

**REQUEST PROPOSALS  
FOR  
PEST CONTROL SERVICES AND MANAGEMENT  
FOR  
COHOES HOUSING AUTHORITY  
COHOES, N.Y. 12047**

The Cohoes Housing Authority of the City of Cohoes, New York is receiving proposals for Pest Control and Management. Sealed proposals are due at the Cohoes Housing Authority's Administration Building, located at 100 Manor Sites Cohoes, New York 12047 no later than **3:00 P.M.** local time on **Friday, May 11th, 2018**. Contract specifications and conditions may be obtained at the Cohoes Housing Authority, Administrative Building, 100 Manor Sites, Cohoes NY, 12047, or on our website at [www.cohoeshousing.org](http://www.cohoeshousing.org). Each bidder must submit with their bid, any forms subject to the conditions provided in the contract specifications and conditions.

**General Statement**

Cohoes Housing Authority is seeking a Pest Control Management contractor to service our four (4) apartment complex sites located throughout Cohoes New York. The Authority is seeking an experienced contractor in all aspects of pest control including but not limited to, Rodent trapping, Insect treatment and prevention, and inspection services.

Cohoes Housing is looking for proposal costs for treatment and inspection based on apartment size (i.e. 1-bedroom, 2-bedroom, etc.). Throughout our four (4) properties there are apartments ranging in size from 1 bedroom to 5 bedroom. List costs of services, and applicable warranties.

**SCOPE OF SERVICES**

- **Wildlife Bait & Capture:** Baiting and capturing of isolated infestation such as nuisance pest in dwelling.
- **Rodent Control:** Treatment to rid a dwelling of a rodent infestation with follow up inspection.
- **Roach Inspection and Monitoring:** Identifying Roach infestations, and action plan for monitoring after treatments.
- **Roach Control:** Treatment to rid a dwelling of a roach infestation with follow up inspection.
- **Ant Control:** Treatment to rid a dwelling of an Ant infestation with follow up inspection.
- **Bed Bug Inspections:** Three of Cohoes Housing Properties consist of 2 story apartment buildings which will need to be inspect on an "as needed basis". The fourth property is a 9 story high rise with 93 - 1 bedroom apartments. The high rise has a history of bed bug infestations and would require inspections on a regular basis (such as monthly or quarterly). Include cost proposal for individual inspections and routine inspections. Cohoes housing will also be looking to have a rotation of K-9 inspections performed for a more thorough identification of infestations.
- **Bed Bug Control:** Treatment to rid a dwelling of a Bed Bug infestation with follow up K-9 inspection.
  - Contractor must be able to respond to a service call within 48hrs of being notified for inspections and treatments, and same day for trapping of nuisance wildlife in a dwelling.

This contract is initially executed for services for the period of one (1) year with the option, at the CHA's discretion, of two (2) additional one-year option periods, for a maximum total of three (3) years.

All proposal submittals must include the following documents:

- Non-Collusive Affidavit (Signed and dated)
- Section 3 Clause (Signed and dated)
- Proposal Statement (Signed and dated, with applicable information filled in)

**Other Considerations:**

1. Work periods: Monday – Friday  
8:00 AM – 4:00 PM  
No weekends and legal holidays  
Exception to normal working hours may be available if requested.
2. Contractor is liable for obtaining the required permits from the city's Building Permit Office.
3. Upon award of contract, the contractor is to submit proof of Workmen's Compensation Insurance, Federal Identification Number, Liability Insurance, Auto Insurance, and Building Permits (if required), before work is to begin.
4. Contractor and all employees are to wear a visible means of identification acceptable to the Authority.
5. Parking is to be in designated areas- **NOT** on lawns, sidewalks and no parking zones (strictly enforced).
6. Contractor must be in compliance with OSHA.
7. Electrical utilities are available. The Authority has bathroom facilities available in the maintenance shop, which must be kept clean.
8. Contractor is responsible for any damages caused by his/her work.
9. No radios or boom boxes of any kind allowed.
10. NO drugs and/or alcohol are allowed on the Authority's property.
11. All Cohoes Housing Authority properties are smoke free.

Please direct any questions to Dan Rigney with the Cohoes Housing Authority.

Dan Rigney  
MOD Coordinator / Maintenance Supervisor  
(518)852-4954  
drigney@cohoeshousing.org

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NON-COLLUSIVE/NON-IDENTITY OF INTEREST AFFIDAVIT

A F F I D A V I T

(Prime Bidder)

State of \_\_\_\_\_

County of \_\_\_\_\_

being first duly sworn, deposes and says:

(1) That undersigned is a partner or officer of the firm or party making the foregoing proposal or bid; (2) 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 any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Cohoes Housing Authority or any person interested in the proposed contract; and (3) that no identity of interest exists or will exist between Bidder and the Owner or Architect.

