

RFP Document

Table of Contents

[Table No. 1]

Section	Description	Page
	Introduction	2
	RFP Information at a Glance	3
1.0	AHA'S Reservation of Rights	3
2.0	Scope of Work/Technical Specifications	4
2.1	General	4
2.2	Lot No. 1, Pest Control Services	5
2.3	Lot No. 2, Bed Bug Services	5
2.4	Lot No. 3, Intentionally Omitted	6
2.5	General Treatments	6
2.6	Vacancy Treatments	6
2.7	Clean-out Charges	6
2.8	Call-back Response	6
2.9	Additional Services	6
2.10	Current Contractor	7
2.11	Location of Work	7
2.12	Unit Inventory by Development	8
2.13	Routine Quarterly Pest Control	11
2.14	Routine Rodent Control	11
2.15	Chemicals Traps and Treatment	12
3.0	Proposal Format	13
3.1	Tabbed Proposal Submittal	14
3.2	Entry of Proposed Fees - Pricing Sheet	15
3.3	Additional Information Pertaining to the Pricing Items	18
3.4	Proposal Submission	18
3.5	Proposer's Responsibilities--Contact With the AHA	19
3.6	Pre-proposal Conference	20
3.7	Recap of Attachments	21
4.0	Proposal Evaluation	21
4.1	Evaluation Factors	21
4.2	Evaluation Method/Plan	22

5.0	Contract Award	24
5.1	Contract Award Procedure	24
5.2	Contract Conditions	25
5.3	Contract Period	25
5.4	Licensing and Insurance Requirements	25
5.5	Right to Negotiate Fees	25
5.6	Contract Services Standards	27
	Index of Tables	27

INTRODUCTION

The Albany Housing Authority, (hereinafter, –AHA) is a public entity that was formed in 1948 to provide federally subsidized housing and housing assistance to low-income families, within the City of Albany. AHA is headed by an Executive Director (ED) and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, –CFR) and the AHA’s procurement policy.

Currently, the AHA owns and/or manages: (a) 14 multi-family apartment complexes totaling 2,109 units; (b) 1 senior complex, totaling 158 units; (c) administers a total of 2,490 Section 8 Housing Choice Vouchers. AHA currently has approximately 125 employees.

In keeping with its mandate to provide efficient and effective services, the AHA is now soliciting proposals from qualified, licensed and insured entities to provide extermination services to partner with the AHA to ensure all units and commercial locations are made vermin free. All bids submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

RFP INFORMATION AT A GLANCE

[Table No. 2]

AHA CONTACT PERSON	Peter Chiarella, Telephone 518-641-7523 pchiarella@albanyhousing.org TDD: 800-66212202
HOW TO OBTAIN THE RFP DOCUMENTS	Go to Albanyhousing.org and click on Procurement and Purchasing to download all RFP Documents
PRE-RFP TELE CONFERENCE	September 29, 2016 @ 10:00, See Section 3.6 for details
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A RFP SUBMITTAL	<ol style="list-style-type: none"> 1. As directed within Section 3.2 of the RFP document, complete Pricing Sheet (pages 15 & 16) and follow the Proposal Format found in Section 3.0 2. As instructed within Section 3.0 of the RFP document, submit 3 copies of your bid proposal to the AHA Central office.
SUBMITAL RETURN & DEADLINE	October 12, 2016 at 12:00 pm Albany Housing Authority 200 S. Pearl St., Albany NY 12202
ANTICIPATED APPROVAL BY AHA BOARD OF COMMISSIONERS	November 8, 2016.

1.0 AHA’S RESERVATION OF RIGHTS:

- 1.1 The AHA reserves the right to 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 the AHA to be in its best interests.
- 1.2 The AHA reserves the right not to award a contract pursuant to this RFP.
- 1.3 The AHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4 The AHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5 The AHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the AHA Contracting Officer (CO).
- 1.6 The AHA reserves the right to negotiate the fees proposed by the proposer entity.

- 1.7 The AHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8 The AHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.9 The AHA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S): The AHA is seeking proposals from qualified, licensed and bonded entities to provide the following detailed services at the housing sites listed herein:

