

**Notice of Addendum
RFP RR20-70, Routine Pest
Control Services for HACFM
Addendum No. 1**

Date: December 2, 2020

Notice are provided for clarification and/or change

Submittal Date: **“Extended” December 28, 2020 @ 4:00 P.M.**

Responses to solicitation will be mailed or delivered in time to be received no later than the specified opening date and time. Late submissions shall not be accepted

Receipt of addendums are to be acknowledged in the returned proposal package on the **Respondents CHECK LIST FOR PROPOSAL SUBMISSION**

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1. **Extend RFP Closing Date:** From: December 9, 2020@ 4:00 p.m.
To: December 28, 2020 @ 4:00 p.m.
 2. **Change to Evaluation Criteria:** Replace the Evaluation Criteria of the RFP with the new Evaluation Criteria attached to and made a part of this Addendum.
 3. Question: Item 3.2, References to squirrels and snakes – these are not pest control pests but fall under wildlife. We are a pest control company, not a wildlife control company. This needs clarification prior to bidding.
Answer: If the company does not cover this category then state so in the proposal.
 4. Question: References to dampwood termites – these termites are not generally considered to be structural termites in that they only infest in wood which very damp/wet (usually damp enough to rot the wood just by the moisture content). These don't require treatment except to either stop the leaking (a contracting issue, not pest control) or to remove the wood (again a contracting issue)
Answer: HACFM would like to be made aware of evidence and/or presence of any and all termites. When conducting standard/ regular pest control treatments, technicians need to be cognizant of the surroundings and point out when they see any activity that is not covered under the standard/regular treatments and bring it to the attention of HACFM.
 5. Question: Item 3.3, References to “disinfecting, sanitizing, and eliminating viruses on non-porous surfaces...” these are not pest control issues. viruses do not fall under the classification of “pest control”. it needs to be clarified that this is not part of our bid specs.
Answer: If the company does not cover this category then state so in the proposal.

6. Question: Item 3.9, This paragraph is contradictory. “Services shall include, but not be limited to the entire interior of each unit. Units to be treated with spray and bait or a combination of safe chemical treatments in accordance with IPM”. These two methods are contradictory. “IPM” means inspection with “Chemical” treatment only when and if needed. Need clarification on this in order to properly bid – do you want “IPM” or do you want treatment every service, needed or not.

Answer: For our purposes, IPM (Integrated Pest Management Program) is a pest control strategy that combines the use of biological, cultural, mechanical (physical) and chemical procedures in ways that attempt to minimize health and environmental risks and economic loss when controlling pests. We do not consider these to be contradictory. Because of the diversity of our developments, we may need a combination of both as requested. We have an expectation that you will be observing and reporting and recommending and circumstances above routine pest control.

7. Question: Item 3.10, “Treatment of the exterior shall be performed at each visit no less 6ft around the perimeter of each individual structure at each location”. This creates two issues. first, this does not necessarily go along with the “IPM” philosophy. second, some of the products we use do not allow us to use them 6 feet out according to the label which is the law we must follow (some are limited to 12 inches). some cannot be applied onto “hard surfaces” such as drives, sidewalks, and the like. this needs clarification prior to bidding.

Answer: Treatment of the exterior shall be performed at each visit no less 6ft around the perimeter of each individual structure at each location within the law and OSHA. This requirement is clear.

8. Question: Item 3.20, All of our technicians are background checked prior to hire. Is this sufficient to meet this section? in the event you require additional background checks, it should be at your expense. this needs clarification prior to bidding.

Answer: This is sufficient, however, if HACFM has reason to believe there is an issue with an employee of the Pest Control Company then the Pest Control Company shall be required to test said employee or replace the employee immediately with another employee of like capabilities, knowledge and licensure if applicable.

9. Question: Section 2: Requirements for Submittal

Item No. 1: Organizational Structure and Staff Qualifications

SECTION D: “Written assurance that the staff members listed will be performing the work” from a business perspective, this is nearly impossible to warrant, technicians quit, routes shift/change. People take vacations and get sick. Also, it requests “substitute personnel be fully licensed and qualified.” pest control technicians do not have to be “licensed”. they perform work under a “certified operator” who holds a state certification in that area of pest control (there are 4 – lawn, pest, termite, fumigation). this needs clarification prior to bidding

Answer: **Written assurance that the staff members listed will be performing the work. Do your best, from a business perspective, to reply.**

7. Question: Paragraph 2: You are requesting “State of Florida Department of Agriculture and Consumer Services (FDACS) licensure (residential and commercial)”. FDACS does not differentiate between residential and commercial. This needs clarification prior to bidding.

Answer: **Requires State of Florida Department of Agriculture and Consumer Services (FDACS) licensure.**

8. Question: Paragraph 6: “provide detailed method(s) used for identification of bedbugs and process for eradication and prevention of and occurrence/reproduction...” there is no practical way to prevent bedbugs. They are parasites that are introduced into the living/office environment. They are a pest that can only be treated post infestation. This needs clarification prior to bidding.

Answer: **Review the Housing and Urban Development website for Integrated Pest Management.**

https://www.hud.gov/program_offices/healthy_homes/healthyhomes/ipm

9. Question: Paragraph 8: “provide detail on services provided for termites subterranean, Drywood and dampwood termites”. It isn’t clear. Are you looking for us to provide a treatment cost “up-front” for each of these pests at time of bid? See also my question above in section 1, subsection 3.2 regarding dampwood termites. This needs clarification prior to bidding.

