

REQUEST FOR PROPOSALS
Roach & Pest Control Services
Housing Authority of Hopkinsville

Proposals are being solicited by the Housing Authority of Hopkinsville for Pest Control Services.

Proposal instructions and specifications are available at the administrative office at 400 N. Elm St., Hopkinsville, KY 42240 from Kim Shannon. A pre-proposal conference is scheduled for this solicitation at 10:00 CST Friday, November 16, 2018. The deadline to submit a proposal is Wednesday, December 5, 2018 at 10 AM.

Please call Kim Shannon 270-887-4275 ext. 1105 or email kshannon@housingah.org for more information.



**HOUSING AUTHORITY OF
HOPKINSVILLE**

**REQUEST FOR PROPOSAL
ROACH & PEST CONTROL SERVICES
PROJECT RFP 2018 – 01**

**Housing Authority of Hopkinsville
400 North Elm Street
PO Box 437
Hopkinsville, KY 42241-0437**

Date of Issue: November 8, 2018

REQUEST FOR PROPOSALS

Roach & Pest Control Services Housing Authority of Hopkinsville

The Housing Authority of Hopkinsville (HAH) is requesting proposals from interested professionals to secure services through contract to perform pest control at HAH. This Request for Proposal (RFP) is to provide an outline of services, qualifications, hourly and per unit rates.

Before award of contract, the contractor will submit the RFP packet to the HAH for consideration. RFP packets are available at the HAH administration office, 400 N. Elm St., Hopkinsville, KY and on the HAH website www.housingah.org.

A pre-proposal meeting will be held at 400 N. Elm St. at 10 a.m. Friday, November 16, 2018.

Deadline for RFP submittal is 10 a.m. Wednesday, December 5, 2018.

For more info, contact: Kim Shannon at 270-887-4275.

**Pre-proposal meeting:
10 a.m. Friday, November 16, 2018**

**Deadline for RFP submittal:
10 a.m. Wednesday, December 5, 2018**

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REQUEST FOR PROPOSAL

Roach & Pest Control Services Housing Authority of Hopkinsville

Solicitation:

RFP Number: 2018 – 01

Date of Issue: November 8, 2018

Receipt of Proposal Deadline: 10:00 a.m. December 5, 2018

Mailing Address: Housing Authority of Hopkinsville
400 North Elm Street
PO Box 437
Hopkinsville KY 42241-0437

Email Address: kshannon@housingah.org

If mailed, proposals must be contained in a sealed package and clearly marked as follows:

Attention: Kim Shannon
RFP 2018 – 01

Proposals may be hand delivered, mailed to the address above, or emailed to kshannon@housingah.org

Proposals will not be publicly opened.

Contact Information: Vickie Smiley
270-887-4275 ext 1103
270-887-4080 Fax

REQUEST FOR PROPOSAL

Roach & Pest Control Services Housing Authority of Hopkinsville

Scope of Work:

The Housing Authority of Hopkinsville (HAH) is soliciting proposals for roach and pest control for the following:

- 455 units in public housing
- 1 administrative office complex
- 1 building containing offsite office
- 2 maintenance garages
- 3 community rooms
- 1 daycare facility

Public housing units consist of the following:

- 11-01 130 units, Pennyrile Homes
- 11-02 42 units, Moore Court
- 11-03 80 units, Eastside Terrace
- 11-04 80 units, Riverfront & Pennyrile Villages
- 11-05 48 units, Waddell Village
- 11-06 33 units, Brooks Village
- 11-09 21 units, Rozelle
- 11-10 20 units, Ira Owens & Honeysuckle Drive
- 11-13 1 unit, 1404 Honeysuckle Dr

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Supplemental Instructions to Bidders:

In addition to the Instructions to Offerors HUD Form 5369-B, General Conditions HUD Form 5370-C, Certifications and Representations HUD Form 5369-C, the following instructions apply:

1. Offerors shall submit proposal to:

Vickie Smiley, Contracting Officer
Housing Authority of Hopkinsville
400 N. Elm St., PO Box 437
Hopkinsville, KY 42241
Or email to kshannon@housingah.org

2. All costs in connection with the preparation and submission of a proposal shall be paid by the offeror.
3. It is the intent of the Housing Authority to make this RFP and the successful offeror's proposal a part of the contract.
4. The Housing Authority reserves the right to decide whether a proposal is or is not acceptable in terms of meeting the requirement of the RFP. The Housing Authority reserves the right to accept or reject proposals received and may negotiate with offerors regarding the terms of their proposal or parts thereof.
5. The offeror shall submit with their proposal evidence that it maintains general liability, automobile liability, and workers compensation insurance, and that he is in compliance with all labor relations of the State of Kentucky.
6. The Housing Authority will contract only with one Contractor. No subcontractor will be employed by the Contractor without the approval of the Housing Authority and will then be the responsibility of the contractor.