- 2.1 **General:** It is the intent of the AHA to retain a contractor to, pursuant to the requirements of this RFP and the ensuing contract, perform various pest control services; including but not limited to, (a) rodent and pest control; (b) bed bugs. The contractor shall coordinate all work through and with the designated AHA contact person.
 - 2.1.1 On a quarterly basis, Contractor will be responsible to: physically visit, visually inspect and treat where necessary all AHA Residential and Commercial units. Contractor will be required to provide quarterly statement detailing; date and time, unit visited, work performed and associated notes.
 - 2.1.2 Contractor will provide weekly service to all AHA residential units and commercial location to handle –Will Call issues. –Will Calls consist of, but are not limited to the following: treatment(s), retreatments, complaints accessibility problems
- 2.2 **Lot No. 1, Rodent and Pest Control Services:** The pest control services proposed shall consist of both initial service and monthly service and or mutually agreed upon service intervals. It is the AHA’s impression that the treatment will include, but is not limited to, the application of a paste product in the interior, granular product to the exterior and a spray product to both the interior and exterior monthly. The AHA realizes that the following noted guarantees are contingent upon all units within a building being treated within the same general period of time. All materials used shall be EPA-approved.
 - 2.2.1 **Pest Control-Paste Treatment:** The product applied shall be MRF 2000 or an –equal or –same as product. Each proposer provide information pertaining to the proposed paste product(s) that he/she proposes to use (please note that the applicable manufacturer’s specifications sheets and MSDS sheets will be required from the successful proposer).

- 2.2.2 A log, in a form developed by the contractor and approved by the AHA, shall be maintained by the contractor and shall be delivered to the AHA contact person within one-workday of the service.
- 2.2.3 **Pest Control-Granular Treatment:** The products applied shall be Cob #5g, or an –equal or –same as product. Each proposer shall provide information pertaining to the proposed paste product(s) that he/she proposes to use (please note that the applicable manufacturer’s specifications sheets and MSDS sheets will be required from the successful proposer). It is the AHA understanding that this product is primarily for the control of ants and spiders. The products shall be applied once every 6 months in all developments and shall be guaranteed for an equal period of time.
- 2.2.4 **Recluse Spiders & Ants:** Initial service to include spraying, fogging harborage areas such as closets and under beds; dusting baseboards, wall outlets, attics, crawl spaces and any wall voids; and placing insect monitoring traps throughout the entire unit.
- 2.3 **Lot No. 2, Bed Bug Services:** The services proposed shall include but is not limited to: thoroughly vacuuming floors, baseboards, furniture and infested sites, remove bed bugs and bed bug debris; vacuum and treat all box springs and mattresses both sides by standing up and vacuum all surfaces, seams and cuffs; removal of dust covers on box springs and treat, then reattach; treatment of all furniture surfaces ; including, but not limited to: end tables; night stands; dressers; pictures; clocks; etc.; all switch plates are removed and treated with an insecticide dust; in severe cases the cove moldings are removed near the bed and near any infested furniture and the void is treated with an insecticide dust or liquid; adjacent units and those above and below are also inspected and serviced, if no bed bugs are found service is limited to perimeter treatments along baseboards and near beds; if bed bugs are found , more aggressive service is provided as described above. Follow-up needed within 14 days after the initial service.
- 2.3.1 **Please detail your firm’s capability to provide the following treatment techniques:**
- 2.3.1.1 K-9 Bed Bug detection
- 2.3.1.1 Compartment Heat Treatment
- 2.4 **Lot No. 3 Intentionally Omitted**
- 2.5 **General Treatments:** It shall be the responsibility of the contractor to notify the designated AHA contact, in writing, at least 10 days prior to the treatment date, of any regularly scheduled treatment. Such notice shall state the day, time and specifics of the intended treatment, and shall be contingent upon the approval of AHA management. The contractor shall keep the manager fully informed of all pertinent issues during the treatment process, and shall submit, in writing, within 3 work days of discovery of such, notice of any and all problems relating to the treatment process

or of any note-worthy conditions within the development that pertain to or affect the pest control treatment process. At the completion of each treatment the contractor shall obtain the signature of the AHA manager on the contractor's work order form, thus affirming that all work listed thereon was completed to the manager's satisfaction. A copy of this form shall be submitted by the contractor along with the billing invoice the contractor submits to the AHA accounts payable office for payment.

- 2.6 Vacancy Treatment:** The AHA may, from time-to-time, negate the effectiveness of the pest control treatment in a unit by painting over the treated areas. The AHA shall retain the right to require the contractor to return to any such unit or area and again provide the treatment at the applicable unit price proposed for that unit/area.
- 2.7 Clean-out Charges:** On a unit by unit basis, the AHA will consider extra charges from the contractor for required treatment of a unit that may be extraordinarily infected. Such charges will be agreed upon by the AHA and the contractor prior to the contractor beginning such service.
- 2.8 Call-back Response:** The contractor shall, if directed by the designated AHA representative, respond to the site within 1 work day of being notified that corrections need to be made. All –call-backs and ensuing additional treatment(s) during any guarantee period shall be at –no charge to the AHA, unless an action by the AHA or an AHA resident (i.e. denied entry; poor housekeeping; etc.), documented by the contractor at the original time of occurrence and delivered to the AHA in a timely manner, precluded the contractor from being able to guarantee the original service– in this case the contractor shall be entitled to additional payment for the additional service.
- 2.9 Additional Services:** It is possible that during the term of the ensuing contract the AHA may have need of additional services from the contractor that have not been detailed herein or within the ensuing contract. Such work shall be calculated through mutual negotiation, using the information submitted by the contractor, including the proposed fees submitted by the contractor.
- 2.10 Current Contractor:** The AHA's current contractor for these services is Arrest-A-Pest, of Schenectady, NY who was retained in March 2008, pursuant to RFP No. EXT-FEDST-FY2011.
- 2.11 Location of Work:**
 - 2.11.1** The Albany Housing Authority may cancel any portion of this contract prior to the award of the contract.
 - 2.11.2** The work consists of furnishing labor, equipment and certain materials for the execution of all extermination services specified herein, or reasonably inferred, to be performed at the development locations listed in Table 3.

