



A New Foundation of Hope

2026 W. Main Street
Springfield, OH 45504
www.smhaohio.org

P: 937.325.7331
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spgfldhousing@smhaohio.org

RFP

INTEGRATED PEST MANAGEMENT PROGRAM



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Request for Proposals

Integrated Pest Management

August 7, 2025

Request for Proposal (RFP)

Last day for Questions: August 14, 2025

Deadline Due date: September 8, 2025

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SECTION 1

BACKGROUND AND PURPOSE OF REQUEST FOR BID (RFP) 2025-001

Due date: September 4, 2025

Last day For Questions: August 11, 2025

BACKGROUND

The Springfield Metropolitan Housing Authority (SMHA) provides housing in the City of Springfield, Ohio for low-income residents including seniors, families, singles, and people with disabilities and minors.

SMHA's housing portfolio includes 789 units within five regions, including high rises and single-family dwelling units in scattered sites associated with each AMP site and multiple offices. Refer to Appendix A for a listing of properties to be serviced under this Integrated Pest Management RFP. Units may be added or deleted at any time to ensure that all housing units and offices are accommodated accordingly.

PURPOSE OF INVITATION

SMHA intends to contract with a pool of licensed contractors to provide Integrated Pest Management (IPM) Services as described in this RFP for all properties in the SMHA housing portfolio (Appendix A.) The ensuing contract shall be an indefinite quantity contract (IQC), whereas the Agency will call upon the ensuing Contractor to perform the required work as proposed in the bidder's response to this RFP. The initial contract is for a 3-year period, commencing on the date that both parties sign this contract. Contracts may be renewed for an additional two-year period from the effective date of the signed contract.

Integrated Pest Management services will involve a partnership between the Pest Control Companies and SMHA, one which focuses on a team approach to prevention, education, and collaboration with residents to reduce their reliance on pesticides. With RFP 2025-001, SMHA is looking for innovative, cost-conscious bids which incorporate sound management, improve the control of pests, reduce infestations, and limit recurrences through efficiencies and excellent management. This is in keeping with SMHA's commitment to be a fiscally responsible housing provider that provides its residents with a safe living environment, quality maintenance service, well-kept facilities, and professional property management services.

SECTION 2

INSTRUCTIONS TO RESPONDENTS

REQUESTS FOR BID INFORMATION

Questions related to this RFP must be emailed to: procurement@smhaohio.org. If you would like to submit a bid, you must complete and sign the SMHA Invitation to Bid Form.

All questions should be directed to Xavier Gullatte, Procurement Director.

Last Day for Questions: **August 11, 2025**. Questions received less than seven (7) days prior to the solicitation due date may not be answered. Only questions answered by formal written addenda will be binding.

BID TIMELINE

Date	Time, if applicable	Action
Tuesday, August 7, 2025	N/A	Issue Date
Thursday, August 14, 2025	3:00 PM	Questions from Vendors Due - There will be no site tours.
Monday, August 18, 2025	N/A	Responses from SMHA to be Posted
Monday, September 8, 2025	3:00 PM	Bids due procurement@smhaohio.org
September 2025	N/A	Notice to Proceed/Implementation

- "One (1) original bid in a sealed envelope" must be clearly marked "RFP" for "Integrated Pest Management Services"
- Flash drive – not password protected contains all the original documentation listed in the original seal bid and provided as part of bid package listed above.
- Email to procurement@smhaohio.org a copy of the original bid
- The original bid and email must be received on or before **3:00 PM on Monday, September 8, 2025**

Attn: Xavier Gullatte
Procurement Director
Springfield Metropolitan Housing Authority
2026 W Main St
Springfield, Ohio 45504
procurement@smhaohio.org

SMHA reserves the right to reject any or all BIDs, as determined to be in the best interest of the
SMHA RFP 2025-001

Authority.

