



Addendum #4

Date: May 6, 2021

Solicitation#: JHC-2021-2

Description: Pest Control Services

Prospective respondents and all those concerned are hereby informed that the following changes to the above solicitations are made a part of the bid documents. Please note that the **ACKNOWLEDGEMENT OF ADDENDA FORM** can be found attached to the RFP Solicitation Documents. This form must be completed and returned as a part of the response to this solicitation. **Failure to complete and submit the ACKNOWLEDGEMENT OF ADDENDA FORM will deem this response as non-responsive.**

- This addendum clarifies some elements of the Scope of Services and the Bid Form. Below is the Scope of Services with the clarifying elements highlighted in yellow. The Bid Form also highlights in yellow the clarifications.
- Any vendor that may have submitted a response to this IFB prior to the deadline of Monday, May 17, 2021 at 2:00pm, may resubmit their response through Housing Agency Marketplace – ha.internationalprocurement.com

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.

As required by Federal and State law, Contractor must follow the labeled use instructions on a pesticide. Contractor shall have a current Pesticide Applicator Business License (PAB) from the State of Michigan

Department of Agriculture and Rural Development (MDARD) as of the May 2021 posting by MDARD of valid PAB Licenses and throughout the term of the contract, and during the term of the license(s) be in compliance with all Pesticide Regulations as required by MDARD. The scope of services outlined in this solicitation is intended to be in compliance with the MDARD requirements.

Reference https://www.michigan.gov/mdard/0,4610,7-125-1569_16988_35288-11993--,00.html for the MDADC requirements.

Contractor is responsible for informing the property manager or designee 60 hours (2.5 days) prior to the application of any pesticide that requires no individuals or pets to be in the treated area so that the residents/families can receive proper notice from the property regarding the pesticide treatment as required under HUD guidelines. The notification timeframe can be reduced but not waived only if the JHC Executive Director (or a designee) has declared a Health/Safety emergency that requires immediate remediation.

Site/Service Locations.

- **Chalet Terrace:** Total 126 Units – Single Family and Townhouse Style
Main Office and 100 Townhouse Style Units: 326 Barberrly, 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 Chittiock	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		
Day Care Center (along with the Community Room) – 320 Barberrly Street			

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	
Day Care Center (along with Main Office) – 109 Shahan Dr.			

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, formations 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
- 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.

Insects, such as spiders, centipedes, ants, etc:

At least once a year, in the months of April through August, the Contractor will be required to perform 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. Treatment should be based on the EPA guidance and the pesticide label use directions current at the time of treatment, which for non-imperious surfaces currently are building perimeter walls will be treated to a height of three feet, and exterior grounds will be treated three 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, crawls paces, 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.

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. If the rodent problem persists, contractor is to escalate to pesticides as needed. If rodenticide dust (tracking powder) is to be eventually applied to wall voids, the property manager or designee must be notified and appropriate notice given to residents so that only protected handlers are in the area during application and all other persons are kept out of the treated area during application.

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
 - 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, tight 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:

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 have a current Pesticide Applicator Business License (PABL) from the State of Michigan Department of Agriculture and Rural Development (MDARD) , 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.

**Jackson Housing Commission
Pest Control Services**

JHC-2021-2 BID FORM

MONTHLY FEE – Preventive Maintenance: Insect Control & Rodent/Animal Control		
540 Units		
All Day Care Centers		
All Community Rooms		
All Common Areas		
All Building Exteriors		
	Monthly Fee	\$
Bed Bug	Monthly Fee	\$

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

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

BED BUG SERVICE (Per Affected Unit) \$

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

All questions concerning this IFB must be submitted in writing no later than Thurs., May 6, 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.

All other requirements of the RFP solicitation remain the same.