[Table No. 3]

Location	Asset Manager Contact Name & Phone Number
NORTH ZONE Senior Asset Manager, Tony Mele (518) 380-5593	
NY 9-1 - Robert Whalen Homes 295 Colonie Street Albany, NY 12210	Crystal Turner 518-380-5588
NY9-5, Ida Yarbrough High & Low 260-270 N. Pearl Street Albany, NY 12202	Aaron Tanatta - 518 380-5582
NY9-29 - Swan St Homes & NY 9-30 Swan St Mixed Use	Mike Rimmer 518-380-5579
Patroon Properties, 299-345 Clinton Ave, Albany, NY 12207	Mike Rimmer 518-380-5593
NY 0200 - Capital Woods 200 Lark Drive Albany , NY 12207	Mike Rimmer 518-380-5593
NY9-21, Scattered Sites 620-624-628 Third Street Albany, NY 12206	Crystal Turner 518-380-5588
NY9-22, 110 Ontario & 339 Sherman Streets, Albany, NY 12206	Crystal Turner 518-380-5588
NY23, 24, 25, 26 North Albany 41 Jennings Drive Albany, NY 12204	Crystal Turner 518-380-5588
SOUTH ZONE Senior Asset Manager, Colleen O’Keefe (518) 380-5553	
NY 9-3, 9-11, 9-12 Steamboat Square Albany, NY 12210	Jeff Gambrell 518-380-5552
NY9-13, Ezra Prentice Homes 625 S. Pearl St. Albany, NY 12202	Yvonne Hughes 518-380-5559
NY9-27, Nutgrove Apartments 601 Nutgrove Albany, NY 12202	Nancy Messina 518-380-5562
Creighton Storey Homes	Nancy Messina 518-380-5565
Eagle Ct. & Jared Holt (aka Southend Associates)	Yvonne Hughes 518 380-5559

CENTRAL ZONE Senior Asset Manager, Steve Iarossi (518) 380-5568	
NY9-4, Lincoln Square, Campus Center and 34 & 84 Morton, South End II 99, 101, 103 Broad St, 33,35 & 37 Catherine St. 99, 103 & 105 Clinton St. & 16, 26,30,64,66,74,86 & 90 Morton Ave South End III, 67,70 &97 Broad St., 62,68 & 70 Morton Ave and 344, 365 S. Pearl St.	Louis Apicello 518 380-5567
200 S. Pearl St. Albany, NY 12202	Steve Iarossi 518-641-5567
NY9-7, Westview Homes 680 Central Avenue Albany, NY 12206	Mike DiBiase 518 380-5576
NY 9-31 - Townsend Park Homes 45 Central Ave. Albany, NY 12206	Mike DiBiase 518-380-5572

2.12 Unit Inventory By Development:

[Table No. 4]

NORTH ZONE Senior Asset Manager, Tony Mele (518) 380-5593								
Dev.	Development Name	Number of Bedrooms						Total
		0	1	2	3	4	5	
NY9-1	Robert Whalen Homes	0	5	79	18	6	0	108
NY9-28	49 & 53 Pieter Schuyler Court and 551, 553, 559, 561 & 569 Lark Drive	0	0	0	0	7	0	7
NY9-5H	Ida Yarbrough High	0	224	0	0	0	0	224
NY1905	Ida Yarbrough Low; including King Building at 27 & 29 Swan St.	0	2	0	41	6	6	55
NY 0200	Capital Woods	0	26	65	30	15	5	140
NY9-29	Swan St. Homes	0	10	44	17	6	0	54

