



The Aurora Housing Authority™

1449 Jericho Circle
Aurora, IL 60506

REQUEST FOR PROPOSALS (RFP)

Bed Bug Management Services

ISSUE DATE: March 17, 2023

*Proposals to be submitted at the Aurora Housing Authority
1449 Jericho Circle, Aurora, IL 60506
by **4:00 p.m. (Local time) on April 21, 2023***

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AURORA HOUSING AUTHORITY

DATE: March 17, 2023

PROJECT TITLE: Bed Bug Management Services

DELIVERY DATE/TIME: April 21, 2023– 4:00PM

TO: Prospective Offerors

The Aurora Housing Authority (AHA) is issuing a Request for Proposals (RFP) to select a Firm to perform Bed Bug Management Services for an initial term of two (2) years, with an option for renewal, at the sole discretion of the Authority.

Attention is directed to the enclosed instructions and specifications that are made a part of this document.

All requests for additional information should be put into writing and directed to Mr. Ralph Jordan, Executive Director, Aurora Housing Authority, 1449 Jericho Circle, Aurora, Illinois 60506 or rjordan@auroraha.org. Please be advised the last date to request a clarification is March 30, 2023.

By submitting a proposal, each offeror is affirming his/her commitment to comply with the Laws of the State of Illinois, 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 Housing Authority reserves the right to reject any and all proposals or to waive any informality in the 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.

Section II. General Information**AURORA HOUSING AUTHORITY BACKGROUND**

The Aurora Housing Authority (AHA), is a non-profit organization was founded in the 1940s and charged with the mission of providing safe, decent and affordable housing for the people of the City of Aurora. The AHA, is a private municipal corporation governed by a seven-member Board of Commissioners. The Board members, appointed by the Mayor for a five-year term, set the overall policy in matters concerning the operation of the Housing Authority. The Executive Director, appointed by the Board of Commissioners, is responsible for coordinating and carrying out the policies established by the Board of Commissioners.

The Authority currently operates 502 public housing units; 1400 Project Based/VASH/Housing Choice Voucher units. Additional grants are received periodically for the Renovation and Modernization of existing facilities. The public housing program for the Aurora Housing Authority is not limited to the rental and maintenance of physical facilities, but also tries to resolve many of the social and economic problems experienced by low-income families. It is our goal to assist in every way possible to improve the living conditions of the people choosing to reside in public housing units.

Section III. Scope of Service

The Contractor shall provide all labor, equipment, tools, 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

Contractor must provide services in a manner that demonstrates sensitivity to the fact that AHA properties are primarily residential in nature and that the needs of the residents are the foremost priority.

A routine program of bed bug elimination must be performed under a strict schedule of time described as follows after initial notification to the Contractor of a need.

1. Inspections for Bed Bugs will be performed on a regular basis by the Extermination Contractor

a. When an inspection determines the presence of bed bugs, the vendor's Bed Bug Preparation sheet shall be given by AHA Management to the tenant(s) occupying the affected unit. AHA Management shall ensure that the tenant understands the preparation sheet and what is required of them to properly comply with all of the preparation guidelines.

b. Vendor must ensure both tenant and manager signatures are on the preparation sheet prior to beginning treatment.

2. Treatment of infected areas shall be conducted as follows:

a. Curative treatments, such as heat application, dusting, vacuuming, monitors etc., shall be applied to all designated units of the effected property that are prepared for treatment.

b. Preventive treatments shall be applied to all areas adjacent to designated units (i.e. offices, hallways, laundry rooms, elevators, community rooms, etc.)

c. Follow-up inspections and second treatments shall be performed 10 days after initial treatment unless a second treatment is delayed by pesticide label restrictions.

d. Follow-up inspections are defined as an inspection to determine treatment success and/or to identify the need for an additional treatment to solve the problem. If an additional treatment is needed, it shall be performed at no cost to AHA within a minimum 30-day warranty period.

e. Second treatment is defined to be the application of additional pesticide for completion of treatment and should be applied no later than ten days after the initial treatment or as soon as label restrictions allow.

3. Monitoring of performance shall be done through the maintenance of a Bed Bug Control Log created and used by the Contractor who leaves a copy at each site after assessment and/or treatment is performed. The Log consists of the following elements.

a. Date, cost center, property designation from the initial request.

b. Date of inspection and giving of the prep list.

c. Date of curative treatment application.

d. Date of second treatment when performed.

e. Date of follow-up inspection to clear the area as being free of infestation.

4. An Emergency Response may be requested by AHA to eliminate a critical problem such as visible bed bug activity in common areas frequented by persons i.e. lobby, hallway, offices, etc. Response to this request must be made between 9:00 am and 4:00 pm within twenty-four hours of request, including weekends and holidays.

