



PALM BEACH COUNTY HOUSING AUTHORITY

RFP ADDENDUM #2 Solicitation No. PBCHA-RFP-2022-01

DATE: April 1, 2022

TO: All Prospective Responders

RE: **RFP for Integrated Pest Management Services – Multiple Properties**

The following additions and/or modifications to the Request for Proposals (RFP) posted to the PBCHA website, on February 6, 2022, will become part of the Integrated Pest Management Services – Multiple Properties. The RFP closing date is April 26, 2022, at 2:00 p.m.

Changes to the RFP document:

1. Pre-Proposal Meeting Minutes

The remaining portions of this Request for Proposal for Integrated Pest Management Services- Multiple Properties remain unchanged.

Sincerely,

LaQuavial Pace
Contracts and Procurement Manager

Return of this Addendum is not mandatory; however, the Respondent is responsible for its contents and is requested to sign and submit this Addendum with its response to the RFP.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____

ADDENDUM #2
RFP No.: 2022-01 Integrated Pest Management Services – Multiple Properties



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PRE-PROPOSAL CONFERENCE MEETING MINUTES

The pre-proposal conference was held on Wednesday, March 9th at 1:00 p.m. via Zoom.

Contract Terms. This is a one-year contract. This contract will last for 1 year from date of award with four (4) one-year (1) renewals options at PBCHA approval. Pursuant to HUD guideline we are only allow enter into a contractual agreement with a contractor term of a maximum of 2 years with three (3) one-year renewals. After 5 years services have to be re-solicited.

Proposal will be received until April 26, 2022, at 2:00 p.m. Please include signed addendums with your proposal submittal. We will not accept late proposals. If proposals are mailed, send directly to issuing agency at 3432 W 45th Street, West Palm Beach, FL 33407. Respondents are responsible to ensure that proposal are received on time.

Introduction. A brief overview of the agency background, procurement authority, laws and regulation and scope of services was given to provide clear and concise understanding of PBCHA needs. The PBCHA would like to clarify that there are only forty-two (42) single-family dwelling units, not fifty-one (51).

General Information. It is our intention to award to a single contractor; however, PBCHA reserves the right to award separate agreements for Integrated Pest Management services based on criteria that PBCHA determines to be appropriate.

We are moving to a New Office Building located at 3333 Forest Hill Blvd., West Palm Beach, FL 33406 within the next 6 to 12 months. The total square footage of the property buildings is 53,406 SF. The three buildings were built in 2003 and breakdown as follows: 29,311 SF (front building), 23,180 SF (rear building) and 915 SF (storage).

The successful Respondent personnel working in or around PBCHA offices and housing communities shall wear distinctive uniform clothing and identification. We will verify that all personnel are in the appropriate attire it was it was.

Should the scheduled services not be totally effective, the Responder shall be required to provide necessary services at alternate times, at no additional cost. Complaints and service requirements, including recall work required between scheduled services visits, must be handled within 24 hours after notification and will be at no additional cost to PBCHA.

All Integrated Pest Management services shall be performed in accordance with Federal, State and Local rules and regulations presently established or that may be established during the term of the contract. Any and all chemical product(s) used must be approved for its intended use and applied in a manner consistent with the regulations established by the State of Florida – FL OSHA.

Categories of Services. A brief overview of PBCHA Integrated Pest Management Services needs was provided. It is hard to find a firm that specialize in one area of integrated pest management services. So, we listed the categories of services needed, but we are not necessary intending to one firm. Which would be great. However, if your firm only does Integrated Pest Management or only Termite Treatment, put the services your firm is qualified to provide.



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Contractor(s) shall within ten (10) working days after signing a contract with PBCHA, submit a list of chemicals to be used in the performance of its services with EPA registrations and Material Safety Data Sheets (MSDS sheets) to the assigned PBCHA personnel.

Awarded Contractor. The Awarded Contractor agrees to start service within 30 days of the issuance of the Notice to Proceed. This is important because we are going to need to get started pretty quickly, our current contract is due to expire.

Site Visit. We urge you prior to submitting your proposal to visit the premises and acquaint yourselves with the needs and requirements of the services. If you want to visit the sites, please get with Ms. Pace we will schedule a time with the managers for you to visit the sites.

