



Boulder Housing Partners

Request for Proposals/Qualifications

Pest Control Services 20200901
Due Date: 2:00 pm, September 14, 2020

RFP 7 Pest Control Services

RFP Outline

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1. Introduction & Background

Boulder Housing Partners (BHP), Founded in 1966, is the housing authority for the City of Boulder. We build, own and manage affordable housing for low- and moderate-income residents and we are committed to fostering a healthy sense of community in every property we develop. BHP is in need of Pest Control Services and is accepting proposals in response to this Request for Proposal in order to find a qualified source to provide Pest Control Services.

The objective of this Request for Proposal is to locate a source that will provide the best overall value to BHP. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

2. Project Description and Scope

The purpose of this Request for Proposal is as follows:

Boulder Housing Partners is seeking Contractors to bid on a two year contract for pest control services from qualified and experienced pest management businesses who are duly certified, registered and licensed in the State of Colorado to render quality pest control services in order to provide a prevention, management strategies, and routine maintenance for a pest free environment.

OTHER ITEMS TO BE INCLUDED, AS NEEDED:

1. Scope of Work
2. Addresses Affected (see attached site map of BHP)
3. Pricing exercise

3. Submission Guidelines & Requirements

Submittals from contractors shall include the following list of items and in this order. Submittals are prepared at the firm's expense and upon submission become the property of BHP and therefore become a matter of public record once the successful firm has been chosen and contract awarded.

To be Included (*in this order*)

- I. Owner's name, company name, address, phone and email;
- II. Detailed description of proposed work and materials;
- III. Brief description of similar contracts;
- IV. Pricing for Scope of Work;
- V. Proof of General Liability, Workers Compensation, Automobile Insurance, and Pollution Insurance (if applicable). Appropriate limits for insurance are listed in this document. BHP to be listed as certificate holder;
- VI. City of Boulder Contractor's License (if applicable);
- VII. Please include whether your firm is certified as a Minority-Owned Business Enterprise (MBE), Woman-Owned Business Enterprise, or a Section 3 Business Enterprise; and
- VIII. If you are a PERA retiree, please include this in your proposal.

IX. A sample contract is provided as an Attachment this RFP. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.

- a. Proposals must be received prior to September 14, 2020, email proposals to: procurement@boulderhousing.org
- b. 2:00 pm to be considered. b. Proposals must remain valid for a period of 30 days.

4. RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	September 1, 2020
Question/Answer Period	September 7, 2020 @ 5pm Email to: procurement@boulderhousing.org Questions will be answered by September 9, @ 4:00 pm via email.
Selection of Top Responses / Notification to Unsuccessful Responders	[N/A]
Start of Negotiation	N/A
Contract Award / Notification to Unsuccessful Responders	September 18, 2020

5. Evaluation Factors

BHP will rate proposals based on the following factors.

- i. Responsiveness to the requirements set forth in this Request for Proposal
- ii. Relevant past performance/experience
- iii. References
- iv. Cost, including an assessment of total cost of ownership
- v. Technical expertise/experience of your team members

BHP reserves the right to award to the vendor/contractor that presents the best value to BHP as determined solely by BHP in its absolute discretion.

6. General Information

a. Contract and Method of Payment:

The final form of contract and scope of services will be negotiated between Boulder Housing Partners and top ranked firm after the selection process is complete. Invoices with proper documentation can be submitted monthly.

b. Submittal Withdrawal:

No firm may withdraw a submittal for a period of 45 days after the date of submission, but a submittal may be withdrawn up to 24 hours prior to expiration of the deadline for submitting submittals.

c. Insurance Requirements:

Insurance requirements will be negotiated as part of the contract. Generally, the following coverage is required:

Commercial general liability--\$150,000 per person and \$1,000,000 per occurrence.

d. Federal Fair Housing Law:

Boulder Housing Partners does business in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). It is illegal to discriminate against any person because of race, color, religion, sex, handicap, family status, national origin, or sexual performance.

7. BHP Reservation of Rights

1. BHP reserves the right to reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFP process at any time, if deemed by BHP to be in its best interests.
2. BHP reserves the right not to award a contract pursuant to this RFP.
3. BHP reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful bidder.
4. BHP reserves the right to inspect work at any time during the ongoing work.
5. BHP reserves the right to determine the days, hours and locations that the successful bidder shall provide the services called for in this RFP.
6. BHP reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of BHP Contracting Officer.
7. BHP reserves the right to negotiate the fees proposed by the bidder.
8. BHP reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
9. BHP shall have no obligation to compensate any bidder for any costs incurred in responding to this RFP.
10. BHP shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a bidder or reject any proposal submitted that does not conform to any of the requirements detailed herein.

8. Diversity Statement

BHP is passionate about creating an inclusive contracting workplace that promotes and values diversity. Organizations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, income levels, ethnicity, and perspective are proven to be better entities. More importantly, creating an environment where everyone, from any background, can do their best work is the right thing to do. BHP has established internal procedures to ensure that Minority/Women/Small businesses and BHP residents are given the opportunity to participate in contracting activities at

BHP. Our goal for either Small, Minority and Women businesses is 15%. Our goal for hiring BHP residents is 30%.

9. Definitions

1. A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR 121 shall be used, unless BHP determines that their use is inappropriate.
2. A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Asian Indian Americans, and Hasidic Jewish Americans.
3. A women's business enterprise is defined as a business that is at least 51% owned by a woman and whose management and daily business operations are controlled by one or more such individuals.

Thank you for reading our solicitation. We hope you consider submitting a proposal.