

**AFFORDABLE HOUSING CORPORATION OF LAKEWOOD**

**PUBLIC NOTICE**  
**REQUEST FOR PROPOSALS**  
**PEST CONTROL & EXTERMINATION SERVICES**

The Affordable Housing Corporation of Lakewood (AHCL) will accept proposals for the provision of Pest Control and Extermination Services, at three (3) sites, for a term of one year commencing May 1, 2025, with an option to extend the contract one year with Board approval. **Proposals must be received no later than 10:00 AM. on February 19, 2025.** Attention is directed to the instructions, qualification criteria, specifications, and proposals included in the RFP Package, which are made a part of this Invitation. The RFP Package may be obtained from the Affordable Housing Corporation of Lakewood at its offices located at 220 East 4<sup>th</sup> Street, Lakewood, NJ 08701, by email at [sparsons@lakewoodha.org](mailto:sparsons@lakewoodha.org) or at [www.lakewoodha.org](http://www.lakewoodha.org).

All proposals must be submitted on the Proposal and Acceptance sheets, in duplicate, and shall be based upon, and in conformance with, the proposal specifications. The proposal document shall be enclosed in envelopes which shall be sealed and clearly labeled: **"Proposal for Pest Control Service."**

Additional inquiries should be directed to Scott Parsons, Executive Director, 220 East 4<sup>th</sup> Street, Lakewood, New Jersey 08701, (732) 364-1300 x109, [sparsons@lakewoodha.org](mailto:sparsons@lakewoodha.org).

Award will be made based on the criteria included in the RFP. The AHCL reserves the right to reject any or all proposals and/or to waive any formality in the RFP

Scott Parsons  
Executive Director  
EOE  
January 8, 2025

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# REQUEST FOR PROPOSALS

THE CONTRACTOR SHALL SUBMIT THE PROPOSAL FOR LABOR AND MATERIALS.

## QUALIFICATION CRITERIA.

IT IS THE RESPONSIBILITY OF THE FIRM TO PROVIDE IN THEIR SUBMITTAL ALL THE INFORMATION REQUESTED. THIS MUST INCLUDE SPECIFIC DATA WHICH ADDRESSES EACH OF THE QUALIFICATION CRITERIA. THE AFFORDABLE HOUSING CORPORATION OF LAKEWOOD (AHCL) MUST BE ABLE TO CLEARLY DETERMINE FROM THE INFORMATION PROVIDED THE FIRM'S CAPABILITIES IN A PARTICULAR AREA. THE FIRM CANNOT PRESUME THAT THE AHCL KNOWS THE EXPERTISE OR EXPERIENCE OF THE FIRM UNLESS IT IS SO STATED. ELABORATE BINDERS, GRAPHICS BROCHURES, APPENDIXES AND ILLUSTRATIONS ARE NEITHER NECESSARY NOR DESIRED. LEGIBILITY, COMPLETENESS AND ADHERENCE TO FORMAT ARE ESSENTIAL.

Award of contract for IPM Services will be made to the most responsive bidder as indicated by the RFP scoring criteria. No proposal shall be deemed responsive, and no respondent shall be deemed responsible, without meeting the following two (2) **Qualification Criteria:** (It is very important in the submission of your proposal that you specifically address and respond to each and every item listed. Your failure to comply with this requirement may cause your Proposal to be rejected as incomplete and non-responsive).

1. **PROFESSIONAL EXPERIENCE AND TECHNICAL QUALIFICATIONS:**  
**Respondent shall possess ample experience in servicing similar accounts: List at least five (5) Similar Accounts Serviced in the Past Seven (7) Years.**  
(Maximum Category Score = 10)

In the Table below, list five (5) similar accounts serviced by your firm in the past seven (7) years. In addition, provide a brief narrative indicating the professional experience and technical competence of your firm and its personnel for this particular work. Include qualifications of principals and firm, (e.g. training, degrees, licenses, professional awards and memberships, certifications, etc.). Accounts will be considered 'similar' if they involve multi-family, garden or mid-rise apartment complexes, housing elderly and family households. Be sure to state the specific areas of experience and capabilities, which in your opinion are of an identical, very similar, comparable or related nature, and therefore which make your Firm particularly suitable and especially qualified for this commission.

