



Alexandria Redevelopment & Housing Authority
401 Wythe Street
Alexandria, Virginia 22314
www.arha.us

Invitation for Bids

IFB No: IFB-02-07-24

Integrated Pest Management Services (IPMS)

Issue Date: February 12, 2024

Bid Due Date: April 3rdth 2024 @ 02.00 P.M EST

Contact Information:

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INVITATION FOR BIDS
IFB No. -02-07-24
INTEGRATED PEST MANAGEMENT (IPM) SERVICES

The **Alexandria Redevelopment and Housing Authority (ARHA)** will receive bids for the “**INTEGRATED PEST MANAGEMENT SERVICES (IPMS)**”, conditions and specifications attached hereto, until **2:00 PM (EST) on April 3rd, 2024**, at the office of the Chief Executive Officer located at 401 Wythe Street, Alexandria, Virginia, 22314, at which time bids will be publicly opened and read aloud. A Pre-Bid conference will be held at 2:00 PM (EST) on **March 6th, 2024** at 401 Wythe St, Alexandria, VA 22314. Attendance is not mandatory but is recommended. Questions will be taken until 05.00 PM (EST) on **March 27th, 2024**.

A certified check or bank draft, payable to the Alexandria Redevelopment and Housing Authority or a satisfactory bid bond executed by the bidder and an acceptable surety company in an amount equal to five percent (5%) of the total bid shall be submitted with each bid.

Attention is called to the fact that the contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, or national origin.

Bid documents, including the General Conditions and Summary of Work, are on file and may be picked up at **PROCUREMENT DEPARTMENT, ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY, 401 Wythe St, Alexandria, VA 22314**.

Bids may be held by the ARHA for a period not to exceed sixty (60) calendar days from the date of the bid opening for the purpose of reviewing them and investigating the qualifications of the bidders, before awarding the contract.

No bid shall be withdrawn subsequent to the opening of bids without the written consent of the ARHA Contracting Officer.

The ARHA reserves the right to accept or reject any or all bids, or any part of any bid, and to waive any informalities or irregularities in the bid or in the bidding process.

No member, officer, employee of ARHA or member of the ARHA Board of Commissioners shall, during his/her tenure or for one (1) year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

Persons who require special accommodations should immediately contact Mohammad Muhsen, at (703) 549-7115 X 232 or **mmuhsen@arha.us**

The ARHA, in accordance with the Executive Order 11625, 12138, 12432 and Section 3 of the HUD Act of 1968, encourages participation by businesses owned and operated by minorities and women minorities. Bidders must demonstrate successful experience in utilizing minority and women-own business enterprises.

ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY
Rickie Maddox, Interim Chief Executive Officer

INFORMATION AT A GLANCE

[Table No. 2]

AGENCY CONTACT PERSON	Mohammad Muhsen Telephone: (703) 549-7115 ext. 232 E-mail: mmuhsen@arha.us
HOW TO OBTAIN THE DOCUMENTS ON THE EPROCUREMENT MARKETPLACE	Access ha.internationaleprocurement.com (no “www”). Click on the “Login” button in the upper left side. Follow the listed directions. If you have any problems in accessing or registering on the eProcurement Marketplace, please call customer support at (866)526-9266.
PRE-BID CONFERENCE	Wednesday, March 6th, 2024, 2:00 PM ET Administration Offices: 401 Wythe Street, Alexandria Virginia 22314, First Floor Conference Room
QUESTION SUBMITTAL DEADLINE	Wednesday, March 27, 2024, 2:00 PM ET
QUESTIONS ANSWERED THROUGH ADDENDUM:	Friday, March 29, 2024, 5:00 PM ET
ADDENDUM POSTED DATE	
BID SUBMITTAL RETURN & DEADLINE	*Wednesday, April 3rd 2024, 2:00 PM ET Administration Offices: 401 Wythe Street, Alexandria Virginia 22314 (*The proposed costs must be entered online, where provided for, within the eProcurement Marketplace and the sealed “hard copy” bid documentation must be received in-hand and time-stamped by the Agency by no later than 2:00 PM ET on this date).

STATEMENT OF WORK

PART 1- GENERAL

1.01 Introduction

The Alexandria Redevelopment and Housing Authority (“ARHA”) owns and manages 1,150 units of market rate and publicly assisted housing units, located at over 34 locations within the limits of the City of Alexandria, Virginia. Units range in size from efficiencies, one, two, three, four, five and six bedrooms, with an average living area of 900 square feet. In addition, ARHA operates three Administrative offices, two after-school children centers and two warehouses. The main administrative office is located at 401 Wythe Street, the Facilities & Region 3 office is located at 2834 Duke Street, the Housing Choice Voucher Program (HCVP) office is located at 18 Roth Street. The Ruby Tucker Center for after-school children activities is located at 407 N. Royal Street, and the Family Resource Center is located at 1013 Montgomery Street. Refer to Attachment at the end of this document for all available site plans (“Site Plans”).

1.02 Service Provider

The Contractor shall be responsible in providing and implementing an Integrated Pest Management (IPM) Services as an environmentally-sound, economical and effective means of pest management that is integral to the provision of safe and sanitary housing, and in accordance with 24 CFR 903.7 § (2). The proposed IPM must allow the Authority to carry out HUD requirements of PHA’s plans and a description of any measures necessary for the prevention or eradication of pest infestations. The goal of IPM as defined by the Environmental Protection Agency (EPA) is to control pests by the most economical long-term means, and with the least possible hazard to people, property, and the environment.

1.03 Implementation

HUD promotes IPM as a pest control method. IPM effectively eliminates pests in safer and long-term cost-effective ways than traditional pesticide treatments. IPM frequently has proven to be more effective in reducing pest populations than relying solely on broadcast pesticides. ARHA understands that a successful IPM requires resident participation through proper housekeeping, reporting of pest infestations, and trash removal. Residents can monitor pest populations and assist in identifying how to eliminate access to food and water for pests. The IPM methodology must include restricted pest access to food/water, vigilant sanitation and waste management, mechanical control, physical barriers, structural maintenance and, where necessary, the judicious use of pesticides, with preference for products that, while producing the desired level of effectiveness, pose the least harm to human health and the environment such as “minimum risk, eco-friendly” pesticides. Participation of resident organizations must be prepared to assist residents who need help to follow the IPM policy, and this requires a true partnership between the IPM service provider, the residents, and the Authority.

1.04 Areas of High Concern

As the number of bed bug infestations rise throughout the country, is it a priority the identification, reporting, treating and monitoring bed bug infestation as a critical component of IPM; as part of the process, the IPM service provider must develop an

effective methodology to quantify and measure the effectiveness of bed bug treatments in the PHA's portfolio.

PART 2- SCOPE OF WORK

2.01 The Contractor shall furnish all technical knowledge, personnel supervision, labor, materials and equipment necessary to accomplish the objectives of the IPM services, including but not limited to the identification, monitoring, surveillance, methodology, application, removal and control of pest infestations as part of a comprehensive Integrated Pest Management ("IPM") program for the premises owned by ARHA. Under the IPM services, the Contractor shall adequately suppress the following pests:

a) Regularly Scheduled Extermination Services:

1. Cockroaches ¹
2. Oriental roaches
3. Ants²
4. Bedbugs ³
5. Tick ⁴
6. Flies (*Diptera*, *Stomoxys calcitrans*, *Fannia canicularis*, etc.)
7. Winged termite swarmer's (indoors)
8. Indoor populations of Arachnids (spiders)
9. Indoor and outdoor populations of rats (long-tailed rodents of the superfamily Muroidea) and house mice (*Mus musculus*), within the property boundaries.

b) Special Requests and Emergency Services:

1. Those excluded pest populations that are incidental invaders inside buildings.
2. Termites, Thermites (Termitoidae family) and other wood-destroying organisms.

2.02 Submittals

a) Proposed Materials and Equipment for Service: The Contractor shall provide current labels and Materials Safety Data Sheets (MSDS) pursuant to the most current OSHA or State regulations. It shall include all pesticides to be used, brand names of pesticide application equipment, rodent bait boxes, insect, and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment, and any other pest control devices or equipment that may be used to provide the IPM services.

b) Proposed Methods for Monitoring and Surveillance: The Contractor shall provide written narrative with a full description of the methodology and procedures to be used with the IPM service, including but not limited to the following:

¹ Cockroach: any of numerous *Othopterous* insects of the family *Blattidae*, also called roach or *German* cockroach.

