

## Section A: Scope of Work

### Pest Control Services

**Scope of Work:** Boulder Housing Authority (BHP) is seeking proposals from qualified, licensed entities to provide pest control services. BHP will select the top contractors from the Request for Proposal (RFP) process though work is not guaranteed to either contractor.

#### **General Responsibilities:**

1. Contractor will inspect and treat, as necessary, for any and all pest at BHP sites. BHP will set all scheduling and notices.
2. Contractor is required to follow and perform work in accordance with BHP's Best Practices Integrated Pest Management (IPM) Policy (Attachment 1). Contractor is responsible for knowing and adhering to all applicable codes and laws governing service and maintenance work related to the pest control industry.
3. Contractor shall be responsible for assuring that each service call/inspection/treatment is performed correctly and in compliance with all applicable codes and laws governing pest control and IPM.
4. Contractor shall leave all sites in a clean safe condition. Contractor will provide BHP with an annual log of pesticide use and amounts. Contractor will keep current product information (MSDS), and provide BHP with all MSDS's used at BHP sites.
5. A number of BHP's housing sites are for the elderly and disabled. Some of these residents have respiratory conditions and other disabilities that require special needs and that do not allow typical treatment methods. The successful contractor will be accommodating to those needs. As part of this submission, please describe how contractor will handle residents in need of special accommodations.
6. Contractors shall provide instructions to BHP of how to prepare for the inspection/treatment and for any follow-up treatments. Please include sample instructions for bed bugs, roaches, ants and spiders. Instructions will detail responsibilities of the residents.
7. Based on the weekly inspection results, apply necessary pest control means by placing bait stations, sticky traps, and recommendations for necessary exclusion modifications or facility alterations/repairs.
8. Contractor shall communicate results of service to residents and BHP staff by leaving a results service sheet with the resident and BHP staff, as appropriate. Due to confidentiality, residents may not have information of other residents.
9. Currently, BHP requires the use of an inspections checklist that is printed in duplicate with one copy going to the resident and one to BHP. Please include in your submission any sample forms that you may use.
10. As part of bid submission, please describe the process by which your company would eradicate the following pests: bed bugs, roaches, ants, spiders. If initial treatment did not work, please describe follow-up treatments and if follow-up treatments are charged to BHP.
11. As part of bid submission, please describe the process by which your company would remove small nuisance animals such as rats, mice, pigeons, skunks, bats, squirrels, and raccoons.
12. Contractor will refer to Section B for pricing specifications, which will become part of this RFP and subsequent contract.