

SCOPE OF BID

- A. Provide pest control services for a three (3)-year period from **July 1, 2019, through June 30, 2022**, for approximately 1,113 units of public housing all located within the City of Allentown, PA.
- B. Because of ongoing modernization and revitalization projects, the Allentown Housing Authority (AHA) reserves the right to amend the scope of this bid, remove properties or portions of sites from the service schedule, and prorate the payment schedule accordingly at any time during the term of the Contract.
- C. The successful bidder will provide environmentally friendly “green” pest control services, as recommended by the U.S. Department of Housing and Urban Development (HUD), to minimize the negative impact of the pest control services on the environment at its administrative building and all public housing sites.

It is understood by AHA that in severe problem areas, other products such as liquid spray, fogging, and bait discs may be used by the vendor to maintain pest free sites as required by this Contract. However, any deviation from treating with the low toxicity, low/no odor gel bait products referred to above must be approved *prior to treatment* by the Director of Maintenance Operations and the Property Manager.

- D. Bidders must provide detailed information regarding the frequency and types of chemicals they propose to use in relation to the minimum treatment requirements noted. If a vendor deems the minimum treatments are insufficient to provide the results and the recall service guarantee that AHA requires, they will be required to carefully and fully detail their procedures and frequencies. It is to be understood that AHA will ultimately be the sole judge as to which program will be utilized in the event of deviation from AHA minimum requirements.
- E. In submitting a bid, it is agreed that all parts of Bid No. 2019-002-000-50-4430031 become part of the Contract.

I. GENERAL CONDITIONS

A. Preparation and Submittal of Bid

Refer to HUD-5369 (10/2002), *Instructions to Bidders for Contracts*, for detailed instructions regarding bid preparation and submission.

- 1. The Bidder shall at all times observe and comply with all laws, ordinances, and regulations of the Federal, State, and Local Governments which may in any manner affect the preparation of proposals for the performance of the contract.
- 2. All pages of this solicitation shall be completed and returned with the Bidder’s proposal.

B. Bonding Requirements

Refer to HUD-5369 (10/2002), *Instructions to Bidders for Contracts*, for detailed instructions regarding Bid Guarantees and Assurance of Completion.

1. Bid Guarantee

- a. The bidder shall supply a bid security in the amount of not less than **five percent (5%)** of the total of the **Base Contract years only (07/01/19-06/30/22)** along with all other forms necessary to bid. This bid security shall not include the proposed costs of optional contract extension years or Additional Provisions.
- b. This bid guarantee is mandatory for consideration of award of contract and may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in the Commonwealth of Pennsylvania, as identified in the current Department of Treasury Circular No. 570.
- c. If posting a bid bond, the bid bond may be executed and submitted on the forms provided herein **or** on the forms provided by the recognized surety company.

C. Pricing

1. Minimum Bid Acceptance Period. No bid may be withdrawn for a period of **60 days** after the Bid Opening Date.
2. The Housing Authority of the City of Allentown, PA, is exempt from State and Federal taxes.
3. All discounts are to be included in bid prices. Prompt payment discounts will not be considered.
4. All prices shall be based on delivery to the destination indicated, including packaging charges.
5. Machines, equipment, and vehicles shall be fully assembled, serviced, and ready for use.
6. Construction and any service prices shall include all labor, tools, and materials needed to complete the work.

D. Prevailing Wage Rates.

1. The U. S. Housing Act of 1937, Section 12(a) mandates the payment of HUD-determined prevailing wage rates to all maintenance laborers and mechanics engaged in the operation of Public Housing Authority (PHA) low-income projects. The HUD-approved Maintenance Wage Rate Decision for the **Maintenance Laborer** work classification is recorded on HUD Form 52158.
2. In accordance with Federal regulations standards for the U. S. Department of Labor, in general, a fringe benefit in this application includes any bona fide benefit provided by the employer that the employer is not obligated to provide by Federal, State, or local law. The most common types of fringe benefits to be included in the HUD-determined prevailing wage rate are as follows:
 - Medical or hospital care
 - Pensions on retirement or death
 - Compensation or insurance to provide for injuries or illness resulting from occupational activity
 - Unemployment benefits
 - Life insurance
 - Disability and sickness insurance or accident insurance

- Vacation and holiday pay
- Defrayment of cost of apprenticeship or other similar programs

For more information, please reference 29 CFR part 5.29

http://edocket.access.gpo.gov/cfr_2009/julqtr/pdf/29cfr5.29.pdf

3. The HUD-predetermined prevailing wage rate for the work classification specified herein will remain in effect for the first year of the awarded Contract. **This rate may be adjusted annually effective on July 1 of each Contract year.** This prevailing wage rate represents the *minimum* hourly wage and fringe benefits that the awarded contractor is required to pay employees in the work classification specified. Contractors may pay employees a higher rate than the prevailing wage rate required by the contract.