² Ant: any of numerous *Hymenopterous* of the widespread family *Formicidae*.

³ Bedbug: a flat, wingless, bloodsucking bug, *Cimex Lectularious*, which infest houses, and specially beds.

⁴ There are three [families](#) of ticks, one of which – [Nuttalliellidae](#) – comprises a single species, *Nuttalliella namaqua*. The remaining two families contain the hard ticks ([Ixodidae](#)) and the soft ticks ([Argasidae](#))

- 1.03 Identifying sites of pest harborage and access, and for making objective assessments of pest population levels throughout the terms of the contract.
 - 2.03 Restricted pest access to food/water, vigilant sanitation and waste management, mechanical control, physical barriers, structural maintenance.
 - 3.03 Use of pesticides, with preference for products that, while producing the desired level of effectiveness, pose the least harm to human health and the environment, including but not limited to “minimum risk” eco-friendly pesticides as part of this IPM program.
 - 4.03 Resident’s and resident organizations participation initiatives that must be implemented to assist residents who need help to follow the IPM policy, and how the IPM service provider plans to achieve their participation.
- c) Service Schedule for Each Site: The Contractor shall provide complete service schedules that include daily, weekly, or monthly frequency of Contractor visits and specific day(s) of the week. Contractor shall recommend site-specific solutions for observed sources of pest food, water, harborage, and access.
- i) Service Schedule shall cover all sites for each thirty (30) day period regardless if the services are provided on a daily, weekly or any other frequency and must be in accordance with the Schedule of Values required under the Contract documents.
- d) Service Schedule Notice: The Contractor shall draft for approval by ARHA and deliver to each resident, a Notice of Exterminating Services no less than three (3) days before the scheduled date of service.
- e) The notice shall include all instructions, dates and approximate time of the service (i.e. “between 8:00 am and 3:00 pm”) as well as the address of the property and unit being serviced. Each property shall be listed on a separate notice, with a copy to ARHA’s Contract Administrator or his/her designee, via E-mail (preferred method), US Mail or Fax.
- f) Access to residential units: at its sole option, ARHA may provide its own personnel to accompany the Contractor when entering ARHA units. ARHA will issue to the Contractor a set of master keys for the purpose of accessing units for service. Contractor shall be solely responsible for the access to all and every unit serviced under the Contract and shall be fully liable for any property damage or losses during the Contract’s term and shall provide a blanket Fidelity Bond (Employee Dishonesty Bond is not acceptable) from a recognized organization authorized to transact business in the Commonwealth of Virginia and acceptable to ARHA (see 1.04, (i)).
- g) Commercial Pesticide Applicator Certificate / License: The Contractor shall provide proof acceptable to ARHA of a valid and current business pest control certificate / license(s) for the organization as a legal entity and certificates, licenses, and training as required by the Commonwealth of Virginia and for every employee who will be performing on-site services under this contract. The Contractor shall also provide any local licenses as it may be required by the City Of Alexandria.

- i) All technicians and/or helpers performing services on ARHA property must be certified in general rodent and termite control (registration solely shall not be acceptable under this contract).
 - ii) All technician must be trained in the use and application of “*minimum risk*” eco-friendly pesticides as part of this IPM program.
 - iii) Contractor shall have a wildlife permit for squirrel, birds and raccoons.
 - iv) All technicians and/or helpers performing services on ARHA property must be certified and/or trained in bed bugs control.
- h) Contractor shall only use technicians who are direct employees of the contractor and subject to W2 payroll wages reporting. Contractor shall not subcontract, partially nor fully, any portion or services of this contract.

2.03 Quality Control and Safety

- a) Time Frame of Service Visits: The Contractor shall perform all the services covered under the Contractor documents in a manner that do not adversely affect resident health or productivity and during ARHA’s normal business hours of operation.
- b) When it is necessary to perform work outside of the regularly scheduled hours, the Contractor shall notify the Contract Administrator at least one (1) day in advance of the resident notices going out (As per [Part II, \(2.02\), \(d\)](#)).
- c) The Contractor shall observe all safety precautions throughout the performance of this contract. All work shall comply with applicable OSHA, Federal, State and municipal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent shall apply.
- d) The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel, residents and the general public during the execution of the Contract work.
- e) Uniforms and Protective Clothing: Contractor’s employees working in or around ARHA properties designated under this contract shall wear a distinctive uniform clothing and I.D. badges, identifying them as employees of the Contractor. The Contractor shall determine the need for and provide any personal protective items required for the safe performance of the work. Protective clothing, equipment, and devices shall, as a minimum conform to U.S. Occupational Safety and Health Administration (OSHA) standards.
- f) Vehicles: Vehicles used by the Contractor shall be identified and in compliance with all State and local regulations.
- g) Contractor must be licensed as a qualified pest control business with the Commonwealth of Virginia throughout the term of this contract. Contractor’s employees providing on-site pest control service must maintain their certification as pesticide applicators in the category of general household pest control current at all times. Uncertified individuals working under the supervision of a Certified Applicator will not be permitted to provide service under this contract (see Part 2, (2.02), (g)).
- h) Insurance: At the contract execution and prior to ARHA’s issuance of the Notice to

Proceed, the Contractor shall furnish the ARHA with an original of the required Certificates of Insurance as stated in the General Conditions of the Contract for Non-Construction. ARHA shall be named as an additional insured under the policy and a project description shall be noted on the face of the document. All required insurance coverage must be valid and current during the term of the Contract.

- i) Fidelity Bond: As a condition of the contract, the Contractor shall furnish the ARHA with an original certificate for a Fidelity Bond issued by an approved insurance carrier to protect ARHA from any loss sustained by reason of dishonest acts of any employee hired by the Contractor to perform work on ARHA's properties during the entire term of the Contract (see Part 2, (2.02), (f).
- j) Proof of continuous Insurance Liability and Insurance of Fidelity Bond coverage must be submitted to ARHA at the beginning of the contract term and at each annual renewal if applicable and at any other time, if requested. Failure to maintain continuous coverage required under this contract may be considered a breach of the Contract Agreement and may result in the termination of the Contract. Bids from bidders who cannot be bonded will not be accepted.

PART 3 - EXECUTION

3.01 Regularly Scheduled Extermination Services – Procedures

A) Products

- a. EPA defined “minimum risk” pesticides, environmentally safe such as Eco SMART Insect Killer, Gentrol bait stations (mfg. by Zoecon), Niban-FG bait, or equivalent products.
- b. Sticky traps for monitoring cockroaches (i.e.; Black Flag Roach motels, Combat or equal).
- c. Insecticide baits: Alternate use of a Bait Combination every 6 months, including but not limited MaxForce bait trays, gel or Siege Gel, Black Flag Roach bait trays, Avert Gel or equivalent.
- d. Any recommended combination of the pesticides must be pre-approved by the Contract Administrator prior to the 6-month treatment period as defined under the contract.
- e. Contractor must resubmit the new combination after the initial six (6) months period for Owner's approval.
- f. Sticky glue traps for indoor mice.
- g. Data forms (see Exhibit A)

B) Pretreatment Trapping for Infestation Analysis & Treatment effectiveness.

a. Pre-Treatment Trapping

Dwelling units should be trapped (e.g.; Black Flag Roach motels, Gentrol bait station, etc.) before treatment begins to determine levels of infestation. Contractors, along with ARHA, will select 10% of the total number of dwelling units that will be treated in each development; the units with the worst infestation will be selected.

Place twelve (12) glue traps: two (2) under the kitchen sink, two (2) next to major appliances (refrigerator, cooking range), one (1) in the bathroom (inside vanity or behind water-closet), one (1) in the laundry or washer area, one (1) in each bed room (up to 3), one (1) in the eating area, or other common area and one (1) in the furnace/water heater area, in each apartment for a period of 24-hours.