REQUEST FOR PROPOSALS (RFP) NO. 0025-C-16-025 Extermination Services

NY 9-30	Swan St Mixed Use	0	2	21	0	0	0	23
NY 9-31	Patroon Properties (299 - 301, 304, 306, 308, 341,343 & 345 Clinton Ave)	0	11	2	3	7	0	23
NY 9-23, 24, 25 & 26	North Albany	0	8	72	64	16	0	160
NY9-21	Scattered Sites 620, 624 & 628 Third St.	0	0	0	0	3	0	3
NY 797	Swan Street Lofts (Academy Lofts)	0	22	0	0	0	0	22
NY9-22	110 Ontario & 377 Sherman Streets	0	0	0	4	0	0	4
Total								823
SOUTH ZONE								
Senior Asset Manager, Colleen O'Keefe (518) 380-5553								
		Number of Bedrooms						
Dev.	Development Name	0	1	2	3	4	5	Total
NY9-3	Steamboat Square; 200, 220 230 Green St. and 20 Rensselaer St	0	219	46	0	0	0	307
NY 9-11	Steamboat Square:52Plum St, Green St	0	0	2	30	8	4	44
NY 9-12	Steamboat Square (Historic): Basset St., South Pearl St., Franklin St., Schuyler St.	0	0	9	10	8	4	31
NY 2137	Creighton Storey Homes	0	34	43	42	5	4	128
NY9-27	Nutgrove Apartments	0	35	57	0	0	0	92
NY9-11	Steamboat Square Town Houses	0	0	2	30	8	4	44
NY9-12	Historic Steamboat Square	0	0	8	10	9	4	31

REQUEST FOR PROPOSALS (RFP) NO. 0025-C-16-025 Extermination Services

NY9-13	Ezra Prentice	0	26	87	55	8	0	176
NY -0300	Southend Associates	0	34	10	5	2	1	52
	Total							805
CENTRAL ZONE								
Senior Asset Manager, Steve Iarossi (518) 380-5568								
		Number of Bedrooms						
Dev.	Development Name	0	1	2	3	4	5	Total
NY9-4	Lincoln Square Homes & Campus Center Commercial Space	0	125	57	8	4	2	196
	34 & 84 Morton (Part of 9-4)	0	5	0	0	0	0	5
NY9-7	Westview Homes	78	104	0	0	0	0	182
NY9-29 & 9-30	Swan St. Homes	0	10	44	17	6	0	77
NY9-31	Townsend Park	0	158	0	0	0	0	158
NY- 0302	South End Phase II	0	5	29	9	0	0	43
NY-0303	South End Phase III	0	25	25	6	0	0	56
250	200 S. Pearl St (Central Office)	Commercial Space						
	Total							717

2.13 Routine Quarterly Pest Control

- 2.13.1** Contractor shall provide all labor, materials, equipment and services necessary for the work or items named in this RFP relating to the routine quarterly pest control services. The interior of all units and around each building must be treated quarterly.
- 2.13.2** A primary concern of the Albany Housing Authority is total control of all types of cockroaches & rodents through the most effective technique currently available. However, services must also include all other domestic and foreign (ie, bedbugs, bees, ants, webworms, etc) pests excluding houseflies, mosquitoes, and termites.
- 2.13.2.1 Compactor Rooms, Garbage Chutes and Elevator Pits:** Each of our high-rise sites has a compactor room, garbage chute(s), and two elevators, these areas are more prone to infestation. AHA feels that it is vital these areas are treated on a preventative scheduled basis. There will be a flat fee charge for this service and the treatment will cover a three-month period with any return calls covered under a no fee warranty. The area to be treated for each high-rise will vary slightly, but not enough to justify different pricing for each site.
- 2.13.2.2 High Rise Locations:**
Steamboat Square
Lincoln Square
Ida Yarbrough High Rise
Westview Homes
Townsend Park
Academy Lofts
- 2.13.3** The Contractor is responsible to notify all residents via formal written notice not less than 48 hours in advance of treatment. All notices must be preapproved by Albany Housing Authority Operations Department.
- 2.13.4** Resident will be responsible for emptying all kitchen cabinets and food storage areas to allow contractor access to these areas.
- 2.13.5** Contractor will notify the Authority, in writing, of all units where the residents did not comply with the order to clear cabinets and food storage areas, as well as units that are in the condition that would contribute to the proliferation of pests.
- 2.13.6** Contractors will re-treat units as necessary to ensure proper pest control. Contractor will be responsible for all service callbacks at no additional charge to the Authority. With the exception of those units that did not comply with the order to clear cabinets and food storage areas.

2.14 Routine Rodent, Pest and Bed Bug Control

- 2.14.1 Contractors shall provide all labor, material, equipment and services necessary for the work or items named in the Request for Proposal relating to the routine rodent control services.
- 2.14.2 The contractor shall provide safe, effective rodent control, pest and bed bug service to all developments and commercial spaces of the Albany Housing Authority.
- 2.14.3 Contractors shall respond within forty-eight (48) hours of contact by the Authority in accordance with the specifications set forth herein.
- 2.14.4 Where applicable (i.e. when necessary to gain access to occupied unit) the contractor shall notify the resident within forty-eight (48) hours of the treatment and advise the resident as to the preparation required of the treatment.
- 2.14.5 Contractor will notify the Authority in writing of all units where the resident did not comply with the order to clear cabinets and food storage areas, as well as units that are in the condition that would contribute to the proliferation of rodents.