E. Specifications/Product Description

1. When brand names, trade names, model numbers, catalog numbers, etc. are listed, they are included for the purpose of furnishing Bidders with information concerning the style, type, or kind of article desired. A Bidder may offer an article which he certifies to be equal in quality, performance, and other kinds of essential characteristics. Any printed or written material or literature which describes the product being offered for sale must be included with the bid.
2. The Housing Authority shall be the sole judge of suitability of substitutes offered. When a formal numbered specification is referred to in this invitation, NO DEVIATION will be permitted. The Bidder will be required to furnish articles in conformity with that specification as stated.
3. Supplies, materials, equipment, and packaging must meet or exceed all OSHA requirements.

F. Guarantee and Warranty

1. The Bidder guarantees that all articles offered for sale comply fully or are fully equal to the item as required and specified.
2. All expenses covering return or replacement of defective or improper merchandise will be assumed by the vendor.
3. In no instance shall the vendor refer the Housing Authority to any distributor or manufacturer for settlement of any claim arising from defective or improper merchandise.
4. If the vendor shall fail to fix or replace any defective or improper article within 30 days from date of notice, the Housing Authority may make the necessary corrective arrangements and charge the cost to the money due the vendor or bill the vendor. The vendor agrees to reimburse the Housing Authority in such instance.
5. Samples or any warranties or guarantees which will apply to the goods being offered for sale shall be part of the bid.

G. Protest Policy and Procedure

In accordance with HUD-5369, *Instructions to Bidders for Contracts*, all protests to this solicitation or to a proposed or actual award of contract pursuant to this solicitation shall be resolved as follows:

1. Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contractor receives notice of the contract award, or the protest will not be considered.

2. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

H. Eligibility for Consideration of Bid Submittal.

Eligibility requirements are defined in HUD 5369, *Instructions to Bidders for Contracts* and HUD 5369-A, *Representations, Certifications, and Other Statements of Bidders*. Additionally, the following bidders shall **not** be eligible to participate in Bid No. 2019-002-000-50-4430031:

1. Bidders who have contracted previously with the Allentown Housing Authority and whose contract has been terminated.
2. Bidders who appear on the most current List of Parties Excluded from Federal Procurement and Non-procurement Programs which may be sourced at the **System for Award Management (SAM)**, the official U.S. Government system that has consolidated the capabilities of CCR/FedReg, ORCA, and the Excluded Parties List System (EPLS). (<http://www.sam.gov/>).

I. Bidder Qualifications and Certifications

1. **Pesticides and Equipment.** Pesticides, rodenticides, and equipment used shall be approved for domestic pest control use and shall have a current registration number from the Environmental Protection Agency and the Pennsylvania Department of Environmental Protection (DEP) or the regulating state agency. All materials shall be used in strict accordance with manufacturer's recommended procedures for safety and maximum effectiveness.
2. **Technicians.** All pest control services are to be performed by Pennsylvania-certified, trained pest control technicians.
3. **References.** Each bidder must submit a list of not less than four (4) professional references for services that are currently contracted *and* contracts completed within the past three (3) years. The company name, name of contact person, and telephone number must be included in the information provided. Refer to **Statement of Bidder's Qualifications**, Items 6 and 12.

J. Section 3

1. This Contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, which provides that training, employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low, and very low, income persons, particularly persons who are recipients of HUD assistance for housing.
2. **Section 3 Resident** A Section 3 resident is:
 - a. A public housing resident; or
 - b. A low, or very low, income person residing in the metropolitan area where the Section 3 covered assistance is expended.
3. **Section 3 Business Concerns** are businesses that can provide evidence that they meet one of the following criteria:
 - a. Fifty One (51) percent or more owned by Section 3 residents; or

- b. At least Thirty (30) percent of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three (3) years of the date of first hire; or
- c. Provides evidence, as required, of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to business concerns that meet one of the first two (2) qualifications above.