Pick up the traps, count the total number of roaches and record the count on the data sheet included as Exhibit A and submit information to Contract Administrator, including the traps, which should be placed in a sealed clear plastic bag, dated, and identified with the site and unit number for verification. *The same dwelling units must be trapped again after the initial six (6) months treatment period and a statistical comparison must be submitted again to the Contract Administrator to determine if the treatment is effective.*

b. Treatment:

a) Date with a marker all baits trays prior to installation. Place twelve (12) bait trays total in each apartment. Twelve (12) bait trays should be placed in the kitchen and two (2) in the bathroom area (under the sink cabinet and water closet). The twelve (12) bait trays should be placed in the following kitchen and bath areas:

- 2 – under the sink (to left and right rear of cabinet)
- 1 – next to or behind refrigerator
- 1 – next to or behind stove
- 4 - in wall cabinets and pantry / laundry area
- 2 - in floor base cabinets
- 2 – in vanity cabinet and one behind the water closet.

b) Gel treatments should be used to treat other areas in the kitchen, living/dining room, bathroom, hallways and laundry areas. Areas to treat with gel include:

- Surface mounted wire mold or electrical conduit where mold/trim meets the wall.
- Harborage behind cabinets next and above the refrigerator
- Drawers and drawer hardware and trash container area
- Next to stove, under countertop overlap
- Wall and base cabinets joints, door hinges and interior corners or crevices
- Vinyl or wall molding/cove base at joints or corners
- Wall mounted decorations (pictures, etc.)
- Thermostat and circuit breaker boxes
- Countertop back splash (behind)
- Any other areas where cockroaches or cockroach eggs are seen.
- Gel application should be made neatly; old residual application excess removed prior to new application to prevent overflow.

C) Pretreatment

1. Apply bait initially. Date stamp with a rubber stamp or a self-adhesive label new bait trays and replace monthly; quality control will ensure that this is accomplished on a monthly basis. Apply gel initially. Retreat with gel every month in locations where cockroaches are still prevalent. Every six (6) months rotate bait combinations as approved by Owner. This will require removal of old bait

trays and placement of new bait trays and gel treatments identical to the initial treatment.

a. Measurements:

Post treatment monitoring shall be done monthly for the first three months and then quarterly for the following three quarters for a total of six (6) treatments the first year. After the first year, the Contractor shall re-trap to determine the overall effectiveness of the program. ARHA will compare this data to the initial trap results and determine, along with other applicable factors, whether to extend an option for renewal of the contract as stated on the Bid for Lump Sum Contract Form.

Monitoring will be required quarterly in the subsequent renewal periods of the contract, unless otherwise determined by ARHA. Monitoring shall be completed in the same locations within the same apartments during the annual term of the contract. The contractor is responsible for maintaining the collected data from the first year of the contract; trapping will be completed at the beginning of each new renewal period (if applicable). The Owner shall have the sole option in the selection of the dwelling units for monitoring after each renewal period.

b. Analysis:

The contractor shall calculate the average number of cockroaches per trap at pretreatment and then at each treatment as scheduled in 2.01 above. At ARHA's request, Contractor shall provide ARHA with all traps used for the purpose of data analysis under Part 3 (B), (a), of this document.

3.02 **Rodent Control**

- a. Indoors Trapping: As a general rule, rodent control **inside occupied buildings** shall be accomplished with trapping devices only. All such devices shall be concealed out of the general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule agreed upon by Contractors and Contracting Officer. The Contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.
- b. Use of Rodenticides: In exceptional circumstances, when rodenticides are deemed essential for adequate rodent control inside occupied buildings, and prior to executing the treatment, the Contractor shall obtain approval from the ARHA Contracting Officer. All rodenticides, regardless of packaging, shall be placed in locations not accessible to children, pets, wildlife, and domestic animals, and/or in EPA-approved tamper-resistant bait boxes. As a rule, rodenticide applications outside the buildings shall emphasize the direct treatment of rodent burrows wherever feasible.
- c. Location of Bait Boxes: Contractor shall supply the necessary quantity of bait boxes in order to provide proper treatment levels. Prior to the installation of any

new bait boxes, Contractor must have written approval from the Contracting Officer indicating the quantity and location of the new bait boxes. The rule to determine the quantity and location of bait boxes at any ARHA location shall be as follows (refer to Bid for Lump Sum Contract, Item #3.):

1. Row of attached homes or town houses with front and rear yard areas (i.e. Andrew Adkins, Scattered Sites, Alexandria Crossing (Glebe Rd.), JB.V., Ramsey, etc.):
 - 1.1. One (1) bait box between every two attached homes or town houses but not less than 30 feet apart between each bait box. Rule applies to front and rear lawn areas.
 - 1.2. One bait box at the end of each row or attached town homes.
 - 1.3. Exception to rule 1.1. are building entrances, utility doors, electric rooms, etc.
 - 1.4. All bait box installation/placement shall comply with 2.02 (b) Submittals above.
 2. Building structures or multiple story dwellings with front and rear access, featuring exterior holding areas for trash containers, lawn areas, play grounds, sidewalks, etc (i.e.: Ladrey Building, Alexandria Crossing, Hopkins Tancil, Old Dominion, Ladrey, Jefferson Village, etc.):
 - 2.1. One (1) bait box per every 15'-20' depending on building features such as main entry access, utility or garage doors, secondary entry/exit doors, etc.
 - 2.2. Bait boxes shall not be located near entry/exit areas unless shrubs, plants, etc can conceal it.
 - 2.3 All bait box installation/placement shall comply with 2.02 (b) Submittals above.
- d. Frequency of Servicing: Frequency of bait box servicing shall be according the number of annual services as indicated in Item #3. in the Bid for Lump Sum Contract. All bait boxes shall be maintained in accordance with EPA regulations, with emphasis on the safety of non-targeted organisms. The Contractor shall adhere to the following requirements:
1. If the number of servicing is less than 12, then the servicing period shall be calculated by dividing the number of servicing indicated in Exhibit A, by twelve (i.e.: Andrew Adkins Homes Number of Annual Services = 12 / 6 = every 2 months.)
 2. The lids of all bait boxes shall be securely locked or fastened shut.
 3. All bait boxes shall be securely attached or anchored to the floor, ground, wall or other immovable surface, so that the box cannot be relocated.
 4. Bait shall always be placed in the baffle-protected feeding chamber of the box and secured to the wire hook provided by the manufacturer of the box.
 5. All bait boxes shall be clearly numbered in the outside (i.e.: 1, 2, 3...) and labeled on the inside with the Contractor's business name and phone number, and dated by the Contractor's employee at the time of installation and each successive servicing date. Contractor shall use a waterproof label and marker to prevent fading of the information.

3.03

Use of Pesticides

(to be used only with the express written approval of ARHA's Contract Administrator).

- a. The Contractor shall apply pesticides according to the manufacturer's instructions. All pesticides used by the Contractor must be registered with the U.S. Environmental Protection Agency (EPA), state and local jurisdiction. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, State, and local laws and regulations. MSDS must be on file at ARHA prior to application.

The Contractor shall adhere to the following rules for pesticide use:

1. **Approved Products:** The contractor shall not apply any pesticide product that has not been approved in writing by the ARHA Contracting Officer.
2. **Pesticide Storage:** The Contractor shall not store any pesticide products on ARHA premises.
3. **Application by Need:** Pesticide application shall be according to need and not by schedule. As a rule, application of pesticide in any inside or outside area shall not occur until after visual inspection of the area indicates the presence of pests in that specific area. Preventive pesticide treatment of the area where surveillance indicates a potential insect or rodent infestation is acceptable on a case-by-case basis. The ARHA Contracting Officer before any preventive pesticide application must grant written approval.
4. **Minimizing Risk:** When pesticide use is necessary, the Contractor shall employ the least hazardous material, most precise application technique and minimum quantity of pesticide necessary to achieve control.

3.04 Insect Control

- a. **Emphasis on Non-Pesticide Methods:** The Contractor shall use non-pesticide methods of control wherever possible. For example:
- b. Portable vacuums rather than pesticide spray shall be used for initial cleanouts of cockroach infestations, for swarming (winged) ants and termites, and for control of spiders in webs wherever appropriate.
- c. Trapping devices rather than pesticide sprays shall be used for indoor fly control wherever appropriate.
- d. **Application of Insecticides to Cracks and Crevices:** As a general rule, the Contractor shall apply all insecticides as "crack and crevice" treatment only, defined in this contract as treatments in which the formulated insecticide is not able to be contracted or visible to a bystander during or after the application.
- e. For the treatment of Oriental Roaches that come inside the units every year, the building's foundation shall be power (gas or electric) sprayed once in the Spring (April 15-May 15) and once again in mid-Summer (August 15-30) in addition to

follow up treatments inside the units.