#	Client	# of Apts.	Name of Contact	City	Telephone	Years Served
1						
2						
3						
4						
5						

2. **PAST PERFORMANCE ON SIMILAR COMMISSIONS**  
**Respondent must furnish the names of at least four (4) satisfied similar accounts.**  
**(Maximum Category Score = 10)**

In the Table below list at least four (4) clients, who are most similar to this project, where your prior work was satisfactorily performed:

#	Client	# of Apts.	Name of Contact	City	Telephone	Years Served
1						
2						
3						
4						
5						
6						

To verify that the responder is responsible, the LAHC will contact these references to inquire about satisfaction with past performance in terms of:

- a) Cost control (budget v. actual cost).
- b) Percentage of units accessed and treated.
- c) Quality and thoroughness of work.
- d) Compliance with all schedules.
- e) Timely responses to questions, inquiries and call-back service requests.
- f) Availability and ease of speaking to and meeting with principals and/or staff
- g) Follow-up to ensure that work complies with contract and agreements.
- h) Notices to Tenants and Reports to Client are complete and timely.
- i) Requests for additional fees are minimized and confined to out of scope work
- j) Ability to deal professionally, fairly (in context of contract requirements) and courteously with other parties, including Client staff and residents.

**NOTE:** While the above two Qualification Criteria may seem similar, they are not. The first is for experience; the second is for performance.



**SPECIFICATIONS FOR PEST CONTROL SERVICES**  
**Technical Specifications & General Terms**

1. **Materials Used:** All pesticides shall be registered with, and approved by the E.P.A. and N.J.D.E.P. for their intended uses. Contractor to submit a list of chemicals to be used in the facilities.
2. **Notices:** The Contractor shall schedule services with no less than 7 days' notice to the AHCL's Administrative Office. Notices to tenants shall be delivered by the AHCL. The Contractor shall provide unit preparation requirements, in both English and Spanish, to the AHCL to include with the notice to the tenants.
3. **Cooperation:** AHCL agrees to cooperate with Contractor in providing access to the apartments and buildings to be exterminated to aid in the control of insect and rodent pests.
4. **Contractor's Obligations:** Contractor shall agree to keep the facilities specified herein free of insects, rodents, and pests. The pest controlled in this service shall include all household and commissural rodents.
  - a. Contractor's liability for services does not include extermination of any other pests, including, but not limited to bats, bees and termites.
  - b. Contractor shall provide callback service on treated areas within 30 days of treatment at no cost to the AHCL.
  - c. Contractor shall submit to the AHCL a written report indicating which residents are not cooperating in the treatment program (access denied, or other lack of cooperation) and/or noting poor housekeeping for each service.
  - d. Contractor must carry liability and Workers Compensation insurance. Evidence of such insurance coverage **must accompany** the Bid Proposal.
  - e. All service personnel of the contractor shall work in uniforms supplied by the contractor, with company identification supplied at all times.
  - f. Contractor's personnel must sign-in with the AHCL each time they report for service at the AHCL.
  - g. In addition to Workman Compensation Insurance as required by the state of New Jersey, and Applicable Federal Laws, the contractor shall have appropriate bodily injury Liability Insurance with limits of no less than \$500,000 for each person, and 1,000,000 for each accident or occurrence for bodily injury and property liability insurance with a limit of not less than \$50,000 for each accident. Certificates of insurance naming the AHCL as an additional insured must be submitted to the AHCL prior to the execution of the contract and the commencement of performance.
  - h. All persons supplying services for the contractor within the AHCL complex(es) must be certified by the State of New Jersey as Pest Control Applicators, and possess category certification for general extermination, etc. Copies of each individual certification must be kept on file in the office of the AHCL and must be submitted to the AHCL prior the award of the contract.
  - i. The AHCL must preapprove extermination schedules.

