

REQUEST FOR PROPOSALS

for

INTEGRATED PEST MANAGEMENT SERVICES



at the

ASBURY PARK HOUSING AUTHORITY

ASBURY PARK VILLAGE

COMSTOCK COURT

WASHINGTON VILLAGE

CHARLES LUMLEY HOMES

LINCOLN VILLAGE

DR. ROBINSON TOWERS

RFPS DUE BY FEBRUARY 1, 2024 @ 10:00 AM

732.774.2660 

732.774.8623 

WWW.APHANJ.ORG 

1000 ½ Third Avenue Asbury Park, NJ 07712 

NOTICE FOR REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES CONTRACT

In accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., sealed proposals will be received by the Asbury Park Housing Authority (the "Authority") on **FEBRUARY 1, 2024 at 10A.M.**, prevailing time in the Asbury Park Housing Authority Conference Room 1000 ½ Third Avenue, Asbury Park, NJ 07712, at which time and place RFPs will be opened and read in public for:

INTEGRATED PEST MANAGEMENT SERVICES

Proposal responders and the public may attend the RFP opening. During the RFP opening process, the Proposal responders' names will be announced as well as proposal amounts.

Proposal responses must be submitted on or before the above date, made on the standard proposal forms, unless otherwise indicated. Physical copies must be enclosed in a sealed package bearing the name and address of the proposal responder and the **"Integrated Pest Management Services"** listed on the outside, and addressed to Danielle Brandon, Executive Administrative Assistant, at the address above.

Any RFP Addenda will be issued to any proposal responders who have picked up an RFP package.

The information for the Responders, Proposal Forms, and Specifications may be reviewed, obtained and submitted, at no cost, via:

1. Visiting our website at www.aphanj.org. Select Business tab, then select Requests for Proposals. Select appropriate RFP.
2. Copies may also be picked up in person at:

Asbury Park Housing Authority
1000 ½ Third Avenue
Asbury Park, NJ 07712

A pre-bid site visit is scheduled for Thursday, January 25, 2024 @ 10:00AM. Proposers should confirm their intent to attend by calling Edwin McDonald, Director of Maintenance, at 732.774.2660 (Ext. 303) or by email to emcdonald@aphanj.org

The contract shall be awarded for the period of one (1) year, renewable at the discretion of the Authority.

Proposal responders shall comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17-27 et seq.

Publication Date: January 16, 2024



Shemea Marshall, Executive Director
Asbury Park Housing Authority



ASBURY PARK HOUSING AUTHORITY GENERAL INSTRUCTIONS

1. SUBMISSION OF PROPOSAL RESPONSES

A. Sealed Proposals shall be received by the Asbury Park Housing Authority ("Authority") for a professional services contract, a copy of said notice being attached hereto and made a part of these specifications.

B. Each proposal shall be submitted on the proposal form attached, in a) sealed envelope or b) electronic submission.

- (1) Addressed to Danielle Brandon
- (2) Bearing the name and address of the responder on the outside
- (3) Clearly marked "RFP" with the name of the item(s) being procured. Provide One (1) Original & One (1) copy of the RFP. **Faxed or emailed RFPs will NOT be accepted.**
- (4) Visiting our website at www.aphanj.org. Select Business tab, then select Requests for Proposals. Select appropriate RFP.

C. It is the Proposer's responsibility to see that Proposals are presented to the Authority on or before the hour and at the place designated. Proposals may be hand delivered or mailed. **If the Proposal is sent by express mail, the designation in B. above must also appear on the outside of the express company envelope.** Proposals received after the designated time and date will be returned unopened.

D. The Authority reserves the right to postpone the date for presentation and opening of the RFP and will give written notice of any such postponement to each prospective Proposer as required by law.

E. Sealed Proposals forwarded before the time of opening of RFPs may be withdrawn upon written application of the Proposal Responder. Once Proposals have been opened, they shall remain firm for a period of sixty (60) calendar days.

F. Each Proposal form must give the full business address, business phone, fax, e-mail, the contact person of the Proposal Responder, and be signed by an authorized representative as follows:

- Proposals by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative followed by the signature and designation of the person signing.
- Proposals by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter.
- Proposals by sole-proprietorship shall be signed by the proprietor.
- When requested, satisfactory evidence of the authority of the officer signing shall be furnished.



G. Multiple Proposals Not Accepted

More than one Proposal from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

H. Official Request for RFP packages are available from Asbury Park Housing Authority, 1000 ½ Third Avenue, Asbury Park, NJ 07712, and via the Authority website at www.aphanj.org at no cost to the prospective responder. All addenda will be forwarded to any responder who has picked up a RFP package.

I. Results of all Proposal Responses will be read at the RFP opening.

2. PREPARATION OF PROPOSALS (PRICING INFORMATION AND FORMS)

A. The Authority is exempt from any local, state or federal sales, use or excise tax and will not pay for New Jersey State Sales and Use Tax included in any invoices.

B. Any quotation showing any erasure alteration must be initialed by the Proposer. When applicable, unit prices and totals are to be inserted in spaces provided. Prices must be written in both words and figures, with the price written in words governing in the event of any inconsistency. In case of any error in extensions, when applicable, the unit price shall be considered the RFP.

C. Failure to sign and give all information in the RFP may result in the Proposal being rejected.

3. FIRM FIXED CONTRACT

This is a firm fixed contract, prices firm, with no price escalation.

4. INTERPRETATIONS AND ADDENDA

A. The Proposer understands and agrees that its Proposal is submitted on the basis of the specifications prepared by the Authority. The Proposal Responder accepts the obligation to become familiar with these specifications.

B. No oral interpretation of the meaning of the specifications will be made to any Proposal Responder. Every request for an interpretation shall be in writing, addressed to the Authority. In order to be given consideration, written requests for interpretation and or clarification must be received at last three (3) business days prior to the date fixed for the opening of the RFPs.

C. All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective Proposal Responders.

5. METHOD OF CONTRACT AWARD

A. This is a professional contract under the terms of N.J.S.A. 40A:11-5. Award will be made to the Proposal Responder whose Proposal is in the best interests of the Authority, price and other factors considered. The Authority reserves the right to accept or reject any or



all Proposals, and to waive minor identified irregularities and technicalities if it is in its best interest to do so.