- f. Application of Insecticides to Exposed Surfaces or as space sprays: Application of insecticides to exposed surfaces or as space sprays (including fogs, mists, and ultra-low volume applications) shall be restricted to unique situations where no alternative measures are practical. The Contractor shall obtain the approval of the ARHA Contract Administrator or his-her designee before any application of insecticide or space spray. Necessary steps shall be taken to ensure the containment of the pesticide to the site of application and the protection of the residents.
- g. Insecticide Bait Foundations: Bait formula shall be used for cockroach and ant control wherever appropriate (See Part 2, 2.01 (A)).
- h. Monitoring: Sticky traps shall be used to guide and evaluate indoor insect control per the schedule included in this Section. The Contractor shall provide ARHA with the results of such monitoring in an electronic format (MS Excel Spreadsheet) with a full analysis during the term of the contract to evaluate the results of the IPM Plan.

3.05 Bed Bugs

i. Addressing Infestations:

The Contractor shall respond with urgency to any report or Work Order (WO) request for Bed Bugs infestation. Within 24-hours of the WO request or report, the Contractor should contact the resident and provide the information about bed bugs, discuss measures the resident may be able to take in the unit before the inspection to determine the level of infestation and the treatment to be performed. The Contractor should take the appropriate action within a reasonable time period using guidelines as provided by these documents.

ii. Initial Inspection for Bed Bugs:

Following the issuance of a WO request or report of bed bugs, the Contractor, using a qualified and trained technician in bed bug detection and treatment, should inspect the dwelling unit to determine if bed bugs are present. It is critical that inspections be conducted using multiple detection tools as low level inspections may escape visual detection. The use of "active" bed bug monitors containing attractants can be an effective tool for detecting early infestations.

The inspection should cover the *unit reporting the infestation and no less than surrounding apartments* consisting of units above, below, left and right, or back to back and should be completed within three (3) calendar days of the complaint. If an infestation is suspected but cannot be verified using the methods described above, the Contractor shall re-inspect the reporting unit periodically over the next 30-60 days.

iii. Treatment for Active Bed Bugs Infestation

When an infestation is identified, the unit and surrounding units should be treated for bed bugs according to the IPM Plan. Chemical treatment may be necessary, but are not reliable. Therefore, encasement, interception devices, vacuuming, steaming, freezing and heat treatments may be utilized as part of the bed bug

control effort. Most infestations are rarely controlled in one visit-treatment. Effective treatment may require two or three visits, and possibly more. The length, method and extent of the treatment will depend on the severity and complexity of the infestation, and the level of cooperation of the residents.

iv. Protective Tools:

As part of the IPM Plan, ARHA and the contractor will determine the use of protective tools to residents to help safeguard properties from infestation and/or recurrences, including but not limited to the following:

- Provide residents with bed covers, climb-up interceptor or other detection or protection devices that may become available.
- Inspection of resident's furniture before a new move-in.
- Inspection of luggage and other belongings.
- Other pre-treatments options that may be available to prevent infestation.
- Notify ARHA is resident is uncooperative in any manner or form to allow Contractor's work under the terms of this contract. ARHA will determine best course of action to ensure full cooperation with the Contractor.

v. Execution of Bed Bugs Treatments

No treatment shall be performed until ARHA has issued a Work Order request to the Contractor for the treatment or has been given a verbal approval from the Contract Administrator or his/her designee. It is the Contractors responsibility to determine if the infestation is due to the presence of bed bugs, prior to the application of any bed bug treatment. Work Order should be returned to ARHA indicating course of action, date and time of services performed. The Contractor shall complete work Orders within five (5) business days of receiving the work order.

vi. Treatment Frequency, Reporting to ARHA

contractor shall perform no less than three (3) visits for each bed bug treatment, two (2) during the treatment period and one (1) visit post-treatment to verify that the treatment has been effective. If additional treatments are needed, due to the occupant's being uncooperative, Contractor must notify Contract Administrator with a report of the facts and determine additional treatment needed.

Upon completion of the treatment, contractor shall submit to ARHA a full written report of the treatment(s) for each unit and any recommendation to prevent future reoccurrence. The report must contain statistical information including dates of service, type of treatment or action and other useful information to maintain a data base for future use addressing Bed Bug's treatments.

vii. Number of treatments covered by Contract:

ARHA has estimated an approximate number of treatments that may be required by each development. Depending on circumstances and the severity of the infestations, Contractor may be required to perform treatment above or below the contract's estimated number of bed bugs treatment. If ARHA does not require all

the number of bed bug treatments included in the Bid for Lump Sum, Contractor shall issue ARHA a change order deducting the services not provided under this Contract. If the number of bed bug treatment exceeds the contracted amount, Contractor shall request from the Contract Administrator the issuance of a change order for the additional services. No additional services shall be performed without an approved change order.

3.06 Special Request and Emergency Service

On occasions the Contract Administrator or his/her designee(s) may request that the Contractor provide corrective, special, or emergency service to space(s) that are beyond routine service requests. The Contractor shall respond to these exceptional circumstances by submitting a change order proposal for approval by the ARHA Contracting Officer and completing necessary work within one (1)-working day after approval of pricing and issuance of a change order.

3.07 Structural Modifications and Recommendations

Throughout the term of the Contract, the Contractor shall be responsible for advising the Contract Administrator or his/her designee about any structural, sanitary, or procedural modifications that would reduce pest infestation, pest food supply, water, harborage, or access. The Contractor shall be responsible for adequately suppressing all pests included in this Contract regardless of whether or not the suggested modifications are implemented.

The Contractor will not be held responsible for carrying out structural modifications as part of the pest control effort of this IPM program however, minor applications of caulk and other sealing materials by the Contractor to eliminate pest harborage or access may be approved by the ARHA Contracting Officer on a case-by-case basis; pricing for additional services must be approved by the ARHA Contracting Officer.

The Contractor shall be required to obtain the approval of the ARHA Contracting Officer before any application of sealing materials or other structural modification that he/she intends to charge for, subject to the issuance of an approved change order.

3.08 Program Evaluation

The Contracting Officer will continually evaluate the progress of this Contract in terms of effectiveness and safety, and will require necessary changes where allowed under the Contract. The Contractor shall take prompt action to correct all identified deficiencies.

3.09 Quality Control (QC) Program:

The Contractor shall establish a complete quality control program to assure the requirements for the Contract are provided as specified. Ten (10) working days before commencement of the contract, the Contractor shall submit a Quality Control (QC) schedule of the entire program for approval by ARHA's Contracting Officer, and upon approval, it shall be part of the Scope of Work and the Contract Documents.

3.09.1 The QC schedule shall include at least the following items:

a. **Inspection System:** The Contractor's quality control inspection system shall

cover all the services stated in this contract. The purpose of the system is to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable and/or the ARHA staff identifies the deficiencies. It shall cover the following areas:

- i. Technician performance applying IPM
- ii. Treatment Methodology using IPM guidelines
- iii. Use of pest control products, measurable results
- iv. Recommendation of changes to improve the IPM program

b. **Checklist:** A quality control checklist shall be used in evaluating performance during the regularly scheduled and unscheduled inspections. The checklist shall include every building or site to be serviced by the Contractor as well as every task required to be performed.

- i. Identify troubled units which consistently poor housekeeping
- ii. Identify access issue, readiness issues (pre-beg bug treatments)
- iii. Identify conditions outside the units or unseen conditions affecting the IPM program

c. **File:** A quality control file shall contain a record of all inspections conducted by the Contractor and any corrective actions taken. The file shall be maintained at the ARHA's Central Facilities and copies provided to each Regional Manager, throughout the term of this contract.

d. **Inspector(s):** The Contractor shall state the name(s) of the individual(s) responsible for performing the quality control inspections. The Contractor shall also provide the name and full contact information (cell phone number, email, etc.) of the full time on-site supervisor. No work is to be performed without site supervision.

e. **Residents Interaction:** For the success of the IPM program, the resident's cooperation is vital. Contractor is responsible for reporting any resident who is uncooperative or whose housekeeping could hinder the effectiveness of the treatment. When housekeeping is reported as being a problem, a pictorial record (digital format/jpg or print) of the unit recording the poor housekeeping shall be provided for ARHA's use. If housekeeping is not reported as being an issue, ARHA will assume any infestation is a result of an ineffective procedure on part of the Contractor and act accordingly.

f. **Fore note:** Although there are no magical nonchemical control tools to take the place of insecticides any time soon. The nonchemical alternatives available, such as vacuuming, heat and steam treatment, cold treatments, caulking and sealing, have both advantages and disadvantages, and results in the real world have been mixed.

For example, the major reason for bed bug retreats in apartments is when the residents were not prepared for treatment. They did not bag and wash sheets and clothing, or clean out closets and dressers, or gather toys and clothing from the floor. Therefore, the apartment is filled with bed bug hiding places that hinders the treatment process.