BID FORMAT

Bid responses should contain four (4) sections: Technical bid, bid form, warranty and required attachments. A summary of requirements for each section follows:

	Section	Content
1.	TECHNICAL BID	<p>Section 3, Scope of Services, contains the requirements for your Technical BID. Your Technical BID must address each of the requirements contained in the Scope of Services. Address the scope of service items in the same sequence as they are presented in the RFP. SMHA depends upon the expertise of the Pest Control Company to offer the most cost-effective solutions for implementing an Integrated Pest Management Program.</p> <p>In addition to addressing the scope of service items, the respondent must provide a complete description of on-going safety and training requirements for existing and new employees.</p>
2.	BID FORM	<p>Response to RFP Section 4, Price bid.</p> <p>All properties must be included in the bid in their entirety Utilizing the Bid Form provided in Appendix B.</p> <p>Respondents are to provide pricing for treatment of all typical indoor housing pest types including rental units and common spaces.</p>
3.	WARRANTY	<p>Describe warranty provided for provision of services provided under contract.</p>

SMHA reserves the right to verify any and all information provided in the Bid. If there is evidence of misleading or false information, SMHA may, in its discretion, reject the Respondent’s submittal.

SECTION 3

SCOPE OF SERVICES

The purpose of this Scope of Services is to describe the services required of Pest Control Contractors as part of the SMHA overall Integrated Pest Management Program (IPM).

It is intended that Pest Control Contractors will act in partnership with SMHA to implement a Pest Management Program that focuses on prevention, education, and collaboration to reduce reliance on pesticides wherever possible. However, the SMHA understands the need for pesticides in some instances.

The table below presents both the goals of the Program and the Pest Control Contractor’s role in each element of the program.

Left Column: Integrated Program Element which may comprise shared responsibility between SMHA, residents and others.

Right Colum: The Pest Control Contractor’s responsibility for that Program Element

Respondents are required to address each element of Contractor Responsibility, in the same order presented, by providing a complete explanation of how they will perform the service. This will form the basis of Respondent’s Technical Bid.

SMHA Integrated Pest Management	Contractor Responsibility
COMMUNICATE POLICIES Communicate SMHA Integrated Pest Management (IPM) Policies and procedures to all building occupants, administrative staff, maintenance personnel, and contractors.	Contractor shall provide technical assistance, on-going efforts to improve its policies and procedures; and reinforce efforts to communicate Integrated Pest Management (IPM) policies and procedures to residents as the opportunity arises.
IDENTIFY PROBLEMS Identify pests and environmental conditions to limit the spread of pests.	Contractor shall identify pests and environmental conditions that limit the spread of pests
CUSTOMER SATISFACTION SMHA staff will respond to the Contractor within 48 hours of them reaching out.	The contractor shall respond within 48 hours of the site reaching out to them. Contractor shall schedule an initial and/or follow up appointment with the site within 48 hours of the request
MONTHLY ROUTINE TREATMENT Identify a rotation of units to be treated the same time each month for routine monthly pest control treatment.	Contractor shall establish a 3-hour window that they will show up and complete the monthly routine pest control treatment.

