



Proposal Request

Marion County Housing Authority (MCHA) is requesting proposals for Pest Control Services.

I. INVITATION

The Marion County Housing Authority (MCHA) invites qualified vendors to submit proposals for Pest Control Services. The intent of this Request for Proposal (RFP) is to procure professional services for **PEST CONTROL TREATMENT**. The information contained herein is intended to provide prospective vendors with sufficient information to enable them to prepare an acceptable response to this RFP.

It is required that the Contractor have a proven history of providing the indicated services in a responsible, timely and professional manner. The degree of responsiveness of your proposal encompassing all of the requirements of this RFP will serve as the primary determining factor in the selection process.

MCHA strongly urges all interested prospective contractors to carefully review the requirements of this RFP. Every effort has been made to outline RFP requirements in a format that is concise and understandable.

II. CONTRACT

The base contract term shall be for three (3) years, beginning on the effective date of the Agreement. The contract may be renewed for up to two (2) additional one (1) year renewal terms. Notice of renewal will be issued in writing approximately thirty (30) days prior to the end of the current performance period. The maximum duration of the contract, including the exercise of optional renewals, shall not exceed five (5) consecutive years unless mutually determined otherwise.

III. SCOPE OF WORK

MCHA is seeking proposals from qualified, licensed and bonded entities to provide Pest Control Services:

**Marion County Housing Authority
719 E Howard St.
Centralia, IL 62801
618.532.1894**

1. General Requirements:

- Pest control services shall include consultation, inspection, and actual performance of effective insect and rodent control.
- An evaluation of the pest control program will be held quarterly.
- Each proposer shall include with their proposal, **two (2) plans of action**. Their plan to eliminate common pest and a plan for the extermination of bed bugs.

2. Services:

- Service each unit in 16 developments each month including Main Office, Salem Office, Centralia Maintenance shop, Salem Maintenance shop and Community rooms.
- Pests covered but not limited to, all common pests and non-wood destroying insects shall be covered such as cockroaches, ants, silverfish, rodents, spiders, earwigs, fleas and other common pests and insects as may appear.
- Contractor shall locate nests, routes of travel, and point of entry and shall treat in those areas as well as all door thresholds/frames, sills, window frames, and other potential points of entry.
- The Contractor shall offer and render service on the interior and immediate exterior of all buildings within the services area for the control of crawling insects and rodents according to the specifications set forth herein.
- State regulatory and licensing agency rules and standards shall have priority over any standards set forth in this contract.
- Contractor shall assure maximum precautions for tenant safety in use of chemicals or products or equipment which might be hazardous if improperly handled. Safety precautions shall preclude unlimited or unprotected use of such chemicals, products or equipment.
- Contractor shall provide Material Safety Data Sheets on all chemicals used (submit with proposal)

3. Bed Bugs:

- Bed Bug Treatments will be on an as needed basis.
- Contractor will inspect apartments for bed bugs as part of the routine pest control service. This inspection shall include monitoring devices and observation of the visible surfaces of upholstered furniture and beds. This level of inspection does not include removing furniture.

- The successful Contractor will respond to bed bug requests within **two** business days after notification of the need. This is of course providing that the resident has the apartment ready for treatment. If not, the vendor will notify MCHA management.
- Adjoining units to units treated for bed bugs will also be treated.
- Upon identification of bed bugs, the contractor will schedule service, date/time, with MCHA Inspector and the residents in the affected apartment and adjoining apartment.
- Contractor will perform follow up treatments as necessary until clearance can be provided.

4. Scheduling/Safety:

- It is critical that vacant apartments be ready for occupancy as soon as possible. Therefore, the Contractor will service vacant apartments within five business days after notification of the need. The Contractor may have to treat vacant apartments multiple times to achieve the desired effect. The vendor may fog vacant apartments if necessary.
- All services provided under this contract shall be in accordance with all state and local pest control requirements and regulations.
- Contractor shall hold all necessary state license and all operating personnel shall be thoroughly trained according to existing state requirements for effectiveness and safety.
- The Contractor will under no circumstances store or dispose of any pesticide products on MCHA property.
- Personnel Protection Equipment (PPE) shall be worn whenever necessary or required by State or Federal mandates.