B. Proof of licensure for the Professional Services in the State of New Jersey, for either the firm or the person responsible for the work, shall be provided as required.

C. The form of contract will be submitted by the Authority to the successful Proposal Responder. Terms of the specifications/RFP package prevail. Proposal Responder exceptions must be formally accepted by the Authority; material exceptions shall not be approved.

6. NON-COLLUSION AFFIDAVIT – N.J.S.A. 52:34-15

The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed and submitted intact with the proposal.

7. NEW JERSEY ANTI-DISCRIMINATION – N.J.S.A. 10:2-1

There shall be no discrimination against any employee engaged in the work required to produce the goods and services covered by any contract resulting from this RFP, or against any applicant to such employment because of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality. This provision shall include, but not be limited to the following: employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this RFP.

8. MANDATORY EEO/AFFIRMATIVE ACTION EVIDENCE – N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17-27 et seq.

No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. as administered by the Division of Purchase & Property Contract Compliance and Audit Unit (Division).

9. OWNERSHIP DISCLOSURE–N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)

N.J.S.A. 52:25-24.2 provides that no business organization, regardless of form of ownership, shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the RFP or accompanying the RFP of said business organization, responders shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership. The disclosure shall be continued until names and addresses of every stockholder, partner, or member exceeding the ten percent ownership, has been listed.

The included State of Ownership shall be completed and attached to the RFP proposal. This requirement applies to all forms of business organizations, including, but not limited to, corporations and partnerships, publicly-owned corporations, limited partnerships, limited liability corporations, limited liability partnerships, sole proprietorship, and Subchapter S corporations.



Not-for-profit entities should fill in their name, check the not-for-profit box, and certify the form. No other information is necessary.

10. PROOF OF N.J. BUSINESS REGISTRATION CERTIFICATE N.J.S.A. 52:32-44

Pursuant to N.J.S.A. 52:32-44, the AUTHORITY is prohibited from entering into a contract with an entity unless the responder/proposer/contractor, and each subcontractor that is required by law to be named in a RFP/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

11. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN, RUSSIA AND BELARUS*

N.J.S.A. 52:32-55 prohibits State and Local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Responders must indicate if they comply with the law by certifying the form.

**P.L. 2022, c.3 prohibits State and Local public contracts with persons or entities engaging in certain investment activities in Russia or Belarus, but this requirement is currently stayed pending litigation.*

12. PAY TO PLAY – NOTICE OF DISCLOSURE REQUIREMENT

Business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-3133532 or at www.elec.state.nj.us.

13. W-9

Successful responder/respondent shall complete W-9 Form and submit to Purchasing prior to contract award. The form is available at the following link: www.irs.gov/pub/irs-pdf/fw9.pdf

14. FORCE MAJEURE

Neither party shall be responsible for any resulting loss or obligation to fulfill duties as specified in any of the terms or provisions of this Agreement if the fulfillment of any term or provision of this Agreement is delayed or prevented by any revolutions, insurrections, riots, wars, acts of enemies, national emergencies, strikes, floods, fires, acts of God, or by any cause not within the control of the party whose performance is interfered with which by the exercise of reasonable diligence such party is unable to prevent. Additionally, if the fulfillment of any of the terms and provisions of this Agreement is delayed or prevented by any court order, or action or injunction or other such agreement, this Agreement shall become voidable by the Authority by notice to each party.



15. PAYMENT

Contractor shall submit a bill for all work completed during the preceding month. Payment will be made after a properly executed voucher has been received and formally approved on the voucher list at the Authority's regular meeting.

16. TRUTH IN CONTRACTING LAW

N.J.S.A. 2C:27-10 provides that a person commits a crime if said person offers a benefit to a public servant for an official act performed or to be performed by a public servant, which is a violation of official duty. N.J.S.A. 2C:27-11 provides that a responder commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.

17. INSURANCE AND INDEMNIFICATION

17.1 **Indemnification** – If awarded the contract or purchase order, the contractor or vendor shall assume the risk of an responsibility for, and agrees to indemnify, defend and save harmless the Authority and its employees from and against any and all claims, demands, suits, actions, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever arising from or resulting from the work, services or materials supplied under the contract or purchase order. This indemnification provision is not limited by, but is in addition to the insurance obligations contained in the contract or purchase order.

17.2 **Insurance Requirements** – If awarded the contract or purchase order, the contractor or vendor shall assume all responsibility for its actions and those of anyone working for it while engaged in or traveling to or from any work, service or activity connected with the work. The contractor shall carry sufficient insurance to protect it and the Authority from any property damage or bodily injury claims arising out of the performance of the work.

Evidence of current insurance coverage shall be provided in the form of a certificate which shall be submitted no later than ten days after receipt of the notice of intent to award the contract or purchase order.



CHECKLIST

A. FAILURE TO SUBMIT THE FOLLOWING WITH BID IS MANDATORY CAUSE FOR REJECTION OF BID

INITIAL

- **Acknowledgment of receipt of addenda (if any)** _____
- **Ownership disclosure form** _____
- **Non-Collusion Affidavit** _____
- **References** _____

B. MANDATORY ITEM(S), REQUIRED NO LATER THAN TIME PERIOD INDICATED

- **Business Registration Certificate** – Bidder – Prefer with Bid Response. Required by Law prior to award of contract. _____
- **EEO Certification** _____
- **Affirmative Action Evidence** _____
- **Disclosure of Investment Activities in Iran** _____
- **Certificate of Insurance** - prior to award of contract. _____



ASBURY PARK HOUSING AUTHORITY

PROPOSAL FORM/SIGNATURE PAGE

The undersigned declares that he/she has authority to bind the Responder, that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the RFP and agrees, if this RFP is accepted, to furnish and deliver services per the following:

The undersigned is a (circle one): individual proprietorship, partnership, corporation, with:

Principal office at

Company

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title of Authorized Agent

Date

Telephone Number

Email Address

Fax Number



OWNERSHIP DISCLOSURE FORM

RFP SOLICITATION #: _____ VENDOR {PROPOSER}:

PART 1

PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR THE "NO" BOX. ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2

