

REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL PEST CONTROL SERVICES FOR READING HOUSING AUTHORITY

Date of Announcement: March 7, 2025

Date of Submission Deadline: April 8, 2025

Request for Proposals:

The Reading Housing Authority will receive proposals for **Professional Pest Control Services for all Reading Housing Authority Locations** until **11:00am (EST) on Tuesday, April 8, 2025**. One (1) electronic and four (4) original copies of your proposal must be received by the Procurement Office of Reading Housing Authority, Willis Center for Administration, 400 Hancock Blvd., Reading, PA 19611, by **11:00 a.m. (EST) on Tuesday, April 8, 2025**. Electronic submissions shall be directed to contracts@readingha.org.

On **Friday March 21st, at 10:00 a.m. (EST)**, Reading Housing Authority will conduct a Pre-Proposal meeting at 400 Hancock Blvd, Reading PA 19611. All interested parties are encouraged to attend.

Copies of proposal documents are available to qualified contractors at our website www.readingha.org under the business partners section – opportunities.

Questions about technical specifications can be directed to contracts@readingha.org. Questions about HUD forms, proposal forms, etc., can be emailed to Purchasing Officer, Steve Notario at contracts@readingha.org.

Overview

Reading Housing Authority (RHA) is a local government agency charged with administering the federal Public Housing and Housing Choice Voucher Programs for the City of Reading while also serving in the capacity of property manager, service provider and partner entity in a variety of other programs. The mission of the agency is to *provide a foundation for people to find a home of hope and achieve their aspirations*.

The successful candidate shall be awarded a 1-year contract, with the opportunity for up to two consecutive 1-year contract renewals as determined by mutual agreement.

Contract renewals will follow the same specifications and instructions with the original signed contract and as required by the original solicitation, unless otherwise mutually agreed upon between RHA and the successful candidate.

Reading Housing Authority (RHA) encourages all proposers to review the provided weblinks concerning regulations of Section 3 of the Department of Housing and Urban Development Act of 1968, prior to submitting a proposal. It is the goal of RHA to the best possible and greatest extent feasible to meet these regulations.

Information will also be available on the RHA website, www.readingha.org.

- FHEO Documents <https://www.hud.gov/sites/dfiles/FHEO/documents/Section3rule092820.pdf>

- Frequently Asked Questions https://www.hud.gov/sites/dfiles/documents/19580_SECTION3.PDF
- Income Limits <https://www.huduser.gov/portal/datasets/il.html>

Submission and Award

At a minimum, the submission shall address the following questions:

- Describe your overall qualifications to deliver the requested services.
- Describe your proposed staffing structure for requested services, including staff experience to deliver the requested services.
- Describe how complaints, requests for additional services, and customer service issues will be addressed.
- Provide response time after being contacted for non-scheduled service.
- Include description and details on all products that will be used to perform requested services.
- Show evidence of successfully performing quality service at equally sized facility, including references. (References should include contact information.)
- Provide total annual cost for services covered in the Pest Control Services Scope of Work Summary section.

Proposals **must** contain the following required form(s). Failure to include these form(s) may result in the discarding of the proposal.

- Form HUD-5369-C, Certifications and Representations of Offerors – Non-Construction Contract https://www.hud.gov/sites/documents/DOC_12132.PDF
- **Notarized** Non-Collusive Affidavit <https://www.readingha.org/doing-business-with-rha/>

The following documents are for informational purposes:

- Form HUD-5369-B, Instructions to Offerors – Non-Construction <https://www.hud.gov/sites/documents/5369-B.PDF>
- Form HUD-5370-C, General Conditions for Non-Construction Contracts I & II https://www.hud.gov/sites/documents/DOC_12587.PDF
https://www.hud.gov/sites/documents/DOC_12588.PDF

Proposals will be rated by a selection committee against the following criteria, with the maximum possible points being 135.