5. Notification:

- The successful proposer shall notify residents of non-scheduled (monthly service) dates no less than 96 hours prior to service.
- MCHA will issue a blanket notification to all residents informing them of monthly services.

6. Reporting:

- The Contractor shall report to MCHA conditions that may hinder adequate results in providing service under this contract. The Contractor shall be required to report to management officials any condition he may discovery while providing treatment under this contract which may prove hazardous to the public health, safety, or

which might affect the structural integrity of the property being serviced, or which might enhance conditions for infestations of pests. All reporting shall be in writing submitted to MCHA.

7. Identification:

- Representatives for the successful proposer are required to wear identification badges at all times while performing the services. All identification material must be visible to the resident before entering the dwelling unit.
- Representatives of each party are not to smoke in or use sanitary facilities in any units.

IV. PROFILE OF THE AUTHORITY

The Marion County Housing Authority is located in Marion County, Illinois in the communities of Centralia, Salem, Sandoval, Odin, Patoka, Alma and Kinmundy. MCHA is a public agency, which provides housing assistance to the low-income residents of Marion County. MCHA is governed by a seven-member Board of Commissioners appointed by the County Board. An Executive Director is appointed by the MCHA Board and is responsible for managing the daily operations of the agency with a budget of approximately \$3 million and a staff of 20.

MCHA owns and operates 445 public housing units in the County of Marion, Illinois.

Attention is called to the Equal Employment Opportunity and Affirmative Action Provisions which is a requirement of all contracts entered into by the Marion County Housing Authority. All Proposals will be considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. The Marion Housing Authority is an Equal Opportunity Employer.

V. PROPOSAL REQUIREMENTS

1. Proposals should include the individual's/firm's qualifications, credentials and experience, and include resumes of the individual's/firm's members that will perform the services and their current workload.
2. Proposals should include copies of the Contractor's W-9, Certificate of Insurance and any applicable licenses.

3. Proposals should provide a schedule of fees and costs. **See, sample below.** Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services. Each proposed costs includes all units and facilities to be inspected/reported to each noted development. Include Price Per Unit where provided.

General Pest Control Services	Monthly Price		\$
Bedroom Size	Bed Bugs		\$
1	Cost per unit		\$
2	Cost per unit		\$
3	Cost per unit		\$
4	Cost per unit		\$
Adjoining Unit Treatment			\$
Additional Treatments			\$
Clean Outs			\$

4. Proposals should include references and a listing of the businesses for which the individual/firm has completed similar services, including housing authorities, and state and local agencies, with names and telephone numbers of reference persons.
4. Proposals should detail the level of assistance the individual/firm would require of MCHA staff.

VI. MANNER OF SUBMISSION AND DEADLINE

Proposals can be hand-delivered, mailed or delivered via email, and must be received and date stamped by no later than 3:00 PM CST on Friday, April 11, 2025, to Marion County Housing Authority, Attn: Angie Clifton, Executive Administrative Assistant, 719 Howard, Centralia, IL 62801, aclifton@mchahomes.org. Proposals received after the stated deadline will not be accepted.

VII. EVALUATION CRITERIA

All proposals will be reviewed by the Selection Committee and evaluated on the following factors:

1. Proposer's professional qualifications, education, and training experience in areas specified in the Scope of Services. 30%
1. Proposer's demonstrated capacity to provide services and accomplish tasks in a timely manner in compliance with schedules. 30%
5. Cost Proposal. 40%

VIII. HOUSING AUTHORITY RIGHTS AND RESPONSIBILITIES

The MCHA reserves the right to sole and exclusive judgment in the determination of the qualifications of the proposers. The MCHA reserves the right to reject any and all proposals or to accept or select any proposal as the MCHA, in its sole and absolute discretion, determines best meets its needs, or to negotiate the fee. The MCHA reserves the right to waive any informality in any submissions received. The MCHA reserves the right to request additional information, an oral discussion or a presentation in support of written proposals in order to award a contract to the most responsive and qualified proposer.