<p>FOLLOW UP INSPECTION AND TREATMENT</p>	<p>Contractor will schedule the follow up inspection for Bedbug or Extreme Infestation treatment at the same time when scheduling the Initial Appointment</p>
<p>SET THRESHOLDS FOR ACTION Determine, with involvement of residents, pest population levels – by species – that will be tolerated; and threshold at which pest populations warrant action. SMHA has determined it will not tolerate cockroaches, bedbugs and rodents on its properties due to the health threats posed by these pests and the disruption to the resident comfort.</p>	<p>Contractor shall provide technical assistance in setting thresholds for other pests.</p>
<p>IMPROVE NON-PESTICIDE METHODS Improve mechanical pest management methods; sanitation; waste management; and natural control agents that have been carefully selected as appropriate in light of allergies or cultural preferences of staff or residents.</p>	<p>Contractor shall identify methods to improve non-pesticide methods; assess the effectiveness of these methods; and make recommendations to improve the methods based on the assessment.</p>
<p>PREVENT PEST ENTRY AND MOVEMENT Monitor and maintain structures and grounds including sealing cracks, eliminating moisture intrusion and accumulation. Add physical barriers to pest entry and movement.</p>	<p>Contractor shall report any problems with this effort and provide technical assistance, as needed.</p>
<p>EDUCATE RESIDENTS AND UPDATE LEASE PROVISIONS Develop an outreach/educational program. Ensure that leases reflect residents’ responsibilities for proper housekeeping and reporting presence of pests, leaks, and mold</p>	<p>Contractor shall provide residents with education materials on IPM and specific pests upon request of the SMHA but no more than twice a year at each location.</p>
<p>ENFORCE LEASE PROVISIONS Enforce lease provisions regarding resident responsibilities such as housekeeping, sanitation, trash removal and storage.</p>	<p>Contractor shall identify residents who are not complying with the lease provisions regarding housekeeping, sanitation, trash removal, and trash storage.</p>
<p>USE PESTICIDES WHEN NECESSARY Use pesticides only, when necessary, with preference for products that, while producing the desired level of effectiveness, pose the least harm to human health and the environment, and, as appropriate, notifying SMHA management before application.</p>	<p>Contractor shall use pesticides only, when necessary, with preference for products that, while producing the desired level of effectiveness, pose the least harm to human health and the environment, as appropriate, notifying property management before application. Provide copy of pesticide label and Material Safety Data Sheets (MSDS) to SMHA management team.</p>

COMMERICAL PESTICIDE APPLICATOR CERTIFICATES OR LICENSES	The Contractor shall identify the personnel providing pest control, including the pest management supervisor. Contractor shall provide photocopies of
	State-issued Commercial and Public Pesticide Applicator Certificates or Licenses for every Contractor employee who will be performing on-site service under this contract.

OTHER PEST CONTROL SERVICES

The following list of Indoor/Outdoor Pests and Parasites of Man, require different spraying or removal techniques than the General Class. Each submission should include pricing for treatment of indoor/outdoor pests. Situations which warrant this type of pest control should be handled on an "as needed" basis.

Indoor Pests

- Ants
- Bats
- Bees
- Beetles
- Birds
- Carpenter Ants
- Centipedes
- Crickets
- Earwigs
- Flies (including fruit)
- Gnats
- Hornets
- June Bugs
- Lice
- Mice
- Millipedes
- Mosquitos
- Moths
- Pill Bugs
- Rats
- Silverfish
- Spiders
- Stink Bugs
- Wasps
- Water Bugs
- Yellow Jackets

OUTDOOR PESTS:

- Bats
- Birds
- Possums
- Raccoons
- Skunks
- Snakes
- Squirrels
- Termites

PARASITES OF MAN:

- Bed Bugs
- Fleas
- Lice
- Mites
- Ticks

AREAS OF SERVICE

Contractor services shall cover the following areas:

All apartments, all rooms, (kitchen, bath, living and bedrooms, closets, laundry and utility areas)

- Offices
- Community rooms
- Utility rooms
- Laundry rooms
- Boiler rooms
- Storage areas
- Elevator rooms and lobbies
- Mechanical closets, rooms and areas
- Hallways and stairwell
- Trash disposal chutes and rooms
- Dumpster and Compactor areas
- Attics and crawl spaces
- Buildings and their perimeters
- Other areas as requested by SMHA management

Other pest control services shall include, but are not limited to, the treatment of the following pests:

OTHER PEST CONTROL SERVICES		INCLUDED IN GENERAL PEST SERVICE COST?		PRICE FOR ADDITIONAL SERVICE (IF NOT INCLUDED)
		YES	NO	
1	Ants (including carpenter)	✓	✓	
2	Bats			
3	Bed Bugs			
4	Bees			
5	Beetles			
6	Birds			
7	Centipedes			
8	Cockroaches			
9	Crickets			
10	Earwigs			
11	Fleas			
12	Flies (including fruit)			
13	Gnats			
14	Hornets			
15	June Bugs			
16	Lice			
17	Mice			
18	Millipedes			
19	Mites			
20	Mosquitos			
21	Moths			
22	Pill Bugs			
23	Possoms			
24	Raccoons			
25	Silverfish			
26	Skunks			
27	Snakes			
28	Spiders			
29	Squirrels			
30	Stink Bugs			
31	Termites			
32	Ticks			
33	Wasps			
34	Water Bugs			
35	Yellow Jackets			

SECTION 4

PRICE BID

BASE PRICING

The Base Pricing strategy is comprised of two components. Base pricing must be submitted utilizing the Bid Form provided in Appendix B.

