



The Muscatine Municipal Housing Agency

215 Sycamore Street

Muscatine, IA 52761

REQUEST FOR PROPOSALS (RFP)

Integrated Pest Management Services

Issue Date October 15, 2021

Proposals to be submitted at the Muscatine City Hall Finance Department

215 Sycamore Street, Muscatine, IA 52761

By 12:00PM on November 15, 2021

Section I	Request for Proposals- Invitation
Section II	General Information
Section III	Scope of Service
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Section V	Proposal Requirements & General Instructions
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Attachments:	A. Integrated Pest Management Notice
	B. Non-Collusive Affidavit
	C. Instructions to Offerors Non-Construction HUD-5369-B
	D. Certifications and Representations of Offerors Non-Construction Contract HUD-5369-C
	E. General Conditions for Non-Construction Contracts HUD-5370-C
	F. Section 3 Clause and Certification

REQUEST FOR PROPOSALS

Date: October 15, 2021

Project Title: Integrated Pest Management Services

Delivery Date/Time: November 15, 2021 12:00 p.m.

Pre-Bid Tour: October 28, 2021 10:00 a.m.

Pre-Bid Tour Location: 117 West 3rd Street Muscatine, IA 52761
Clark House Maintenance Office

To Prospective Bidders,

The Muscatine Municipal Housing Agency is soliciting proposals from qualified, licensed and insured entities to provide Integrated Pest Management Services at each location; Clark House, Hershey Manor, and Sunset Park Apartments. In development of our IPM, the contractor will assist in educating housing staff and tenants, create inspection and treatment schedules, and provide detailed records of inspection findings and treatments.

Proposals will be accepted until **November 15, 2021 12:00 p.m.**

**Attn: Rob Awbrey
City Hall Finance Dept.
215 Sycamore Street
Muscatine, IA 52761**

By submitting a proposal, each contractor is affirming his/her commitment to comply with the Laws of the State of Iowa, governing Fair Employment Practices and with all rules and regulations of the U.S Department of Housing and Urban Development, governing Equal Employment Opportunities and Non-discriminatory Practices. The Muscatine Municipal Housing Agency reserves the right to reject any and all proposals or to waive any informality in selection process. This project is funded with HUD funds and requires that all contractors/vendors bidding contracts must comply with Section 3 of the HUD Act of 1968.

The Invitation for Bids will remain open for the period specified, must be independently arrived upon, and be prepared in accordance with the instructions to bidders (HUD form 5369). The bid package (RFP) can be found on the City of Muscatine website. Questions regarding the Request for Proposal should be directed to Katie Gerst, Housing Specialist at kgerst@muscatineiowa.gov.

Section II. General Information

Muscatine Municipal Housing Agency Background

The Muscatine Municipal Housing Agency (MMHA) serves as the public housing authority for Muscatine County, Iowa and is part of the City of Muscatine. The Agency owns and operates 150 units of public housing serving families and near-elderly households. It also manages 50 units of senior housing on behalf of a non-profit entity. These properties include:

- Clark House opened in 1978 and provides affordable housing opportunities to 100 households at least 50 years of age.
- Sunset Park Apartments opened in 1982 with 50 2-4 bedroom units for families.
- Hershey Manor Apartments began serving seniors 62 and older in 1984.

Collectively they may be referred to as “the properties” and are more particularly described below.

Section III. Scope of Service

The contractor shall provide all labor, equipment, materials, supplies, and incidentals to perform treatment and extermination services of all pests in accordance with all EPA, OSHA regulations, and U.S Department of Housing and Urban Development’s guidance on Integrated Pest Management (IPM) (Attachment A).

Contractor must provide services in a manner that demonstrates sensitivity to the fact that MMHA properties are primarily residential in nature and that the needs of the residents are the foremost priority. Contractor must follow IPM Pest Control Service Guidelines described in Attachment A except where Contractor specifically identifies situations where it follows alternative guidelines.

Section III.1 Communities/Buildings that require Pest Control Services

Areas listed require treatment but are not limited to:

Clark House:

Located at 117 West 3rd Street, Muscatine, IA 52761 is an eleven (11) level high rise.
98- One Bedroom Units (572), 2- Two Bedroom Units (920), and Common Spaces/Offices

Hershey Manor:

Located at 1810 Mulberry Avenue, Muscatine, IA 52761 is a four (4) level midrise.
50- One Bedroom Units (525) and Common Spaces/Offices

Sunset Park:

9 Buildings located on Bloomington Lane, Muscatine, IA 52761. 30- Two Bedroom Units (864), 16- Three Bedroom Units (1134), 4- Four Bedroom Units (1278), and Office.