- j. Contractor must employ sufficient personnel and possess sufficient equipment to keep the prescribed service areas pest free.
5. If, at the sole discretion of the AHCL, the services of the contractor fail to meet these specifications, the following action will be taken:
    - a. An unsatisfactory service and material report will be forwarded to the contractor for further action on their part.
    - b. If, at the sole discretion of the AHCL, the services are not improved to meet contracted specifications, the contract will be terminated after fifteen (15) days notice.
  6. Term: The term of the contract shall be one year, from May 1, 2025 through April 30, 2026 with an option to extend the contract one year at the same rate with Board approval.
  7. Termination: The AHCL hereby specifically reserves the right to terminate the contract, in accordance with Par. # 5 above, upon written notice, at any time, if in the sole judgment of the AHCL the pests which are to be controlled by the IPM services provided are not controlled in accordance with the terms of these Bid Documents.

**SPECIFICATIONS FOR PEST CONTROL SERVICES:**  
**SCOPE OF WORK AND SERVICE**

The contractor will provide Integrated Pest Management (IPM) services for a term of one year for control of rats, mice, pavement ants and all species of roaches. The IPM services will be provided at the AHCL developments, including:

- A. Lulu Duffy Cottages - Sampson Avenue & East 4th Street - Lakewood, N.J. - 38 Units and Administration Building – Elderly/Disabled Housing.
- B. Peter Ward Towers - 100 Woehr Avenue - Lakewood, N.J. - 62 Units - Elderly Housing
- C. John J. Currey Apartments - 220 East Fourth Street - Lakewood, N.J. 106 Units - Elderly Housing

Along with treatment of each unit, the contractor shall provide treatment to **all common areas, community rooms, laundry rooms, dining rooms, boiler/machine rooms, garbage compactor rooms (main compactor rooms and trash chute rooms on each floor), halls, offices, basements, storage rooms, elevator penthouses and elevators, as applicable.**

The contractor's treatment program shall include the latest in Integrated Pest Management (IPM) technology and techniques that will comply with the Environmental Protective Agency and United States Department of Agriculture standards and regulations. Bait shall be strategically placed at sites of insect activity so as to maximize efficacy on target insects with minimal impact on human activity. All work is to be performed by trained, N.J.-licensed applicators. The application shall be performed utilizing quantities of materials, and methods, recommended by the manufacturer for effective results.

In addition to providing on-going preventative treatment throughout each and every unit once every two months (6 times per year), the contractor's program shall be designed to additionally treat each unit reporting an infestation problem, at no additional compensation.



**SPECIFICATIONS FOR PEST CONTROL SERVICES**  
**SCHEDULES of TREATMENT**

**Preventative Service:** The contractor will service all units at each development on a preventative basis bi-monthly and/or quarterly. Ongoing pesticide applications shall closely follow manufacturer's recommended schedules for: type and quantity of materials, (e.g. combination of gel, large, and small stations), strategic placement of bait, frequency of monitoring/replacement visits, removal and disposal of depleted stations, and so forth.

**Callback Service:** In addition to the Preventative Services, the contractor will also treat any units having reported a problem to the AHCL since the last regular visit. Also, to be treated at these times, would be any vacant unit in connection with tenant turnover.

**Regular Bi-Monthly Service:** Common use areas in all developments, such as office areas, maintenance areas, boiler rooms, garbage compactor rooms (main compactor rooms and trash chute rooms on each floor), utility rooms, public rest rooms, meeting rooms, community rooms, basements, laundry rooms, elevators, elevator penthouses, kitchens and dining areas shall be treated on a routine basis.

**Other Service:** All crawl spaces shall be treated twice yearly (once in the spring and once in the fall) by power spraying to control roaches. During these periods when the crawl spaces are being sprayed, they shall also be treated for rodent control.