- **SMHA Properties.** SMHA is requesting, as a base BID, a firm unit price regardless of the type of infestation. Unit price per visit must be inclusive of all labor, materials and supplies to eliminate the infestation.
- **Type of Inspection.** This is the type of call the Pest Control Company will be handling.

DEFINITIONS – TYPE OF INSPECTION

The Definition for each type of inspection is provided as follows:

Routine Preventative Inspection. Conduct routine regularly scheduled inspection services for pests, set out or collect monitoring traps, and treat units for pests as needed. State if routine inspections will be monthly.

Emergency Inspection & Treatment. Conduct inspections and necessary treatment in response to requests by SMHA for corrective action. Emergency Inspections, when requested, are to be performed within eight (8) hours during normal working hours.

Call-Back Service. Conduct follow-up inspection in response to resident or staff complaints. Routine call- back service shall be furnished within one (1) workday after receipt of notification by SMHA. Call-back service required by SMHA due to contractor negligence or unacceptable service will be at no charge.

Special Service Treatment. Conduct inspection and pest control as agreed to by the Contractor and SMHA for bed bugs, roaches and fleas.

SECTION 5

EVALUATION AND SUBMITTAL SECTION

The professional services selective process will involve the ranking of Contractor by the appointed SMHA evaluation committee. In no circumstance a proposer shall contact any members of the evaluation committee or any SMHA employee besides the Contact Person specified in this Bid; failure to do so will more than likely result in removal of the proposer from the evaluation process.

The evaluation criteria to be used in reviewing Bids and their respective weights are as follows:

NO.	FACTOR	MAXIMUM POINTS
1	The PROPOSED COSTS will be evaluated through a careful analysis of respondents pricing based on square footage and ability to perform the work at a minimum cost to SMHA. Section 4	30
2	PROVIDE a brief detailed summary of your organizations ability to complete the services listed under sections 2 – 4, not to exceed 100 words per section	30
3	Organizational Capacity: PROVIDE a brief statement on organizational capacity, Provide a list of employees and subcontractors experience and qualifications, and their ability to perform the work in a timely and professional manner.	30
4	Relevant Experience and Past Performance: PROVIDE a brief statement describing documented experience and successful performance completing projects of a similar type. References – minimum of three (3) references. Include the companies name, address, contact person, phone number and email	10
	TOTAL POINTS	100

SECTION 6

TERMS AND CONDITIONS OF CONTRACT

ENTIRE AGREEMENT

These conditions together with SMHA's INVITATION TO Bid and Contractor's response to it form the entire agreement between SMHA and Contractor.

TERMS OF CONTRACT

The term of this Contract shall be for an initial period of three (3) years. The initial contract term will commence on or about **September 2025**, unless renewed as described above. Contracts may be renewed for an additional two-year period from the effective date of the signed contract

SMHA may discontinue this contract immediately upon furnishing notice to the Contractor if the parties fail to agree upon any deletion, amendment, or addition to this agreement, which is required by Statute, Executive Order, SMHA's Procurement Policy, or HUD Regulations.

ACCESS TO PROPERTY

SMHA will provide keys to the technician upon arrival at the site.

INTEGRATED PEST MANAGEMENT (IPM) PLAN

If aspects of the IPM Plan are incomplete or unacceptable, the contractor will have five (5) days to submit a revision after notification. The Contractor shall be responsible for carrying out work according to the approved IPM Plan.