Section III.2 Categories of Services: Contractor shall perform the following tasks for the buildings listed above. MMHA will provide access to the unit(s) as required.

1. **Initial Inspection:** Conduct an initial inspection during the first 30 days of the contract or when being assigned new properties. The initial inspection is for the contractor to evaluate the needs of the premises and to present findings to the MMHA point of contact. The following specific points shall be addressed;
 - a. Identification of problem areas in and around the building;
 - b. Discussions of effectiveness of previous efforts;
 - c. Contractor access and coordination to all necessary areas;
 - d. Establish locations for routine monitoring in common areas; and
 - e. Information for the contractor of any restrictions or special safety precautions.
2. **Routine Inspection/Services:** Conduct regularly scheduled inspection services for pests, this includes a visual inspection of bedbugs (see section III.3A), set out or collect monitoring traps, and treat units for pests as needed. Each unit shall be inspected at a minimum; quarterly- A schedule can be created in which the contractor would be on site at one location or another on a monthly basis.
3. **Emergency Inspection:** Contractor shall conduct emergency inspections and necessary treatment in response to requests by MMHA for corrective action. Emergency Inspections, when requested, are to be performed within one (1) business day.
4. **Service:** Routine call-back service shall be conducted within three (3) business days after receipt of notification by MMHA. Call-back service required by MMHA due to contractor negligence will be at no charge.
5. **Special Service:** Contractor shall conduct inspection and pest control as agreed to by the Contractor and MMHA for pests such as wood-boring insects, birds, and snakes not covered by routine inspections as noted in paragraph Section III.

Section III.3 Standard Pests Covered

Using IPM strategies, the contractor must provide an interior unit environment free from roaches and other pests including, but not limited to:

- Box elder bugs
- Centipedes
- Firebrats
- Mice
- Pill bugs
- Sow bugs
- Crickets
- Ground Beetles
- Millipedes

- Roaches
- Silverfish
- Sugar Ants
- Earwigs
- Indian Meal Moths
- Norway Rats
- Roof Rats
- Bees
- Wasps
- Spiders
- Bed Bugs (See section III.3 A)
- Exterior Pests
- Termites (See section III.3 C)

Section III.3.A Bed Bug Remediation

When bed bugs are encountered, MMHA follows a systematic plan to ensure that an infestation issue is quickly mitigated for the protection of other tenants, family members, and guests in the community. Without full cooperation of the resident, this treatment program will not be successful. Lack of tenant cooperation may result in penalties up to and including termination of tenancy. MMHA agrees to provide education to all tenants at move-in and each tenant will be asked to sign a Bed Bug Treatment Agreement; report to management bed bug infestation(s) and “fully” and properly participate in all eradication procedures.

1. Technical Specifications of Regular Scheduled Visits (Non-Thermal)

- a. A visual inspection for bed bugs will be conducted by the Contractor during scheduled visits. Inspections will be according to a schedule agreed upon by MMHA and the contractor but should be at minimum, quarterly.
- b. If a live bed bug infestation is discovered, the Contractor will notify the Maintenance Supervisor or Site Manager.
- c. Maintenance Supervisor or Site Manager will coordinate with the bed bug Contractor (if different) to schedule a bed bug initial inspection and remediation as soon as possible.
- d. Bed bug Contractor will inspect neighboring units to identify the severity of infestation. The inspection should cover the “infested unit” plus the units above, below, across the hall, and to the left and right. This inspection should be conducted within three (3) business day of initial infestation discovery.
- e. Bed bug Contractor will provide preparation measures and time of treatment to Maintenance Supervisor or Site Manager. The Maintenance Supervisor or Site Manager will provide the tenant with preparation measures and proper notice for entry to treat.
- f. Bed bug Contractor will follow-up on treated unit(s) within 2-4 weeks after treatment, as necessary to effectively eradicate the infestation.