It is the other components of IPM...education, communication, monitoring, and sanitation...that are critical to bed bug control today and the Owner's expectation on the Contractor's ability and skill to bring all these components together. .

End of Section 01100

BID FOR LUMP SUM CONTRACTS

PLACE: ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY
 DATE:
 PROJECT: IFB 02-07-24, INTEGRATED PEST MANAGEMENT (IPM) SERVICES

Proposal of _____ (hereinafter called "Bidder") a _____ (STATE)
 corporation/partnership/an individual doing business as _____
 (STRIKE OUT INAPPLICABLE TERMS)
 to the Alexandria Redevelopment and Housing Authority (hereinafter called "Owner").

The Bidder, in compliance with your Invitation for Bids () Number B12-02, INTEGRATED PEST MANAGEMENT SERVICES (IPMS), Alexandria, Virginia, having examined the specifications with related documents and the sites of the proposed work, and being familiar with all of the conditions surrounding the work included in the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to execute the work in accordance with the Contract Documents within the times set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in the written "Notice to Proceed" of the Owner. This is a one-year contract with four one-year options to renew based on the performance of the Contractor. In the event an option is exercised the Contract amount for the renewal option will be based on the base bid amount for year one with an inflation based on the Consumer Price Index. ARHA shall notify the Contractor of its desire to extend the Contract at least sixty (60) days prior to the expiration of the Initial Contract Term.

BASE BID PRICING

1. INSPECT & TREAT FOR ROACHES AND INSECTS

Base bid pricing for each development must be included in the Lump Sum Contract amount.

I.1. ARHA Developments				
Bedroom Size	Total Unites	Number of Service Per Year (Bi-Monthly)	Price Per Service	Total
I. EFF/1 Bedroom	203	6	\$	\$
II. 2 Bedroom	419	6	\$	\$
III. 3 Bedroom	398	6	\$	\$
IV. 4 Bedroom	112	6	\$	\$
V. 5 Bedroom	8	6	\$	\$
Monthly Services for (12 Months)				\$ 0.00

Dollars

(AMOUNT MUST BE SHOWN IN BOTH WORDS AND FIGURES. IN CASE OF DISCREPANCY, THE AMOUNT SHOWN IN WORDS WILL GOVERN)

I.3. Princess Square (69 Units)				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total
Condo & Trash Area	2		4	
Princess Street	4	61	72	
S West Street	1	8	10	
2 Services per unit monthly				\$ 0.00

I.4. Braddock Road (6 Units)				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total
Building	1	6	8	
2 Services per unit monthly				\$ 0.00

I.5. Whiting Street (24 Units)				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total
4 Building	Rows	24	16	
Trash Dumpster	Area	1	2	
2 Services per unit monthly				\$ 0.00

I.6. Reynolds Street (18 Units)				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total
Building	3	18	24	
Trash Dumpster	1 Area	1	2	
2 Services per unit monthly				\$ 0.00

I.7. Hopkins-Tancil Court (109 Units + RTFC)				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total
Building	16	110	142	
Trash Dumpster	4		8	
2 Services per unit monthly				\$ 0.00

I.8. Andrew Adkins (Units - 1 Warehouse)				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total
5 rows 10 units ea	5	8	48	
2 rows of 9 units ea	2	6	12	
3 rows of 7 units ea	2	4	8	
Warehouse	-	-	-	
2 Services per unit monthly				\$ 0.00

I.9. Ladrey Senior Highrise (170 Units)				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total
NE Wing		100	6	
NW Wing		70	4	
Laundry Rooms		10		

Trash Rooms		10		
Community/Kitchen		1		
Community bathrooms		2		
Office Spaces		8		
Maintenance		1		
Mechanical room		1		
Dumpster area		1		
2 Services per unit monthly				\$ 0.00

I.10. Scattered Sites I (50 Units @ 4-Sites)				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total
Yale Dr & Duke St	2	8	8	
SO 28th St	2	12	12	
Sanger Ave	2	6	6	
S Brag St	2	10	10	
2 Services per unit monthly				\$ 0.00

I.11. Cameron Valley (SS II) - (30 Units @ 1 Site)				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total
Cameron Valley	3	30	36	
2 Services per unit monthly				\$ 0.00

I.12. Pendleton park (24 units)				
Rows and Units	Floors	Units	Bait Boxes (BB)	S/Total
608 Payne St.	3	12	6	
610 Payne St.	3	12		
Laundry Center	1	1		
Maintenance	1	1		
2 Services per unit monthly				\$ 0.00

I.13. Miller Homes (16 units)				
Rows and Units	Floors	Units	Bait Boxes (BB)	S/Total
803 N Howard #262, & #356	2	2		
1100 Quaker Hill #1 & #225	2	2		
1389, 1507, 1567B, 1645A North Van Dorn St, 5121 Maris Ave.	5	5		
1607 Woodbine St, 1629 Kenwood Ave, 1760 Dogwood Drive	3	3	2 bait boxes at 1607 Woodbine St	

4560 #1209 Strutfield Ln, 3313 Wyndham Cir, 514 Pelham St., 234 Stevenson Sq.	4	4	2 bait boxes 234 Stevenson Sq & 2 bait boxes 514 Pelham	
2 Services per unit monthly				\$ 0.00

I.14. Quaker Hill (60 units)				
Rows and Units	Floors	Units	Bait Boxes (BB)	S/Total
Condo Units	1	30		
Town Homes	3	30		
2 Services per unit monthly				\$ 0.00

I.15. James Bland I (18 units)				
Rows and Units	Floors	Units	Bait Boxes (BB)	S/Total
701, 705 #201, 705 #301, 719, 723 #101, 723 #201 N Alfred Street		6		
810, 814 #101, 814 #201, 820, 824 #201, 824 #301, 832 #201, 832 #301,836 Madison Street		9		
821 #101, 821 #201, 825 Wythe Street		3		
2 Services per unit monthly				\$ 0.00

I.16. James Bland II (18 units)				
Rows and Units	Floors	Units	Bait Boxes (BB)	S/Total
801, 805 #201, 805 #301, 819 #101, 819 #201,823 N Alfred Street		6		
821 #101, 821 #201,825 Madison Street		3		
820, 824, #201, 824 #301, 832 #201, 832 #301, 836 Montgomery Street		6		
834, 838 #101, 838 #201 Snowden Hollowell Way		3		
2 Services per unit monthly				\$ 0.00

I.17. James Bland IV (44 units)				
Rows and Units	Floors	Units	Bait Boxes (BB)	S/Total
902, 906 #201, 906 #301, 912 #201, 912 #301, 916 Montgomery		6		
805 #101, 102,103, 104, 201, 202, 203, 204, 301, 302, 303, 304, 401, 402, 403, 404 N Patrick Street		16		
835 #101, 102,103, 104, 201, 202, 203, 204, 301, 302, 303, 304, 401, 402, 403, 404 N Patrick Street		16		
901, 905, #201, 905 #301, 911 #201, 911 #301, 915 Madison Street		6		
2 Services per unit monthly				\$ 0.00

I.18. James Bland V (54 units)				
Rows and Units	Floors	Units	Bait Boxes (BB)	S/Total
905 #101, 102,103, 104, 201, 202, 203, 204, 301, 302, 303, 304, 401, 402, 403, 404 N Patrick Street		16		
935 #101, 102,103, 104, 201, 202, 203, 204, 301, 302, 303, 304, 401, 402, N Patrick Street		14		
902, 906 #201, 906 #301, 941 #201, 941 #301, 945 N Alfred Street		6		
820, 824 #201, 824 #301, 902, 906 #201, 906 #301, 912 #201, 912 #301, 916 First Street		9		
911 #201, 911 #301, 915 Montgomery		3		
936 #301, 940 #101, 940 #201 N Columbus Street		3		
910, 914 #201, 914 #301 Pete Jones Way		3		
2 Services per unit monthly				\$ 0.00

I.19. Scattered Site III (41 units @ 4-sites)				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total
Duke St/Ariel Court	2	10	12	
Beauregard Street	1	5	7	

1700 W. Braddock Road	2	10	14	
4500 W Braddock Road	2	8	10	
4600 W Braddock Road	2	8	12	
2 Services per unit monthly				\$ 0.00