2.15 Chemicals, Traps and Treatment

- 2.15.1 The Contractor is responsible for selecting and properly using the best chemicals, traps or treatments for controlling pests and rodents.
- 2.15.2 All chemicals, traps and treatments must be safe for use around people and pets.
- 2.15.3 All chemicals, traps and treatments must be approved for use by the EPA and other governing federal, state and local agencies.

2.16 Hours of Service: The contractor shall provide services between the hours of 8:00 AM and 5:00 PM, Monday through Saturday. When an emergency situation exists, the contractor is to be accompanied by an Authority employee and services are to be provided within twelve (12) hours of notification by the Authority.

2.17 Duration of Services: The term of this contract shall be for 1 year with 4 consecutive 1 year options to renew.

2.18 Permits and Codes: The contractor shall give all notices and comply with all applicable laws, ordinances, codes, rules and regulations. All work shall comply with all applicable codes and regulations amended by any waiver. The contractor shall secure and pay all permits, fees, and licenses necessary for the proper execution and completions of the work of this contract.

2.19 Payments: The contractor will submit a monthly invoice statement listing:

- 2.19.1 Account Service Activity Including: Date, Interval, Statement #, Development, Service Amount & Balance;

- 2.19.2 Bed Bug Service will also be billed on the same Invoice, but broken out separately;
- 2.19.3 Exclusion/ Construction Work will be billed on the same invoice but broken out separately;
- 2.19.4 Individual statements will be attached the invoice and provide supporting documentation.

2.20 **Performance Reports:** Contractor will submit on a monthly basis, a Performance Report on all treated sites to AHA personnel via email. Said report will include all addresses, problems, corrective measures and recommendations

3.0 PROPOSAL FORMAT:

3.1 **Tabbed Proposal Submittal:** The AHA intends to retain the successful proposer pursuant to a –Best Value basis, not a –Low Proposal basis (“Best Value,” in that the AHA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the AHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the AHA has published herein or has issued by addendum.

[Table No. 5]

RFP Section	Tab No.	Description
3.1.1	1	Form of Proposal: This Form is attached hereto as Attachment A to this RFP document. This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.2	2	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract:</i> This Form is attached hereto as Attachment B to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.3	3	Profile of Firm Form: The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.
3.1.4	4	Proposed Services: As more fully detailed within Section 2.0, <i>Scope of Proposal/Technical Specifications</i> , of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
3.1.4.1		As detailed within Section 4.1, Evaluation Factor No. 2, herein, the proposer’s Demonstrated Understanding of the AHA’s Requirements.

REQUEST FOR PROPOSALS (RFP) NO. 0025-C-16-025 Extermination Services

3.1.4.2		As detailed within Section 4.1, Evaluation Factor No. 3, herein, the proposer's Technical Approach (including, if appropriate, labor categories, estimated hours and skill mix) and the proposer's proposed Work Plan to provide the required services.
3.1.4.3		As detailed within Section 4.1, Evaluation Factor No. 4, herein, the proposer's Technical Capabilities (in terms of personnel, equipment and materials) and Management Plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
3.1.4.4		As detailed within Section 4.1, Evaluation Factor No. 5, herein, the proposer's Demonstrated Experience in performing similar work and the proposer's Demonstrated Successful Past Performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation.
3.1.4.5		If appropriate, how staff are retained, screened, trained and monitored;
3.1.4.6		The proposed quality control program;
3.1.4.7		An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; internet; etc.);
3.1.4.8		A fully completed copy of Attachment H, Proposed Products to be Utilized.
3.1.5	5	Managerial Capacity/Financial Viability: The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i> . Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.
3.1.6	6	Client Information: The proposer shall submit a listing of former or current clients, including any other Public Housing Authority, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:
3.1.6.1		The client's name;
3.1.6.2		The client's contact name;
3.1.6.3		The client's telephone number;
3.1.6.4		A brief description and scope of the service(s) and the dates the services were provided;
3.1.7	7	Equal Employment Opportunity: The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.

3.1.8	8	Subcontractor/Joint Venture Information (Optional Item): The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
3.1.9	9	Section 3 Business Preference Documentation (Optional Item): For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment D and any documentation required by that form.
3.1.10	10	Other Information (Optional Item): The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the AHA in its evaluation.

3.1.11 If no information is to be placed under any of the above noted tabs (especially the –Optional tabs), please place there under a statement such as –NO INFORMATION IS BEING PLACED UNDER THIS TAB or –THIS TAB LEFT INTENTIONALLY BLANK. DO NOT eliminate any of the tabs.

3.1.12 **Proposal Submittal Binding Method:** It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the AHA can, if needed, remove the binding (i.e. –comb-type, etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies then conveniently return the proposal submittal to its original condition.