Section III.1 Bed Bug Management Plan

The Contractor shall submit with its proposal a Bed Bug Management Plan. Copies of this plan will be given to and discussed with the Bed Bug committee and Executive Director. If parts of the Bed Bug Management Plan are incomplete or unacceptable, the contractor will have five (5) days to submit a revision after notification. At a minimum, the Bed Bug Management Plan shall consist of the following:

- a) Materials and Equipment: The contractor shall provide current labels and Safety Data Sheets (SDS) of pesticides to be used, and brand names of pesticides application equipment.
- b) Method for Monitoring and Surveillance: The contractor shall describe methods and procedures to be used for identifying sites of Bed Bug harborage and access, and for making objective assessment of pest population levels throughout the term of the contract.

Section III.2 Standards of Performance

Contractor shall perform the following tasks for the buildings listed above. AHA will provide access to the unit(s) as required.

The contractor's performance will be evaluated in accordance with the approved Bed Bug Management Plan. If Bed Bugs appear between scheduled treatments, the contractor may be called back to treat the room(s), or building where the problem occurred at no additional cost to the Authority.

Routine Call-Back Service:

Routine call-back service shall be furnished within one (1) workday after receipt of notification by AHA. Call-back service shall be priced on a per-unit basis.

Ineffective Treatment Call-Back Service:

Ineffective treatments are those that result in the need to retreat a unit within a set period of time mutually agreed upon by AHA and the vendor. Call-back service required by AHA due to ineffective treatments by the contractor will be at no charge to AHA. If the contractor fails to arrive at the AHA site within one (1) workday after the request for call-back service, AHA shall have the right to obtain the service elsewhere and the contractor agrees that the actual cost of such service shall be deducted from the contractor's invoice covering the period for which the outside service was obtained. This deduction will be supported by a copy of the invoice covering the emergency service obtained elsewhere.

Section III.5 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 Bed Bug Management Plan. As a minimum, Contractor is required to collect and submit the reports detailed below. AHA will review and approve report format prior to contract award.

Individual property Reporting (Extermination Logs will be provided to Property Manager and/or designated AHA staff on same day as Service is provided)

Upon completing of each treatment cycle at AHA 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:

mnavarro@auroraha.org

2. AHA will pay each invoice within thirty (30) days after approval of a proper invoice by AHA Management or other designee and showing that there is not disagreement over quantity, quality or contractor compliance with any contract requirements.

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 and their current workload.
3. Proposals should include at least three (3) references for agencies the individual/firm has completed similar services, including housing authorities, and state and local agencies with names and telephone numbers of the referenced persons.
4. Proposals should detail the level of assistance the individual/firm will require of Authority staff.
5. The Respondent shall submit an original and two (2) copies of its proposal by 4:00pm, CST, April 21, 2023 to:

Aurora Housing Authority

Attention: Ralph Jordan, EXECUTIVE DIRECTOR

1449 Jericho Circle

Aurora, IL 60506

On the envelope, it shall be clearly marked, ***"Bed Bug Management Services RFP"***

6. Proposals received after 4:00pm CST on April 21, 2023 will be rejected and returned without review.
7. No oral interpretations will be made. All requests must be submitted in writing via email – rjordan@auroraha.org, prior to 4:00pm CST, March 30, 2023.
8. The Authority 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.
9. Respondent's submission in response to this RFP shall constitute acceptance by the respondent of the terms and conditions of the RFP.

10. 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.
11. All expenses incurred in the preparation and submission in response to the RFP shall be borne by the Respondent.
12. The Respondent agrees to comply with all applicable laws and regulations.
13. 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 the Authority 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 Authority or fair competition.
14. The respondent is required to submit the following documents within their proposals or they will be disqualified: Non-Collusive Affidavit, form HUD 5369-B and HUD 5370-C.
15. The successful firm must execute a contract with the Authority in a form acceptable to HUD. The contract may be cancelled at any time by either party with a 30-day written notice.

Section V. Selection Criteria

Individuals/Firms submitting proposals should have experienced with public housing authorities, mixed-finance projects, and other rental housing programs; they should be familiar with the respective regulations of the US Department of Housing and Urban Development (HUD).

	<u>Maximum Number of Points</u>	<u>RATING</u>
Past performance and previous experience providing similar services to a similar agency	30	_____
Capacity and Resources needed to meet requirements of RFP	20	_____
Bed Bug Management Plan	20	_____
Ability to Respond to Emergencies	10	_____
Cost	10	_____
References	10	_____
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Total	100	

In the event an agreement cannot be reached with the highest-ranking firm/individual, the AHA reserves the right to select an alternate firm. The AHA further reserves the right reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by AHA to be in its best interests.

Should two (2) or more firms receive substantially equal evaluations, the AHA is required to provide small or minority firms with the opportunity to perform or otherwise participate.