K. Term of Contract.

1. It is the Housing Authority's intention that the base term of this contract shall be for a period of three **(3) years, beginning July 1, 2019, and ending June 30, 2022.**
2. Each optional extension year shall be exercised at the sole discretion of the Allentown Housing Authority. There will be no renegotiation of the proposed prices offered on the **Form of Bid** for any of the two (2) extension years. The AHA shall notify the awarded Contractor, in writing, by **April 1** if the contract will be extended for an optional year beginning the following July 1.

L. Award of Contract

1. The decision to award the Contract shall be awarded to the lowest responsible Bidder.
2. The proposed costs for the optional extension periods will not be considered for the award of the contract. However, if a bidder offers a bid for the base contract period, the bidder must offer proposed costs for each of the two (2) optional extension years associated with that bid in order to be considered for the award of Contract.
3. In submitting a bid, it is agreed that all arts of Bid No. 2019-002-000-50-4430031 become part of the Contract.
4. The successful vendor after receiving the contract documents has fourteen (14) calendar days in which to sign them and return them with the necessary performance and payment bonds if required by the Authority.
5. Should the selected vendor fail to deliver a suitable item within the time limits specified, the Housing Authority may choose to re-advertise for bids—or, if time is critical, after negotiation select one of the Bidders ranked second or third in the original bid opening and tabulation. Upon re-advertising or selection of an alternate vendor, the Purchasing Agent will retain said bid bond or certified check of the original successful Bidder due to his inability to comply with all agreements to which he is bound.

M. Public Liability Insurance

1. Before commencing work, the Contractor and each Subcontractor shall furnish the Housing Authority with an **original** Certificate of Insurance showing that the following insurance is in force and will insure all operations under the Contract:
 - a. **Worker's Compensation**, in accordance with State or Territorial Worker's Compensation laws. The Contractor will file with the Allentown Housing Authority proof of compliance with the Worker's Compensation Laws of the Commonwealth of Pennsylvania and protect the Housing Authority against suits, liens, or damages due to injury or loss of life of the Contractor's employees while working on the premises.
 - b. **Commercial General Liability** with a combined single limit for bodily injury and property damage of not less than \$1,000,000 per occurrence to protect the Contractor and each Subcontractor against claims for bodily injury or death and damage to the property of others. This Certificate shall name the Authority as **Additional Insured**. This insurance

- shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under Item c below. If the Contractor has a “claims-made” policy, then the following additional requirements apply: the policy must provide a “retroactive date” which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.
- c. **Automobile Liability** on owned motor vehicles used on the site(s) or in connection therewith.
2. This coverage shall remain in full force for the duration of the Contract and any awarded Contract extensions. As coverage is renewed or revised, an updated **original** Certificate shall be forwarded to the Purchasing Office prior to the expiration of the existing Certificate. In order for the **awarded Contractor or Subcontractor** to perform services on Housing Authority property, this document must remain current at all times.
- N. **Business License.** Within fourteen (14) calendar days of notification of award of Contract, the **awarded Contractor** will be required to submit a business license for the City of Allentown for the current calendar year. This license is renewable at the beginning of **each** calendar year; a copy of the Contractor’s business license must be submitted to the Purchasing Office at the beginning of each calendar year of the Contract term and **must remain current** at all times.
- O. **Sales Tax License – Commonwealth of Pennsylvania.** All bidders are required to submit a current copy of their Certificate of Registration Sales Tax License issued by the Commonwealth of Pennsylvania Department of Revenue with their bid proposal. This license must remain current at all times for the duration of the Contract. Upon renewal, the awarded Contractor must submit a copy to the Purchasing Office.
- P. **Invoices and Payment Terms.**
1. Monthly invoices shall be submitted at the **end of the month** in which services are rendered, to the following address:
Allentown Housing Authority
Accounting Office
1339 W. Allen Street
Allentown, PA 18102-2191
2. **Routine Planned Maintenance.**
- a. The monthly fee shall be the total Base Contract amount divided by 36.
- b. The monthly fee for each subsequently awarded optional extension year shall be the annual cost divided by 12.
- c. The Contractor may expect payment within thirty (30) calendar days of receipt of invoice, contingent upon inspection and acceptance by the AHA representative of the services rendered.
- d. Invoices **must** be itemized as to: (1) Contract number (2) Cost Center/Property (3) Date(s) of service (4) Type of service and (5) Corresponding service report/work order number(s).
3. Payment is conditional upon satisfactory performance, receipt of service reports, and acceptance of services by AHA.