3.2 **Entry of Proposed Fees:** The proposed fees shall be submitted by the proposer and received by the AHA where provided on the Pricing Submittal Form [Table 6] found on Pages 16 & 17 of this RFP document. A proposer must enter a proposed fee for each item—a –No Proposal will not be allowed for any item, though a –No Charge will be allowed for certain items. The proposed fees submitted by each proposer are inclusive of all necessary costs to provide the proposed services not otherwise provided for herein, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; etc.

REQUEST FOR PROPOSALS (RFP) NO. 0025-C-16-025 Extermination Services

PRICING SUBMITTAL FORM [Table 6]

Company Name: _____ Office Phone _____

Company Address: _____ Office Fax _____

City, State & Zip _____

Item	Location	Annually
	NORTH ZONE Tony Mele Sr. Asset Manager 518-380-5593	
1	Robert Whalen Homes	
2	Ida Yarbrough High	
3	Ida Yarbrough Low	
4	Scattered Sites 620, 624 & 628 Third St.	
5	110 Ontario & 339 Sherman Streets	
6	North Albany Homes	
7	Patroon St Properties	
8	Capital Woods	
9	Swan St. Homes & Swan St. Mixed Use	
10	49 & 53 Pieter Schuyler Ct. & 551, 553,559,561 &569 Lark Drive	
11	Convenience Store 260 N Pearl St	
	SOUTH ZONE, Colleen O’Keefe (518) 380-5553	
12	Steamboat Square 200, 220, 230 & 20 Rensselaer St.	
13	Steamboat Square Town Houses (Plum & Green St.)	
14	Historic Steamboat Square	
15	Creighton Storey Homes	
16	Nutgrove Apartments	
17	Ezra Prentice	
18	Eagle Ct and Jared Holt (South End)	
	CENTRAL ZONE, Steve Iarossi (518)380-5568	
19	Westview Homes	
20	Lincoln Park Homes	
21	Townsend Park	
22	South End Phase II	
23	South End III	
24	AHA Central Office, 200 S. Pearl St.	

REQUEST FOR PROPOSALS (RFP) NO. 0025-C-16-025 Extermination Services

	Total	
	Additional Services	Rate per Hour
28	Non Routine/Scheduled Hourly Rate during normal business hours. For exclusion services of wildlife, birds, snakes etc.	
29	Non Routine Trip Charge	
30	Material Mark Up %	

Bed Bug Treatment Unit Pricing

	Unit Size:	
31	Studio	
32	1 Bedroom	
33	2 Bedroom	
34	3 Bedroom	
35	4 Bedroom	
36	5 Bedroom	

Name

Date

Signature

3.3 Additional Information Pertaining to the Pricing Items:

3.3.1 Quantities: All quantities entered by the AHA herein and within the corresponding Pricing Items on pricing submittal form are for calculating purposes only. As may be further detailed herein, the AHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as the ensuing contract will be a Requirements Contract, in that the AHA shall retain one contractor only and shall retain the right to order from that contractor (successful proposer), on a task order basis, any amount of services the AHA requires.

3.3.4 Price Escalation: At the discretion of the CO, at the end of the first one year contract period (and at the end of any ensuing extended contract period), there may be an escalation of labor costs allowed in the same amount of any escalation that occurs pertaining to the corresponding or most similar (a) State of New York Prevailing Wage Rates, (b) Davis-Bacon Wage Rates, or (c) HUD Maintenance Wage Rate Determination (MWRD) for the AHA (either used at the AHA's discretion). For example, if, at the end of the first contract period the listed Prevailing/Davis-Bacon/MWRD wage rates increase 5% as compared with the listed rates on the date of contract execution, then the Contractor will be entitled to a 5% increase in the labor rates that he/she submitted in response to this RFP. Similarly, for ensuing years, the end-date of the previous contract period shall be the base-line date to determine the previous listed wage rate.

3.3.4.1 Notification Must Be Received From the Contractor: The Contractor must notify the CO, in writing, of such desired escalation at least 60 days prior to the end of the noted contract period(s). Such escalations may occur no more than once in any 12-month period without the express written consent of the CO.

3.3.5 Overtime: Pursuant to the Contract Work Hours and Safety Standards Act, overtime shall be not less than time and one half for hours worked in excess of 40 hours per week. The AHA shall consider regular-time to be Monday-Friday (excluding holidays), 8:00am - 5:00pm. Accordingly, the AHA will pay a rate of 1.5 of the listed hourly rates within Pricing Items No. 28 (or any increased rate that increased per Section 3.3.4 herein) for any work the AHA requires the successful proposer to work specifically during non-regular-time hours (however, the AHA shall NOT be responsible to pay the successful proposer for any work that the successful proposer CHOOSES to work during non-regular-time hours).