	<u>YES</u>	<u>NO</u>
1. Are there any individuals, corporations, partnerships, or limited liability companies owning a 10% or greater interest in the Vendor {Bidder}?	<input type="checkbox"/>	<input type="checkbox"/>
IF THE ANSWER TO QUESTION 1 IS "NO", PLEASE SIGN AND DATE THE FORM.		
IF THE ANSWER TO QUESTION 1 IS "YES", PLEASE ANSWER QUESTION 2–4 BELOW.		
2. Of those parties owning a 10% or greater interest in the Vendor {Bidder}, are any of those parties individuals?	<input type="checkbox"/>	<input type="checkbox"/>
3. Of those parties owning a 10% or greater interest in the Vendor {Bidder}, are any of those parties corporations, partnerships, or limited liability companies ?	<input type="checkbox"/>	<input type="checkbox"/>
4. If you answer to Question 3 is "YES" , are there any parties owning a 10% or greater interest in the corporation, partnership, or limited liability company referenced in Question 3?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the Vendor {Bidder} incorporated as a not-for-profit organization?	<input type="checkbox"/>	<input type="checkbox"/>
IF THE ANSWER TO THIS QUESTION IS "YES", EXECUTE THE CERTIFICATION SECTION.		
IF ANY OF THE ANSWERS TO QUESTION 2-4 ARE "YES", PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.		

PART 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2–4 ANSWERED AS "YES".

If you answered **"YES"** for questions 2, 3, or 4, you must disclose identifying information related to the individuals, corporations, partnerships, and/or limited liability companies owning a 10% or greater interest in the Vendor {Bidder}. Further, if one or more of these entities is itself a corporation, partnership, or limited liability company, you must also disclose all parties that own a 10% or greater interest in that corporation, partnership, or limited liability company. This information is required by statute.

INDIVIDUALS

NAME	_____			
ADDRESS	_____			
1	_____			
ADDRESS	STATE	_____	ZIP	_____

NAME	_____			
ADDRESS	_____			
1	_____			
ADDRESS	STATE	_____	ZIP	_____

NAME	_____			
ADDRESS	_____			
1	_____			
ADDRESS	STATE	_____	ZIP	_____

NAME	_____			
ADDRESS	_____			
1	_____			
ADDRESS	STATE	_____	ZIP	_____

Attach Additional Sheets If Necessary



PART 2 continued

PARTNERSHIPS / CORPORATIONS / LIMITED LIABILITY COMPANIES

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE	ZIP	_____

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE	ZIP	_____

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE	ZIP	_____

Attach Additional Sheets If Necessary

In the alternative, to comply with the ownership disclosure requirement, a Vendor {Bidder} with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

PART 3

PUBLICLY TRADED PARENT COMPANY DISCLOSURE

Ownership disclosure (name and address) can be met by submitting the last annual filing of an SEC or similar foreign regulator document or providing the website link to such documents, and include relevant page numbers. See N.J.S.A 52:25-24.2.

<u>TITLE OF ATTACHED DOCUMENTS OR WEBLINK</u>	<u>PAGE #</u>

Attach Additional Sheets if Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor {Bidder}, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the AUTHORITY of CALDWELL, NJ is relying on the information contained herein, and that the Vendor {Bidder} is under a continuing obligation from the date of this certification through the completion of any contract(s) with the AUTHORITY to notify the AUTHORITY in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the AUTHORITY, permitting the AUTHORITY to declare any contract(s) resulting from this certification void and unenforceable.

Signature (Do not enter Vendor ID as a signature)

Date

Print Name and Title

FEIN/SSN



**NON-COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15)**

State of _____

County of _____

I, _____ residing in _____
(Name of Affiant) (Name of Municipality)

in the AUTHORITY of _____ and State of _____

of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the Company of _____
(Title or Position) (Name of Firm/Company)

The Responder making this proposal and that I executed the said Proposal with full authority to do so; that said Responder/Respondent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above numbered project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Owner relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract. I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by RESPONDER.

(Signature of Affiant)

NOTARY

(Type of Print Name of Affiant)



**REQUIRED EVIDENCE
AFFIRMATIVE ACTION REGULATIONS
N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACT
(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful responder's requirement to comply with the requirement of comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 et seq.

The successful responder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence;

A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).

OR

2. A photocopy of approved Certificate of Employee Information Report issued in accordance with N.J.A.C. 17:27-4;

OR

An Employee information Report (Form AA302) completed with a copy to the N.J. Department of the Treasury with the appropriate fee.

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.

The following questions must be answered by all responders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES _____ NO _____

If yes, please submit a copy of such approval.

2. Do you have a Certificate of Employee Information Report Approval?

YES _____ NO _____

If yes, please submit a copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L.1975, c.127 and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____ SIGNATURE: _____

TITLE: _____

Note: A professional's RFP must be rejected as non-responsive if a contractor fails to comply with requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, within the time frame.



NOTE: The vendor/professional must submit with their proposal an Employee Information Report Certificate. If the professional does not have an Employee Information Report Certificate as provided by the NJ Department of the Treasury and this is your first AA302 form report, the professional must submit a copy of the original AA302 form to the Public Agency awarding the contract and forward one copy with a check in the amount of \$150.00 payable to the Treasurer, State of New Jersey (fee is non-refundable) to:

NJ Department of the Treasury
Division of Public Contracts
Equal Employment Opportunity Compliance
P.O. Box 206
Trenton, NJ 08525-0206

Telephone 609-292-5473

Upon receipt of the Employee Information Report Certificate, the vendor/professional MUST forward a photocopy of this certificate to the Authority.



MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

During the performance of this contract, the contractor/vendor/professional agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Authority Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

(Signature of responder)



AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The Contractor and the Owner, do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 *U.S.C. S121 01* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.



THESE ARE **SAMPLES** OF THE **ONLY** ACCEPTABLE
BUSINESS REGISTRATION CERTIFICATES.

PREFER SUBMITTED WITH RFP RESPONSE
REQUIRED BY LAW PRIOR TO AWARD OF CONTRACT

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS


DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME: **TAX REGISTRATION TEST ACCOUNT**
TAXPAYER IDENTIFICATION#: **970-097-382/500**
ADDRESS: **847 ROEBLING AVE
TRENTON NJ 08611**
EFFECTIVE DATE: **01/01/01**
FORM-BRC(08-01)

TRADE NAME: **CLIENT REGISTRATION**
SEQUENCE NUMBER: **0107330**
ISSUANCE DATE: **02/14/04**

John S. Tully
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

**STATE OF NEW JERSEY**
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1095907

Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533



Disclosure of Investment Activities in Iran

Responder Name:

Part 1: Certification

*RESPONDERS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX.***

Pursuant to Public Law 2012, c.25, any person or entity that submits a RFP or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Responders must review this list prior to completing the below certification. Failure to complete the certification may render a responder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

Check the Appropriate Box

I certify, pursuant to Public Law 2012, c. 25, that neither the responder listed above nor any of the responder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the responder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran on additional sheets provided by you.



Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Owner is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts to notify the Owner in writing of any changes to the answers of information contained herein.

I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Owner and that the Owner at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	



NOT CURRENTLY REQUIRED PENDING LITIGATION

**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA
OR BELARUS
PURSUANT TO P.L.2022, c.3
INTEGRATED PEST MANAGEMENT**

CONTRACT / RFP SOLICITATION No. _____

Prohibited Activities: Engaged in prohibited activities in Russia or Belarus” means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

Failure to provide such description will result in the RFP being rendered as non-responsive, and the Owner will not be permitted to contract with such person or entity, and if a RFP is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

CHECK THE APPROPRIATE BOX

_____ I, the undersigned , am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Responder is not engaged in prohibited activities in Russia or Belarus as such term is defined in P.L.2022, c.3,ⁱ section 1.e, except as permitted by federal law.

CHECK ONE BOX BELOW:

_____ I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

OR

_____ I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. If checked, a detailed, accurate and precise description of the activities is provided below.

Signature of Authorized Representative

Date: _____

(PRINT NAME) _____



ACKNOWLEDGMENT OF RECEIPT OF ADDENDA
(FORM NOT REQUIRED IF NO ADDENDA ISSUED)

The undersigned Responder hereby acknowledges receipt of the following Addenda:

<u>ADDENDUM NUMBER</u>	<u>DATE</u>	<u>ACKNOWLEDGE RECEIPT (Initial)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Responder)

By: _____
(Signature of Authorized Representative)

REQUEST FOR PROPOSALS (RFP)

INTEGRATED PEST MANAGEMENT SERVICES

SCOPE OF WORK

The Asbury Park Housing Authority (APHA) seeks proposals from qualified (New Jersey licensed or certified) pest elimination/control companies to manage pest issues. We are requesting Integrated Pest Management (IPM) methods to achieve long-term environmentally sound pest suppression and prevention using a wide variety of technological and management practices at the Asbury Park Housing Authority. The contract is for a period of one year with an option to renew for one additional year at the sole discretion of the Authority.

APHA IPM Program

IPM Definition

Integrated Pest Management (IPM) is a common-sense approach to pest management that utilizes a variety of different control methods. Conditions that introduce pests, sustain their existence and promote infestations are addressed first. By doing so, targeted pests are likely attacked from many different angles with less dependency on pesticides. Pesticide applications and procedures may still play a role in an IPM program but are not the central focus of the plan. Significant resources are also placed on pest exclusion, housekeeping and storage practices, and structural modifications if necessary. A successful IPM program requires the partnership of everyone involved in the management and maintenance of the building including the residents. The program is educational, participative, innovative, well planned, and precisely executed.

Pests Covered

The Contractor shall furnish all work, labor and materials, unless specifically excluded, for the management of rodents (rats and mice), crawling insects, i.e. cockroaches (all native species), ants (except carpenter and pharaoh ants), bedbugs, spiders, beetles, fabric and stored product moths and beetles, silverfish/firebrats, wasps, centipedes, millipedes, crickets, and other household pests, except termites, birds and nuisance animals from the buildings and grounds of the Asbury Park Housing Authority consisting of a combined 463 dwelling units and their respective developments and management offices; a list of properties is attached.

Areas of Service

Areas requiring weekly inspection and treatment

The following areas shall require weekly inspections scheduled by the contractor. This weekly schedule must be approved by the APHA prior to implementation.

- a. Trash disposal chutes and rooms
- b. Dumpster and Compactor Areas
- c. Community Rooms
- d. Hallways and Stairwells
- e. Offices
- f. Employee Lounge

Areas requiring monthly inspection and treatment

The contractor shall inspect and immediately treat, within 24 hours of the request, the following areas when requested by APHA.

- a. All Apartments, all rooms, (kitchen, bath, living and bedrooms, closets, laundry and utility areas)
- b. Utility rooms,
- c. Laundry rooms,
- d. Boiler Rooms,
- e. Storage areas,
- f. Elevator rooms and lobbies,
- g. Mechanical closets, rooms, and areas,
- h. Crawl spaces
- i. Buildings and their perimeters,
- j. Other areas as requested by APHA management.

Service hours and days

Routine pest control services that do not adversely affect the residents and staff health and activities shall be scheduled Monday – Friday, 9 AM – 4 PM exclusive of APHA recognized holidays.

Emergency Availability

The contractor shall be available, on call, for “Emergency” hours (nights, weekends, holidays and overtime) for an agreed upon fee. All additional charges shall be justified and approved by the APHA in advance.

Scheduling and Coordination of Services

- The contractor shall have the ability to schedule any special inspections or treatments within twenty-four (24) hours of the request. The actual treatment or inspection must occur within five (5) business days of the request. In the event of an emergency that potentially adversely affects human health and living conditions, such as but not limited to a bed bug infestation, the contractor must be able to respond and provide treatment within twenty-four (24) hours from a request.
- The APHA may use software such as MS Excel to administer our pest control contract. The contractor may be required to utilize these tools in conjunction with the APHA for scheduling and reporting purposes.
- Some locations cannot have inspections on particular days or times (especially between 12 PM - 1 PM) due to staffing. Contractor must be flexible when determining any inspection schedules with the APHA.

Prep Sheets

- Contractor to supply all prep sheets.