4. The determination of unsatisfactory performance or inadequate personnel coverage shall be documented and forwarded to the Contractor no later than the following day after which the service was rendered. Repeated notifications of unsatisfactory performance or coverage shall result in delayed payments and, ultimately, cancellation of the Contract.

Q. Cancellation of Contract. The Housing Authority reserves the right or option to cancel the unexpired term of this agreement, with cause, by providing at least thirty (30) days' prior *written* notice to the Contractor. However, in the event of repeated delay, non-performance, or non-compliance by the Contractor, the Authority may terminate the Contract upon two (2) days *written* notice without penalty to the Authority.

R. Pre-bid Conference.

1. Each Bidder must completely satisfy himself as to the exact nature and existing conditions of the bid and locations as well as the requirements of the specifications for extent and quality of work to be performed. Failure to do so will not relieve the successful Contractor of their obligation to carry out the provisions of the Contract.
2. Furthermore, submission of a bid shall be deemed conclusive evidence that the Bidder has satisfied himself as to the scope, general conditions, and specifications of this bid and, therefore, shall constitute a waiver by each of all claims of error in bid, withdrawal of bid, or payment of extras, or combination thereof, under the executed contract.
3. A pre-bid conference will be held on **Thursday, April 18, 2019**, beginning at **9:00 AM** at the Gross Towers Administrative Office, 1339 W. Allen Street, Allentown, PA. Please note that this is the **only** conference to be held. Attendance is **not mandatory** for submitting a bid, but bidders are encouraged to attend. An informational session will be followed immediately by site visitations.
4. Parking is available in the visitors' lot at the front of the building or on the street; all other lots are reserved parking. Attendees shall provide their own transportation to other sites.
5. In order to facilitate meeting preparation, bidders interested in attending this conference are asked to confirm their attendance by contacting the Purchasing Office at 610-439-1575 no later than **Tuesday, April 16, 2019**
6. It is recommended that all attendees bring a copy of the bid package to this meeting.

II. TECHNICAL SPECIFICATIONS

A. General

1. The following identifies the detailed services to be provided but may be expanded based on The Allentown Housing Authority's need. The successful bidder shall render services on a regular schedule and on an as-needed basis.
2. The authority seeks qualified and experienced pest control providers with certified Quality Pro credentials to develop Integrated Pest Management ("IPM") plans and effectively provide pest control services for residential and non-residential structures.
3. The successful Bidder will provide environmentally friendly "green" pest control services, as recommended by the U.S. Department of Housing and Urban Development ("HUD"), to minimize the negative impact of the pest control services on the environment at its administrative building and all public housing sites.
4. This contract requires the inspection and monitoring of the authority's various facilities on a periodic basis and the application of pesticides when required. The selected Contractor will be awarded an agreement for an initial term of three (3) years, with the option to extend an additional two (2), one (1) year periods.
5. The contractor will be required to provide all labor, materials, equipment, transportation, and insurance necessary to provide **pest control services** at multiple locations through the City of Allentown.

B. Description of Services

1. Pests to be included for control under this Contract are:
 - a. Cockroaches
 - b. Mice and rats (**Rodents** found inside and outside the buildings)
 - c. Ants
 - d. Fleas
 - e. Stinging Insects (nests of stinging insects within the property boundaries of the specified buildings)
 - f. Wild animal trapping (including skunks)
 - g. Beetles
 - h. Spiders
 - i. Flies
2. The contractor is **not responsible** for control of the following pests unless the authority and the contractor agree in writing:
 - a. Birds, bats, and snakes
 - b. Termites
 - c. Mosquitoes

