



Housing Authority of the City of Perth Amboy

881 AMBOY AVENUE, P.O. BOX 390, PERTH AMBOY, NJ 08862
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Executive Director

EDWARD TESTINO
Counsel

REQUEST FOR PROPOSALS

for

PEST CONTROL SERVICES

at

**WILLIAM A. DUNLAP HOMES,
GEORGE J. OTLOWSKI SR. GARDENS,
RICHARD F. STACK APARTMENTS,
WESLEY T. HANSEN APARTMENTS
JOHN E. SOFIELD GARDENS
AND
DOUGLAS G. DZEMA GARDENS
PERTH AMBOY, NEW JERSEY**

Proposals are due by Tuesday, April 26, 2022 by 2:00 PM

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Notice- Request for Proposals

The Housing Authority of the City of Perth Amboy (Authority) will receive proposals from qualified pest management firms to perform preventative pest control services for a two-year period, renewable at the agreement of both parties for one additional two-year period.

Proposals will be received until 2:00 PM on Tuesday, April 26, 2022, at the offices of the Authority, 881 Amboy Avenue, PO Box 390, Perth Amboy, NJ 08861.

The written Request for Proposals (RFP) may be downloaded from the Authority's website: www.PerthAmboyHA.org. All contract requirements and requirements for the proposal are described in the RFP.

The Authority invites the participation of Minority-Owned Business Enterprises in this solicitation and reserves the right to reject any or all offers or to waive any informalities in this solicitation.

**Form of Contract
Perth Amboy Housing Authority
Pest Control Services**

This **AGREEMENT** made this ____ day of _____ in the year _____ by and between

(Name of Contractor)
(Address)

hereinafter called the "Contractor," and the

Housing Authority of the City of Perth Amboy
881 Amboy Avenue, P.O. Box 390, Perth Amboy, New Jersey 08862

hereinafter called the "Authority".

WITNESSETH that the Contractor and the Authority for the consideration stated herein mutually agree as follows:

Article 1. Statement of Work. The Contractor shall furnish all labor materials, tools and equipment and shall perform and complete all work required in the contract documents for monthly preventative pest control services in Dunlap Homes, Otlowski Gardens, Stack Apartments, Hansen Apartments, Sofield Gardens and Dzema Gardens, Perth Amboy, New Jersey in accordance with the Request for Proposals dated April 26, 2022 and which is incorporated herein by reference and made a part hereof.

Article 2. Term of Contract. This contract shall extend for a period of two years, _____ through _____. The contract shall be renewable for one additional two-year period at the agreement of both parties at the same terms and conditions as stated herein. At any time either party may terminate the contract, following thirty days prior written notice to the other, in whole or in part.

Article 3. Contract Price. The monthly contract price for treating every apartment once a month for preventative roach control shall be as follows (preventative services only; emergency treatments and clean outs shall be performed in-house):

Dunlap Homes: _____	dollars (\$ _____) per month;
Otlowski Gardens: _____	dollars (\$ _____) per month;
Stack Apts.: _____	dollars (\$ _____) per month;
Hansen Apts. _____	dollars (\$ _____) per month;
Sofield Gardens: _____	dollars (\$ _____) per month;
Dzema Gardens _____	dollars (\$ _____) per month.

Total Monthly Cost: _____ (\$ _____) dollars per month

The contract price for bed bugs PER SERVICE shall be as follows (NOT COMMON-Bed bugs have been handled in-house but the Authority is requesting prices just in case services are needed):

One Bedroom Unit _____	dollars (\$ _____) per unit;
Two Bedroom Unit _____	dollars (\$ _____) per unit;
Three Bedroom Unit _____	dollars (\$ _____) per unit;

Four Bedroom Unit _____ dollars (\$ _____) per unit;
Five Bedroom Unit _____ dollars (\$ _____) per unit.