At a minimum, the IPM Plan shall consist of the following:

Materials and Equipment for Service: The contractor shall provide current labels and Material Safety Data Sheets (MSDS) of pesticides to be used, and brand names of pesticides application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment, and any other pest IPM devices or equipment.

Method for Monitoring and Surveillance: The contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessment of pest population levels throughout the term of the contract. This information must include general locations of common area monitoring traps and responsibilities for routinely checking the traps.

Service Schedule for Each Building or Site: The Contractor shall provide complete service schedules that include specific day(s) of the week of Contractor visits, and approximate duration of each visit. The contractor's BID shall assume a monthly treatment per property. If more or less

frequent visits may be needed based on inspections and trap results, Contractor shall explain.

the basis for adjusting the service schedule. Except as otherwise agreed, all work at properties under this contract shall be performed between the hours of 9:00 a.m. and 4:00 p.m., Monday through Thursday and 9:00 a.m. and 3:00 p.m. on Friday, and shall not interfere with daily SMHA operations.

Description of any Structural or Operational Changes That Would Facilitate the Pest Control

Effort: The Contractor shall describe site-specific solutions for observed sources of pest food, water, harborage, and access.

Commercial Pesticide Applicator Certificates or Licenses: The Contractor shall identify the personnel providing pest control, including the pest management supervisor. The contractor shall provide photocopies of State-issued Commercial and Public Pesticide Applicator Certificates or Licenses for every Contractor employee who will be performing on-site service under this contract.

UPDATES TO IPM PLAN

Contractor shall receive the concurrence of designated SMHA staff prior to implementing any changes to the approved IPM Plan, including additional or replacement pesticides and on-site service personnel. Any substitutions, additions, or replacement of personnel from those cited in the contractor's original BID must be submitted to the SMHA for approval.

CONTRACTOR PERSONNEL

The contractor shall provide qualified, professional pest management personnel who:

- Understand current practices in this field and have experience providing pest control services in a residential environment.
- Conduct themselves in a professional and work-like manner, with minimal noise and disruption.
- Cooperate with the building occupants to ensure the progress of this work.
- Maintain certification and training requirements of Commercial and Public Pesticide Applicators for applicable residential and institutional pest control services.

While working at SMHA-owned or leased properties, shall wear distinctive uniform clothing that has the contractor's name easily identifiable, affixed in a permanent or semi-permanent manner.

- Use additional personal protective equipment required for safe performance of work as determined and provided by the contractor that, at a minimum, conforms to Occupational Safety and Health Administration (OSHA) standards for products being used. Use only contractor vehicles identified in accordance with state and local regulations.
- Observes all safety precautions throughout the performance of this contract.
- Will comply with all government regulations as are applicable during the time spent on government property.

- The contractor shall have access to a full-time entomologist who has demonstrated expertise in structural pest control, especially for rodents, bedbugs and cockroaches will be available for routine and emergency consultation.

MINIMUM STANDARDS OF PERFORMANCE

The contractor's performance will be evaluated in accordance with the approved IPM Plan. If pests appear between scheduled treatment, the contractor may be called back to treat the room(s) or building where the problem occurred.

If the contractor fails to arrive at SMHA installation at the prescheduled time after the request for callback service, SMHA shall have the right to obtain the service elsewhere and the contractor agrees that the actual cost of such service shall be deducted from the contractor's invoice covering the period for which the outside service was obtained. This deduction will be supported by a copy of the invoice covering the emergency service obtained elsewhere.

Contractor must describe experience with providing vermin and rodent control for public housing authorities or other large property management organizations and include references.

REPORTING

As part of the services provided under this contract, the collection and transmittal of data collected by the contractor during the work is crucial to the effectiveness of managing the IPM. Contractor must propose reporting and recordkeeping plans to enable SMHA to monitor Contractor's work in a timely and efficient manner. As a minimum, Contractor is required to collect and submit the reports detailed below. SMHA will review and approve report format prior to contract award.