An identity of interest will be construed to exist:

- (a) If there is any financial interest of the Owner in the general contractor;
- (b) If any of the officers or directors of the Owner is also an officer, director, or stockholder of the general contractor;
- (c) If any officer or director of the Owner has any financial interest whatsoever in the general contractor;
- (d) If the general contractor advances any funds to the Owner; including providing a land option or any of the costs of obtaining a land option;
- (e) If the general contractor provides and pays, on behalf of the Owner, the cost of any architectural or engineering service other than those of a surveyor, general superintendent, or engineer employed by a general contractor in connection with his/her obligations under the construction contract;
- (f) If the general contractor has any interest in the Owner corporation as part of the consideration for payment;
- (g) When there exists (or comes into being) any side deals, agreements, contracts or undertaking entered into or

contemplated, thereby altering, amending, or cancelling any financial interest whatsoever in the architectural firm;

(h) When the contractor or any officer, director, stockholder, or partner of such contractor has any financial interest whatsoever in the architectural firm;

(i) When the architect has stock or any financial interest in the contractor.

(j) When the contractor or any officer, director, stockholder or partner of such contract provides any of the required architectural services; or where the contractor, or any officer, director, stockholder or partner of such providing an architectural service, acts as a consultant to the project architect.

(k) When there exists (or comes into being) any side deals, agreements, contracts or undertaking, thereby altering, amending, or cancelling any of the required closing documents.

Signature of: Individual; Partner, if the Bidder is a partnership; Officer, if the Bidder is a corporation.

Name of Business: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_.

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# PROPOSAL STATEMENT

## 1. General Statement

A. Pursuant to the Advertisement for Bids for:

\_\_\_\_\_

- B. The bidder acknowledges that he or she has not received nor relied upon any representations or warranties of any nature what so ever from the Owner, its officers, employees or agents, and that this proposal is based solely on his own independent judgment.
- C. The Undersigned, as Bidder, declares that the names of persons, company or parties interested in this bid as principals, appear in the blank spaces hereinafter provided for such purpose; and that this bid is in all respects fair and without collusion
- D. In case this bid shall be accepted by the Owner, the undersigned, as bidder, hereby agrees to execute an Agreement with the owner in conformity with the OWNER CONTRACTOR AGREEMENT incorporated in the Contract Documents and to deliver any and all bonds as required for the faithful performance of said contract.
- E. In Submitting this bid it is understood that the right is reserved by the Owner to reject any or all bids. It is agreed that this bid may not be withdrawn for a period of 60 days from the opening thereof.
- F. It is understood that no conditions or qualifying statement have been added to this bid, otherwise the bid may be declared irregular as being not responsive to the Advertisement for Bids.

## 2. Legal Status of Bidder

- A. A CORPORATION duly organized and doing business under the law of the state of \_\_\_\_\_ for whom \_\_\_\_\_ bearing the official title of this bid, is duly authorized to execute Contract.
- B. PARTNERSHIP trading and doing business under the firm name of \_\_\_\_\_ and all members of which, with address, are:

Name:

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- C. An INDIVIDUAL, whose signature is affixed to this Bid, doing business under the firm name of:

\_\_\_\_\_

**3. Addendums**

A. The Undersigned hereby acknowledges receipt of the following Addenda:

Addendum #:

Dated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Contract Time**

- A. If awarded this contract, the Undersigned agrees to complete the project within \_\_\_\_\_ working days of the commencement of the contract, as defined in the General Conditions and Specifications.
- B. **Liquidated Damages:** The Undersigned agrees that the Cohoes Housing Authority may retain the sum of \$\_\_\_\_\_ from the amount of compensation to be paid to the Undersigned for each calendar day in excess of the agreed contract time that the work remains uncompleted.

**5. Sub-Contractor**

A. The Undersigned proposes to employ the following Sub-Contractor in this bid for the work of:

ITEM	SUB-CONTRACTOR	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____

**6. Acknowledgement of Local Conditions and Contract Documents**

A. The Undersigned has examined the location of the proposed work, the drawings, specifications and other Contract Documents and is familiar with local conditions at the place where the work is to be performed.

**7. Work Performed Directly**

A. The Undersigned proposes to perform all work, other than as stated in Paragraph 5A, directly without Sub-Contractor.

**8. Owners' Rights Reserved**

A. The undersigned understands that the Cohoes Housing Authority reserves the right to reject any and all bids or to waive any formality or technicality in any bid, in the interest of the Cohoes Housing Authority.

**9. The above Bid is hereby respectfully submitted.**

Contractor: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing Address (If different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Section 3 Clause

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 implement 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).



Company Name:

Address:

Date:

OFFICAL SIGNATURE

PRINT