Monitoring. As a 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 program. Contractor must propose reporting and recordkeeping plans to enable the PBCHA to monitor Contractor's work in a timely and efficient. As a minimum, Contractor is required to collect and submit the reports detailed below. PBCHA will review and approve report format prior to contract award. We will build in a 60-days monitoring period upon start-up of contract.

Start-up. The selected Responder shall be extended a 90-day grace period in order to eliminate pest problems that may have been present prior to the contract award. During this grace period, the site managers will not process vendor complaints for failure to meet performance requirements of these specifications. This period shall give the Responder sufficient time to start and thoroughly service all locations. The grace period will begin with the contract start date and continue for sixty (90) consecutive days.

Pricing. Proposal(s) shall be based on a fixed monthly price per location(s) to perform all Integrated Pest Management services as required to provide a pest free environment for each site. Any changes in prices after initial contract period and for subsequent renewals will be tied to Consumer Price Index (CPI).

Submittal Requirements. Respondents are required to submit One (1) original and (5) copies of each proposal must be submitted to PBCHA on or before closing date. Your original submission must include Page iii, with original signature. Proposals received after this date and time will be rejected. Copies of this Request for Proposal are available electronically by visiting PBCHA's website www.pbchafl.org under doing business with Palm Beach County Housing Authority or by contacting the Contracting Office at 561-684-2160 ext. 107. PBCHA will require four (4) references for this solicitation.

The face of the envelope (or box) must contain, in addition to the address below, the RFP **number** (e.g., PBCHA-RFP-2022-01), and the **proposal description**. Offers by email, or facsimile, and handwritten proposals will not be accepted by PBCHA. Mail or Hand Deliver proposals to: **LaQuavial Pace, Contracts and Procurement Manager; Palm Beach County Housing Authority, 3432 West 45th Street, West Palm Beach, FL 33407.**

Cone of Silence. The term "cone-of-silence" means a prohibition on any and all non-written communication regarding this RFP between any Responder, Responder's team members and any PBCHA Commissioner, officer, employee, consultant, or contractor. The "cone-of-silence" is in effect as of the submittal deadline(s). This provision does not apply to oral communications at public meetings, the pre-submission conference or oral presentations made to the Selection Panel. The "cone-of-silence" will



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terminate for each project at the time PBCHA awards a contract, rejects all proposals, or otherwise takes action which ends the solicitation process.

Interpretations and Questions. All questions pertain to this solicitation must be in writing and emailed directly to LaQuavial Pace at lpace@pbchaf.org . You should not direct any questions to PBCHA Board of Commissioner, or any of PBCHA Staff. Any requests for interpretation or questions concerning this RFP must be submitted in writing to the address noted in Section 3.1 above and must be received no later than three (3) business days prior to the date of the pre-submission conference. Inquiries must reference the RFP number and the date for receipt of proposals. No interpretations shall be considered binding unless provided in writing by PBCHA.

Section 3 and Minority Business participation. It is important to our Board, so please pay attention to these sections of the solicitation. Palm Beach county Housing Authority can assist you with the Section 3 requirements if needed, after award of contract.

Evaluation Factor. Address all evaluation criteria set forth in this solicitation package. Proposal shall be concise but comprehensive enough to convey the required experience and capabilities. Please be clear and concise when responding.

Negotiation and Award. Unless there is no need for negotiations with any of the Offerors, negotiations shall be conducted with Offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation of qualifications, experience, price, and other factors considered to be most advantageous to PBCHA.

Attachments. We ask that you return all attachments. Where there are no signature requirements, we ask that you initial the bottom of each page. So, we know that you have reviewed all attachments. Such as the HUD 5369-B form. All attachments are to be completed in its entirety, initialed, and signed.

Meeting Attendees

Lauren Sajion, Marketing Director for Beach Environmental
Sean Altenburg, President/Owner for Mr. A's Pest Solutions
Sarah Altenburg, Marketing Director for Mr. A's Pest Solutions
Kerry James, PBCHA Chief Administrative Officer
LaQuavial Pace, PBCHA Contracts and Procurement Manager
Diane Wilson, PBCHA Director of Asset Management