I.20. Alexandria Crossing at Old Dominion Blvd. (36 units)				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total
3902 Old Dominion	1	12	4	
3910 Old Dominion	1	12	4	
3961, 3965 Old Dominion	1	2	2	
3963 #101, #102, #201, #202, #203, #204, #301, #302, #303, #304	1	10	0	
2 Services per unit monthly				\$ 0.00

I.21. Alexandria Crossing at West Glebe Road (48 units)				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total
855, 857, 877, 883	4 Apt Blds	36	8	
851, 853, 861, 863, 865, 871, 873, 875, 879, 885, 881	11 Townhomes	11		
Dumpster Area (1)	1		4	
Playground Area (2)	1		2	
Parking Area	1		4	
2 Services per unit monthly				\$ 0.00

I.22. ADM Office 401 Wythe Street				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total
ADM Office	1 Bldg	73 Offices, 5 Common Area, 3 Kitchen		
1 Service Monthly				\$ 0.00

I.23. ADM Office 2834 Duke Street				
Rows and Units	Rows	Units	Bait Boxes (BB)	S/Total

ADM Building	1 Bldg	6 Offices, 2 Bathrooms, 2 Shop areas	4	
1 Service Per Month				\$ 0.00
TOTAL SECTION I				\$ 0.00

TOTAL FOR INSPECT & TREAT FOR ROACHES AND INSECTS (\$ _____)

Dollars

(AMOUNT MUST BE SHOWN IN BOTH WORDS AND FIGURES. IN CASE OF DISCREPANCY, THE AMOUNT SHOWN IN WORDS WILL GOVERN)

2. Base bid pricing must be included in the Lump Sum Contract amount.

II. Inspect & Treat for Termites:

Bedroom Size		Estimated Number of Treatments	Price Per Service	Total
I. EFF/1 Bedroom		5		
II. 2 Bedroom		5		
III. 3 Bedroom		5		
IV. 4 Bedroom		5		
V. V Bedroom		5		
VI. Spot Treatment	Linear Feet	250		
TOTAL SECTION II				\$ 0.00

TOTAL BASE BID AMOUNT TO INSPECT AND TREAT FOR TERMITES:

(\$ _____)

Dollars

(AMOUNT MUST BE SHOWN IN BOTH WORDS AND FIGURES. IN CASE OF DISCREPANCY, THE AMOUNT SHOWN IN WORDS WILL GOVERN)

3. PLACEMENTS AND PERIODICAL SERVICING OF BAIT BOXES (BB) AT EACH SITE.
 Base bid pricing must be included in the Lump Sum Contract amount.

III. Bed Bug Treatment:			
All ARHA Properties	Estimated # of Complete Treatment	Cost Per Each Treatment	Total
I. EFF/1 Bedroom	60		
II. 2 Bedroom	60		
III. 3 Bedroom	60		
IV. 4 Bedroom	60		
V. V Bedroom	60		
TOTAL SECTION III		=	\$ 0.00

TOTAL PLACEMENTS AND PERIODICAL SERVICING OF BAIT BOXES (BB) AT EACH SITE: (\$ _____) _____

_____ Dollars
 (AMOUNT MUST BE SHOWN IN BOTH WORDS AND FIGURES. IN CASE OF DISCREPANCY, THE AMOUNT SHOWN IN WORDS WILL GOVERN)

CALCULATION:

To calculate cost of annual treatment, multiply the *number of annual services* per site by the number of *bait boxes*, and then add all the sites together to calculate the **Bid for Lump Sum** below, for the Annual Treatment of Exterior Rodent Control.

TOTAL BASE BID AMOUNT FOR THE ANNUAL TREATMENT OF EXTERIOR RODENT CONTROL

(\$ _____) _____ Dollars
 (AMOUNT MUST BE SHOWN IN BOTH WORDS AND FIGURES. IN CASE OF DISCREPANCY, THE AMOUNT SHOWN IN WORDS WILL GOVERN)

If ARHA does not require all the number of bait boxes included in the Bid for Lump Sum, Contractor shall issue ARHA a change order deducting the services not provided under this Contract.

TOTAL BASE BID FOR THE ANNUAL TREATMENT OF BED BUGS AS PER ABOVE TABLE:

(\$ _____) _____ Dollars
 (AMOUNT MUST BE SHOWN IN BOTH WORDS AND FIGURES. IN CASE OF DISCREPANCY, THE AMOUNT SHOWN IN WORDS WILL GOVERN)

If ARHA does not require all the number of bed bug treatments included in the Bid for Lump Sum, Contractor shall issue ARHA a change order deducting the services not provided under this Contract.

Add the total Base Bid Amounts for Item #s I to III to calculate the total Bid for Lump Sum Contract amount.

(\$ _____) _____ Dollars

(AMOUNT MUST BE SHOWN IN BOTH WORDS AND FIGURES. IN CASE OF DISCREPANCY, THE AMOUNT SHOWN IN WORDS WILL GOVERN)

Bidder understands that the Owner reserves the right to reject any or all bids or parts of bids and waive any informalities or irregularities in the bidding.

The Bidder agrees that his bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

Upon receipt of written notice of the acceptance of this bid, Bidder will execute contract within ten (10) calendar days.

(Seal if bid is by a Corporation)

Respectfully Submitted:

By: _____
(SIGNATURE)

(TITLE)

(COMPANY NAME)

(COMPANY ADDRESS)

(TELEPHONE)

METHOD OF AWARD

Award will be made to the three (3) lowest, responsive, responsible bidders, whose bid conforms to all requirements, specifications, terms and conditions, set forth in the Invitation for Bid documents, provided his/her bid is reasonable, does not exceed the amount of “available funds” and is in the best interest of the ARHA to accept it.

The successful bidder~~s~~ will be notified at the earliest practicable date in writing by the Contracting Officer.

The ARHA is prohibited from making any awards to contractors, or accepting as subcontractors, any individuals or firms, which are on lists of contractors ineligible to receive awards from the United States government, as furnished from time to time by HUD.

The ARHA also reserves the right to reject the bid of any Bidder who has previously failed to perform properly, or to complete contracts on time and within budget, contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors, material suppliers or employees.

**Instructions to Bidders for Contracts
Public and Indian Housing Programs**

Form HUD-5369-B

Refer To

Attachment - A

**Representations, Certifications, and Other Statements of Bidders,
Form HUD-5369-A**

Refer To

Attachment - B

This form must fully completed and submit as part of bid submittal

NON-COLLUSIVE AFFIDAVIT

(Prime Bidder)

State of _____

County of _____

_____, being first duly sworn, deposed and says that

he/she is a partner or officer of the firm of, the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person to fix the bid price of affiant or any other bidder, or to fix overhead, profit or cost element of said price, or that of any other bidder, or to secure any advantage against the Alexandria Redevelopment and Housing Authority, of any personal interest in the proposed contract; and, that all statements in said proposal or bid are true.

Signed: _____
(Bidder, if the bid is an individual;
Partner, if the bid is a partnership;
Officer, if the bid is a corporation)

Subscribed and sworn to before me this

Day of _____, 202█.

My commission expires _____, 202█

**Equal Employment Opportunity Certification,
Form HUD-92010**

Refer To

Attachment - C

This form must fully completed and submit as part of bid submittal

SECTION III COMPLIANCE CLAUSE AND COMMITMENT FORM

- A. **The work to be performed under this Contract is subject to the requirements of Section 3** of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C.1701u (Section 3). **The purpose of Section 3 is to ensure that employment** and other *economic opportunities* generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, **be directed to low- and very low income persons**, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this Contract agree to comply with HUD's regulations in 24 CFR Part 135, which implements Section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- C. **The Contractor agrees to send to each labor organization or representative of workers** with which the Contractor has a collective bargaining agreement or other understanding, if any, a **notice advising** the labor organization or workers' representative **of the Contractor's commitments under this Section 3 clause**, and will **post copies of the notice** in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The **notice shall describe the Section 3 preference**, shall set forth minimum number **and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.**
- D. **The Contractor agrees to include this Section 3 clause in every Subcontract** subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the Subcontract or in this Section 3 clause, upon a finding that the Subcontractor is in violation of the regulations in 24 CFR part 135. The Contractor will not subcontract with any Subcontractor where the Contractor has notice or knowledge that the Subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the Contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act

(25 U.S.C. 450e) also applies to the work to be performed under this Contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

Definitions

Low Income Person as used above means a **resident of the City of Alexandria** at or below 80% of medium income as shown in the Income Table below.

