

Invitation for Bids

The Pike County Housing Authority (PCHA) located at 838 Mason Street, Barry, Illinois 62312 is soliciting bids to provide professional pest control services to its public housing units located in Pike County, Illinois for the period of 4/1/2022 through 3/31/2025.

The following are specification relevant to this contract:

Service Location

The contract shall apply to all properties owned by PCHA. There are 228 apartments plus administrative buildings, community rooms, and maintenance areas to be treated.

The Pest Control Company (PCC) will provide a fixed, one year price to provide the services listed in this specification sheet for all offices, common areas, garages, shops, community rooms, and apartment.

Arrangements can be made to view examples of the entire service area in advance of bid submittal by contacting PCHA.

Service Coverage and Schedule

The PCC agrees to inspect for and provide control of general crawling insects and mice. The particular focus will be on roaches and bed bugs.

The PCC will inspect for non-covered pests such as (but not limited to) fleas, termites, ants, spiders, moles, and other rodents. The PCC will make recommendations for additional services for non-covered pests as appropriate.

The PCC will provide cleanout treatments based on established tolerance levels agreed upon between PCHA and the PCC.

All dwelling units, community rooms, common areas, and office areas must be inspected and serviced monthly.

The PCC shall complete an initial inspection of all areas at the beginning of the contract. The purpose of this is to evaluate the pest control needs of all locations, identify problem areas, and to develop a management plan. The management plan will include a mutually agreed upon schedule for regular service. At any time during the contract, this management plan, including schedule may be altered to improve outcomes. The PCC shall furnish all labor, supervision, materials, and equipment necessary to accomplish the inspections and implement the management plan.

The PCC will maintain a log at PCHA. The purpose of the log will be to document and communicate pest control service and concerns with PCHA. The PCC will verbally communicate these concerns with appropriate PCHA staff as well. The PCC will communicate directly with tenants and PCHA staff regarding recommendations for improvement when appropriate.

The PCC shall observe all safety precautions throughout the performance of the contract. All work shall be in accordance with all applicable Federal, State, and local safety and health requirements. The PCC shall assume full responsibility and liability for compliance with these regulations.

The PCC must furnish to PCHA a list of all locations serviced. All service records must be maintained by the PCC.

The PCC must demonstrate an ability to be flexible and available with service provision when needed by PCHA. The ability to respond to concerns in a timely manner and the ability to arrange treatments in a timely manner will be a factor in determining the successful bidder.

PCHA will provide access to all apartments by means of marked keys and/or maintenance personnel. The majority of the time the PCC will not be accompanied by any PCHA staff.

Required Licensing and Certification

The PCC will provide photocopies of Commercial Pesticide Applicator Certificates (or any other applicable certificate) or the Certificate number for each PCC employee that will be performing on-site service under this contract.

Required Insurance

The PCC shall furnish evidence with the bid for services of active insurance in the following amounts: Workmen's Compensation Insurance at a minimum \$1 million, Automobile Insurance at a minimum of \$1 million and Liability Insurance at a minimum of \$1 million per occurrence and a \$3 million aggregate. The PCC is responsible for ensuring that PCHA receives a valid certificate of Liability Insurance listing PCHA as an additional insured certificate holder with notice given upon cancellation.

Materials

Pesticides and other chemicals used must be registered with the United States Environmental Protection Agency and comply with any State and/or local jurisdiction requirements. All pest control work will be performed in a safe manner and in accordance with procedures specified on the label. A list of the chemicals used will be provided to PCHA upon request.

Fees

All responses must include a detailed fee structure related to the specifications contained in the bid. A fee structure needs to be provided for general pest control including mice. A separate, per occurrence fee must be provided for bed bug inspections/treatments. In addition, the responder needs to detail the method(s) used for bed bug treatments and follow up treatments. Preference will be given to responses that use heat as a primary treatment and include follow up inspections/treatments for a specified period of time at no additional charge. Preference will also be given to any response that includes bed bug service along with general pest control into one annual fee/contract depending upon the overall cost.

Bids will be received until 2:00p.m. On March 11th, 2022 at the PCHA office, at which time and place all bids will be publicly opened and read. Bids are to be totaled, factoring in all charges, and will not be accepted for individual properties.

PCHA reserves the right to reject any or all bids presented. Failure to include all requested bid documents in the appropriate format, will lead to rejection of that particular bid.

Any questions regarding bids or for additional documents should be directed to Chris Bruns, Executive Director at 217-407-0707 or cbruns@pikehousing.com. PCHA is an Equal Housing Provider and Equal Opportunity Employer.