

Bed Bug Treatment Plan
RFP 2017

The Muskegon Housing Commission (MHC) is seeking proposals from qualified, licensed and bonded contractors to provide the following detailed services at the Muskegon Housing Commission sites listed herein. The successful Contractor shall furnish all labor, material, equipment and supervision to perform a program of the elimination of bed bugs in Muskegon Housing Commission units within the requirements of the EPA and DOA.

Initial Service Inspection

A detailed description of cost, timeline and method of initial inspection of Muskegon Housing Commission properties determining the presence of bed bugs in MHC properties/units.

Routine Service

A detailed description of cost, timeline and method of routine bed bug checks and elimination must be performed under a strict schedule of time as described following. All such individual services will be performed at the discretion of MHC.

Inspections

Inspections for bed bugs in MHC units will typically be made on the same day each week (currently, anticipated to be Wednesday).

When an inspection determines the presence of bed bugs in a MHC unit, a Preparation Sheet Plan shall be given to the manager of the property to submit to resident along with treatment schedule.

The Preparation Sheet shall be specific and detailed indicating date and time of scheduled treatment, frequency of follow-up inspection checks and designed to indicate resident readiness for treatment.

Treatment

Treatment of the infected areas shall typically be conducted on the same day of each week (currently, anticipated to be Wednesday), or immediately scheduled due to severity, persistence of pests, 24-hour advance notice is required for each scheduled treatment.

Apply curative treatments to all areas of the affected property that are prepared.

Apply preventive treatments to all areas that are not compliant in preparation for treatment to temporarily control spreading of the infestation.

Perform follow-up inspections and second treatments one week after initial treatment unless a second treatment is delayed by pesticide label restrictions.

Define follow-up inspections as an inspection to determine the success of the treatment and/or to identify the potential need for additional treatment to solve the problem.

Define the second treatment to be the application of additional pesticide for completion of treatment and shall be applied no later than 10 days after the initial treatment or as soon as label restrictions allow, if applicable.

The successful Contractor shall provide current labels and Material Safety Data Sheets (MSDS) of pesticides to be used, warranty period of treatments and brand names of pesticides application equipment.

The successful Contractor shall describe methods and procedures to be used for identifying sites of bed bug harborage and access, and for making an objective assessment of pest population levels throughout the term of the contract.

Successful Contractor's Responsibilities: It is the responsibility of the successful Contractor to provide personnel: Who are qualified, who understand current practices in the field and have experience providing bed bug control services in a residential environment. During the ensuing contract period, any substitutions, additions, or replacement of personnel from those cited in the contractor's original proposal must be submitted to MHC for approval prior to their beginning services on-site.

Award institution must be willing to sign a professional services contract with the Muskegon Housing Commission HUD form; 5369-C Certifications and Representations Non-Construction Contract of Offers and HUD form; 5370-C General Conditions for Non-Construction Contracts, naming the Muskegon Housing Commission as additionally insured during contract period.

This award will be a one (1) year service contract with optional one (1) year renewal. This is to say that based on budget, contractor's performance, and customer satisfaction, contract renewals can be from one (1) up to three (3) years. No inflationary cost adjustment is permitted the second year of service, if contract extension is approved.

Proposal Submission Requirements

Proposals must include information on the firm, the name(s) of contact persons, two (2) recent references of satisfied customer experience in aforementioned areas and the per unit cost for chemical and heat treatments included with the aforementioned information.

Sealed proposal and action plan must be received by 10:00 a.m., Wednesday, February 22, 2017 to the attention of Gerald Minott, Muskegon Housing Commission, 1080 Terrace St., Muskegon, MI 49442. Bids will be opened at 11:00 a.m. on Wednesday, February 22, 2017.

The Muskegon Housing Commission reserves the right to reject any and all bids.