Article 4. Payment. Payment shall be made within 30 days of receipt of a monthly invoice showing the total monthly cost for all buildings from the Contractor. The Contractor shall prepare and submit monthly a checklist with their invoice of all services rendered, including all apartments. The amount of the invoice shall not exceed the contract price total for all buildings.

Article 5. New Jersey Business Registration Requirements. The contractor shall provide to the Authority proof of the contractor's business registration with the New Jersey Division of Taxation before contract award if not already submitted with their proposal.

The contractor shall also provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

For the term of this Agreement, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-49(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

Article 6. Contract Documents. Contract Documents shall consist of the following component parts:

1. This instrument;
2. Proposal requirements and evaluation criteria;
3. Technical Specifications;
4. Contractor's proposal as accepted by the Authority, including all Certifications, Affidavits and Statements; and

This instrument together with the document enumerated in this Article 6. form the Contract, and they are fully a part of the Contract as if hereto attached or herein repeated. In the event that any provision in one of the component parts of the Contract conflicts with any provision of any other component part, the provision in the component part first enumerated in Article 6 shall govern, except as otherwise specifically stated.

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

In the presence of:

_____ by _____
(Name)
(Title)
(Company Name)

In the presence of:

_____ by _____
Douglas G. Dzema, PHM
Executive Director
Housing Authority of the
City of Perth Amboy

Description of the Housing Developments

Development Name: William A. Dunlap Homes

Address: Amboy Avenue & Zambory Street, Perth Amboy, NJ

Occupancy Type: Multi-Family

Number of Buildings: 17 Residential, 1 Garage (1-story)

Number of Dwelling Units and Sizes:

1 Bedroom – 56; 2 Bedroom – 77; 3 Bedroom – 23; Total - 156

Structure Type: Row House

Height: 2 story

Construction Date: 1939

Construction Type: Concrete Frame with Brick Veneer over crawl space

Development Name: George J. Otlowski, Sr. Gardens

Address: Dobranski Drive, Perth Amboy, NJ

Occupancy Type: Multi-Family

Number of Buildings: 4 Residential, 1 community bldg. (1-story)

Number of Dwelling Units and Sizes:

3 Bedroom – 18; 4 Bedroom – 4; 5 Bedroom – 2;

Total- 24

Structure Type: Row House

Height: 2 story

Construction Date: 1997

Construction Type: Wood Frame with Brick Veneer, slab on grade.

Development Name: Richard F. Stack Apartments

Address: 333 Rector Street, Perth Amboy, NJ

Occupancy Type: Elderly

Number of Buildings: 1 Residential

Number of Dwelling Units and Sizes:

0 Bedroom – 1; 1 Bedroom – 47; Total - 48

Structure Type: Elevator Building

Height: 6 story

Construction Date: 1961

Construction Type: Concrete Frame with Brick Veneer, basement

Development Name: Wesley T. Hansen Apartments

Address: 415 Fayette Street, Perth Amboy, NJ

Occupancy Type: Elderly

Number of Buildings: 1 Residential

Number of Dwelling Units and Sizes:

0 Bedroom – 50; 1 Bedroom – 50; Total - 100

Structure Type: Elevator Building

Height: 11 story

Construction Date: 1968

Construction Type: Concrete Frame with Brick Veneer, basement

Development Name: John E. Sofield Gardens

Address: Huntington and Cortlandt Streets, Perth Amboy, NJ

Occupancy Type: Multi-Family

Number of Buildings: 8 Residential

Number of Dwelling Units and Sizes:

3 Bedroom – 13; 4 Bedroom – 2; 5 Bedroom – 1;

Total- 16

Structure Type: Duplex Houses

Height: 2 story

Construction Date: 2001

Construction Type: Steel Frame with Brick Veneer, slab on grade

Development Name: Douglas G. Dzema Gardens

Address: Penn and Neville Streets, Perth Amboy, NJ

Occupancy Type: Family

Number of Buildings: 9 Residential

Number of Dwelling Units and Sizes:

3 Bedroom – 15; 4 Bedroom – 2; 5 Bedroom – 1;

Total- 18

Structure Type: Duplex Houses

Height: 2 story

Construction Date: 2001

Construction Type: Steel Frame with Brick Veneer, slab on grade

Technical Specifications

General - The Contractor shall be responsible for furnishing all materials, equipment, labor and transportation necessary to perform the tasks of pest control.

All pest control services shall be performed in accordance with federal, State, County and local statutes, regulations and codes presently established or as may be established during the term of this contract. Included in the contractor's responsibility is compliance with New Jersey Administrative Code N.J.A.C. 7:30-9.12(c) regarding the posting of decals within the applicable cabinet of each unit in a multi-family residence.

Qualification and Licensing - The Contractor must hold a valid and current New Jersey Certified Commercial Pesticide Applicator Registration and have passed the category or sub-category examination appropriate to the area of work described in these specifications.

All applicators employed by the Contractor must hold a valid and current New Jersey Certified Commercial Pesticide Applicator License and have passed the category or sub-category examination appropriate to the area of work described in these specifications.

Insurance Requirements - The Contractor will be required to carry comprehensive general liability insurance to include coverage for pesticide application, with a limit of liability of not less than \$1,000,000, deductible not to exceed \$10,000.

Scope of Services - The pest control program shall cover roaches and bed bugs.

For roaches, the Contractor shall provide a program of monthly pest control inspection and baiting treatment services at each unit within each housing development (over the course of two days, if necessary) in order to avoid any one unit of becoming heavily infested. Services shall include the application of baiting stations at recommended intervals in all units, and monthly inspections and replacement of all such bait stations. All units shall be inspected monthly and recommendations made for each unit should further service be needed for any one unit.

A schedule of services shall be established by the Authority at the beginning of the year and may be subject to change upon written notice.

Bed bugs will be treated on as needed basis in house. The Authority shall notify the Contractor if treatment for bed bugs are needed.

All materials used and methods of application shall comply with all applicable federal, State, County and local statutes, ordinances, regulations and codes.

Performance Requirements - The Contractor shall use materials, equipment and methods of application within safe and legal guidelines. All pesticides shall be registered with the U.S. Department of Environmental Protection and the New Jersey Department of Environmental Protection.

No flammable materials shall be used.

Pesticides will be applied in a manner which is consistent with the manufacturer's instructions, legal guidelines, and which does not cause harm, injury or damage to humans, property or the environment.

All pesticides and equipment shall be secured whenever unattended. The Contractor shall remove and dispose of all excess pesticides and other material and remove all equipment from the site after each application is completed. No materials or equipment will be stored on Housing Authority property at any time.

The Contractor shall notify the Executive Director or his designee in writing no later than five working days before the application of any pesticides. The notice shall specify all chemicals to be used and shall include a schedule of the buildings to be treated with appropriate dates.

The Contractor shall notify the Executive Director or his designee in writing of any unsanitary conditions or building or maintenance deficiencies noted in the course of inspections, which may affect the pest control program.

Contractor's Responsibilities - In the event that the Contractor observes that any of the contract specifications or documents are at variance with any federal, State, County or local statute, ordinance, regulation or code, he shall promptly notify the Executive Director in writing of such variance with attached documentation for justification.

If the Contractor performs any work contrary to any federal, State, County or local statute, ordinance, regulation or code, he shall assume full responsibility and shall bear any and all costs attributable thereto.

Products: For roach control: Manufacturer: Maxforce Insect Control System or equal. Maxforce Roach Killer Bait Gel w/ active ingredient of 2.15% Hydramethylnon.

Submittals: Provide (3) copies of manufacturer product data sheet and the MSDS for each product to be used. Prior to use, all products to be used by the contractor shall be submitted to the Housing Authority, for review and approval.

Application: Apply the product per the manufacturer's directions and at the suggested rates for residential applications. Dispose of used dispensers as permitted under State and Federal regulations for pesticides.