Products, Tools and Materials

- Prior to the commencement of work, the contractor shall provide the APHA with a list of all pesticide products (insecticides and rodenticides) to be used on APHA properties, their labels and Material Safety Data Sheets (MSDS).
- Only EPA approved products, registered in the State of New Jersey shall be used in accordance with label direction.
- The list shall be updated as needed by the contractor.
- The contractor may introduce and recommend new products to the APHA, but these lists shall be reviewed and approved by APHA prior to their use.
- The APHA may request additional products be added to the Contractors list of products
- The APHA may reject or limit the use of specific products
- The contractor shall not store any products or equipment on APHA property
- Additional IPM tools are expected to be available and used by the contractor; these tools must include:
 - Insect monitors, tamper-resistant rodent bait stations and traps
 - Scrapers to remove accessible dead insects and rodents, cockroach

droppings and old insecticide gels, etc.

- HEPA vacuums and/or sweepers to remove dead insects their parts, rodent hairs and droppings, etc. Contractor will be responsible for removal of insect carcasses, parts or other detritus associated with successful pest control
- Pesticide applications shall be according to need and not by schedule. As a general rule, the application of pesticides in any inside or outside area shall not occur unless visual inspection or monitoring devices indicate the presence of pests in that specific area. Requests for preventive treatments in areas where surveillance indicates a potential insect or rodent infestation shall be evaluated by the APHA on a case-by-case basis. Written approval must be granted by the APHA prior to any preventive pesticide application
- If pesticide use is necessary, the contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.

Service Methods

- The contractor shall describe their IPM service methods, plans, and procedures for insect and rodent corrective action and preventive maintenance.
- The contractor's personnel shall check-in prior to work and check-out with the manager or their designee at each site using a logbook to record.
- All methods of service and application shall be in accordance with the Good Practices of the National Pest Management Assn. and the rules of the New Jersey Department of Environmental Protection,

Vehicles

- All contractor service vehicles shall be clearly lettered for ease of recognition
- Vehicles shall be properly locked and secured at all times while on APHA property
- Contractor employees shall drive in a safe manner and adhere to the "Rules of the Road"
- Contractor employees shall park their vehicles safely, not to impede the safety of others and their vehicles and in accordance with the policies of the APHA
- All moving and parking violations, including towing services, shall be the responsibility of the contractor and their employees.

Safety

- The contractor shall conduct its services in a safe and careful manner.
- The contractor shall abide by all laws, statutes, regulations and directives issued by OSHA, EPA, and the State of New Jersey
- The contractor shall provide safety equipment as required by OSHA, EPA and specific product labels.

Communications

The APHA firmly believes resident education and communication is a cornerstone of a successful IPM program. Therefore, the contractor must provide written, oral, cellular, and internet communication with residents. These must include:

1. Resident preparations, consumer bulletins, pre-notification and posting.
2. Inspection reports
3. Monitoring “baselines”
4. Resident education
5. Treatment protocols & methods
6. Work completion record keeping
7. Work/Data Analysis – project problems and trends
8. Quality assurance reports

The contractor shall update the APHA on a regular basis of any materials or methods used to communicate and educate residents. Please describe, with samples, in your proposal how you will educate and communicate with our residents. The contractor shall also participate in educational programs as requested by the APHA.

Collaborations

Successful IPM requires collaborations or partnerships with others, such as, public health agents, consultants, suppliers, and other “stakeholders”. The contractor shall describe their experience in collaborating with others. The contractor must make reasonable efforts to collaborate and shall regularly update the APHA with collaboration efforts.

APHA Responsibilities

- Maintain all facilities in good repair in order to exclude pests and remove potential harborage.
- Keep common and public areas, including outside grounds and support areas clean and accessible for pest control services.

- Provide resident education on pest control practices, housekeeping and resident responsibilities.
- Communicate related housing policies, changes, expectations and responsibilities.
- Assist with the distribution of service schedules, preparation notices, consumer bulletins, etc.
- Manage and enforce contract details.
- Engage Pest Management specialist and consultants, as needed.
- Evaluate resident compliance and contractor performance; the latter at 30, 60, 90 and 180 day intervals.

Milestones and Reporting

Milestones

Upon contract commencement, the contractor shall conduct inspections of all APHA areas and properties. Any infestations found visually shall be treated **immediately** within 24 hours of inspection. Any other areas not visually displaying an infestation must have monitoring boards installed and re-inspected after two weeks of the initial inspections.

Within one hundred twenty (120) calendar days of the contract commencement date, the contractor shall review all reports, service records, and other data as necessary to assess the current status of pest activity at APHA. The contractor should additionally perform such physical inspections as necessary to ascertain the ongoing pest control issues at APHA sites. Based upon this research, the contractor shall propose an IPM service plan for the next six months for each development at the APHA.

Reporting

On a daily basis, and upon each and every area inspection, the contractor shall provide a report to the APHA that outlines what area was affected, what infestation was identified, how to treat said infestation, and when the area will be treated. The contractor shall also be required to produce a special post inspection report to clear units or areas for habitation that are suspected of having an infestation. Reports must be sent electronically via email to multiple APHA staff members within twenty-four (24) hours from treatment or inspection.

Court Requests

The contractor must be able to comply with and attend court requests when needed.

Areas unable to be treated

The contractor will not be paid for any units unable to be treated due to:

- Failure to perform (see Scope of Work)
- Failure to be properly prepared (ex. insufficient cockroach bait)
- Failure to be properly equipped (ex. failure to have a HEPA vacuum)

The APHA shall compensate the contractor for each apartment scheduled for service but not entered due to:

1. Lack of keys, changed locks and other avoidable circumstances.
2. Resident refusal of services
3. The resident's failure to properly prepare as instructed by the contractor.
4. Failure to clean as instructed, prior to service.
5. Failure to repair within 7 days of being notified.

The APHA reserves the right to charge residents a reasonable amount for failure to meet and prepare as noted above.

Mandatory Meetings

The contractor shall schedule quarterly, or other periodic meetings approved by the APHA with APHA management to update the APHA on progress with milestones, collaboration efforts, resident education and communication methods, and to address other immediate issues or concerns.

