company which are 1) **DIRECTLY** related to the scope of work/services required by JHC, Request for Proposals, Request for Qualifications or Invitation For Bid and 2) equal to or greater than the dollar magnitude applicable to the scope of work/services quoted in your proposal.

**NOTE: A Minimum of three (3) reference sheets is required.**

**A questionnaire will be emailed to each reference. If a questionnaire is not returned by a reference, the offeror receives a zero (0) score for that reference. Offerors are highly encouraged to work closely with their references to ensure that the questionnaires are returned in a timely manner.**

1. Bidding Company Name: \_\_\_\_\_

2. Name of Reference Company for which services were rendered:

\_\_\_\_\_

3. Location of work (address) where services were performed:

\_\_\_\_\_

4. Scope of work that was performed:

\_\_\_\_\_

\_\_\_\_\_

Year of completion: \_\_\_\_\_

5. Contact Person: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

6. Cost of Project: \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA FORM**

Bidder has received the following Addenda, the receipt of which is hereby acknowledged:

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed or Typed Name)