Each criterion will be given a weight, and proposal will be judged on how well they meet the criteria, with the rating multiplier of Low (1 point), Medium (2 points) and High (3 points). Proposers who fail to address a criterion in their proposal will receive a 0-point score for the item. The criterion areas for this RFP are as follows:

		Multiplier	Weight
1	Response time after being contacted for a non-scheduled service	0, 1, 2, 3	7
2	Past experience, qualifications, and reference feedback	0, 1, 2, 3	10
3	Quality of products	0, 1, 2, 3	8
4	Staff experience and qualifications	0, 1, 2, 3	10
5	Cost of Service	0, 1, 2, 3	10

Proposers may be invited for oral discussion concerning elements of the proposal, negotiation of pricing and overall costs, and invitation for revision(s) prior to the final selection. RHA reserves the right to award the contract to the proposer who represents the best overall value and likelihood of assisting the agency in meeting its stated goals and to reject any or all responses to this RFP. RHA anticipates that a contract for the successful proposer will be issued on or around May 1, 2025.

Miscellaneous

RHA is a smoke-free campus. Contractors and vendors are expected to abide by these requirements.

The successful proposer will be entrusted with RHA issued keys and key access to RHA locations. During the contracted period, contractors and vendors will be held responsible for any damages, theft, or loss, up to and including the cost of replacing cylinders, locks, keys, etc. as the result of key loss.

Pest Control Services Scope of Work Summary

- 1) Statement of work. The successful candidate shall furnish all labor, material and equipment, and perform and complete work under the following Scope of Services, within the terms otherwise imparted through this renewal:
 - a) Provide pest control services five days a week between the hours of 9:00am and 3:00pm, at various RHA locations, on an established schedule and property locations developed, maintained and updated by RHA. The established schedule will include routine bedbug inspections, routine roach and rodent prevention treatments, bed bug evaluations, bedbug treatments, "add-on" treatment services and "extra" services including:
 - i) Fogging for roaches or bed bugs
 - ii) Box Elder Beetle treatment
 - iii) Ant corrective treatment
 - iv) Roach corrective treatment
 - v) Rodent corrective treatment
 - vi) Bee corrective treatment
 - b) Educate and train RHA staff on bed bug inspection procedure process and prevention. (2X a year)
 - c) Educate RHA residents on pest control prevention on a scheduled basis. (2X a year)
 - d) Meet with RHA Contract Manager and other key staff on a pre-set quarterly basis to discuss the progress being made with the pest control program.
- 2) Treatment Procedure. Visually inspect every room in unit. Bait and spray for preventative pest control. Ensure that utility areas, units with crawl spaces and basements are also visually inspected and treated. If infestation of mice (rodents), roaches and/or bed bugs are found during visual inspection; proceed as stated below.
 - a) Mouse Issue - Bait properly throughout the home, re-bait all exterior bait every October, before winter and mid-Summer (2x per year).
 - b) Roach Issue - Pull out refrigerator and stove. Spot kill with aerosol, spray thoroughly under and behind appliances, dust cracks & crevices (include receptacles for best results), in addition to all other treating and baiting.
 - c) Bed Bug Issue - Coordinate with RHA contract manager directly to set appointment time window with resident. It should usually be the same day, upon approval by the resident. Otherwise, forty-eight (48) hour notice must be issued. RHA staff will work with residents to ensure preparation efforts are completed prior to inspections and treatments.
 - d) All vacant units will be treated prior to occupancy. Response to vacant units is a RHA priority and must be scheduled within 72 hours.
- 3) Conditions Relating to Treatment. RHA policy states we must provide a forty-eight (48) hour notice to residents before units are treated. Therefore, preparations must be made prior to routine services, as well as additional preparations that must be made for a corrective service on a complaint basis

- a) All services must be documented in writing or electronically recorded. Information must include addresses of units treated, degree of infestation or infestations found, description of materials used, description of sanitation conditions conducive to insect or rodent infestation and details on any structural deficiencies that should receive the attention of RHA.
- b) Documentation must also indicate the degree of preparation provided by the resident. All documentation must be provided to RHA management personnel at each location upon completion of each day's services.

4) Technical Services

- a) All work must be performed by technicians certified by the State of Pennsylvania.
- b) Pesticides shall be used in accordance with label directions and as approved by the Environmental Protection Agency.
- c) The successful candidate must maintain and provide a list of all materials/chemicals to be used on RHA premises. The candidate must also submit specimen labels and Material Safety Data Sheet information on all listed materials/chemicals. Preference should be given to highly effective, low toxicity baiting materials.