Specific Measures

- In all situations, emphasis shall be on non-chemical measures.
- Education, communications and coordination among all facilities management programs and residents shall be considered and employed in all pest management efforts.
- Monitoring and trapping devices shall be primary tools
- Upon follow-up visits to any unit (occupied or vacant), the Contractor must remove all pest-related waste material including, but not limited to, live, dead and body parts of insects, stored product pests, spiders. HEPA-quality vacuums shall be the standard method for the removal of this material.
- HEPA-quality vacuums shall also be used to remove rodent evidence (fecal droppings, hairs nesting materials, etc.)
- Structural, sanitary and procedural modifications to reduce food, water, harborage and access used by pests shall be investigated and implemented.

- Pest Control and other contractors, APHA staff and residents are expected to participate and support these efforts.

In situations requiring the use of any pesticides, label directions must be read, in advance, and followed. The below pesticides are recommended; however, we will accept equal substitute products. Any products not listed below including any substitutes must have prior approval by the APHA.

Cockroaches

- Application of insecticide sprays and aerosols are not permitted unless prior approval is given by the APHA.
- Insecticide gel baits are preferred such as but not limited to Matrix®, Advion®, Avert®, Max Force FC Select®, PreEmpt®, Transport®, etc.
- Insecticide granular products may be used in basement and other mechanical areas; products such as but not limited to Whitmire Advance®, Entice®, Niban®
- Insecticide sprays, such as but not limited to Essentria IC3®, EcoVia EC® Riptide®
- Insecticide dusts, such as but not limited to boric acid, Drione®, Tempo®, Deltic®
- Insect growth regulators such as but not limited to Gentrol® (concentrate, aerosol and Point Source®)

Bedbugs

- After thorough inspection and monitoring, verify the presence and locations of bed bug activity.
- Broadcast foggers, aerosols “one shots”, ULV/ULD generators and void injectors shall not be used unless prior approval is given by the APHA.
- Apply insecticides to the following areas: cracks, crevices, voids and spots, “non-contact” areas of furniture.
- Liquid residual products such as but not limited to Phantom®, Demand®, Suspend®, etc.
- Liquid non-residual products such as but not limited to Sterifab®, Bedlam®, etc.
- Dusts, such as but not limited to Drione®, Tri-die®, Deltic®, Tempo®

- Insect growth regulators such as but not limited to Gentrol® (concentrate, aerosol and Point Source®)

Ants

- Application of insecticide sprays and aerosols are not permitted unless prior approval is given by the APHA.
- After inspection and monitoring has verified the presence of and species of ant, limited treatments may be applied.
- Application of insecticide sprays and aerosols are not permitted unless prior approval is given by the APHA.
- Ant specific gel baits and granular products

Rodents

- After inspection and monitoring has determined the presence and location of rodents
- Exclusion with copper gauze, steel wool, hardware cloth, expanding foams, cement patches, door sweeps, etc.
- Traps inside shall be the product of choice; products such as but not limited to snap, glue and curiosity, etc.
- With prior APHA approval on a case-by-case basis, rodenticide “tracking powders” may be applied into void areas, such as but not limited to pipe chases, door frames, under fixed equipment (cabinets) and created by rodents. Products such as but not limited to Rozol®, Ditract®, etc. Requests to apply ZP (zinc phosphide) Tracking Powder® will receive special scrutiny prior to approval by the APHA.
- Outside rodent baits may be used in “tamper-resistant bait stations”; all stations shall be noted and kept current on maps indicating their location.

Other Requirements

- The contractor shall provide a written IPM work plan (description of what they plan to do) for approval to the APHA prior to the commencement of work. This should include inspection, monitoring and other service activities.
- The contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the monitoring, trapping, pesticide application, and pest removal components of the IPM program.
- The contractor shall observe all safety precautions throughout the performance of this

contract. All work shall be in strict accordance with all applicable Federal, state and local safety and health requirements. Where there is a conflict among parties, the APHA will appoint an independent, knowledgeable party to mediate the dispute.

- Applicable regulations, the most stringent will apply.
- The contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel and residents during the execution of work.
- The Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest management.
- The contractor shall be responsible for supervising all work performed.
- The contractor shall provide to the APHA and maintain a current list of these individuals along with copies of their state license or certification, The Contractor shall have at least three (3) licensed/certified employees.
- All contractor employees shall wear uniformed (similar) work clothes and carry photographic identification.
- The APHA reserves the right to utilize another pest control firm for second opinions when needed.

Additional Services for a Fee Exclusive of the IPM Program

- For other insects such as termites or nuisance animals not included in this specification, we will employ the APHA IPM contractor to provide a specification to remedy the insect or nuisance animal problem for an additional fee. The APHA will use this specification to competitively seek prices or proposals from other pest control contractors. The APHA IPM contractor will not be allowed to place any bids, quotes, or proposals for any specification they developed for the APHA.
- Contractors must be able to wrap any resident furniture designated for disposal with plastic or other materials designed to contain an infestation when requested by the APHA. Furniture wrapping will be for an additional fee.
- The contractor to supply all bedbug mattress covers, traps, and monitoring devices. Contractors shall propose these products in their technical proposals and price each product on their price proposal form.
- The contractor must be able to provide K9 bed bug detection services for an additional fee when specially requested by the APHA. Contractor to provide a description of the service in their technical proposals. The bedbug K9 employed must be certified.

- The contractor must be able to employ bedbug heat treatments for an additional fee when specially requested by the APHA. Please describe this service in your technical proposal.
- The contractor is to provide a price for on-call pest control services with their IPM price proposal.

EXHIBIT A: LIST OF APHA SERVICE LOCATIONS

Development	Development Demographic	# of Units	# of Buildings
Asbury Park Village	Family	126	13
Washington Village	Family	59	7
Lincoln Village	Family	63	2
Comstock Court	Elderly/Disabled	50	1
Lumley Homes	Elderly/Disabled	60	2
Robinson Towers	Elderly/Disabled	105	1

PROPOSAL SUBMISSION REQUIREMENTS

The submission of both a technical proposal and a price proposal will be required for evaluation and contract award. Each proposal must be organized into two separately sealed and packaged parts. **Do not include any price information in the technical proposal or it will be rejected.**

The proposals shall be submitted in a loose unbound format. Please do not submit a proposal that is bound, stapled, etc. The intent is to have the ability to scan the proposal in its entirety without having to remove staples, binding, etc.