Economic Opportunities as used above means contracts with (a) that is fifty-one percent (51%) or more owned by Section 3 residents; (b) whose permanent, full-time employees include persons, at least thirty percent (30%) of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or (c) that provides evidence of a commitment to subcontract in excess of twenty-five percent (25%) of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in (a) or (b).

Applicability

This Contract plus all Subcontracts at any tier of \$100,000 or more

Reporting

The Contractor will be required to report all new hirees employed as a result of this Contract and to determine and report whether or not any of these new hirees may be defined as low income persons based upon the above stated definition and by employing the income table below. For Subcontracts of \$100,000 or more the Contractor will be responsible for requiring the Subcontractor to (a) report all new hirees employed as a result of this Contract and to determine and report whether or not any of these new hirees may be defined as low income persons based upon the above stated definition and by employing the income table below and (b) determine whether or not the Subcontractor may be defined as a low income person or a Section III Business based on the above stated definitions and income table below. These requirements apply to any tier of Subcontractors.

INCOME TABLE

This table shows 80% of median income for the City of Alexandria for the designated number of persons in a family.

Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
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Very Low (50% Income Limits)	\$37,650	\$43,000	\$48,400	\$53,750	\$58,050	\$62,350	\$66,650	\$70,950
Extremely Low (30% Income Limits)	\$22,600	\$25,800	\$29,050	\$32,250	\$34,850	\$37,450	\$40,000	\$42,600
Low (80% Income Limits)	\$49,200	\$56,200	\$63,250	\$70,250	\$75,900	\$81,500	\$87,150	\$92,750

SECTION III COMPLIANCE FORM

Contractor

Address

City, State, Zip Code

Reference Project: _____

Subject: Statement of compliance with Section III Clause

Gentlemen:

In accordance with the provisions stated herein I will make a "good faith effort" to provide opportunities for the training and employment to qualified low-income residents in the area in which this project is located (City of Alexandria). This clause and reporting requirements will be incorporated into any lower tier contracts.

Attached is the report form to disclose the number of positions available for employment. We will comply and seek out the low-income person for any open positions. Notices shall be posted in conspicuous places available to employees and applicants for any open positions.

Sincerely submitted,

Typed Signature and Title

Signature

Date signed

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business _____

Address of Business _____

Type of Business: ___ Corporation ___ Partnership
 ___ Sole Proprietorship ___ Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

___ Copy of resident lease ___ Copy of receipt of public assistance
___ Copy of evidence of participation ___ Other evidence in a public assistance program

For Business entity as applicable:

___ Copy of Articles of Incorporation ___ Certificate of Good Standing
___ Assumed Business Name Certificate ___ Partnership Agreement
___ List of owners/stockholders and
 % ownership of each ___ Corporation Annual Report
___ Organization chart with names and titles ___ Latest Board minutes appointing officers
 and brief function statement ___ Additional documentation

For Business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to Section 3 business:

___ List of subcontracted Section 3 business (es) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

___ List of all current full-time employees
___ List of employee claiming Section 3 status
___ PHA/IHA Residential lease less than 3
___ Other evidence of Section 3 status less than 3 years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

___ Current financial statement
___ Statement of ability to comply with public policy
___ List of owned equipment
___ List of all contracts for the past two years

Authorizing Name (Business)

Date

Authorizing Signature (Business)

Authorizing Name
(attested by)

Date

Authorizing Signature
(attested by)

ELIGIBILITY FOR PREFERENCE

A section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Section 135.5 (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.)

Certification for Resident Seeking Section 3 Preference in Training and Employment

I, _____ am a legal resident of the _____ and meet the income eligibility guidelines for a low or very low income person that’s outline in the income table.

My permanent address is: _____

_____ City Zip

I have attached the following documentation as evidence of my status:

- ___ Copy of lease
- ___ Copy of receipt of public Assistance
- ___ Copy of Evidence of participation in a public assistance program.
- ___ Other evidence
- ___ Copy of W-2 or 1099
- ___ Other evidence

Signature

Print Name

Date

Minority Business and Section III Participation Commitment Form

Project Name: INTEGRATED PEST MANAGEMENT (IPM) SERVICES

It is the policy of Alexandria Redevelopment and Housing Authority (“ARHA”) to encourage Minority and Section III participation in all contracts. To implement this policy, ARHA shall encourage Minority and Section III participation through **subcontracting**, or other methods in contracting. You must complete this form, indicating the percentage of this Contract that **will be subcontracted to Minority and Section III Businesses and Section III Individuals.**

Minority Participation:

For the purpose of this commitment, the term “Minority Business” means a business at least 50 percent of which is owned and controlled by minority group members or, in the case of a publicly-owned business, at least 51 percent of the stock of which is minority owned, and the business is controlled by minority group members. For the purpose of the preceding sentence, “Minority Group Members” are citizens of the United States who are African-American, Hispanics, Asians, Pacific Islanders, and American Indians.

Please indicate the percentage of minority business participation for this project. This refers to the percentage of the total dollar value of the Contract that will be subcontracted to minority firms.

_____ percent *

To be considered a “minority business”, the business must be so certified by the Commonwealth of Virginia Department of Minority Business Enterprise, City of Alexandria or a federal agency that certifies business as a minority business.

Section III Participation:

For the purpose of this commitment, the term “Section III” refers to Section III businesses and Section III individuals based on the definitions below:

Definitions:

Low Income Person as used above means a **resident of the City of Alexandria** at or below 80% of medium income as shown in the Income Table below

Economic Opportunities as used above means contracts with (a) businesses owned 51% or more by residents of the City of Alexandria at or below 80% of medium income or (b) business whose full-time employees are made up of at least 30% residents of the City of Alexandria at or below 80% of medium income. Such businesses are referred to as *Section III Business*.

Income Table

This table shows 80% of median income for the City of Alexandria for the designated number of persons in a family.

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$49,200	\$56,200	\$63,250	\$70,250	\$75,900	\$81,500	\$87,150	\$92,750

To be considered a “Section III business or Section III individual”; the business must provide documentation supporting the income level of the employees and individuals.

Please indicate the percentage of Section III participation for this project. This refers to the percentage of the total dollar value of the Contract that will be available for Section III opportunities.

_____ percent *

*ARHA will consider Minority and Section III participation in awarding this Contract. ARHA reserves the right to approve or disapprove any subcontractor list or individual.

FAILURE TO COMPLETE THIS FORM MAY RESULT IN YOUR BID/OFFEROR BEING DECLARED NON-RESPONSIVE THUS ELIMINATING YOUR FIRM FROM CONSIDERATION FOR THIS PROJECT.

The undersigned hereby certifies that he or she has read the terms of this commitment form and is authorized to bind the prospective bidder/offeror to the commitment herein set forth.

Firm’s Name
printed

Name of Authorized Officer –

Date

Name of Authorized Officer – signed

BIDDER'S CHECKLIST

ARHA shall receive bids for: INTEGRATED PEST MANAGEMENT SERVICES (IPMS)

Until 02:00 PM on the Date: April 3rdth, 2024 at ARHA's Administrative Office, 401 Wythe Street, Alexandria, Virginia, 22314. Bids may be delivered to the attention of Mohammad Muhsen at the 401 Wythe Street, Alexandria, VA 22314 office.

A responsive bid requires the submission of the following documents, complete, in an envelope clearly marked with the name of the firm, and the notation **BID FOR "INTEGRATED PEST MANAGEMENT SERVICES (IPMS)"**

- Bid For Lump Sum Contract
- Bid Bond
- Non-Collusive Affidavit
- Equal Employment Opportunity Certification, form HUD-92010
- Representation Certification and Other Statements of Bidders, form HUD-5369-A
- Section III Compliance Clause and Commitment Form
- Minority Business and Section III Participation Commitment Form

U.S. Department of Housing and Urban Development

FORM OF CONTRACT

THIS CONTRACT, made this ____ day of _____, 2024, by and between **Alexandria Redevelopment & Housing Authority**, herein called "Owner", acting herein through its Contracting Officer, and _____, hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the construction described as follows:

"INTEGRATED PEST MANAGEMENT (IPM) SERVICES"

hereinafter called the "Project", for the sum of: _____

_____ Dollars (_____) under the terms as stated in the General Conditions of the Contract for Non-Construction; and at his (its or their) own cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in the Bid for Lump Sum Contract, the Form of Contract, and the General Conditions of the Contract for Non-Construction and any other printed or written explanatory matter thereof. In the case of a dispute, the precedence shall be as follows: this Form of Contract including the General Conditions of the Contract for Non-Construction and all the other Attachments, Specifications and Scope of Work, and the Contractor's response to this -NO. -02-07-24.