Section III.3.B Roach Remediation

1. Technical Specifications of Regular Scheduled Visits

- a. A visual inspection for roaches will be conducted by the Contractor during scheduled visits. Inspections will be according to a schedule agreed upon by MMHA and the contractor but should be at minimum, quarterly.
- b. If a roach infestation is discovered, the Contractor will notify the Maintenance Supervisor or Site Manager.
- c. Maintenance Supervisor or Site Manager will coordinate with the Contractor (if different) to schedule remediation as soon as possible.
- d. Contractor will inspect neighboring units to identify the severity of infestation. The inspection should cover the “infested unit” plus the units above, below, across the hall, and to the left and right. This inspection should be conducted within three (3) business day of initial infestation discovery.
- e. Contractor will provide preparation measures and time of treatment to Maintenance Supervisor or Site Manager. The Maintenance Supervisor or Site Manager will provide the tenant with preparation measures and proper notice for entry to treat.
- f. Contractor will follow-up on treated unit(s) within 2-4 weeks after treatment, as necessary to effectively eradicate the infestation.

Section III.3.C Other Extermination Services Provided “As Needed”

It is possible that MMHA will have the need for additional services that have not been detailed above. Such work shall be calculated through mutual negotiation, using the information submitted by the Contractor, including the proposed fees submitted by the Contractor.

Section III.4 Integrated Pest Management Plan

Contractor shall submit with its proposal the Integrated Pest Management (IPM) Plan. The IPM Plan must be approved by MMHA prior to implementation and incorporation into the final contract. The Contractor shall have five (5) days after contract award to correct any deficiencies in the IPM Plan noted by MMHA. The Contractor shall be responsible for carrying out work according to the approved IPM Plan. At a minimum, the IPM Plan shall consist of the following:

1. Materials and Equipment for Service: The contractor shall provide current labels and Material Safety Data Sheets (MSDS) of pesticides to be used, and brand names of pesticides application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring

devices, pest surveillance and detection equipment, and any other pest IPM devices or equipment. All pesticides must be pre-approved by MMHA prior to use.

2. Method for Monitoring and Surveillance: The contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessment of pest population levels throughout the term of the contract. The information must include general locations of common area monitoring traps and responsibilities for routinely checking the traps.

3. Service Schedule for Each Building or Site: The Contractor shall provide complete service schedules that include specific day(s) of the week of Contractor visits, and approximate duration of each visit. Contractor's proposal shall assume a monthly treatment per property. If more or less frequent visits may be needed based on inspections and trap results, Contractor shall explain the basis for adjusting the service schedule. Except as otherwise agreed, all work at properties under this contract shall be performed between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, and shall not interfere with daily MMHA operations.

4. Description of any Structural or Operational Changes That Would Facilitate the Pest Control Effort: The Contractor shall describe site-specific solutions for observed sources of pest food, water, harborage, and access.

5. Commercial Pesticide Applicator Certificates or Licenses: The Contractor shall identify the personnel providing pest control, including the pest management supervisor. Contractor shall provide photocopies of State-issued Commercial Pesticide Applicator Certificates or Licenses for every Contractor employee who will be performing on-site service under this contract.

Section III.5 Minimum Standards of Performance

The contractor's performance will be evaluated in accordance with the approved IPM Plan. If pests appear between scheduled treatment, the contractor shall be called back to treat the room(s), or building where the problem occurred.

Section III.6 Reporting

As part of the services provided under this contract, the collection and transmittal of data collected by the contractor during the work is crucial to the effectiveness in managing the IPM Plan. Contractor shall propose reporting and recordkeeping plans to enable MMHA to monitor Contractor's work in a timely and efficient manner. As a minimum, Contractor is required to collect and submit the reports detailed below. MMHA will review and approve report format prior to contract award.

Extermination Logs will be provided to Maintenance Supervisor or Site Manager and/or designated MMHA staff on same day as service is provided. Upon completing of each treatment cycle at MMHA

property, the contractor is required to submit the extermination log with a spreadsheet summary noting troubled areas or units. This report is required to be submitted within one week after the treatment cycle. The required means of this report submittal is electronic.

The treatment summary reports shall include, but not be limited to the following:

1. Brief narrative discussing the findings as they relate to an increase or new infestations by unit or apartment number, including recommendations for treatment or preventative measures.
2. Discuss any findings of deficiencies due to lack of access, inadequate/improper treatment, or recommendations of change to a more effective chemical.