Products: for bed bugs as proposed by contractor, negotiated and agreed to by the Authority.

Submittals: Provide (3) copies of manufacturer product data sheet and the MSDS for each product to be used. Prior to use, all products to be used by the contractor shall be submitted to the Housing Authority, for review and approval.

Application: Apply the product per the manufacturer's directions and at the suggested rates for residential applications. Dispose of used dispensers as permitted under State and Federal regulations for pesticides.

Proposal Requirements

1. Contractors are requested to provide two price proposals as follows:

- A.) For roaches: Service to be performed on a monthly basis **in each unit** at a per project cost
- B.) For bed bugs to be performed on an as needed basis at a per unit per bedroom size cost (NOT COMMON).

2. Provide a written description to include but not be limited to the procedures and chemicals to be used to treat roaches. Include inspection of units, method for applying bait such as locations within the unit, amounts of bait and spacing procedure to be used, types of chemicals to be applied, call back guarantee if applicable.

3. Provide a written description to include but not be limited to how the treatment of bed bugs is to be performed, including procedures to inspect the initial unit and any units in the surrounding area potentially exposed to bed bugs, procedures for treating such as vacuuming, type of chemicals to be used and how they will be applied, process for follow up treatments and inspections, and type of guarantee provided in the event the bed bugs are not eradicated.

4. Provide a narrative detailing the respondent's qualifications and experience in providing the services requested.

5. Complete and submit the entire proposal package including all required licenses and forms contained herein.

Evaluation Criteria

Qualifications of individual/company to perform the services- 30 points

Methodology- Provide your plan to ensure no one unit ever becomes heavily infested-35 points

Price- 35 points

The Authority reserves the right to negotiate all fees. All proposals shall be submitted in sealed envelopes; the wording, "**Proposal for Pest Control Services**" shall appear on the face thereof.

The Authority retains the right to reject any and all proposals, or to award a contract for performance of the contract services to the respondent whose proposal is deemed most advantageous to the Authority taking consideration the evaluation factors set forth above.

Proposal Submission: Proposals may be submitted by mail, fax or email:

Perth Amboy Housing Authority
881 Amboy Avenue, PO Box 390
Perth Amboy, NJ 08862

Email: csmolder@PerthAmboyHA.org

Fax: 732-826-3111

Proposal Form

TO: Housing Authority of the City of Perth Amboy
881 Amboy Avenue, P.O. Box 390, Perth Amboy, NJ 08862

FROM:

Company Name of Contractor	Federal ID#
Street Address	
City, State - Zip Code	
Contact Name / Telephone Number	
Contact Email Address / Fax Number	

1. The undersigned, having read the entire proposal package and having investigated the local conditions affecting the cost of the work, hereby propose to furnish all labor, materials, services, equipment and related items to complete all work for monthly preventative pest control services in accordance therewith for the sum of:

ROACHES-Preventative treatment once a month in every apartment:

- Dunlap Homes: _____ dollars (\$ _____) per month.
- Otlowski Gardens: _____ dollars (\$ _____) per month.
- Stack Apts.: _____ dollars (\$ _____) per month.
- Hansen Apts. _____ dollars (\$ _____) per month.
- Sofield Gardens: _____ dollars (\$ _____) per month.
- Dzema Gardens: _____ dollars (\$ _____) per month.

BED BUGS-As needed only; performed in house whenever possible.

- One Bedroom Unit _____ dollars (\$ _____) per service.
- Two Bedroom Unit _____ dollars (\$ _____) per service.
- Three Bedroom Unit _____ dollars (\$ _____) per service.
- Four Bedroom Unit _____ dollars (\$ _____) per service.
- Five Bedroom Unit _____ dollars (\$ _____) per service.

2. The contractor acknowledges the receipt of the following addenda, if any, issued by the Authority:

Addendum Number _____ dated _____
Addendum Number _____ dated _____

3. The names and address of persons interested as principals or as stockholders in this Proposal are as follows. (If the contractor is a corporation or partnership, list all persons who have 10 percent or more ownership in the corporation or partnership.)

