



The Aurora Housing Authority™

1449 Jericho Circle  
Aurora, IL 60506

**REQUEST FOR PROPOSALS (RFP)**

**Pest Control Services**

**ISSUE DATE: March 17, 2023**

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*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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## Section I

## Request for Proposals - Invitation

### AURORA HOUSING AUTHORITY

**DATE:** March 17, 2023  
**PROJECT TITLE:** Pest Control 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 Pest Control 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](mailto: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 on Integrated Pest Management (IPM) (Attachment A).

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. 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:**

AHA main office:

Located at 1449 Jericho Circle, Aurora, IL 60506 is 10 offices and Common spaces

Centennial House:

Located at 1630 & 1640 W. Plum St, Aurora, IL 60506 is a three (3) level midrise.

127-One Bedroom units and Common Spaces/Offices

Maple Terrace:

Located at 905 Second Ave & 904 North Ave, Aurora, IL 60505 is a four (4) level midrise.

67- Studios, 118-One Bedroom Units, 1-two Bedroom Unit, and Common Spaces/Offices

Eastwood:

24 buildings located in Aurora, IL 60505 are townhouses, duplex and single family units

12-Two Bedroom Units, 20-Three Bedroom Units, 20-Four Bedroom Units, 6-Five Bedroom Units and Common Spaces/Office

Indian Trail:

9 Buildings located in Aurora, IL 60505 are townhouses.

17-Two Bedroom Units, 17-Three Bedroom Units and Common Spaces/Offices

Southwind:

17 buildings located in Aurora, IL 60505 are townhouses, duplex and single-family units

6-Two Bedroom Units, 6-Three Bedroom Units, 13-Four Bedroom Units, 7-Five Bedroom Units and Common Spaces/Offices

Scattered Sites:

46 Building located throughout Aurora, IL. Building types consist of single-family homes, Duplexes, and Multi-unit

4-One Bedroom units, 11-Two-bedroom units, 42-Three-bedroom units and Common Spaces/Offices and 2-Four-bedroom units

**Section III.2 Categories of Services:** Contractor shall perform the following tasks for the buildings listed above. AHA 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 AHA Technical Contract Representative.

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:** Conduct monthly scheduled inspection services for pests, set out or collect monitoring traps, and treat units for pests as needed. Inspections shall be monthly.

**3. Emergency Inspection:** Contractor shall conduct emergency inspections and necessary treatment in response to requests by AHA for corrective action. Emergency Inspections, when requested, are to be performed within eight (8) hours during normal working hours.

**4. Call-Back Service:** Contractor shall conduct follow-up inspection in response to resident or staff complaints. Routine call-back service shall be conducted within one (1) workday after receipt of notification by AHA. Call-back service required by AHA 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 AHA for pests such as wood-boring insects, birds, and snakes not covered by routine inspections as noted in paragraph Section III

### **Section III.3 Integrated Pest Management Plan**

Contractor shall submit with its proposal the Integrated Pest Management (IPM) Plan. The IPM Plan must be approved by AHA 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 AHA. 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 AHA 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 9:00 a.m. and 4:00 p.m., Monday through Friday, and shall not interfere with daily AHA 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.4 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.

If the contractor fails to arrive at AHA installation within one (1) workday after the request for callback service, AHA reserves the right to obtain the service elsewhere and the cost of such service shall be paid from the contractor's fee 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 IPM Plan. Contractor shall propose reporting and recordkeeping plans to enable AHA 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. 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, ***“Pest Control 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](mailto: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>
Integrated Pest Management Plan	30	_____
Past performance and previous experience providing similar services to a similar agency	20	_____
Capacity and Resources needed to meet requirements of RFP	15	_____
Ability to Respond to Emergencies	10	_____
Cost	10	_____
References	10	_____
Sample Report(s)	5	_____
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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.