5) Contract Stipulations

- a) The successful candidate shall purchase and maintain comprehensive, general liability insurance in the amount of \$1,000,000 combine single limit for bodily injury and property damage & \$500,000 for automobile liability. A Certificate of Insurance must be provided with RHA being listed as additional insured.
- b) The Candidate shall cover the cost of all materials/chemicals under the contract to perform services unless additional materials/chemicals are requested by RHA. Invoices submitted to RHA, for additional requested chemicals and materials, shall be submitted separately from monthly invoices.
- c) Termite Corrective Treatment is not included in the scope of work. Costs for termite corrective treatment shall be mutually agreed upon between candidate and RHA.

6) Negotiated Terms

- a) The successful candidate shall provide no less than 42 hours of service a week under the terms of the twelve (12) month contract.
- b) The Candidate shall agree to establishing a predictable schedule of work as mutually agreed by RHA. The Candidate and owner shall acknowledge that a need for flexibility may occur for reasons related to the schedule of business operations, owner staffing availability and other personal circumstances. The Candidate shall acknowledge that any agreed upon schedule will not be compromised due to Candidate's obligations to any other contract.
- c) This contract does not include reimbursement for travel mileage.
- d) The successful candidate will prioritize projects and service needs at the discretion of RHA.

- 7) Additional terms. The successful candidate shall acknowledge that RHA operates under 30-day payment terms. Invoices shall be sent to accountspayable@readingha.org or by First Class USPS to 400 Hancock Boulevard, Reading, PA 19611. Invoices shall contain detailed documentation explaining the invoice. Documentation shall include RHA location, list of goods, materials and/or

services being invoiced and any additional requirements with the specific purchase order or contracted procurement. Invoices that fail to contain required documentation will be placed on hold or rejected until the required information is provided by the contractor/vendor. The 30-day clock for payments shall begin when fully completed invoices are received by RHA.

- a) The Candidate shall agree that some evaluations and inspections may require the use of an RHA provided handheld electronic tablet or another mobile device during the service. RHA agrees to provide training to ensure that the contractor is able to perform services successfully. The Candidate shall acknowledge and agree resident Personally Identifiable Information (PII) must be kept confidential.

8) RHA Locations

- a) Central Administration Bldg. – 400 Hancock Boulevard, Reading, PA 19611
- b) Oakbrook/Sylvania Homes - 1001 Scott Street, Reading, PA 19611
- c) Oakbrook Boiler House – 500 McClellan Street, Reading, PA 19611
- d) Glenside/Hensler Homes – 1301 Schuylkill Avenue, Reading, PA 19601
- e) Hensler Community Bldg. – 880 Avenue A, Reading, PA 19601
- f) Glenside Boiler House – 626 Avenue B, Reading, PA 19601
- g) Franklin Tower Apartments – 120 South 6th Street, Reading, PA 19602
- h) Kennedy Towers Apartments – 300 South 4th Street, Reading, PA 19602
- i) George M. Rhodes Apartments – 815 Franklin Street, Reading, PA 19602
- j) Dwight D. Eisenhower Apartments – 835 Franklin Street, Reading, PA 19602
- k) Samuel G. Hubert Apartments – 125 North 10th Street, Reading, PA 19601
- l) River Oak Apartments – River Oak Drive, Reading, PA 19601
- m) Emma Lazarus Townhomes – 334 Orange Street, Reading, PA 19602