Individual Property Reporting (within one week): Upon completion of each treatment cycle at a SMHA estate or property, Contractor must submit the extermination log with a spreadsheet summary highlighting troubled areas or units within one week after the treatment cycle. Contractor must submit the report in hard-copy format and by email in electronic spreadsheet format. The hard copy must be signed by the building manager. SMHA will not pay for work that is not documented by this report or for work documented on the report but not signed by the building manager.

Treatment Cycle Reporting (within one week): Upon completion of a treatment cycle, Contractor must submit by email a general summary report within one week. The treatment summary reports shall include, but not be limited to the following:

- Brief narrative discussing the findings as they relate to an increase or new infestations by unit or apartment number, including recommendation for treatment or preventative measures.
- Discuss any findings of deficiencies due to lack of access, inadequate or improper treatments, or recommendations of change to a more effective chemical.
- The contractor shall submit reports to the Property Manager. Failure to submit the above

reports on time shall be considered a material breach of the contract and could be used as the basis for termination of the contract.

WORKERS' COMPENSATION AND LIABILITY INSURANCE

The contractor is required to provide evidence of insurance for workers' compensation, general liability, and automobile liability. A certificate of insurance must be provided for all coverage stating the limits and the effective and expiration dates of coverage and must include an endorsement adding SMHA as an additional named insured. This coverage must be provided on an occurrence basis and include bodily injury, property damage, personal injury, advertising injury, blanket contractual coverage, and owner/contractor protective liability.

Coverage for Workers' Compensation and Automobile Liability must be provided at limits that meet or exceed the limits required by State Law. Evidence of continuous Workers' Compensation coverage throughout the duration of the contract must be provided to SMHA.

1. Workmen's Compensation Insurance

The CONTRACTOR shall purchase and maintain such insurance (minimum coverage required by state law) as will protect him from claims under Worker's Compensation Acts, for damages which may arise from operations by himself, or anyone directly or indirectly employed by him.

2. Comprehensive General Liability

The CONTRACTOR shall carry comprehensive general liability insurance with bodily injury and property damage in the following amounts:

- | | |
|---------------------|-------------|
| a. Each Occurrence | \$1,000,000 |
| b. Annual Aggregate | \$1,000,000 |

3. Comprehensive Automobile Liability Bodily Injury and Property Damage

- | | |
|---------------------|-------------|
| a. Each Occurrence | \$1,000,000 |
| b. Annual Aggregate | \$1,000,000 |

4. Professional Liability (Errors and Omissions) Insurance

- | | |
|---------------------|-------------|
| a. Each Occurrence | \$ 500,000 |
| b. Annual Aggregate | \$1,000,000 |

INVOICING AND PAYMENT

Invoices or vouchers for payment shall be certified by an approved and responsible official of the Contractor's organization. A monthly invoice, by property, must be submitted within thirty (30) days after services are provided to SMHA. Springfield Metropolitan Housing Authority will pay invoices in the next thirty (30) days, after receipt of the invoice. Each invoice shall, at a minimum, be supported by a summary of the cumulative costs and a description of the service provided.

APPENDIX A

HOUSING PORTFOLIO AND AREAS

Project	Name	Address	Units
21-22	Cole Manor	315 S. Burnett Rd.	152
21-23	Gray Hill	220 S Montgomery Ave. & Scattered sites (177 Sites Total)	105 72
21-24	Sherman-Murray Apts.	526 N Murray St. & various Scattered sites. (total-116)	116
21-24	R.C. Henry	4726 Security Drive	50
Lincoln Park	L.P. (single dwelling and apt units)	1900 Huron Ave. (office)	132

Professional References and Experience Summary

SMHA must be referenced if previous work has been provided to the Authority
References should be relevant to the scope of work of this solicitation.

1	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
2	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
3	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
4	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
5	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	

Experience Summary

Please provide a summary of your company's approach and understanding of the task, experience and qualifications, and previous client satisfaction as requested in Section 4 of the RFP document.

Answer in the space below or attach a response to your quote submittal.

Equal Employment Opportunity Policy

Please provide a copy of your company's Equal Employment Opportunity Policy.

Answer in the space below or attach a response to your Bid submittal.