In all cases, should service be required anywhere in the building on an emergency/nonscheduled basis, for a contracted pest problem, the additional service would be rendered promptly based on an agreed upon proposal price.

**All Extermination schedules:** must be preapproved by the AHCL.

**Reports:** Upon completion of the service at each development, the contractor will complete a written report detailing which units and areas that were treated, both from a preventative and a corrective standpoint, and give information detailing conditions in all units and areas treated.

**Notices:** The AHCL shall provide a forty-eight (48) hour advance written notice to tenants setting forth the day and approximated time their unit will be treated. This notice should include detailed information on what tenant preparations are necessary prior to service. The tenant preparation instructions must be provided by the Contractor.

The contractor shall take special precaution in all units occupied by Senior and or Disabled residents, where respiratory problems or where oxygen is in use. The use of special chemical and procedures will be required in these units.

The contractor shall service all tenant-occupied units between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. The contractor shall not schedule any tenant-occupied units for extermination the weeks of Thanksgiving and Christmas.

## **BED BUG TREATMENT**

There is also a need to provide extermination of bed bugs at the three sites; Peter Ward Tower, John Currey Building, and Lulu Duffy Cottages and the Administration Building.

The services to be provided by the contractor are as follows:

1. Four quarterly inspections of all units and common areas (includes inspections for housekeeping).
2. Bed bug treatment for units or common areas identified as being infested:
  - a. Two (2) treatments per unit one week apart plus an inspection one week after the last treatment and a third treatment if required. If the infestation resurfaces within 30 days of the final treatment the contractor must treat the unit again at no additional cost.
  - b. Additional treatments per unit
3. The contractor shall maintain logs and/or time records to support all of the services provided pursuant to the Agreement. Said logs/time records shall be available for review by the AHCL.
4. Must provide a 30-day warranty on the bed bug treatments. If re-infested within 30 days, treatment will be at no cost to the AHCL.

The Affordable Housing Corporation of Lakewood (AHCL) recognizes that contractors use different treatments and methods to eradicate bed bugs. It is the intention of the AHCL to entertain proposals from contractors that may differ as to the method of bed bug control.

The contractor must provide the AHCL with a detailed description of the method used and what is required of the residents prior to treatment. If bed bugs dogs are to be used to identify any infestations during the four

quarterly inspections (see item 1 above), we must have certification as to the training of the dogs.



11114, 111246 or the Secretary of Labor; that he has [ ] has not [ ] filed all required compliance reports and that representations indicating submission of required compliance reports signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or sub-contracts, which are exempt from the clause).

5. Certification of Non segregated Facilities:

By signing this proposal, the responder certifies that he does not maintain or provide for his employers any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at any location, under his control where segregated families are maintained. The proposer agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification, the term segregated facilities means any waiting rooms, work areas, rest and wash rooms, restaurants and other eating areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of color, religion or national origin, because of habit, local custom, or otherwise. We further agree that (except where he has obtained identical certifications from proposed sub-contractors prior to the award or sub-contracts exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity Clause: that he will forward a notice to his proposed sub-contractors as provided in the instruction to bidders.

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
(*Signature of Person Authorized to Sign*)

**NAME: (typed)** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Non-Collusive Affidavit**  
**AFFIDAVIT**  
(Prime Bidder)

State of \_\_\_\_\_  
County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says:

That he is \_\_\_\_\_  
(A Partner or Officer of the Firm of, etc. )

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price of any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the AFFORDABLE HOUSING CORPORATION OF LAKEWOOD or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

**Signature of:**

\_\_\_\_\_  
**Bidder, if the bidder is an Individual**

\_\_\_\_\_  
**Partner, if the bidder is a Partnership**

\_\_\_\_\_  
**Officer, if the bidder is a Corporation**

**Subscribed and sworn to before me**

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_

**My Commission Expires \_\_\_\_\_ 20 \_\_\_\_**