IX. GENERAL CONDITIONS

1. Questions regarding this RFP should be directed to Angie Clifton, Executive Administrative Assistant, by email at aclifton@mchahomes.org.
2. All contractors must adhere to the Davis-Bacon and Related Acts. For information, please visit their website at <https://www.dol.gov/whd/govcontracts/dbra.htm>. Contractors will be required to submit certified payroll reports before issuance of payment. Payroll reports must be submitted weekly.
3. All awarded contracts will be subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968.
4. All acceptance of contracts should be accompanied by a current Certificate of Insurance (general liability and workers compensation). Should your company be awarded a contract, MCHA must be listed as an additional insured and an updated Certificate of Insurance must be sent to MCHA directly from the insurance broker.
5. All awarded contracts should be accompanied by a copy of any applicable license(s) pertaining to the Scope of Work listed above.
6. PHA reserves the right to make its final decision based solely on the proposals and/or to negotiate further with one or more firm/party.

7. PHA reserves the right to award in part, to reject any and all proposals in whole or in part, or to waive any technical defects, irregularities and omissions if, in its judgment, the best interests of the Housing Authority will be served.
8. PHA reserves the right to not award a contract pursuant to this RFP.
9. PHA reserves the right to terminate any contract awarded pursuant to this RFP, at any time for its convenience upon fifteen (15) days written notice to the successful proposer(s).
10. PHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
11. Any person or agency subject to the HUD Debarment or US Attorney General's list of ineligible contractors will not be considered.
12. Any solicitation or lobbying to any Authority staff or Board of Commissioners concerning the outcome of this proposal is strictly prohibited and is grounds for disqualification from the proposal process.
13. The proposer awarded a contract is required to comply with all State and Federal requirements related to the contract, including the execution of all required State and Federal contract forms, documentation of adequate general liability, worker's compensation and any other required insurance with the Authority listed as an individual insured. Proposer will also be required to comply with the Privacy Act of 1974 and all the rules and regulations issued under the Act that are applicable to the contract.
14. Submissions shall be considered public information unless advised otherwise by the proposer. The proposer shall include a separate letter stating which parts of the submission are deemed confidential and/or proprietary information not to be released.
15. The proposer's submission will become part of any contract awarded.

CY: MARION COUNTY HOUSING AUTHORITY - IL057

DEVELOPMENT CHARACTERISTICS CHART
For Low-Rent Public Housing

Development Name	HA Code	Year Built	Building Type**	Total # Units	# of Units by Bedroom Size					
					0	1	2	3	4	5
Malcolm Bryant/Susie Davis Homes, Centralia IL	01	1960	Duplex	100		18	30	40	12	
Meadowlark Manor, Salem IL	02	1960	Duplex	50		8	14	22	6	
Lincoln Court, Centralia IL	03	1960	Row	20		14	6			
Golden Acres, Salem IL	04	1960	Row	18		14	4			
Sandoval Family, Sandoval IL	05	1960	Duplex	20		6	10	4		
Silver Acres, Sandoval IL	05	1960	quad	10	5	5				
Odin Family, Odin IL	06	1960	Duplex	6		3	3			
Blue Jay Apts, Odin IL	06	1960	Duplex	10		10				
Glenwood I, Salem IL	07	1978	Row	40		36	4			
Community apts, Patoka IL	08	1978	Row	12		10	2			
Executive Apts, Centralia IL	09	1980	2 story	32		24	8			
Suarez Apts, Sandoval IL	10	1980	Row	12		10	2			
Maulding Apts, alma IL	11	1980	Row	12		10	2			
Upchurch/Blackwell apts, Centralia IL	12	1982	Duplex	41		2	18	12	9	
Heritage Apts, Kimmundy, IL	13	1982	Row	20		10	10			
Broom Apts, Alma IL	14	1982	Duplex	10		4	6			
Glenwood III, Salem IL	15	1982	Duplex	22		11	11			
Sandoval Scattered, Sandoval IL	16	1982	Duplex	10		6	4			