3.3.6 HUD Maintenance Wage Rates Determination (MWRD): Wage rate do not apply.

3.4 Proposal Submission: All pricing must be entered where provided within Pricing and all –hard copyll proposals must be submitted and time-stamped received in the

designated AHA office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked –ORIGINAL) and 2 exact copies (each of the 3 separate proposal submittals shall have a cover and extending tabs) of the –hard copy proposal submittal, shall be placed unfolded in a sealed package and addressed to:

Albany Housing Authority
Attention: Peter Chiarella
Purchasing Agent 200
S. Pearl St.
Albany NY 12202

The package exterior must clearly denote the above noted RFP number and must have the proposer’s name and return address. Proposals received after the published deadline will not be accepted.

3.4.1 Submission Conditions: DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the AHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the AHA decides that any such entry has not changed the intent of the proposal that the AHA intended to receive, the AHA may accept the proposal and the proposal shall be considered by the AHA as if those additional marks, notations or requirements were not entered on such.

3.4.1 Submission Responsibilities: It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the AHA, including the RFP document, the documents listed within the following Section 3.7, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the AHA requirements contained within the documents may cause that proposer to not be considered for award.

3.5 Proposer’s Responsibilities—Contact With the AHA: It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the CO only. Proposers must not make inquiry or communicate with any other AHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the AHA to not consider a proposal submittal received from any proposer who may has not abided by this directive.

3.5.1 Addendums: All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—substantivell meaning, when decisions pertaining to the RFP are made—between the AHA and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer’s inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

3.6 Pre-proposal Conference: The scheduled pre-proposal conference identified on Page 2 of this document is, pursuant to HUD regulation, not mandatory. Many prospective proposers have previously responded to an RFP with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference. Typically, such conferences last 1 hour or less, though such is not guaranteed. The purpose of this conference is to assist prospective proposers in having a full understanding of the RFP documents so that he/she feels confident in submitting an appropriate proposal; therefore, at this conference the AHA will conduct an overview of the RFP documents, including the attachments. Prospective proposers may also ask questions, though the CO may require that some such questions are delivered in writing prior to a response. Whereas the purpose of this conference is to review the RFP documents, attendees should bring a copy of the RFP documents to this conference; however, the AHA *will not* distribute at this conference any copies of the RFP documents.

3.6.1 General Directions to access the pre proposal teleconference call:

[Table No. 8]

RFP	
Section	Directions
3.6.1.1	Dial 866-476-8702
3.6.1.2	Enter Participant PIN Number 372351#
3.6.1.2	Date: September 29, 2016
3.6.1.4	Time: 10:00 am
3.6.1.5	The site visit and walk through schedule will be delivered at this time - Tentative Date, Subject to change is October 5, 2016 @ 9:00
	(subject to change)

3.7 Recap of Attachments: It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

[Table No. 9]

RFP		
Section	Attachment	Attachment Description
3.7.1	A	Form of Proposal
3.7.2	B	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
3.7.3	C	Profile of Firm Form
3.7.4	D	Section 3 Forms, including explanation
3.7.5	E	Form HUD-5369-B (8/93), <i>Instructions to Offerors, NonConstruction</i>
3.7.6	F	<i>AHA Instructions To Proposers & Contractors</i>
3.7.7	G	AHA Sample Contract Form (please note that this contract is being given as a sample only—the AHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the AHA feels it is in its best interests to do so)
3.7.7.1	G-1	Form HUD-5370-C (10/2006), <i>General Conditions for NonConstruction Contracts Section I (With or without Maintenance Work)</i>
3.7.7.2	Z	Insurance Requirements and sample Acord 25 Form (4 page document)
3.7.8	H	Proposed Products to be Utilized

PROPOSAL EVALUATION:

4.0 Evaluation Factors: The following factors will be utilized by the AHA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

[Table No. 10]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	60 points	Objective	The PROPOSED COSTS the proposer proposes to charge the AHA to complete the required work.
2	10 points	Subjective (Technical)	The proposer’s DEMONSTRATED UNDERSTANDING of the REQUIREMENT ;
3	10 points	Subjective (Technical)	The APPROPRIATENESS of the TECHNICAL APPROACH (including labor categories, estimated hours and skill mix) and the QUALITY of the WORK PLAN .

REQUEST FOR PROPOSALS (RFP) NO. 0025-C-16-025 Extermination Services

4	5 points	Subjective (Technical)	The proposer's TECHNICAL CAPABILITIES (in terms of personnel, equipment and materials) and the MANAGEMENT PLAN (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
5	10 points	Subjective (Technical)	The proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
6	5 points	Subjective (Technical)	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points	100 points	Total Points (other than preference points)

4.1.2 Preference Evaluation Factor: The following factors will be utilized by the CO to evaluate each proposal submittal received:

[Table No. 10a]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
7		Objective	SECTION 3 BUSINESS PREFERENCE PARTICIPATION: A firm may qualify for Section 3 status as detailed within Attachment D (NOTE: A max of 5 points awarded).
7a	15 points		Priority I: As detailed on page 5 of Attachment D.
7b	12 points		Priority II: As detailed on page 5 of Attachment D.
7c	9 points		Priority III: As detailed on page 5 of Attachment D.
7d	6 points		Priority IV: As detailed on page 5 of Attachment D.
7e	3 points		Priority V/VI: As detailed on page 5 of Attachment D.
	15 points		Maximum Preference Points (Additional)
	115 points	Total Possible Points	

4.2 Evaluation Method:

4.2.1 Initial Evaluation for Responsiveness: Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The AHA reserves the right to reject any proposals deemed by the AHA not minimally responsive (the AHA will notify such firms in writing of any such rejection).