C. Treatment Areas – Routine Services

1. The Contractor will treat all Treatment Sites listed in Sections I and II at the end of this section. Note carefully the different requirements.
2. In submitting a quotation for Bid No. 2019-002-000-50-4430031, the Contractor agrees that *not all dwelling units or building structures are identical in design* and therefore, agrees to maintain pest-free conditions for all pests listed in the Scope of Bid, Section 9, Page 8, Item B., in any of the following housing areas and conditions as listed herein:
 - a. Drop ceiling areas shall be treated as needed; the Contractor will provide ladders to gain access and be responsible for moving and replacing tiles.
 - b. Basement areas shall be treated as necessary in all single homes, row townhouses, and multi-unit apartment buildings, including high rises and substantial rehab sites designated as NSA.
 - c. Crawlspace under dwelling units or entire townhouse rows shall be treated.
 - d. Public hallways, public seating areas, offices, stairwells, non-public storage areas, trash room drop chute areas, and trash compactor rooms, laundry rooms and community rooms shall be treated.
 - e. Attics with access doors in the unit shall be treated; the Contractor provides own ladders.
3. **Rodent Control** (mice and rats).
 - a. Treatments shall be by glue pads, tamper-proof bait stations (interior and exterior), or other EPA approved means.
 - b. **Annual.** These services will be provided for all public areas, restricted areas, dwelling unit basements, and specified dwelling areas **once each year**.
 - (1) To yield the most effective control, these services shall be scheduled on **Fridays** between **September 15th and November 1st** and shall be performed independently of all other pest control applications.
 - (2) These services shall **begin promptly at 10:00 AM and conclude no later than 4:30 PM** on any scheduled day.
 - (3) Rodent control applications shall **not** be required **in the individual dwelling units** of the designated sites listed in Section I with the **exception** of the basements of multi-family buildings and/or single-family homes. Please refer to Treatment Specifications on Pages 16 of this section.
 - c. **As Needed.** Property Managers may request treatment as required for specified dwelling units or other areas not treated annually.
 - d. Recall/Retreat requests for service for all areas will be provided any time in the Contract year as conditions necessitate and at no extra charge.

D. Retreats and Additional Services

1. **Retreats** - In the effort to maintain pest free sites, the Contractor will provide **retreat** services for problem areas at **no extra charge** and with no limit to the number of recalls required between normally scheduled services for all listed properties.

2. **Additional Services.** AHA will require services *beyond the scope of routine schedules* when completing vacant unit occupancies. These services will be at an **additional cost** to routine service work and are listed on the **Form of Bid** for completion. Award of order for these services is at the discretion of the Housing Authority and is not guaranteed to the awarded Contract holder.
 - a. **Knockdown.** Upon receipt of a vacant dwelling unit by the Management Office, it may be deemed necessary to have a quicker knockdown and reduction of pests prior to starting renovation work. Upon notification of this need for service, the Contractor will be required to complete this service **within 24 hours**. This requirement is *critical* to controlling rent loss.
 - b. **Move-in.** Upon completion of vacant dwelling unit refurbishing and prior to move-in by a new resident, AHA will require a treatment comparable to the service offered during the routine treatment schedule. This requirement will be the case whether or not the Knockdown service, described above, was performed. Upon notification of this need for service, the Contractor will be required to complete this service **within 24 hours**. This requirement is *critical* to controlling rent loss.
 - c. **Ant Exterminations.**
 - (1) Pest control services for the extermination of ants of all species (including, but not limited to, pavement/soil ants, carpenter ants, black ants, odorous house ants, and cornfield ants) may be required on an "as needed" basis for a specified vacant unit or occupied unit.
 - (2) Upon notification of this need for service, the Contractor will be required to complete this service **within 24 hours**.
 - d. **Billable Callbacks.**
 - (1) In the event a dwelling unit or treatment area is inaccessible on the normally scheduled service date, completion of the treatment will be included with **Wednesday retreats** at no additional charge. However, if an additional rescheduled **third** visit is required to complete the service, this **third** visit and all subsequent rescheduled visits will be billable at the treatment rate specified on the **Form of Bid**. In the case of ant exterminations, the treatment must be rescheduled on the next available day to maximize the effectiveness of the treatment. If the unit is inaccessible or the treatment areas are not prepared on the rescheduled date, all subsequent rescheduled treatments shall be billable.
 - (2) The cost for Billable Callbacks is an additional charge at the discretion of the Contractor and is independent of the cost for the service(s) performed.

E. Scheduling and Coordinating Services

1. AHA will require the successful bidder to be able to complete approximately 80 units of housing on a scheduled treatment day of routine services. A unit varies in size between an efficiency to five (5) bedrooms.
2. All services, including Retreats and Additional Services, shall be performed during business hours, 10:00 AM to 4:30 PM, Monday through Friday.
3. The Contractor will coordinate the performance of all pest control services with the respective Property Manager or his/her designee. AHA will provide contact information to the awarded bidder.