Full Name	Address	% of ownership
Full Name	Address	% of Ownership
Full Name	Address	% of ownership

The contractor shall state on the line below, whether or not he is a citizen of the United States, and in the case of a partnership, whether or not all partners are citizens of the United States.

4. This Proposal is accompanied by:

- (1) Form HUD-5369-C, Certifications and Representations, of Offerors, Non-Construction Contract;
- (2) Non-Collusive Affidavit;
- (3) Qualification Questionnaire;
- (4) Copy of New Jersey Business Registration Certificate;
- (5) All applicable pesticide licenses (Pesticide Commercial Applicator Business license and Certified Applicator license);
- (6) Public Works Contractor Registration Certificate.

5. In submitting this proposal, it is understood that the Housing Authority of the City of Perth Amboy reserves the right to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within 60 days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a Contract in prescribed form within 10 days after the contract is presented to him for signature.

Signature of Contractor - Title

Date

AFFIDAVIT

State of _____

SS.

County of _____

_____ being first duly sworn deposes and says:
(Individual's name)

THAT he is _____,
(Owner, Officer or Partner of the firm of etc.)

the party making the foregoing proposal for electrical repair services at public housing sites in Perth Amboy, New Jersey; that all statements contained in this proposal are true, accurate and complete.

(Signature of Offeror)

Subscribed and sworn to before me, this ____ day of _____ in the year ____.

Notary Public

My Commission expires _____
Date

Non-Collusive Affidavit

AFFIDAVIT

State of _____

County of _____

_____ being first duly sworn deposes and says:
(Individual's Name)

THAT he is _____ of
(Owner, Officer or Partner)

(Firm Name)

the party making the foregoing proposal or bid dated _____ for pest control services; that such proposal or bid is genuine and not collusive or sham; that the bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price of affiant or of any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Housing Authority of the City of Perth Amboy or any person interested in the proposed contract; and that all statements in the said proposal or bid are true.

(Signature of Bidder)

Subscribed and sworn to before me, this _____ day of _____, in the year _____

Notary Public

My Commission expires _____

Qualification Questionnaire

Proposal for Pest Control Services

Name of Contractor: _____

Address: _____

(a) It shall be necessary for the contractor to present evidence that he has been in business for at least 3 years in this field and can submit a suitable record of satisfactorily completing similar contracts.

How many years have you been or engaged in exterminating or pest control services under your present firm or trade name?
_____ Years.

(b) How many years has your organization been performing the work required under this contract?
_____ Years.

(c) If a corporation, answer the following:

Date of incorporation: _____

State of Incorporation: _____

President's Name: _____

Vice President's Name(s): _____

(d) If a partnership, answer the following:

Date of Organization: _____

(e) List New Jersey Certified Pesticide Applicator Registration number and effective date:

(f) List employees holding New Jersey Certified Pesticide Applicator Licenses and effective dates:

(g) If the contract is awarded to your firm, who will personally supervise the work?

(h) Are there any liens of any character filed against your company at this time? If so, specify the nature and amount of the lien.

(i) Give trade references:

(j) Give bank references:

(k) Give full information concerning all of your contracts in progress or completed within the last **3** years, whether private or government contracts.

OWNER/LOCATION

DESCRIPTION

CONTRACT AMOUNT

State of _____

County of _____

_____ being first duly sworn deposes and says:
(Individual's Name)

THAT he is _____ of
(Owner, Officer or Partner)

(Firm Name)
and that he hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Housing Authority of the City of Perth Amboy in verification of the recitals comprising this Statement of Qualifications; and that all answers to the foregoing questions and all statements therein contained are true and correct.

(Signature of Bidder)

Subscribed and sworn to before me, this _____ day of _____, in the year _____

Notary Public

My Commission expires _____