BID PACKET
For Solicitation

RFP

Submitted by

Company Name: _____

APPENDIX B PROPERTY LISTING BID FORM 3 Year Pricing (Initial Term)

Springfield Metropolitan Housing Authority

Print Name of Vendor:

Public Housing	TYPE OF INSPECTION – Unit Price Per Inspection					
	Routine Preventive	Emergency	Callback	Special Service Treatment		
				Bed Bugs	Cockroaches	Fleas
Lincoln Park 1a,1b,2a						
1 Bedroom Unit						
2 Bedroom Unit						
3 Bedroom Unit						
4 Bedroom Unit						
5 Bedroom Unit						
Office and Community Rooms/Laundry/Maintenance						
21-24 Murray Apts.-Sherman						
21-24 RC Henry Apts. & Scattered Sites						
1 Bedroom Unit						
2 Bedroom Unit						
3 Bedroom Unit						
4 Bedroom Unit						
5 Bedroom Unit						
Common Area (office, kitchen, community room, trash rooms, maintenance and mechanical rooms hallways						

21-22 Cole Manor						
1 Bedroom Unit						
2 Bedroom Unit						
3 Bedroom Unit						
Common Area (office, kitchen, community room, trash rooms, maintenance and mechanical rooms, hallways)						
Hugh Taylor & Scattered Sites						
1 Bedroom Unit						
2 Bedroom Unit						
3 Bedroom Unit						
Common Area (office, kitchen, community room, trash rooms, maintenance and mechanical rooms, hallways)						
21-23 Gray Hill Apts. & Scattered Sites						
1 Bedroom Unit						
2 Bedroom Unit						
3 Bedroom Unit						
4 Bedroom Unit						
Common Area (office, kitchen, community room, trash rooms, maintenance and mechanical rooms, hallways)						

APPENDIX B PROPERTY LISTING BID FORM Optional Period Year Pricing (2 Years)

Springfield Metropolitan Housing Authority

Print Name of Vendor:

Public Housing	TYPE OF INSPECTION – Unit Price Per Inspection					
	Routine Preventive	Emergency	Callback	Special Service Treatment		
				Bed Bugs	Cockroaches	Fleas
Lincoln Park 1a,1b,2a						
1 Bedroom Unit						
2 Bedroom Unit						
3 Bedroom Unit						
4 Bedroom Unit						
5 Bedroom Unit						
Office and Community Rooms/Laundry/Maintenance						
21-24 Murray Apts.-Sherman						
21-24 RC Henry Apts. & Scattered Sites						
1 Bedroom Unit						
2 Bedroom Unit						
3 Bedroom Unit						
4 Bedroom Unit						
5 Bedroom Unit						
Common Area (office, kitchen, community room, trash rooms, maintenance and mechanical rooms hallways						

21-22 Cole Manor						
1 Bedroom Unit						
2 Bedroom Unit						
3 Bedroom Unit						

Common Area (office, kitchen, community room, trash rooms, maintenance and mechanical rooms, hallways)						
Hugh Taylor & Scattered Sites						
1 Bedroom Unit						
2 Bedroom Unit						
3 Bedroom Unit						
Common Area (office, kitchen, community room, trash rooms, maintenance and mechanical rooms, hallways)						
21-23 Gray Hill Apts. & Scattered Sites						
1 Bedroom Unit						
2 Bedroom Unit						
3 Bedroom Unit						
4 Bedroom Unit						
Common Area (office, kitchen, community room, trash rooms, maintenance and mechanical rooms, hallways)						

Emergency/Special Inspections:

Inspection/Extermination Services Call Straight-Time Rate: \$ _____ per hour
 Inspection/Extermination Services Call Service Overtime Rate: \$ _____ per hour
 Inspection/Extermination Services Call Service Holiday Rate: \$ _____ per hour
 Inspection/Extermination Services Call Emergency Rate: \$ _____ per hour

Parts & Materials:

Parts & Materials

_____ % mark-up

Authorized Signature

Name of Company

Printed Name & Title

Date