4. Reporting Times

- a. All **Tuesday** services shall begin promptly at **10:00 AM** at the Management Office of the first housing site listed for that day and be completed by **4:30 PM** of the scheduled day.
- b. All **Wednesday** services, including retreats shall begin at **10:00 AM** and shall be completed by **4:30 PM** of the scheduled day. Prompt starts will be strictly enforced.
- c. Hours of access to the treatment areas for the **semi-monthly** services at the Gross Towers Cafeteria on the **first and third Wednesdays** of the month are limited to **6:00–8:30 AM or 1:00–3:00 PM**. The Contractor shall report directly to the AHA staff assigned to the facility located at 1339 W. Allen Street.

5. **Reporting Locations.** Reporting locations for the 10:00 AM start time will vary by scheduling and type of service. Specific information will be provided to the awarded Contractor.

6. **Resident Responsibility.** Through coordination with the Management Offices, the residents will be responsible for having dwelling units prepared according to the Contractor's recommendations in order to maximize the success of pest control applications. The awarded bidder shall submit these recommendations to the Director of Maintenance Operations by **June 13, 2019**.

7. **Master Schedule.** AHA will provide the awarded Contractor a master schedule for review for each Contract year by **June 1st** of that year. A final detailed work schedule will be completed with the successful bidder by **June 15th** of each Contract year.

- a. This schedule shall include the following services and denote the date of service, location of service, and number of units scheduled:

- (1) **Routine (Section I).** The primary work day is **Tuesday** for routine treatments that are required a minimum of three times a year.

- (2) **Monthly and Semi-monthly (Section II).** These treatments will be scheduled on **Wednesdays** in conjunction with retreat services and shall follow the same treatment protocol as the routine services that are performed a minimum of three times a year.

- (a) Monthly services for sites designated as **Management Group A** will be completed on the **1st and 3rd Wednesday** of the month in conjunction with recall treatments.

- (b) Monthly services for sites designated as **Management Group B** will be completed on the **2nd and 4th Wednesday** of each month in conjunction with recall treatments.

- (c) Semi-monthly services for the **Gross Towers Cafeteria** will be completed on the **1st and 3rd Wednesday** of every month

- (3) **Rodent Control (Section I).** These services shall be scheduled independently of all other services on **Fridays** beginning at 10:00 AM and finishing by 4:30 PM between September 15th and November 1st of each Contract year.

8. Recall Treatments.

- a. Retreat services shall be scheduled **every Wednesday** as required.
- b. The respective Management Office will fax the recall assignments to the Contractor **no later than 10:00 AM** on the **Tuesday** prior to the treatment day. The Contractor shall schedule the appropriate number of technicians and allot ample time to complete all assignments on Wednesday.
- c. The number of assignments on any given retreat day will vary and will be comprised of any combination of dwelling units or common/public areas at any of the Housing Authority's sites listed herein.
- d. In the attempt to maintain pest free dwellings, it is expected that the contractor will apply the most effective product through either residual applications, ULV fogging, dusting, or any other suitable means as each particular situation warrants. However, any deviation from treating cockroaches with the low toxicity, low/no odor gel bait products or rodents with glue traps or tamperproof bait stations must be approved *prior to treatment* by the Property Manager.

9. Scheduling Changes, Retreats, and Additional Services.

- a. Changes from basic specification procedures or the Master Contract schedule for routine services must be authorized by the Director of Maintenance Operations, or his designee. *Under no circumstances shall these changes be authorized by Maintenance or Management personnel or residents.*
- b. The scheduling of Wednesday retreats and all additional services shall be the responsibility of the Property Manager or his/her designee. *Under no circumstances shall Maintenance personnel or a resident cancel or reschedule authorized services.*
- c. The respective Management Office will fax all retreats and additional assignments including knockdowns, move-ins, and ant infestations, to the Contractor by **no later than 10:00 AM** on the **day prior** to the treatment day requested. After this deadline the Contractor may schedule a late request for service at its discretion but is not obligated to do so. Reference **Appendix I: Communication Form**.

10. Holidays. In the event that a designated treatment day is a Contractor's observed holiday, treatment shall be rescheduled another day during the same week at the sole discretion of the Housing Authority.

- a. Bidders shall indicate all observed holidays on the **Form of Bid**.
- b. AHA will provide the awarded Contractor a list of observed holidays during which treatments shall not be scheduled.

F Service Reports.

1. Service reports shall be completed for each service and one (1) copy each distributed as follows:
 - a. AHA representative accompanying the Contractor for the treatment.
 - b. AHA Accounting Department (attached to the invoice).
 - c. File copy for Contractor.

2. These reports **must include** the following information (Refer to **Appendix II: Service Report Sample**)
 - a. Date and location (building and/or address) of service including project name and individual dwelling unit number(s) or common area designation (e.g. laundry, cafeteria, community room). This requirement applies to all routine, retreat, and additional services (knockdowns, move-ins, ant exterminations, and billable callbacks).
 - b. Service report or work order number for referencing invoices.
 - c. Specific materials used during each service.
 - d. Type of service: routine planned maintenance, monthly treatment, semi-monthly treatment, retreat, or corrective service (knockdown, move-in, ant extermination, or billable callback).
 - e. Signatures of technician performing the service *and* adjoining AHA designee.

SECTION I

Sites Requiring **MINIMUM THREE TREATMENTS PER YEAR**

Service Day: Tuesday

COST CTR	PROPERTY	TOTAL UNITS	EFFICIENCY	1BR	2BR	3BR	4BR	5BR
100	Central Park 683 Wahneta Street	71		71				
100	616-636 N. Godfrey St.	16		16				
100	102-124 E. Wyoming St.	16		16				
200	Towers East 1337 Allen Street	129		125	4			
300	Gross Towers 1339 Allen Street	147	44	94	9			
700	700 Building 700 Union Street	128		124	4			
700	401-409 Market St.	10	10					
800	Walnut Manor 1519 Walnut Street	150		144	6			

Rodent control measures for the properties in Section I listed above shall be scheduled **annually** between **September 15th and November 1st** and shall be performed independently of all other pest control applications. These services shall include all public areas and restricted areas. Individual dwelling units shall be treated for rodent control *only as needed and authorized by AHA.*

**INVITATION TO BID
and PROPOSAL**

Scope of Bid, General Conditions, and
Technical Specifications

**THE HOUSING AUTHORITY
of the City of Allentown**

1339 Allen Street
Allentown, Pennsylvania 18102-2191

Pest Control

Bid No. 2019-002-000-50-4430031

COST CTR	PROPERTY	TOTAL UNITS	EFFICIENCY	1BR	2BR	3BR	4BR	5BR
NSA Substantial Rehab		95						
NSA	KC Building 124 N. 4 th Street			12	2	1		
NSA	Towne Building 343 N. 6 th Street			14				
NSA	Reid Building 101 N. 7 th Street			22				
NSA	Majestic Building 127-129 N. 8th Street			14	9			
NSA	Montrone Building 602-610 Chew St./244 N. 6 th St.			6	3	3		
NSA	A/B Building 301-309 N. 7 th Street			7	2			
Cumberland Gardens		200		20	93	82	5	
410	Phase 1 E. Cumberland St. S. Filbert St.	74		8	32	33	1	
420	Phase 2 E. Cumberland St. S. Ellsworth St. S. Dauphin St. S. Carlisle St.	70		8	31	29	2	
430	Phase 3 E. Cumberland St. S. Carlisle St.	56		4	30	20	2	
500	Little Lehigh Lehigh Street Union Street Martin Luther King Jr. Drive	76			24	28	14	10
600	Scattered Sites	75		7	29	25	11	3
Group 1		34						
	527 N. Penn Street							1
	615 N. Penn Street			1		1		
	313 ½ N. Jordan Street					1		
	456 N. Jordan Street						1	
	458 N. Jordan Street			1	1	1		
	413 Allen Street							1
	423 Allen Street				1	1		
	145-149 Linden Street				2	3	1	1
	101 N. 3 rd Street				12			
	432 N. Front Street					1		
	643 N. Front Street					2		
	618 ½ N. Front Street						1	

**INVITATION TO BID
and PROPOSAL**

Scope of Bid, General Conditions, and
Technical Specifications

**THE HOUSING AUTHORITY
of the City of Allentown**

1339 Allen Street
Allentown, Pennsylvania 18102-2191

Pest Control

Bid No. 2019-002-000-50-4430031

COST CTR	PROPERTY	TOTAL UNITS	EFFICIENCY	1BR	2BR	3BR	4BR	5BR
Group 2		23						
	412 N. 7 th Street			1	1			
	726 Walnut Street				2		1	
	810 Walnut Street				1		1	
	237-239 N. 7 th Street			1	2		1	
	401-403 N. 9 th Street			1		1		
	837-839 Gordon Street			1	4	2		
	129 S. 5 th Street			1	1	1		
Group 3		18						
	403 N. 6 th Street					1		
	404 N. Fair Street					1		
	406 N. Fair Street					1		
	174 Gordon Street				1			
	183 Gordon Street					1		
	516 Gordon Street					1		
	228 Liberty Street					1		
	910 N. 6 th Street						1	
	916 N. 6 th Street					1		
	421 E. Court Street					1		
	28 S. Howard Street						1	
	818 Tilghman Street						1	
	734 ½ Cedar Street					1		
	1950 Chew Street				1	1		
	729 Greenleaf Street						1	
	1204 ½ Union Street						1	
	135 S. Lumber Street					1		

Rodent control measures for the properties in Section I listed above shall be scheduled **annually** between **September 15th** and **November 1st** and shall be performed independently of all other pest control applications. These services shall include all basements in all multi-family buildings and single-family homes, public areas, and restricted areas.

**INVITATION TO BID
and PROPOSAL**

Scope of Bid, General Conditions, and
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**THE HOUSING AUTHORITY
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1339 Allen Street
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Pest Control

Bid No. 2019-002-000-50-4430031

SECTION II

Public and Restricted Pest Control Sites
Requiring **ONE TREATMENT PER MONTH**

COST CTR	PROPERTY	MANAGEMENT GROUP	SERVICE DAY
200	Towers East 1337 W. Allen Street	A	Wednesday – 1 st
300	Gross Towers 1339 W. Allen Street	A	Wednesday – 1 st
800	Walnut Manor 1519 Walnut Street	A	Wednesday – 1 st
100	Central Park 683 Wahneta Street	B	Wednesday – 2 nd
700	700 Building 700 Union Street	B	Wednesday – 2 nd
915	Overlook Park Community Building (2 levels) & Maintenance Facility 445 Hanover Avenue	B	Wednesday – 2 nd
400	Cumberland Gardens Community Building 501 E. Cumberland Street	B	Wednesday – 4 th
400	Cumberland Gardens Gym 501 E. Susquehanna Street	B	Wednesday – 4 th
500	Little Lehigh Community Building 671 Lawrence Court	B	Wednesday – 4 th

Public and Restricted Pest Control Site
Requiring **TWO TREATMENTS PER MONTH**

COST CTR	PROPERTY	MANAGEMENT GROUP	SERVICE DAY	
300	Gross Towers Cafeteria 1339 W. Allen Street	A	Wednesday 1 st and 3 rd	Cafeteria, dining areas, food preparation areas, and supply storage rooms. Completion of this service must accommodate the hours of cafeteria operation. Access to this area will be granted between the hours of 6-8:30 AM or 1-3 PM.

G. Treatment Specifications

1. Contractor will provide the most suitable and effective applications necessary to maintain pest free public and restricted areas as specified on all levels of the sites listed above.
2. All public areas shall include, but are not limited to, trash drop chute areas, trash compactor rooms, all public hallways, common seating areas, stairs, restrooms, laundry rooms, community rooms including kitchens, game rooms, and craft rooms.
3. All restricted areas of the buildings shall include, but are not limited to, mechanical rooms, maintenance shop areas, stock storage areas, offices, employee lunchroom, restrooms, and basement areas.
4. Note: Management Group A or Management Group B designation for reference to scheduling Monthly Services (Section II).

**APPENDIX I:
COMMUNICATION FORM**

**APPENDIX II:
SAMPLE SERVICE REPORT**

APPENDIX II

SERVICE REPORT: PEST CONTROL

Date: _____

No. _____

Property information:

Cost Center/Property _____

Apartment No. _____

Street Address _____

No. of Bedrooms _____

Common Area: _____

Type of Service:

Routine (3X/Year)	<input type="checkbox"/>	Retreat (Cockroach)	<input type="checkbox"/>
Routine (Monthly)	<input type="checkbox"/>	Retreat (Rodent)	<input type="checkbox"/>
Routine (Semi-monthly)	<input type="checkbox"/>		
Knockdown	<input type="checkbox"/>	Billable Callback	<input type="checkbox"/>
Move-in	<input type="checkbox"/>	Other (Specify Below)	<input type="checkbox"/>
Ant	<input type="checkbox"/>	_____	

Pesticide Information:

<u>Pesticide Name</u>	<u>EPA Reg. Number</u>	<u>Amount Used During Treatment</u>	<u>Precautions</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments/Findings/Recommendations:

Technician's Signature _____

AHA Signature _____

License No. _____