Technical Proposal Requirements:

The technical proposal should include the following components at a minimum and ensure your proposals address the comparative criteria listed in the next section of this specification.

Contractor's Qualifications: Provide a description of the proposer's prior experience in providing IPM services. Include the number of years and locations that the proposer has been in business. Please include resumes of key company individuals including managers and supervisors working on this proposal. Include copies of any professional licenses.

Plan of Service:

Customer Service/Staff Support:

Indicate the type of customer service plan to be implemented when APHA wants to communicate with your company regarding service, i.e. scheduling and complaints. Please state specifically the hours the company is accessible for customer service calls and in what fashion the company would respond to a complaint. Your proposal should also mention who our main account representative will be along with their resume. Our account representative must have a least three years' experience and have the ability to handle all customer service requests including obtaining reports, handling complaints, billing concerns, etc.

Staff Hiring, Training & Supervision:

Provide a statement indicating what specific training each employee receives from your company during employment. Include the length of your training process, how often the training cycle is repeated and updated, and what specific procedures are taught. The contractor shall provide a list of all employees and technicians that will service our accounts along with copies of their state license or certification.

Other Services:

Provide a description of other services to provide for an additional charge including wrapping furniture, providing bedbug covers and other products, bedbug K9 service, and heat treatments. The proposer may also provide other services not listed here. Please attached pricing for other recommended services to the proposal price form.

Experience with Other Contracts:

Provide a list of all contracts currently in effect, and for former clients that your company has provided services for in the past three (3) years. Provide a statement that indicates how many employees are currently on staff at each current contract location. Indicate any experience your company has in providing IPM services to other public housing agencies or other mixed-income residential developments. Include the number of years' experience, and the contact person's name, address and telephone number. The APHA may select names at random to be interviewed.

Sample IPM plans

The contractor shall provide samples of successful IPM programs and shall provide a written IPM work plan (description of what they plan to do) for approval to the APHA prior to the commencement of work. This should include inspection, monitoring and other service activities.

Price Proposal requirements:

Include the amount the proposer will charge using the proposal price form included. This form must be filled out in its entirety and signed. Any price proposal submitted without the proposal price form will be deemed non-responsive and rejected on that premise.

This RFP process will result in the selection of a company based on factors other than lowest price; however, a strong consideration will be based on price alone. The proposer shall not state any fee, price, or commission information anywhere in the proposer's response except on the proposal price form.

The proposed prices for total Annual Integrated Pest Management Services and On-Call/Additional/Special Service Unit Price Schedule will be evaluated and assigned a rating of Highly Advantageous (HA), 3 points, Advantageous (A), 2 points, or Not Advantageous (NA), 1 point.

COMPARATIVE EVALUATION CRITERIA

For each of the comparative criteria you will be evaluated and assigned a categorical rating of Highly Advantageous (HA), Advantageous (A), or Not Advantageous (NA). Your proposal will then be assigned an overall composite rating based on the criterion ratings, with a maximum of 12 points awarded.

Prior Experience Working in Public Housing/Apartment Complexes:

HA (3 points): The proposer has > 10 years' experience working in public housing or apartment complexes.

A (2 points): The proposer has 7-10 years' experience working with public housing authorities or apartment complexes.

NA (1 point): The proposer has < 7 years working with public housing authorities of apartment complexes.

Pest Control Affiliations:

HA (3 points): The proposer is:

- A member of a National, Regional or Local Pest Management Association (PMA)
- a registered IPM company
- Employs Registered IPM Practitioners

A (2 Points): The proposer is:

- A member of a National, Regional or Local Pest Management Association (NEPMA)

NA (1 point): The proposer does not have any industry affiliations

Customer Account Representative (Main Account Contact):

HA (3 points): The proposer's main account representative who will service the APHA account has > 10 years' experience and can provide service and coordinate all administrative/contract management functions (billing, report requests, complaints, etc.)

A (2 points): The proposer's main account representative who will service the APHA account has 5-10 years' experience can provide service and coordinate all administrative/contract management functions (billing, report requests, complaints, etc.)

NA (1 point): The proposer's main account representative who will service the APHA account has 3-4 years' experience can provide service and coordinate all administrative/contract management functions (billing, report requests, complaints, etc.) or > 5 years' experience, but cannot not handle all administrative/contract management functions.

Pest Control Technician Experience and Education:

HA (3 points): All technicians that will service the APHA account have > 7 years' experience and hold at least one certification from an industry recognized association.

A (2 points): All technicians that will service the APHA account have 3-6 years' experience and hold at least one certification from an industry recognized association.

NA (1 point): All technicians that will service the APHA account have 0-2 years' experience or have > 2 years' experience but do hold at least one certification from an industry recognized association.

The Price Scores will be combined with the Comparative Evaluation Scores to provide an overall rating of the proposal.

**ASBURY PARK HOUSING AUTHORITY
INTEGRATED PEST MANAGEMENT SERVICES
PRICE PROPOSAL FORM**

NJ 7-1 Asbury Park Village – 2 Atkins Avenue

Twelve (12) buildings with a total of 126 apartments and one free standing building:

(48) 1-bedroom units

(58) 2-bedroom units

(20) 3-bedroom units

Maintenance Office

Laundry Room

Social Room

Crawl Spaces

Annual Integrated Pest Management Service – Total Lump Sum \$ _____

NJ 7-2 Washington Village – 1259 Washington Avenue

Six (6) buildings with a total of fifty-nine (59) apartments and one free standing building:

(14) 1-bedroom units

(39) 2-bedroom units

(6) 3-bedroom units

Office

Laundry Room

Social Room

Crawl Spaces

Annual Integrated Pest Management Service – Total Lump Sum \$ _____

NJ 7-4 Lincoln Village – Memorial Drive & Langford Street

Two (2) buildings with a total of 63 apartments:

(5) 1-bedroom units

(43) 2-bedroom units

(12) 3-bedroom units

(3) 4-bedroom units

Full Basements

Annual Integrated Pest Management Service – Total Lump Sum \$ _____

NJ 7-5 Comstock Court – 1018 First Avenue

One (1) 7-story building with a total of 50 senior/disabled apartments:

(38) 1-bedroom units

(12) 2-bedroom units

Laundry Room

Social Room

Compactor Room

Annual Integrated Pest Management Service – Total Lump Sum \$ _____

NJ 7-6 Lumley Homes -1004 Comstock Street & 1025 Second Avenue

Two (2) 6-story buildings with a total of 60 senior/disabled apartments:

(20) Efficiency units

(40) 1-bedroom units

Office

Laundry Room

Social Room

Compactor Room

Boiler Room

Annual Integrated Pest Management Service – Total Lump Sum \$ _____

NJ 7-7 Robinson Towers -1000 Third Avenue

(1) 8-story building with a total of 105 senior/disabled apartments:

(105) 1-bedroom units

Offices

Laundry Room

Social Room

Compactor Room

Boiler Room

Annual Integrated Pest Management Service – Total Lump Sum \$ _____

Annual Integrated Pest Management Service – Total of All Sites \$ _____

**ASBURY PARK HOUSING AUTHORITY
INTEGRATED PEST MANAGEMENT SERVICES
PRICE PROPOSAL FORM**

On-Call/Additional/Special Service Unit Price Schedule

Roach Treatment Services – Efficiency Unit	\$ _____ Per Unit
Roach Treatment Services – 1 Bedroom Unit	\$ _____ Per Unit
Roach Treatment Services – 2 Bedroom Unit	\$ _____ Per Unit
Roach Treatment Services – 3 Bedroom Unit	\$ _____ Per Unit
Roach Treatment Services – 4 Bedroom Unit	\$ _____ Per Unit
Roach Treatment Services – Common Area	\$ _____ Per Unit
Rodent Treatment Services – Efficiency Unit	\$ _____ Per Unit
Rodent Treatment Services – 1 Bedroom Unit	\$ _____ Per Unit
Rodent Treatment Services – 2 Bedroom Unit	\$ _____ Per Unit
Rodent Treatment Services – 3 Bedroom Unit	\$ _____ Per Unit
Rodent Treatment Services – 4 Bedroom Unit	\$ _____ Per Unit
Rodent Treatment Services – Common Area	\$ _____ Per Unit

Bed Bug Service Unit Price Schedule

Bed Bug Treatment Services – Efficiency Unit	\$ _____ Per Unit
Bed Bug Treatment Services – 1 Bedroom Unit	\$ _____ Per Unit
Bed Bug Treatment Services – 2 Bedroom Unit	\$ _____ Per Unit
Bed Bug Treatment Services – 3 Bedroom Unit	\$ _____ Per Unit
Bed Bug Treatment Services – 4 Bedroom Unit	\$ _____ Per Unit
Bed Bug Treatment Services – Common Area	\$ _____ Per Unit

**ASBURY PARK HOUSING AUTHORITY
INTEGRATED PEST MANAGEMENT SERVICES
PRICE PROPOSAL FORM**

Price to wrap Furniture for Disposal:

Mattress (all sizes): \$ _____ Per Each

Box Spring (all sizes): \$ _____ Per Each

Chair: \$ _____ Per Each

Love Seat: \$ _____ Per Each

Sofa: \$ _____ Per Each

Bedbug K9 Inspection \$ _____ Per Hour

Beg Bug Heat Treatment

Bedbug Heat Treatment 1 Bedroom \$ _____ Per Unit

Bedbug Heat Treatment 2 Bedroom \$ _____ Per Unit

Bedbug Heat Treatment 3 Bedroom \$ _____ Per Unit

Year 2 Renewal Option (Months 13-24) Escalation % _____ %

Submitted by:

Company name _____

Print name: _____

Signature: _____ **Date:** _____

ATTACHMENT #1
ASBURY PARK HOUSING AUTHORITY
RFP - INTEGRATED PEST MANAGEMENT SERVICES

Development	Total Units	Approximate
		Sq. Ft.
Dr. Robinson Towers-105 apts		
1 Bedrooms	105	540
Hallways & Stairwells		11,000
Laundry Room	1	250
Community Room	1	800
Office & Maintenance Spaces		2,000
Charles Lumley Homes A & B-60 apts.		
Studios	20	400
1 Bedrooms	40	540
Hallways & Stairwells		6,500
Laundry Room	1	300
Community Room	1	800
Office & Maintenance Spaces		2,000
Comstock Court-50 apts.		
1 Bedrooms	40	540
2 Bedrooms	10	800
Hallways & Stairwells		4,000
Laundry Room	1	250
Community Room	1	800
Office & Maintenance Spaces		2,000
Asbury Park Village-126 apts.		
1 Bedrooms	48	540
2 Bedrooms	52	800
3 Bedrooms	20	1,100
Laundry Room	1	300
Community Room	1	800
Office & Maintenance Spaces		2,000
Washington Village-59 apts.		
1 Bedrooms	13	540
2 Bedrooms	40	800
3 Bedrooms	6	1,100
Laundry Room	1	300
Community Room	1	800
Office & Maintenance Spaces		2,000
Lincoln Village- 63 apts.	63	
1 Bedrooms	5	540
2 Bedrooms	44	800
3 Bedrooms	11	1,100
4 Bedrooms	3	1,400
Hallways		1,200
Basements		24,000

Request for Information (RFI) Response # 1

Attn: Bidding firms for the Integrated Pest Management Services RFP

The purpose of this letter is to address a Requests for Information for bidding purposes.

1. Is pricing from a previous vendor who performed these services available?

- This is the Asbury Park Housing Authority's first solicitation for Integrated Pest Management Services.

2. Are measurements of the buildings needing services available?

- See Attachment #1 which details the approximate square footage of buildings, including apartments, maintenance spaces, offices, common and community spaces.


3. Will any performance or payment bonds be required for this solicitation?


- No bonds are required for this solicitation.

4. Will the pre-bid meeting/ site visit be mandatory?

- Attendance at the pre-bid meeting/site visit is highly recommended but it is not mandatory.

Respectfully,
Edwin McDonald
Director of Maintenance

732.774.2660 

732.774.8623 

1000 ½ Third Avenue Asbury Park, NJ 07712 