

**REQUEST FOR PROPOSALS
FOR PEST CONTROL SERVICES AT VARIOUS PCCB PROPERTIES
FOR THE PERIOD MARCH 2021 – FEBRUARY 2022**

***Polish Community Center of Buffalo, Inc.,
d/b/a Lt. Col. Mat Urban Human Services Center of WNY***

February 5th, 2021

HISTORY AND BACKGROUND FOR REQUESTED SERVICES

The Polish Community Center of Buffalo, Inc., d/b/a Lt. Col. Mat Urban Human Services Center of WNY (Matt Urban Center), is the owner of a number of properties (both administrative and rental) in the City of Buffalo and Cheektowaga, NY. The Matt Urban Center seeks the services of a qualified contractor to assist in pest control services at these properties.

Proposals are being solicited from companies to perform pest control services listed in these specifications on behalf of the Matt Urban Center. Work will be done on a scheduled basis, as detailed in this request and further agreed to between the parties.

Due to payment requirements of Matt Urban grants and other funding sources, bills for services must detail billed costs by individual property. Services are to be billed in monthly installments.

For purposes of this invitation to bid, the numbers identified in the specifications and proposal form are approximate in order to provide guidelines to the Matt Urban Center for determining who is the lowest responsible bidder. There are no guarantees that the numbers supplied will be actual numbers for the contract expected as a result of this request for bids.

The Contractor is responsible for making site visit to the properties prior to submitting its bid. Failure to view the property shall not relieve the Contractor from honoring its bid prices(s).

Proposals will be accepted until **Friday, February 19th at 3:30 P.M.**

Via U.S. Mail or delivery to:

Andrew Linneman, Purchasing Agent
Lt. Col. Matt Urban Human Services Center of WNY
1081 Broadway
Buffalo, NY 14212

Questions on this request for qualifications may be directed to purchasing@urbanctr.org or to (716) 893 – 7222 ext: 227.

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CONTRACT BID ITEMS

BID ITEMS – PEST CONTROL SERVICES

The Matt Urban Center seeks a qualified contractor who will conduct pest control services for the various properties owned and managed by the Center, as defined in the table below and attached maps.

- The bidder will provide pest control services with monthly maintenance at nine agency buildings.
- The bidder must agree to provide at least one week notice before conducting maintenance visits.
- The bidder must identify price per building for associated services. The Matt Urban Center reserves the right to remove buildings from the contract mid-term if necessary.
- The bidder must provide the price of regular annual maintenance as well as the price of one-time treatment options.
- The bidder's service proposal must include cockroach, rodent, and bed bug treatment options.
- The bidder shall adequately suppress the following pests:
 - a. Indoor populations of rodents, insects, including cockroaches and bed bugs), arachnids, and other arthropods.
 - b. Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the specified buildings.
 - c. Nests of stinging insects within the property boundaries of the specified buildings.
- The bidder shall notify Matt Urban Center if it notices unusual levels of the following pests. Bidder is not responsible for their control unless Matt Urban Center and Bidder agree in writing.
 - a. Birds, bats, snakes, and all other vertebrates other than commensal rodents.
 - b. Termites and other wood-destroying organisms.
 - c. Mosquitoes.
 - d. Pests that primarily feed on outdoor vegetation.

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CATEGORIES OF SERVICES

Contractor shall perform the following tasks for the buildings listed in this RFP.

1. Initial Inspection: Conduct an initial inspection during the first month of the contract or when being assigned new properties. The initial inspection is for the contractor to evaluate the needs of the premises and to present findings with the Matt Urban Center. The following specific points should be addressed:
 - a. Identification of problem areas in and around the building;
 - b. Discussions of effectiveness of previous efforts;
 - c. Contractor access and coordination to all necessary areas;
 - d. Establish locations for routine monitoring in common areas; and
 - e. Information for the contractor of any restrictions or special safety precautions.
2. Routine Inspection: Conduct regularly scheduled inspection services for pests, set out or collect monitoring traps, and treat units for pests as needed. Inspections should be monthly or, at least, quarterly.
3. Emergency Inspection: Conduct inspections and necessary treatment in response to requests by COMPANY for corrective action. Emergency Inspections, when requested, are to be performed within eight (8) hours during normal working hours.
4. 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 the Matt Urban Center. Call-back service required by the Matt Urban Center due to contractor negligence will be at no charge.
5. Unit Turnover Service: Conduct intensive inspection and necessary treatment as Requested by the Matt Urban Center when units are prepared for occupancy. These units will typically be existing units changing residents. They may also be new units added to the scope of the contract.
6. Special Service: Conduct inspection and pest control as agreed to by the Contractor and the Matt Urban Center for pests such as wood-boring insects, birds, and snakes not covered by routine inspections.

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Property Name / Addresses	Description	Item: Pest Control
<u>Matt Urban Center Admin</u> 1081 Broadway Street & 230 Playter (parking lot)	Administrative Offices.	Monthly pest control maintenance and prevention. On-call for other added services.
<u>PS57</u> 243 Sears Street & 228 and 241 Playter (parking lot)	Administrative Offices and Apartments.	Monthly pest control maintenance and prevention. On-call for other added services.
<u>Dulski</u> 129 Lewis Street	Administrative Offices and Youth Programming.	Monthly pest control maintenance and prevention. On-call for other added services.
<u>Polonia Hall/Hope Center</u> 385 Paderewski Drive	Administrative Offices and Youth Programming.	Monthly pest control maintenance and prevention. On-call for other added services.
<u>Lewis/Wojnar</u> 104 Lewis Street	32-unit, 2 story apt. building with elevator.	Monthly pest control maintenance and prevention. On-call for other added services.
<u>Hope House</u> 586 Genesee Street	Emergency shelter for women and children.	Monthly pest control maintenance and prevention. On-call for other added services.
<u>Monroe Place</u> 296 Monroe Street	12-unit, 24 beds, 2 story apartment building with elevator;	Monthly pest control maintenance and prevention. On-call for other added services.
<u>Hope Gardens</u> 58 Oberlin Avenue	20-unit, 2 story apartment building with elevator.	Monthly pest control maintenance and prevention. On-call for other added services.
<u>AWA</u> 185 Rother Avenue	20-unit, 2 story apartment building. NO elevator.	Monthly pest control maintenance and prevention. On-call for other added services.

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BID SUBMITTALS

SUBMISSION OF BID

1. Complete and sign **Proposal Bid Form** (form attached, 2 pages).
2. Signed and dated **Certificate of Non-Collusion** (form attached, 1 page).
3. Signed and dated **Contractor Debarment Certificate** (form attached, 1 page).
4. Signed and dated **Minimum Insurance Requirements for Vendors Acknowledgement** (form attached, 1 page).
5. Bids with all required documents must be **delivered** by **Friday, February 19th 2021 at 3:30 P.M.** deliverable to:

Andrew Linneman, Purchasing Agent
Lt. Col. Matt Urban Human Services Center of WNY
1081 Broadway
Buffalo, NY 14212

6. Questions on this request for qualifications may be directed to purchasing@urbanctr.org or faxed to (716) 893-7222 ext: 227.

Appointments to review the buildings and job sites may be made by contacting Andrew Linneman, Purchasing Agent, at purchasing@urbanctr.org or at 716-893-7222 ext: 227.

PROPOSALS. Proposals must be made upon the blank form provided. All blank lines in the proposal form must be filled in as noted and no change shall be made in the phraseology of the proposal or in the items mentioned therein. The bidder must be prepared, if requested by the Matt Urban Center, to present evidence of experience, ability and financial standing, as well as a statement as to available staff, equipment and machinery and furnish a tour of these facilities if requested by the Matt Urban Center. The form of contract and bond shall be provided by the Matt Urban Center.

The bid price should include the costs of all equipment, operators and materials. The costs of ordinary materials such as cleaning supplies should be included as part of the bid price; other unusual items of equipment or material expected to be needed should readily identifiable as to size and nature of item. Such costs can be billed to the Matt Urban Center as part of the work order if the cost of such material is documented by an invoice dated between the date of the work order and the date the work is performed. Management reserves the right to remove one or all requested items based on proposal results.

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BID BOND. A bid bond is not required under this contract for services.

SUBCONTRACTING. The contractor is prohibited by law from assigning or subcontracting the contract without the previous written consent of the Matt Urban Center Executive Director.

WORK EXPERIENCE. The successful bidder will have to show evidence that their company has equipment and experience necessary to perform the required work.

CONDITION OF EQUIPMENT. Equipment offered by the contractor must be in good operating condition and maintained in such condition while performing the work required under any resultant contract.

EQUIPMENT OPERATORS. The bidder's operators must be well trained in the operation of the equipment and must be skilled in the performance of all phases of the work required to be done. The successful bidder shall provide three references from existing clients.

BID AWARD. The bid will be awarded to the lowest responsible bidder.

In order to be considered as a successful bidder, the attached "Certificate of Non-Collusion" will have to be signed by the bidder and dated prior to submitting the bid. The work to be carried out under this contract will be designated by the Matt Urban Center or its representative. The owner reserves the right to reject any or all proposals or to waive any informality.

COMMENCEMENT AND DURATION OF WORK. The successful bidder will be required to make his equipment and operators available to work within seven (7) business days after receipt of a written *Notice to Proceed* from the Matt Urban Center Attorney or his representative. Thereafter, until completion of the job, work shall be continuous unless the Executive Director or her representative determines that operations shall be temporarily suspended due to climatic or soil conditions, or due to performance issues. Temporary or seasonal suspension of operations will not relieve the bidder of his liability to continue his contract at such time as the Executive Director or his representative determines the resumption of operations is again favorable.

BID CONDITIONS

1. Proposals must be made upon the blank form provided. The blank spaces in the proposals must be filled in as noted and no change shall be made in phraseology of the proposal or in the items mentioned therein.
2. The bidder must be prepared to present evidence of experience, ability and financial standing, as well as a statement as to employees and machinery.
3. The form of contract shall be provided by the Matt Urban Center.
4. Prior to the award of the bid, the successful bidder shall submit to the Matt Urban Center a full list of the equipment owned by the Contractor and available for use in this project indicating the year of manufacture, manufacturer's name and model number.
5. In case of a difference between the stipulated amount of the proposal written in words and the stipulated amount written in figures, the stipulated amount in words shall govern.
6. Management reserves the right to remove one or all requested items based on proposal results.

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EXECUTION OF CONTRACT

INSPECTION AFTER WORK HAS BEEN COMPLETED. The contractor's work will be subject to inspection and review. The winning contractor must name a supervisor who will serve as the contact for discussion of work performed and its satisfaction to the owner.

Due to payment requirements of Matt Urban grants and other funding sources, bills for services must detail billed costs by individual property.

Upon satisfactory completion of the work an invoice for work performed, by property address, shall be emailed to the Matt Urban Center's Accounting Department at 1081 Broadway, Buffalo, NY 14212. The Matt Urban Center reserves the right to inspect all work performed prior to payment.

DAMAGE. The contractor will be held responsible for damage to the site(s) caused by, but not limited to: lawn damage, rutting during very wet conditions, structural damage to buildings, structures, fences, sidewalks, driveways, etc. The contractor will, in the event of any damage, notify the Matt Urban Center Executive Director immediately and shall make the necessary repairs by qualified personnel within a reasonable amount of time. Or, if agreed to by both parties, the Matt Urban Center will have the necessary repairs made and the Contractor will be billed for said repairs. Payments during that work period shall be held back until such time as the necessary repairs have been made and approved by the Matt Urban Center. Amounts due for repairs may be reduced from any amounts due to the contractor.

INTERPRETATION OF DOCUMENTS. If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other contract documents, or finds discrepancies in or omissions from the specifications, he may submit to the Chief Financial Officer of the Matt Urban Center a written request for an interpretation or correction thereof, delivered to this address.

Written requests may be emailed to purchasing@urbanctr.org. Such request shall be made no later than five (5) days prior to the date of opening bids. The Chief Financial Officer of the Matt Urban Center shall respond to such request at least three (3) days prior to the date for opening bids by means of an addendum which shall be forwarded to all prospective bidders who were mailed or picked up the specifications.

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This *Bid Form* constitutes the proposed pricing for services outlined in the Notice to Bidders for Pest Control Services at Various Matt Urban Center Properties.

This quote is being provided by:

Company: _____

Address: _____

Signature: _____

Print Name: _____

Title: _____

MWBE Certified: Yes / No MWBE Federal ID #: _____

Office Phone #: _____ Mobile Phone #: _____

Email: _____

Date: _____

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NOTE: ALL LINE ITEMS MUST BE FILLED IN ORDER FOR BID TO BE ACCEPTED.

BID ITEM – PEST CONTROL SERVICES

Furnish EQUIPMENT, OPERATORS AND MATERIAL for pest control services at properties specified for the season March 1, 2020 – February 28, 2021:

TOTAL ANNUAL PRICE FOR ALL PROPERTIES:

Dollars \$ _____
(Example: One Thousand Two Hundred Eighty Dollars & no cents \$ 1,280.00)

Price Breakdown Per Property:

<u>PROPERTY NAME/ ADDRESS</u>	<u>Initial Set-Up cost per property</u>	<u>Monthly Pest Control Maintenance cost per property</u>	<u>TOTAL Annual cost per property</u>
<u>Matt Urban Center Admin</u> 1081 Broadway Street & 230 Playter	\$ _____	\$ _____	\$ _____
<u>PS57</u> 243 Sears Street	\$ _____	\$ _____	\$ _____
<u>Dulski</u> 129 Lewis Street	\$ _____	\$ _____	\$ _____
<u>Polonia Hall/Hope Center</u> 385 Paderewski Drive	\$ _____	\$ _____	\$ _____
<u>Lewis/Wojnar</u> 104 Lewis Street	\$ _____	\$ _____	\$ _____
<u>Hope House</u> 586 Genesee Street	\$ _____	\$ _____	\$ _____
<u>Monroe Place</u> 296 Monroe Street	\$ _____	\$ _____	\$ _____
<u>Hope Gardens</u> 58 Oberlin Avenue	\$ _____	\$ _____	\$ _____
<u>AWA</u> 185 Rother Avenue	\$ _____	\$ _____	\$ _____

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CERTIFICATE OF NON-COLLUSION

By submission of this bid or proposal, the bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

a) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

b) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor;

c) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition;

I hereby affirm under the penalties of perjury that the foregoing statement is true.

Dated: _____

Signature of Officer

Print Name & Title

STATE OF NEW YORK
COUNTY OF ERIE SS:

On the ____ day of _____ in the year ____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

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CONTRACTOR DEBARMENT CERTIFICATION**

Contractor Business Name: _____

List all Business Owners: _____

We acknowledge that our firm is providing an estimate for work to the Matt Urban Center in connection with the maintenance of various properties in the City of Buffalo and Town of Cheektowaga.

We have been informed that some of these projects are funded with federal Community Development Block Grant, federal HOME grant funds, or New York State grant funds.

Accordingly, we confirm that neither our company, nor any of its owners (as we have identified above), have been debarred from participating in federal or New York State Contracts. Furthermore, we confirm that the list of business owners shown above is complete and true.

Name and Title

Signature

Date

This document is provided in connection with a federal grant program and is subject to a PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. Title 18, Sec. 1001, providing for a penalty or imprisonment for knowingly falsified information in connection with these properties.

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**MATT URBAN CENTER
MINIMUM INSURANCE REQUIREMENTS FOR VENDORS
PERFORMING WORK FOR THE MATT URBAN CENTER**

The following minimum limits of Insurance shall be evidenced to the Matt Urban Center by any vendor:

A. Commercial General Liability

Including Products Liability, Completed Operations Liability

Bodily Injury and Property Damage \$1,000,000 per occurrence

\$2,000,000 aggregate

1. Coverage must name the Matt Urban Center, its Matt Urban Center Board Officials, Employees and Agents as an Additional Insured and that coverage must be shown on the Certificate. This coverage shall also be "Primary" to any other coverage.
2. Coverage shall include Explosion, Collapse and Underground Hazard coverage.
3. Coverage should include a "Per Project" or "Per Location" endorsement that is listed in the Certificate;
4. Continued coverage shall remain in force for at least three years following the date of completion of the project.

B. Auto Liability

\$1,000,000 per accident

Including Owned, Non-Owned and Hired Autos

C. Workers' Compensation

New York Statutory

Employers Liability

Unlimited in New York

D. Disability Coverage

New York Statutory

Instructions for Preparing Certificates

The original Certificate evidencing the above coverages shall be submitted prior to the commencement of work to the Matt Urban Center Accounting Office, 1081 Broadway, Buffalo, New York 14212. Evidence of renewal coverage must be submitted to the Matt Urban Center by the date of renewal. Coverage must be written by an Insurance Company authorized to do business in New York State with a rating of at least B+ according to Best Key Rating Guide.

Indemnification

The vendor agrees that it shall indemnify and hold harmless the Matt Urban Center to the fullest extent permitted by law for any claim, suit, damages, legal costs and expenses including but not limited to Bodily Injury, Property Damage, Personal Injury, Disease or Death arising out of, caused by or in any way related to the activities of the Vendor.

Name of Vendor: _____ By: _____
(Signature)

Print Name & Title: _____ Date: _____

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EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

By submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief that the Contractor shall, during the performance of this Contract, agree to the following:

(i) The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination.

(ii) The Contractor shall state in all solicitations or advertisements for employees that, in the performance of state funded contracts, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

(iii) At the request of the Division, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other contract or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such employment agency, union or representative will affirmatively cooperate in the implementation of the Contractor's obligations.

EQUAL EMPLOYMENT OPPORTUNITY PLEDGE

The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. For these purposes, affirmative action shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

I hereby affirm under the penalties of perjury that the foregoing statements are true.

Signature: _____

Printed Name: _____

Title: _____

Dated: _____

M/WBE UTILIZATION PLAN

Dear Contractor:

The Town of Cheektowaga Office of Community & Economic Development is working to promote opportunities of certified minority- and women-owned business enterprises and the employment of minority group members and women in the performance of our rehabilitation projects. Our office has established an overall goal of 20% for M/WBE participation, 10% for Minority-Owned Business Enterprises ("MBEs") and 10% for Women-Owned Business Enterprises ("WBEs"). We ask that your company work with us in trying to attain our goals, by reporting all Certified M/WBE Subcontractors and Suppliers that you will be using on this rehabilitation project.

Please complete this form and return it to our office with the bid package. Thank you for your cooperation and your continued interest in our rehabilitation program. Identify any subcontractor and/or supplier you intend to use for this project. Use additional sheets of paper, if necessary. If they are an MBE and/or WBE, please check the appropriate box.

Rehabilitation project address: _____ Total project cost estimate: \$ _____

Contractor Company Name: _____ Address: _____

Contact Name: _____ Telephone #: _____

MWBE Name, Address, Contacts Name, Telephone	Federal ID#	Type of Service Provided	Classification	\$ Amount
A.		<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	
B.		<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	
C.		<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	
D.		<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	

Prepared by (signature): _____ Date: _____

Print name : _____