

FMHA Management Inc.
Request for Proposals (RFP)
Miller #1-2017 Extermination Services

FMHA Management Inc. will accept proposals for extermination services at Miller School Apartments.

It is the intent of FMHA Management Inc. to enter into a one (1) year service agreement, with option to renew annually for up to four (4) additional years, based on the extermination needs of the property.

Proposals should be sent to Bekah Gillespie by email at bgillespie@fmhousing.com or by fax to 304-366-0469 or delivered to The Fairmont-Morgantown Housing Authority, 103 12th Street Fairmont, WV 26554, Attn: Bekah Gillespie - Miller Extermination Services RFP Submittal.

In order to be eligible for award of this contract the entire bid must be received by the date and time posted below:

Proposal Due Date/Time:

Wednesday, October 11, 2017
3:00 p.m.

Direct all questions for this RFP by October 6, 2017 in *written form* to: Bekah Gillespie via email to bgillespie@fmhousing.com

FMHA Management Inc. reserves the right to reject any item in the proposal, to reject any and all proposals, to waive any informality herein and to cancel the RFP.

I. Introduction

Miller School Apartments is a senior living facility with 46 units, and is located at 2 Pennsylvania Avenue, Fairmont, WV 26554.

II. Terms

Once a contractor is selected, all required submittals are received by FMHA Management Inc., and Miller School Apartments opens for leasing an agreement will be executed which may remain in effect for a term of one (1) year. This contract may be extended four (4) times in 1-year increments. The contract may be terminated by either party with a thirty (30) day written notice.

III. Scope of Work

Extermination services will be performed on a monthly basis, unless otherwise agreed upon with FMHA Management Inc. due to emergency situations.

1. Treat all 46 units and common areas of Miller School Apartments for common household pests, such as ants, spiders, mealworms, silverfish, roaches etc.
2. Seasonal monitoring and monthly treatment of exteriors will occur March-November.
3. Contractor will provide Management with a log of pest sightings and MSDS sheets.
4. Contractor and their employees agree to communicate directly with the Property Manager, and not the tenants, to ensure clarity and smooth flow of information.
5. If any of the monthly treatments rendered are ineffective and pests still remain, the contractor will come out within three (3) business days of being notified and remedy the situation at no additional charge.
6. Contractor agrees to provide labor and all tools, equipment, materials and supplies necessary to effectively complete the service as described in this document.

IV. Compensation

The cost of extermination services will be determined by the winning proposal(s). The proposed price must include all services listed under the scope of work for extermination services.

FMHA Management Inc. is tax exempt, so proposals shall not include sales tax.

V. General Terms and Conditions

1. Debarment: Submission of a signed proposal in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency.
2. License and Insurance Requirements: The Contractor agrees to furnish FMHA Management Inc. with a valid State of WV Department of Agriculture license, copy of the contractor's current \$100,000 liability insurance coverage, Workers Compensation coverage (no waivers will be accepted), and a Fairmont Business License and applicable West Virginia Contractors License.
3. Assignment: Contractor shall not during the contract, assign, transfer, or subcontract any part of the agreement to any other contractor/supplier without written approval from FMHA Management Inc.

4. **Equal Opportunity:** In the execution of the agreement, the Contractor and all subcontractors agree not to discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin, age, disability or familial status and to provide reasonable accommodation to qualified individuals with disabilities upon request.
5. **Payments:** Payments will be made within 30 days upon completion of work and submission of invoice.
6. **Contract:** By submitting a proposal to this RFP request, the Contractor accepts all the terms and conditions in this RFP.

VI. Proposal Content

1. **Business Profile:** Provide a brief history of your company, length of time in business, equipment used, and number of employees to include contract workers.
2. **References:** A list of three (3) references must be submitted with your proposal. These references should be agencies your firm has done business with in the past two years on projects with similar scope to this RFP. Provide the project name, the scope of the job, contact person, telephone number, and address.
3. **Pricing:** Provide a firm total cost based on the property listed. Total cost must be all inclusive.

VII. PROCUREMENT PROCESS

Proposals received in response to this solicitation will be evaluated using the following evaluation process.

A. EVALUATION PROCESS/CONTRACT AWARD

1. During the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee.
2. Scoring will be based on how well the proposal meets the criteria established in this RFP. The available points associated with each area of consideration are shown below in section B.
3. FMHA Management Inc. reserves the right to make no award, or decline to enter negotiations should it believe that no Respondent to this RFP would be capable of delivering the necessary level of service within an acceptable price range and/or the time period.

B. EVALUATION CRITERIA AND SCORING

Organizational Capacity:

20 Points

1. Respondent's organizational capacity will be evaluated through an assessment of the Respondent's staff, specialists', and consultants' experience and qualifications. In addition, the Respondent's ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.

Relevant Experience and Past Performance:

25 Points

1. Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.

Respondent's Approach and Response to Scope of Service:

25 Points

1. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe.

Proposal Cost:

30 Points

1. Proposal cost will be evaluated through a careful analysis of cost compared to the other Respondents' proposals.

Summary of Evaluation Criteria

Organizational Capacity	20 Points
Relevant Experience and Past Performance	25 Points
Respondent's Approach/Response to Scope of Service	25 Points
Proposal Cost	30 Points
	Total: 100 Points

**FMHA Management Inc. – Miller School
103 12th Street, PO Box 2738
Fairmont, WV 26554**

**REQUEST FOR PROPOSAL (RFP)
EXTERMINATION SERVICES**

COST PROPOSAL FORM

When submitting your price, make sure that your total cost includes ALL WORK. No add on service costs will be allowed.

I, _____ (Print Name), will perform extermination services as outlined in the scope of services contained in this RFP. I will perform the required services for the amount of the cost as outlined below:

Signature

Date

FMHA Management Inc.

103 12th Street, P.O. Box 2738

Fairmont, WV 26555-2738

Phone: 304-363-0860 | Fax: 304-366-0469

HOLD HARMLESS AGREEMENT

The Contractor shall protect, indemnify, and hold harmless FMHA Management Inc., its agents, servants, and representatives from and against any and all liabilities, obligations, claims, losses, damages, penalties, cause of action, cost and expenses, (including reasonable attorneys' fees, expenses, and disbursements, and cost of investigations) imposed upon, incurred or asserted against the Company, its agents, servants, and representatives or to which the Company, its agents, servants, and representatives may become subject, under or by the reason of this contract, or compliance with the provisions hereof, performance thereunder or if required, enforcement thereof.

Name of Company

Authorized Company Representative

Date