4.2.2 Evaluation Packet for Proposals Deemed Responsive: Internally, an evaluation packet will be prepared for each evaluator, including the following documents:

4.2.2.1 Instructions to Evaluators;

- 4.2.2.2 Proposal Tabulation Form;
- 4.2.2.3 Written Narrative Justification Form for each proposer;
- 4.2.2.4 Recap of each proposer's responsiveness;
- 4.2.2.5 Copy of all pertinent RFP documents.

4.2.3 Evaluation Committee: The AHA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive –hard copyll proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within Section 3.5 of this document, the designated CO is the only person at the AHA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

4.2.4 Evaluation: The CO will evaluate and award points pertaining to Evaluation Factors No. 1 and 7 (the –Objectivell Factors). The appointed evaluation committee, independent of the CO or any other person at the AHA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, 5 and 6 (the –Subjectivell Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

4.2.5 Potential "Competitive Range" or "Best and Finals" Negotiations: The AHA reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a –Best and Finalsll Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the AHA in a timely manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

4.2.6 Determination of Top-ranked Proposer: Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the AHA's option, be conducted prior to or after the BOC approval.

4.2.6.1 Ties: In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by –drawing lots or other random means of selection.¶

4.2.6.2 Minimum Evaluation Results: To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 115 total possible points detailed within Section 4.1 herein).

4.2.7 Award Recommendation: It is anticipated that the final rankings will be forwarded to the AHA Board of Commissioners (BOC) at a regularly scheduled board meeting for approval. The AHA BOC will then make its determination as to whether or not to follow the evaluation committee’s recommendation. Contract price negotiations may, at the AHA’s option, be conducted prior to or after the BOC approval.

4.2.8 Notice of Results of Evaluation: If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

4.2.8.1 Which proposer received the award;

4.2.8.2 Where each proposer placed in the process as a result of the evaluation of the proposals received;

4.2.8.3 The cost or financial offers received from each proposer;

4.2.8.4 Each proposer’s right to a debriefing and to protest.

4.2.9 Restrictions: All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the AHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the AHA evaluation committee.

5.0 CONTRACT AWARD:

5.1 Contract Award Procedure: If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

5.1.1 By completing, executing and submitting the Form of Proposal, Attachment A, the –proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the AHA, either in hard copy or electronically, including the contract clauses already attached as Attachments G, G-1, and G-2. Accordingly, the AHA has no responsibility to conduct after

the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions: The following provisions are considered mandatory conditions of any contract award made by the AHA pursuant to this RFP:

5.2.1 Contract Form: The AHA will not execute a contract on the successful proposer's form--contracts will only be executed on the AHA form (please see Sample Contract, Attachments G, G-1, and G-2), and by submitting a proposal the successful proposer agrees to do so (please note that the AHA reserves the right to amend this form as the AHA deems necessary). However, the AHA will during the RFP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the AHA to do so; but the failure of the AHA to include such clauses does not give the successful proposer the right to refuse to execute the AHA's contract form. It is the responsibility of each prospective proposer to notify the AHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The AHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the AHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

5.2.1.1 Please note that the AHA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

5.2.2 Assignment of Personnel: The AHA shall retain the right to demand and receive a change in personnel assigned to the work if the AHA believes that such change is in the best interest of the AHA and the completion of the contracted work.

5.2.3 Unauthorized Sub-Contracting Prohibited: The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the AHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO.

5.3 Contract Period: The AHA anticipates that it will initially award a contract for the period of 1 year with the option, at the AHA's discretion, of 4 additional one-year option periods, for a maximum total of 5 years.

5.4 Licensing and Insurance Requirements: Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to meet or exceed all insurance limits and requirements detailed in Attachment Z.

- 5.5 Right To Negotiate Final Fees:** The AHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the AHA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the AHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the AHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The AHA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).
- 5.6 Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

Index of Tables

[Table No. 11]

Table	Description	Page
1	Table of Contents	1
2	RFP Information at a Glance	2
3	Location of Work	7
4	Unit Inventory by Development	8
5	Tabbed Proposal Submittal	13
6	Entry of Proposed Fees Pricing Sheet	16
7	Intentionally Omitted	
8	General Directions to the Pre-proposal Conference	20
9	Recap of Attachments	21
10	Evaluation Factors	21
10a	Preference Evaluation Factors	22
11	Index of Tables	26