Section IV. Billing Specifications

1. The contractor shall provide monthly invoices in electronic format, both in PDF and/or Excel. Invoices shall be in accordance to the requirements listed in this RFP. Electronic format shall be emailed to: rawbrey@muscatineiowa.gov
2. MMHA will pay each invoice within thirty (30) days after approval of a proper invoice by MMHA or other designee and showing that there is not disagreement over quantity, quality or contractor compliance with any contract requirements.

Section V. Proposal Requirements & General Instructions

1. Proposals should include a description of the proposed scope, the firm's approach, and the proposed schedule for each phase of the work.
2. Proposals should include the individual's/firm's qualifications, credentials, and experience, and include resumes of the individuals/firm members who will perform the services.
3. Proposals should include three (3) references from current/past clients.
4. Proposals should include prep sheets used for bed bugs and roaches.
5. Proposals should detail the level of assistance the individual/firm will require of MMHA staff.
6. The Respondent shall submit one (1) copy of its proposal by 12:00 p.m. November 15, 2021 to: Muscatine City Hall Finance Dept, Attn: Rob Awbrey, 215 Sycamore Street, Muscatine IA 52761. On the envelope, it shall be clearly marked, "Pest Control Services RFP" Proposals can also be emailed to kgerst@muscatineiowa.gov.
7. Proposals received after 12:00 p.m. on November 15, 2021 will be rejected.
8. No oral interpretations will be made. All requests must be submitted in writing via email – kgerst@muscatineiowa.gov, prior to 12:00 p.m. CST, November 8, 2021.
9. MMHA may request an interview with Respondents prior to selection and contract award. All travel and related costs for participating in the interview will be borne by the Respondent.
10. Respondent's submission in response to this RFP shall constitute acceptance by the respondent of the terms and conditions of the RFP.
11. Respondents are required to examine the RFP, specifications, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has made full investigation so as to be fully informed of the extent and character of the

services requested and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFP, specifications, or instructions.

12. All expenses incurred in the preparation and submission in response to the RFP shall be borne by the Respondent.
13. The Respondent agrees to comply with all applicable laws and regulations.
14. The Respondent's failure to provide accurate information in response to this RFP shall disqualify the Respondent from further participation in the selection process. A submission may be corrected, modified, or withdrawn, provided that the correction, modification or request for withdrawal is made by the Respondent in writing and is received by MMHA prior to the date and time designated in the RFP for receipt of submissions. After such date and time, the Respondent may not change any provision of its submission in a manner prejudicial to the interests of the MMHA or fair competition.
15. The Respondent is required to submit the following documents within their proposals or they will be disqualified: Non-Collusive Affidavit, HUD- 5369-B, HUD-5369-C, HUD-5370-C and Section 3 Clause and Certification. Each document must be signed on the signature line or at the end of each form if there is no signature line specified.
16. The successful contractor must execute a contract with MMHA in a form acceptable to HUD. Either party with a 30-day written notice may cancel the contract at any time.

Section VI. Selection Criteria

The following are minimum qualifications and licensing requirements that the Contractor must meet in order to eligible to submit a RFP response.

1. Certifications: The Contractor must provide the following:
 - a. Certificate of Contractor General Liability Insurance, with MMHA named as additional insured.
 - b. Certificate of Worker's Compensation Insurance
 - c. A copy of the pesticide applicator' license(s).
2. Commitments: The Contractor must commit to providing qualified, professional pest management personnel who:
 - a. Understand current practices in this field and have experience providing pest control services in a residential environment.
 - b. Conduct themselves in a professional manner, with minimal disruption to residents and staff.
 - c. Cooperate with the building occupants to assure the progress of this work.
 - d. Have good communication skills and will speak with tenants who are present during a visit. It is expected that the Contractor will make effort to obtain pest sighting information from tenants and educate tenants on techniques.
 - e. Maintain certification as a Commercial Pesticide Applicators in the category of residential and institutional pest control services.
 - f. Use additional personal protective equipment required for safe performance of work as determined and provided by the contractor that, at minimum, conform to Occupational Safety and Health Administration (OSHA) standards for products being used.
 - g. Will comply with government regulations and are applicable during the time spent on government property.

- h. Take all necessary precautions to ensure tenant and employee safety and all necessary steps to ensure the containment of the pesticide to the site of application.