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Sample Proposal Preparation and Submission:

1. General Information of Company/Firm
2. Technical Proposal
 - Offerors approach for roach control
 - Project schedule
 - Summary of expected problems and solutions
3. Organization Support and Experience
 - Organization chart and assignment of responsibilities for key staff members
 - Key personnel listing, by labor category, location of staff and resumes
 - Documentation of similar work
 - References for similar work performed at other Housing Authorities, include the number of units
4. Price/Cost
 - Cost for entire project broken down by activities of steps shown on the project schedule
 - Cost breakdown by labor category, hours, hourly rates, purchased materials, estimated unit cost, quantities, travel and other direct cost.

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Evaluation Factors:

1. All proposals will be evaluated individually on their technical merits prior to examining price.
2. The technical evaluation will consist of a quantitative review of the proposal specifications on how they meet the requirements.
3. Upon completion of the technical evaluations for all offers, the price proposal will be analyzed.
4. The proposals which have a reasonable chance of being selected for award will be considered to be in the competitive range and will be asked to participate in negotiations to discuss technical and price factors so as to ensure a mutual understanding of both the Housing Authority's requirements and the offeror's proposal, unless the Housing Authority determines that there is no need to hold negotiation and award is made based on initial proposal received.
5. The Contracting Officer shall determine what tradeoff between technical merit and cost promised the greatest value to the Housing Authority, price and other factors considered.
6. The contract will be awarded to the responsible firm whose proposal is most advantageous, with price and other factors considered. Award will not necessarily be made to the lowest offeror.
7. Unless otherwise stated in this RFP, the cost and the technical merit will be of approximately equal value. For example: as costs of offerors' proposals become more equal, technical merit may become the determining factor for award, or as technical merits of the offerors' proposals become more equal, cost may be the determining factor.

Evaluation Factors - continued:

The following criteria will be considered in evaluation of a proposal:

1. Compliance with the requirements of the RFP	20 Points
2. Pest control experience and qualification	20 Points
3. Technical approach for services	20 Points
4. Current Public Housing Agency user satisfaction	20 Points
5. Total cost/price	20 Points
Total Points	100 Points

CONTRACT AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2018, by and between _____, an individual, partnership, or corporation doing business under the laws of the State of _____ as _____, hereinafter called the "Contractor", and the Housing Authority of Hopkinsville, hereinafter called the "Owner".

WITNESSETH, that the Contractor and Owner for the consideration herein, mutually agree as follows:

STATEMENT OF WORK: The Contractor shall furnish all labor, materials, equipment and services required to complete the work designated as Roach and Pest Control at the Housing Authority of Hopkinsville, in strict compliance with the complete Request For Proposal as prepared by the Owner, which said RFP is incorporated herein by reference and made a part hereof.

THE CONTRACT PRICE: The Owner shall pay the Contractor for the performance of the Contract, in current funds, subject to additions and deductions as provided in the specifications, the total sum of:

_____ dollars (\$_____).

The contractor agrees that time is of the essence in the performance of the Work in the time required by this Contract and hereby waives any notice of putting in default for failure to complete within the required time.

CONTRACT DOCUMENTS: The Contract shall consist of the following component parts:

- This instrument
- The RFP
- The Contractor's Proposal

This instrument, together with the other Contract Documents mentioned above, which said other documents are as fully a part of this Contract as if hereto attached or herein repeated, form the Contract.

RENEWAL OF CONTRACT: This contract shall commence on the _____ day of _____, 2018, and continue for a period of one year thereafter. This contract shall automatically renew itself for an additional period of one year, up to a total of five years from the original contract date, unless either party gives 30 days written notice to the other of its intent to terminate this contract.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the day and year first above written.

CONTRACTOR

ATTEST

Signature of Contractor

BUSINESS NAME

TITLE

BUSINESS ADDRESS

HOUSING AUTHORITY

ATTEST

Signature of Contracting Officer

Vickie Smiley
Contracting Officer
Housing Authority of Hopkinsville
400 N. Elm Street
Hopkinsville, KY 42240