The Contractor hereby agrees to commence work under this Contract on or before a date to be specified in a written "Notice to Proceed" of the Owner and to fully complete the Scope of Work within 365 consecutive calendar days thereafter. The Contractor is required to provide Insurance and Fidelity Bond within 10 days after the award of the contract. Services provided under the contract are to be scheduled on a regular basis, pursuant to the Schedule of Values and subject to the acceptance and approval by the Contracting Officer prior to Notice to Proceed.

The OWNER agrees to pay the Contractor in current funds for the performance of the contract, subject to additions and deductions, as provided in the General Conditions of the Contract, and to make payments on account thereof as provided in the General Conditions of the Contract for Non-Construction.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in four (4) counterparts, each of which shall be deemed an original, in the year and day first above mentioned.

Procedures regarding Contractor performance issues: If the Contractor is in material breach of the contract, the ARHA may promptly invoke the termination clause.

CFR 85.36 (i) Contract Provisions: Pursuant to this CFR, as issued by the Office of the Secretary, HUD, the ARHA and the Contractor each agree to comply with the following provisions and agree that any contract that ensues as a result of this contract will include the following clauses, whether actually inserted or by reference.

Remedies for Contractor Breach: Pertaining to contract-related issues it is the responsibility of both the ARHA and the Contractor to communicate with each other clearly and thoroughly. Each party is responsible for communicating dissatisfaction of any issues surrounding the contract. Dissatisfaction by either party should be communicated in writing, fully detailing the issue and the requested corrective action. Within then (10) days the party receiving the written notice of dissatisfaction shall respond in writing to the other party. However, if ARHA is the dissatisfied party, it may request the Contractor to respond in less than then (10) days.

Form of Contract Document – Page 1 of 2

Compliance with the Copeland “Anti-Kickback” Act (18 U.S.C 874 as supplemented in Department of Labor regulations (29 CFR part 3).

Compliance with the Sections 103 and 107 of the Contract work Hours and Safety Standards Act (40 U.S.C 327A 330) as supplemented by Department of Labor regulations (29 CFR part 5).

Patent Rights: Both parties hereby agree to comply with HUD Bulletin 90-23, which is the (a) Notice of Assistance Regarding Patent and Copyright Infringement.

Reporting: Both parties agree to comply with any reporting requirements that may be detailed herein.

By executing this contract, the Contractor acknowledges that he/she is the duly authorized representative to sign on behalf of the Corporation for all legal purposes as allowed by law.

Alexandria Redevelopment and Housing Authority
(Owner)

(Witness)

By _____
Rickie Maddox, Chief Executive Officer

(Contractor’s Name)

(Witness)

By _____
(Signature)

**General Conditions for Non-Construction Contract,
Form HUD 5370-C**

Refer To

Attachment - D

SUPPLEMENTAL TERMS AND CONDITIONS OF THE CONTRACT

1. § 2.2-4312. Drug-free workplace to be maintained by contractor; required contract provisions.

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition, (iii) state in all solicitations or advertisements for employees placed by or behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

2. § 2.2-4311. Employment discrimination by contractor prohibited; required contract provisions. -- All public bodies shall include in every contract of more than \$10,000 the following provisions:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. § 2.2-4311.1. Compliance with federal, state, and local laws and federal immigration law; required contract provisions.

All public bodies shall provide in every written contract that the contractor does, not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

3. § 2.2-4343.1. Permitted contracts with certain religious organizations; purpose; limitations.

This public body does not discriminate against faith-based organizations.

NOTICE TO PROCEED

Contractor:

(IPMS)

Owner:

Alexandria Redevelopment & Housing Authority

Project: No. -10012024

Project Name: **Integrated Pest Management Services**

Location: PHA-Wide

Dear:

Pursuant to the terms of your Contract dated _____ 2024 for the **Integrated Pest Management Services (IPMS)**. You are hereby notified to commence work hereunder at start of business on _____. The Time of Completion set forth in the contract documents is 365 calendar days, including the starting date, which establishes _____ as the completion date.

Please note carefully and fulfill the requirements of the General Conditions of the Contract for Non-Construction relative to the submittal and approval of Workmen's Compensation, Automobile Liability and Commercial General Liability and Fidelity Bond.

You are informed that **Rickie Maddox** has been appointed Contracting Officer and is duly authorized to administer your contract for, and in the name of, the Alexandria Redevelopment & Housing Authority.

Under separate cover, there is being forwarded to you one executed set of Contract Documents, consisting of the Form of Contract, the General Conditions of the Contract for Non-Construction, the , and your response to the .

You are instructed to submit for our approval a Schedule of Value with breakdown of your contract price, and the Schedule of Services, without delay.

Please acknowledge receipt of this Notice to Proceed by signing and dating and return all copies promptly to this office.

We are looking forward to working with you.

Very truly yours,

Enclosure

(Signature)

By **Rickie Maddox**
Chief Executive Officer

Accepted

By _____

Title _____

Date _____

ATTACHMENT E

Following for your information, are properties that are a part of this invitation for bids. Site Maps are attached in a separate file.

NO.	PROPERTY/ADDRESS	UNITS	TYPE
1.	Hopkins Tancil Court, North Royal St./N. Fairfax St	111	Family
2.	Samuel Madden Homes, 909-919 N. Henry St., N. Henry/921-927 N. Patrick, 1001-1023 Montgomery St.	166	Family
3.	Andrew Adkins Homes, 700-738 N. Fayette St./1200-1350 Madison St./1201-1253 Wythe St.	90	Family
4.	Ladrey Highrise, 300 Wythe Street	170	Senior
5.	Cameron Valley 100-115 Yale Dr. 120-134 Ellsworth Dr.	30	Family
6.	Princes Square, 320-334 N West St./1400-1532 Princess St.	69	Family
7.	Scattered Site I 57-75 Yale Dr.	10	Family
8.	Scattered Site I 3102-3128 S. 28 th St.	15	Family
9.	Scattered Site I 5802-5820 Sanger Ave.	10	Family
10.	Scattered Site I 27-55 S. Bragg St.	15	Family
11.	Alexandria Crossing at Old Dominion Blvd. (3902-3910, 3963 Old Dominion Blvd.)	36	Family
12.	Alexandria Crossing at Glebe Park (851, 853, 855, 857, 859, 861, 863, 865, 871, 873, 875, 877, 879, 885, 881 West Glebe Rd.)	48	Family
13.	Scattered Site III 3481-3491 Duke St.	10	Family
14.	Scattered Site III 1131-1139 Beauregard St.	5	Family
15.	Scattered Site III 1700-1718 W. Braddock Rd.	10	Family
16.	Scattered Site III 4505-4519 W. Braddock Rd.	8	Family
17.	Scattered Site III 4680-4694 W. Braddock Rd.	8	Family
18.	Saxony Square	5	Family
19.	Chatham Square	52	Family
20.	2701-2711 Radford Street	6	Family
21.	401-447 S. Reynolds St. & 5685-5687 Edsall Rd.	18	Family
22.	Quaker Hill Community (Condos)	30	Family
23.	Quaker Hill Drive (Town homes)	30	Family
24.	Miller Homes (scattered at several locations in Alexandria)	16	Family
25.	James Bland	16	Family
26.	Pendleton Park	24	Family
27.	Administrative Office, 401 Wythe Street, Alexandria, VA, 22314	1	Office
28.	2834 Duke Street Adm. Office Region 3 & F.M.	1	Office
29.	Whiting Street 267-313 Whiting Street	47	Family

EXHIBIT A

(NOTICE TO CONTRACTOR: MUST PROVIDE MONITORING REPORT FORM IN ELECTRONIC FORMAT-
MS EXCEL SPREAD SHEET AS PER THIS SAMPLE, VIA EMAIL OR OTHER E-FORM MEDIA)

MONITORING REPORT

**GERMAN COCKROACH MANAGEMENT IN AFFORDABLE HOUSING
Pretreatment Trapping as per Section 01100 - Summary, Part 2, Section 2.01(B)**

Date	Location Or Site	Unit number	SINK (trap catch)	Appliance (trap catch)	Garbage (trap catch)	Average

(Attach collected traps samples in a sealed container clearly marked with the site location and collection date of the sample).

Completed by: _____

Signature: _____
(Technician full name)

Date: _____