Answer: **Termites fall under Other Services. If the company does not have a calculated method of estimating termite treatment, then state so in the proposal.**

10. Question : Paragraph 10, section g: “maintain certification as a commercial pesticide applicator in the category of residential and institutional pest control services”. as stated above, technicians are not required to be “certified” in order to perform services and there is no distinction made between “residential” and “institutional” pest control. this needs clarification prior to bidding.

Answer: **If you have or require such certification of your staff, it is our expectation that it would be maintained.**

11. Question: Paragraph 12: We do not hold any public health license or certifications. Does this prohibit us from submitting a bid?
- Answer: If the company does is not certified for Public Health Vector Control then state so in the proposal.**
12. Question: Paragraph 14: You are requesting “other services/on call”. We do not perform services for: dampwood termites, snakes, disinfecting, sanitizing, etc. these are optional bids, correct? this needs clarification prior to bidding.
- Answer: If the company does not provide the services, then state so in the proposal.**
13. Question: We would need additional clarification in regards to needs/criteria to be met in regards to Section 3.
- Answer: Companies responding to the proposal are expected to comply with the HACFM Section 3 Plan. Proposals will be evaluated and scored based upon the respondent’s ability to comply with the Section 3 goals. Respondents that cannot comply with the minimum standard, must provide an explanation of why the Section 3 Hiring & Training goals cannot be met.**
- If the responding company has a proposal for training, development and/or mentorship of Section 3 persons; HACFM will consider this during the evaluation phase.**
- Additional information can be found by visiting**
- https://www.hud.gov/program_offices/fair_housing_equal_opp/section3/section3brochure
- <http://www.hacfm.org/web/page.asp?urh=Section3>
14. Question: Do you need all MSDS documents just for the bidding process? Or can it be provided only if hired?
- Answer: Only if hired.**
15. Question: The properties with fewer Units Swanson Loop, Covington, Broadway, Coconut Cove and Stella Apartments; do they need to be divided into two services or can we just do it all at once? (I recommend all units in one day per each of the smaller properties.)
- Answer: Each property requires a separate proposal. If HACFM decides to group them it will be done once a selection is made.**
16. Question: Do I need an agreement for each property? Or all in one?
- Answer: HACFM will issue an agreement to those firm(s) selected through the RFP Process.**



17. Question: For the larger properties with many apartments, how do we do to enter each apartment? Do you provide me with the key?, do I have to go with one of your employees? how do they do it now?
- Answer: You will be accompanied by management or maintenance to gain access to the Unit(s)**
18. Question: Because this requires a lot of time sometimes just to open units causing delays and all these would need to be calculated into the price, or do you have a system in place to be time efficient?
- Answer: We have a system in place to be time efficient.**
19. Question: Do we have to do the exterior services the same day?
- Answer: Yes.**
20. Question: About the initial first service, are you aware there's typically a higher price for this since there is more time needed for the service, more products usage and extended labor on the first service?
- Answer: You would need to include this in your proposal – see Submittal Requirements**
21. Question: Are these jobs scheduled on a monthly, bi-monthly basis?
- Answer: Page: 8 Item 3.4 Contractor shall service all properties (each unit/structure) bi-monthly (every other month) for a total of 6 times per year. Returning pest between services shall be re-treated at no additional cost to HACFM. (HACFM will consider service frequencies at the discretion of the Pest Control Company during final negotiations of the contract resulting from this solicitation.)**

End of Addendum No. 1

Revision
RFP No. R20-70, Routine Pest Control Services for HACFM
ADDENDUM NO. 1 - DATED DECEMBER 2, 2020

SECTION III: EVALUATION CRITERIA

Selection of a firm to render services pursuant to this RFP will be made in accordance with HUD and HACFM procurement regulations. All proposals received by the time and date specified in this RFP shall be evaluated by the RFP Evaluation Panel based on the following criteria and weights:

Evaluation Criteria	Maximum Points
Organizational Structure and Staff Qualifications	20
Similar Contracts and References	10
Bedbug methods and treatments	10
Training	10
Understanding and Approach	25
Fee Schedules	25
TOTAL	100
Additional Points: Provided if you are a Disadvantaged Business Enterprise (DBE) and have provided a Section 3 Participation Plan: DBE/WBE participation: 5 Points Section 3 participation: 5 Points	5 5 110
Maximum Points	

HACFM reserves the option to select in a one or two step evaluation process. This means HACFM may select the firm(s)/individual(s) from written submittals (step one) or after a second step of evaluation, which may or may not include presentations to the RFP Evaluation Panel and/or the Commissioners.

If a two-step evaluation is used, the evaluation criteria does not change; however, during a presentation process there may be additional discovery including but not limited to the understanding of the project, approach, ability, methods and/or other factors which would result in a degree of difference in the numerical scoring established in step one of the evaluation which is utilized to generate a short list.

Other considerations may include but not be limited to reference checks, background license checks, credit and financial history investigations and other relevant information. In the event firms are requested to do a presentation to the Evaluation Panel and/or Commissioners for final recommendation ranking; HACFM will not be liable for any costs incurred by the firm in connection with such presentation. There is no obligation on the part of the HACFM to select and award any submitting response or to any firm or individual submitting a response. **No work is guaranteed.**