INVITATION FOR BIDS

The Danville Redevelopment and Housing Authority (DRHA) will receive sealed bids for Pest Control Services for the Housing Authority’s properties located in Danville, Virginia at the James A. Slade MMCS Building, 135 Jones Crossing, Danville, Virginia 24541. All bids shall be received by 12:00 pm on July 14, 2017. All bids will be publicly opened and read aloud at 2:00 p.m. on July 14, 2017.

The DRHA reserves the right to reject any or all bids or to waive any informality in the bidding. No bid may be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the DRHA.

A Pre-Bid conference will be held at 10:00 a.m. on June 29, 2017. The meeting will take place in the conference room at the James A. Slade MMCS Building located at 135 Jones Crossing, Danville, Virginia. A tour of the sites will be conducted immediately following the conference. Attendance at this conference is not a prerequisite or requirement for submitting a bid but it is highly recommended.


For more information call Starr Miner at (434) 792-5544 ext. 11.
Danville Redevelopment and Housing Authority

I. **Purpose:** The intent and purpose of this IFB is to establish a firm price contract with qualified individuals or firms to provide Pest Control Services for the properties defined within this document that are the property of the DRHA.

II. **Statement of Needs:**

**General:** The Danville Redevelopment and Housing Authority (DRHA) currently owns and/or manages five (5) multi-family apartment complexes totaling three hundred seventy-seven (377) units and twenty-four (24) individual units throughout the City of Danville. The DRHA will receive sealed bids for Pest Control Services on July 14, 2017 no later 12:00 pm. There will be a pre-bid conference on June 29, 2017 at 10:00 am in the conference room at 135 Jones Crossing, Danville, VA.

A. Building operations occur at all times on all days with main consideration being Monday through Friday, 8:00 a.m. to 5:00 p.m. The Authority will be closed the following Holidays:

<table>
<thead>
<tr>
<th>Christmas Eve</th>
<th>Christmas Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day</td>
<td>Thanksgiving Day and the day after</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Martin Luther King Day</td>
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<td>Memorial Day</td>
<td>New Year's Day</td>
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<td>President’s Day</td>
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The properties are as follows: **(See Attachment B/Illustration of the property)**

1. **VA-10-1 Cardinal Village** (651 Cardinal Place) consists of one hundred thirty-two (132) apartment units, one (1) office building to include community room in basement, and one (1) training facility.

2. **VA-10-3 Cedar Terrace** (127 Cedar Place) consists of one hundred twenty-six (126) apartment units and one (1) office building.

3. **VA-10-4 Ingram Heights** (129 New Ingram Road) consists of forty-eight (48) apartment units and one (1) office building.

4. **VA-10-6 Pleasant View** (101 Pleasant View Avenue) consists of seventy-one (71) apartment units and one (1) office building and one (1) training facility (26 Pleasant View Avenue).

5. **James A. Slade MMC Building** which consist of various offices, conference room, community room and the Elder Center.

6. Multiple single family Public Housing units at locations throughout the City of Danville listed below:
   a) 1215 Paxton St.
   b) 1219 Paxton St.
   c) 140 Wood Ave.
   d) 123 Greenwood Ln.
   e) 149 Mulberry Rd.
B. Requirements:

Contractor shall furnish all supervision, labor, material, equipment and supplies to perform the following services in an efficient workmanship like manner consistent with DRHA’s standards. Work shall consist of the exterminating for all pests, to include *roaches, termites, bed bugs, ants, mice, etc.*, in all apartments, offices, conference rooms, community rooms, and rental houses owned by the DRHA on a monthly schedule. Exterminator is required to use Cynoff EC or equal for the first application and Siege Gel or Maxforce Gel or equal for the remaining eleven (11) months. If there is a *heavy pest infestation* the exterminator must be able to apply additional bait stations as needed. Exterminator shall be responsible for passing out notices to tenants each month at least forty-eight (48) hours prior to entering and exterminating tenant’s apartment. Exterminating shall be done as close as possible to the same time each month. Exterminator is responsible for removing old stickers and installing new stickers in kitchen cabinet over sink. Exterminator must sign off on these stickers each month.

First month application: Spray all offices and apartments including vacant apartments with Cynoff EC or equal. Note on bid the chemical that you will be using. The chemical must be applied in all rooms this includes the furnace room, bathroom(s), bedroom(s), kitchen area to also include the pantry and inside cabinets.

Following months: Apply Siege or Maxforce or equal in the kitchen area, pantry and cabinets, furnace room and bathroom(s).

C. Contractor’s Personnel: The contractor shall employee a sufficient number of experienced personnel to adequately perform all the specified services herein. The Contractor shall be responsible for the conduct and performance of the Contractor’s employees and compliance with the following rules:
1. Contractors’ employees appearing to be under the influence of alcohol or drugs shall not be permitted on the grounds.

2. No loud or boisterous conduct will be permitted.

3. All employees should be easily identified as to the firm represented.

III. **Method of Payment**: Payment for Roach Exterminating Services will be made automatically at the end of each month of satisfactory service.

IV. **Pricing Schedule**: The bidder agrees to provide the service in compliance with the requirements and terms and conditions at a fixed price for the entire period of the contract.

V. **Specifications**: Please refer to the site plan attached.

VI. **General Terms and Conditions**:

   A. **Applicable Laws and Courts**: This contract shall be governed in all respect by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.

   B. **Anti-Discrimination**: The Contractor certifies that he will conform to the provisions of the Federal Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended where applicable, the Virginia with Disabilities Act, the American with Disabilities Act, and Section 11.51 of the Virginia Public Procurement Act which provides:

   In every Contract over $10,000 the provisions in 1 and 2 below apply:

   1. During the performance of this Contract, the Contractor agrees as follows:

      The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or disabilities. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

      The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal employment employer.

      Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Contract.

   2. The Contractor shall include the provisions of one (1) above in every subcontract or purchase order over ten thousand dollars ($10,000), so that the provisions will be binding upon each subcontractor or vendor.

   C. **Ethics in Public Contracting**: By submitting their bids, Bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment
loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

D. **Immigration Reform and Control Act of 1980:** The Contractor certifies that he does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

E. **Debarment Status:** By submitting their bids, Bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids on contracts for the type of services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

F. **Mandatory Use of Form and Terms and Conditions:** Modification of or additions to any portion of the Invitation for Bid may be cause for rejection of the bid; however, DRHA reserves the right to decide, on a case by case basis, in its sole discretion whether to reject such a bid as non responsive.

G. **Clarification of Terms:** If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyers whose name appears on the face of the solicitations not later than five (5) working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

H. **Qualifications of Bidders:** DRHA may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the work/furnish the item(s) and the bidder shall furnish to the DRHA all such information and data for this purpose as may be requested. DRHA reserves the right to inspect bidders' physical facilities prior to award to satisfy questions regarding the bidder's capabilities. DRHA further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy DRHA that such bidder is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

I. **Assignment of Contract:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of DRHA.

J. **Default:** In case of failure to deliver goods or services in accordance with the contract terms and condition DRHA, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which DRHA may have.

**VII. Special Terms and Conditions:**

A. **Availability of Funds:** It is understood and agreed between the parties herein that DRHA shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

B. **Award of Contract:** Awards are made to the lowest responsive Bidder. Due consideration will be given to price, quality as judged by tests and previous experience, and the ability of the bidder to render required services. DRHA also reserves the right to conduct any tests it may deem advisable and to make all evaluations. DRHA also reserves the right to reject any and all bids in whole or part, to waive any informality, and
to delete items prior to making an award whenever it is deemed in the sole opinion of
procuring public body to be in its best interest.

C. **Bid Acceptance Period:** Any bid in response to this solicitation shall be valid for
sixty (60) days. At the end of sixty (60) days the bid may be withdrawn at the written
request of the Bidder. If the bid is not withdrawn at that time it remains in effect until an
award is made or the solicitation is canceled.

D. **Bid Price:** Bid shall be in the form of a firm fixed price per month during the
contract period.

E. **Cancellation of Contract:** DRHA reserves the right to cancel and terminate any
resulting contract, in part or in whole without penalty, upon thirty (30) days written notice
to the Contractor. In the event the initial contract period is for more than twelve (12)
months, the resulting contract may be terminated by either party, without penalty, after
the initial twelve (12) months of the contract period upon sixty (60) days written notice to
the other party. Any contract cancellation notice shall not relieve the Contractor of the
obligation to deliver and/or perform on all outstanding orders issued prior to the effective
date of cancellation.

F. **Extension of Contract:** After a successful year, the DRHA reserves the right to
continue this contract for an additional year at a time at the same price, not to exceed a
total of four (4) one-year extensions.

G. **Drug Free Workplace:** Each of the following acts is prohibited by the Contractor
or his/her employees performing service under the terms of a contract resulting from this
solicitation:

1. Unlawful or unauthorized manufacture, distribution, dispensing,
   possession or use of alcohol or other drugs at the work place,

2. Impairment or incapacitation in the work place from the use of alcohol or
   other drugs (except the use of drugs for legitimate medical purposes).

By submitting their bids, bidders certify that they understand these prohibitions, and if
awarded a contract as the result of this solicitation they will comply. They also
understand that a violation of these prohibitions is a breech of contract and can result in
default action.

H. **Identification of Bid Envelope:** The signed bid should be returned in a separate
envelope or package, sealed and identified as follows:

From: Name of Bidder
Street or Box Number, City, State, Zip Code
IFB 20170615 Roach Pest Control Services
Attn: Starr Miner, Director of Purchasing

The envelope should be addressed as directed above. Bids may be hand delivered to
the designated location in the office issuing the solicitation. No other correspondence or
other bids should be placed in the envelope.

I. **Inspection of Job Site:** My signature on this solicitation constitutes certification
that I have inspected the job site and am aware of the conditions under which the work
must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by DRHA.

J. **Insurance:** By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with Sections 11 - 46.3 and 65 - 800 et seq. of the Code of Virginia.

The Bidder further certifies that the contractor and any subcontractor will maintain these insurance coverages, if different, during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract DRHA reserves the right to require the Contractor to furnish certificates of insurance for the coverages required.

**Insurance Coverage and Limits Required**

- **Workers' Compensation** - Statutory requirement and benefits. Employers Liability - $1,000,000.

- **Commercial General Liability** - $1,000,000 Combined Single Limit, with DRHA named as additional insured with respect to the services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractors Protective Liability and Personal Injury Liability.

- **Automobile Liability** $500,000

K. **Minority/Women Owned Businesses Subcontracting and Reporting:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to minority and or women-owned businesses. Name of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the Contractor agrees to furnish DRHA the following information: name of firm, phone number, total dollar amount subcontracted and type of service provided.

L. **Subcontracts:** No portion of the work shall be subcontracted without prior written consent of Danville Redevelopment and Housing Authority. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish DRHA the names qualifications and experience of their proposed subcontractor. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

M. **Supervision of Contractor:** The Contractor shall at all times, enforce strict discipline and good order among the workers performing under the Contract, and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him.
N. **Worksite Damages:** Any damage to finished surfaces resulting from work performed under this Contract shall be repaired to DRHA’S satisfaction at the Contractor's expense.

O. **Contractor Property Damages:** The Contractor shall be entirely responsible for any loss or damage to his/her own materials, supplies and equipment, and to the personal property of his/her employees while they are maintained on the work site.

P. **Qualifications of Bidders:** Bidders are required to complete and return attachment A with their bids.

IX. **Method of Payment:** Payment for Pest Control Services will be made automatically at the end of each month of satisfactory service.

X. **Other Attachments:**

Attachment A - Bidders Qualifications/Certifications
Attachment B - Ground Layout/DRHA Drawings
ATTACHMENT A

Bidders Qualifications/Certifications
Statement of Bidder’s Qualifications

In determining the lowest responsible bidder, the following may be considered in addition to price:

1. Ability, capacity and skill of the bidder to perform the contract or provide the service requested.

2. Character, integrity, reputation, judgement, experience and efficiency of the bidder.

3. Quality of performance of previous contracts or services.

4. Previous and existing compliance with laws and ordinances relating to the contract.

5. Sufficiency of the financial resources available to the bidder.

The Danville Redevelopment and Housing Authority require that all bidders submit the following information in order to determine responsibility:

Name of Bidder __________________________________________________________

Business Address ______________________________________________________

Telephone Number _____________________________________________________

Years in business (Indicate the length of time you have been in the business providing this type of service):

_____________ Years ___________ Months

Organization is: Sole Proprietorship ( ) Partnership ( ) Corporation ( )

Minority-Owned ( ) Yes ( ) No Female-Owned ( ) Yes No ( )

Registered with Virginia Department of Minority Owned Business Enterprises Yes ( ) No ( )

Names of all Principals in the organization:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Gross amount of contracts on hand $_______________________________

Have you ever refused to sign a contract? No_____ Yes_____ (If yes, explain on back)

Have you ever defaulted on a contract? No_____ Yes_____ (If yes, explain on back)
List three credit references (material suppliers, banks, savings and loan applications):

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Address</th>
<th>Phone No.</th>
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</table>

Bidder shall attach copies of any certifications, registrations, or special licenses required for performance of the contract.

The undersigned certifies that the above statements are true and hereby authorizes the release of additional information for verification of the statements contained herein:

By: ____________________________ Date: ____________________

Title: ____________________________ **
Statement of Qualifications of Sub-Contractors (If Any)
(This document should be completed only if the Bidder intends to use a Sub-Contractor)

In determining the lowest responsible bidder, the following may be considered in addition to price:

1. Ability, capacity and skill of the bidder to perform the contract or provide the service requested.
2. Character, integrity, reputation, judgement, experience and efficiency of the bidder.
3. Quality of performance of previous contracts or services.
4. Previous and existing compliance with laws and ordinances relating to the contract.
5. Sufficiency of the financial resources available to the bidder.

The Danville Redevelopment and Housing Authority require all bidders submit the following information in order to determine responsibility:

Name of Sub-Contractor ________________________________________________

Business Address ____________________________________________________

Years in business (Indicate the length of time you have been in the business providing this type of service):

__________ Years _________ Months

Organization is: Sole Proprietorship ( ) Partnership ( ) Corporation ( )

Minority-Owned ( ) Yes ( ) No Female-Owned ( ) Yes No ( )

Registered with Virginia Department of Minority Owned Business Enterprises Yes ( ) No ( )
Names of all Principals in the organization:
_________________________________________________________________
_________________________________________________________________

Gross amount of contracts on hand $_____________________________________

Have you ever refused to sign a contract? No____ Yes____ (If yes, explain on back)

Have you ever defaulted on a contract? No_____ Yes ____ (If yes, explain on back)
CERTIFICATION OF BIDDER REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 F. R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instruction.

Where the certification indicated that the bidder has not filed a compliance report due under applicable instructions, such bidders shall be required to submit a compliance report within seven calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION BY BIDDER

Bidder’s Name: ____________________________________________________________

Address and Zip Code: ____________________________________________________

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
   Yes _____ No_____ (If answer is yes, identify the most recent contract).

2. Compliance reports were required to be filed in connection with such contract or subcontract.
   Yes _____ No_____ (If answer is yes, identify the most recent contract).

3. Bidder has filed all compliance reports due under applicable instruction, including SF-100.
   Yes _____ No_____ (If answer is yes, identify the most recent contract).

4. If answer to item 3 is “No”, please explain in detail on reverse side of this certification.

Certification: The information above is true and complete to the best of my knowledge and belief.

(Name and Title of Authorized Agent Signing This Form - Please Type)

Signature ________________________________ Date ____________________________
ATTACHMENT B
SITE MAPS
The undersigned, having reviewed and familiarized him/herself with the local conditions affecting the cost of the work and has read, understands and will comply with the plans, specifications, regulations and requirements (including but not limited to, the Invitation for Bid, Instructions to Bidders (form HUD-5369), Certifications and Representations of Bidders for Construction Contract (form HUD-5369-A), Previous Participation Certification (form HUD-2530), when applicable, Non-Collusive Affidavit, Certificate of Non-Segregated Facilities, Minority Business Participation Commitment Form, Section III Clause and Compliance Form, Instructions to Proposers and Contractors, Employment Opportunity Requirements – Minimum Wage Determination/Davis Bacon Wage Rates and Davis Bacon Requirements, Technical Specifications, Scope of Work, Requirements, site Plans and Drawings, Insurance and Addenda Requirements (if any), hereby proposes to furnish all permits, materials, labor, equipment and services required to provide Pest Control Services for a period of one (1) year.

<table>
<thead>
<tr>
<th>Pest</th>
<th>Price 1st Month</th>
<th>Price 2nd – 12th Month</th>
<th>Heavy Infestation</th>
<th>Annual</th>
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<tbody>
<tr>
<td>Ant</td>
<td>$</td>
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<td>Bed bug</td>
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<td>Mice</td>
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<td>Roaches</td>
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<td>Termite</td>
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The undersigned agrees that, if selected, they will furnish the DRHA office with all the required information and documentation and guarantees (T-listed bonds or other acceptable forms of surety as defined in the IFB, If so defined/specified) they request within five (5) business days (excluding Saturday, Sunday and legal holidays) to make a determination on the award of contract.

Upon award, the undersigned hereby certifies that they will start work within ten (10) calendar days after a fully executed Notice to Proceed has been executed.

The undersigned proposer is registered to do business in the Commonwealth of Virginia.

Certificate # _________________________ Date issued _________________________
Expiration date _________________________
City of Danville business license # _____________________
<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tr>
<td>Official address of proposer</td>
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<tr>
<td>Company Name</td>
<td>___________</td>
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<td>Federal ID #</td>
<td>___________</td>
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<tr>
<td>Phone #</td>
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<tr>
<td>Physical business address (if different from official address)</td>
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<td>Fax #</td>
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<td>e-mail</td>
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<td>Web</td>
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<td>Mailing address (if different)</td>
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<td>By (printed)</td>
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<td>By (signature)</td>
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<tr>
<td>Title</td>
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