SPECIAL CONDITIONS

1. **PROPOSALS:** All proposals must be submitted according to the RFP solicitation.
2. **CONTRACT DATES:** The start date is estimated to begin May 1, 2025, after approval is received from the Reading Housing Authority Board of Commissioners.
3. **VISIT TO SITE:** Contractor shall visit the sites and familiarize itself with all conditions and limitations. The submission of a proposal is evidence that such an examination has been made and later claims or difficulties encountered that could have been foreseen if an examination had been made will not be recognized.
4. **WORKING HOURS:** Service under these specifications shall be performed during normal RHA working hours. Those hours specifically being **8:00 a.m. thru 4:30 p.m.** Monday through Friday.
5. **SANITARY FACILITIES:** The RHA will provide the contractor with facilities on this contract.
6. **WORKMANSHIP AND CLEAN UP:** Work shall be performed in strict accordance with the covenants, terms and conditions of this Contract. All workmanship shall be first class following accepted trade standards.
7. **SAFETY REQUIREMENTS:** Maintain project in accord with local safety codes. Hazard Control – store volatile wastes in covered metal containers and remove from premises daily. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
8. **SMOKING POLICY:** Smoking is prohibited on any property owned and operated by Reading Housing Authority in conjunction with the Public Housing Program. "Smoking" means inhaling, burning or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including water pipes ("hookahs"). "Smoking" also includes the use of an electronic smoking device ("e-cig") which creates an aerosol or vapor, in any manner or form, including by use of materials for "vaping".
9. **PARKING:** Parking is limited at these locations therefore designated parking cannot be assigned.
10. **TERMS OF PAYMENT:** The RHA shall make payments approximately every 30 days as acceptable invoices are submitted by contractor. RHA will process payment within 30 days of approval of payment requests.
11. **INSURANCE:** The RHA is to be added as an additionally named insured to the Contractors & Sub-Contractors Comprehensive General Liability of no less than \$1,000,000.00 and Automobile Liability Coverage of \$500,000.00.
12. The contractor is responsible for all damage or loss by fire, theft or otherwise, to their materials, tools, equipment and consumables, left on RHA property by the Contractor.
13. All disputes between the parties shall be resolved in accordance with the HUD General Conditions Form 5370.

14. This Agreement is considered a non-exclusive Agreement between the parties.
15. This Agreement is deemed to be under and shall be governed by, and construed according to, the laws of the State of Pennsylvania.
16. Any litigation arising out of this Agreement shall be had in the Courts of Berks County, Pennsylvania
17. **Questions:**

Regarding HUD Forms:

Steve Notario, Purchasing Officer, 610-775-4813 x 1115, contracts@readingha.org

Regarding technical information, site visits and existing conditions:

Greg Snook, Assistant Maintenance Superintendent, 610-775-4813 x 1121, gsnook@readingha.org

Tad Geisler, Inspections Manager, at tgeisler@readingha.org

**Reading Housing Authority
NON-COLLUSIVE AFFIDAVIT**

Note: Failure to submit this affidavit by the date specified in this solicitation may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

By submission of this bid or offer, each Vendor and each person signing on behalf of any Vendor certifies, and in the case of joint bids or offers each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief.

1. The prices in this quotation have been arrived at independently without collusion, consultation, communications, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/offeror or any competitor;
2. Unless other wise required by law, the prices which have been offered in this bid/offer have not been knowingly disclosed by the bidder/offeror and will not knowingly be disclosed by the bidder/offeror, directly or indirectly to any other bidder/offeror or to any competitor;
3. No attempt has been made or will be made by the bidder/offeror to include any other person, partnership or corporation to submit or not to submit a bid/offer for the purpose of restricting competition;
4. No employee or Board member of the Reading Housing Authority or their consultants have received or will receive any payment or any other form of financial compensation from the bidder/offeror as a result of award of a contract or promise of award to the bidder/offeror.

Name: _____

Signature: _____

Title: _____

Company Name: _____

Date: _____

Subscribed and sworn to before me _____

This _____ day of _____, 20____.

My Commission expires _____, 20____.

Certifications and Representations of Offerors

Non-Construction Contract

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) ☐ has, ☐ has not employed or retained any person or company to solicit or obtain this contract; and
- (2) ☐ has, ☐ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a) ☐ is, ☐ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) ☐ is, ☐ is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) ☐ is, ☐ is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| ☐ Black Americans | ☐ Asian Pacific Americans |
| ☐ Hispanic Americans | ☐ Asian Indian Americans |
| ☐ Native Americans | ☐ Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

(i) Award of the contract may result in an unfair competitive advantage;

(ii) The Contractor's objectivity in performing the contract work may be impaired; or

(iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title: