



Addendum 1

RFP NO: 2021-1001

Pest Management Services

Please note that this Addendum formally changes or answers questions relating to RFP Number 2021-1001 Pest Management Services. All responding contractors must attest to receiving this Addendum by checking the appropriate box on Attachment G – Form of Proposal. The date of this Addendum is February 11, 2021.

1. The RFP Number has been changed to RFP Number 2021-1005 Pest Management Services.
2. HAC has not yet determined how we may implement using a “pool” of contractors. We currently do not know how many qualified proposals we will receive, etc. One train of thought would be assigning one contractor to a specific site such as City Heights and a different contractor to Golden Tower for example but again, HAC has not made any final decisions on this and cannot until we receive all of the proposals.
3. The second bullet point under 1. Covered Pest that begins with “Outdoor populations of potentially indoor-infesting....” is deleted in its entirety from Attachment A - Statement of Work.
4. The third bullet point under 1. Covered Pest that begins with “Nets of stinging.....” is deleted in its entirety from Attachment A – Statement of Work and replaced with the following: “Nests of stinging insects within 500 feet of the specified buildings.”
5. The fourth bullet point under 1. Covered Pest that begins with “Individuals of all excluded....” is deleted in its entirety from Attachment A – Statement of Work and replaced with the following: “Incidental invading pests inside the specified buildings, including winged swarming termites emerging indoors.”
6. Please note:

The Contractor shall notify HAC if it notices **unusual** levels of the following pests.

- Birds, bats, snakes, and all other vertebrates other than commensal rodents.
- Termites and other wood-destroying organisms.
- Mosquitoes.
- Pests that primarily feed on outdoor vegetation.

Contractor is not responsible for their control unless HAC and Contractor agree in writing. Any additional services such as these will be quoted by the contractor as requested with a subsequent Purchase Order issued if HAC elects to proceed with the contractor’s quote and proposed treatment

method(s). As a responding Contractor to this RFP, you do not have to include in your IPM, how you plan to treat pest listed above that the **contractor is not responsible for their control.**

7. Any “as needed” services will be obtained through a price quote from the Contractor with a subsequent Purchase Order issued by HAC if HAC agrees to the pricing and method of treatment. The Contractor is free to propose their method of treatment that they determine is best as they are subject matter experts in this particular field. HAC may elect to proceed with the Contractor’s proposed method if HAC deems it is in the best interest of HAC to do so.
8. Under Section 2 – Specific Instructions of Attachment A – Statement of Work it reads: “HAC seeks a Contractor who will provide pest management services for each of the elements listed below.” There are 8 elements listed and the following is a clarification of the Contractor’s role versus HAC’s role for these 8 elements.
 - 1) Communicate Policies – HAC is responsible for communicating policies to occupants and staff but needs the Contractor’s technical expertise in the best manner in which to communicate and create these IPM policies. As part of the Contractor’s proposed IPM, HAC requests the Contractor provide advice on the best way to communicate the IPM policies which may or may not be different from prior HAC IPM Policies.
 - 2) Identify Problems – Contractor shall identify pests and environmental conditions that limit the spread of pests. Again, as the subject matter expert in this field, the Contractor as part of their proposed IPM should describe their method for identifying pests and the reason or reason(s) why the units have certain pests, etc.
 - 3) Monitor and Track – The Contractor shall establish an ongoing monitoring and record keeping process by location/unit. **It is up to the Contractor as part of their proposed IPM to state how they believe it is best to accomplish this HAC requirement.** The Contractor shall obtain signatures of property manager(s) on the tracking results. **HAC will want verification that the Contractor is tracking results as treatments occur so that HAC can determine (in conjunction with the Contractor) what may need to be changed or modified. HAC wants to promote a good working relationship with the Contractor to eliminate miscommunications, etc.** The Contractor shall submit results in electronic format. **It is up to the Contractor as part of their proposed IPM to state how they believe it is best to accomplish this HAC requirement.**
 - 4) Set Thresholds for Action - **It is up to the Contractor as part of their proposed IPM to state how they believe it is best to accomplish this HAC requirement.**
 - 5) Prevent Pest Entry and Movement – HAC ultimately maintains all structures through our internal Maintenance Department and through the use of selected Contractors for various needs. As part of the initial inspection by the Contractor under this RFP and through subsequent site visits, HAC requests that the Contractor note any problems that may lead to pests entering areas of our buildings so that a proper plan can be developed to rectify the situations.
 - 6) Educate Residents and Update/Enforce Lease – HAC is also responsible for educating residents and updating/enforcing the lease in all aspects. Specifically, in reference to, the pest management IPM, HAC realizes that residents may not be doing everything they need to be doing to keep the unit clean, etc. which would

potentially invite many pests or pest infestations. The residents may also not promptly notify HAC when pests or pest infestations exist. The Contractor's role for this element is to 1.) Propose as part of their IPM proposal how best to educate residents so that pests and pest infestations are kept at bay. It is up to the Contractor to determine how best to do this. It could be in the form of an information pamphlet or by other methods. As subject matter experts, HAC expects the Contractor to suggest in their IPM proposal how they would accomplish this task. In addition, 2.) the pest management Contractor will be in many of HAC's units and it is imperative that any observations made by the Contractor on certain aspects of the unit that may lead to pest or pest infestation is promptly communicated to HAC, as it may be a violation of the resident's lease. HAC will then determine the follow up actions as they relate to the lease or lease provisions.

- 7) Use of Pesticides/Baits – HAC expects the Contractor to use pesticides from time to time. HAC expects after the initial inspection that the Contractor will begin to identify units and/or buildings that require pesticide usage to eliminate the pests or pest infestations. HAC will need to be notified of this before treatments take place. An example of this would be the Contractor identifying a bed bug infestation in Unit ABC. The Contractor will be working closely with HAC's IPM Coordinator once the contract for services is executed and will notify the IPM Coordinator with a copy to the Property Manager of that specific site that pesticides will be used to treat the problem areas. HAC wants communication between the Contractor and HAC to be open and frequent as we jointly work to make all of our units pest free as much as it is feasible to do so.
- 8) Post Signs – When pesticides are being used, HAC would like signs posted by the units being treated and surrounding areas. As part of the Contractor's IPM, the Contractor is free to suggest how they believe it is best to accomplish this element.
9. INSECT CONTROL - The Contractor in conjunction with HAC will determine the best approach to address infestation issues in the units. **As stated above, HAC wants to foster an open relationship with the Contractor to potentially avoid pitfalls that have led to less than ideal pest management controls in prior years. HAC believes both the Contractor and HAC must work better together to identify problems and then jointly agree on the best path forward to treat these areas. HAC values the Contractor's expertise and hopes the responding Contractor(s) to this RFP understand HAC's desire to work on these issues jointly. HAC has created a new position of IPM Coordinator to help facilitate these joint efforts. Those Contractors that are deemed highly responsive to this RFP will be invited to a pre and post award conferences to clearly outline and define the roles on both sides of this relationship.**
10. The following language is deleted in its entirety:

Application of Insecticides to Cracks and Crevices: Contractor shall apply all insecticides as "crack and crevice" treatments as determined by the label, defined in this contract as treatments in which the formulated insecticide is not visible to a bystander during or after the application process.

Application of Insecticides to Exposed Surfaces or as Space Sprays: Application of insecticides to exposed surfaces or as space sprays shall be restricted to exceptional circumstances where no alternative measures are practical. The Contractor shall obtain approval of the IPM Coordinator prior to any application of insecticide to an exposed surface

or any space spray treatment. No surface application or space spray shall be made while tenant/HAC personnel are present. The Contractor shall take all necessary precautions to ensure tenant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application.

And replaced as follows:

Application of Insecticides: Contractor shall apply all insecticides as determined by the label in conjunction with all applicable State and Federal laws. No applications shall be made while tenant/HAC personnel are present. The Contractor shall take all necessary precautions to ensure tenant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application.

11. **RODENT CONTROL** – As stated above, HAC has created a new position of IPM Coordinator to ensure HAC and the Contractor jointly work to address any and all of HAC's pest control needs. In prior years, HAC would have the property managers take on many of the IPM Coordinator's responsibilities and each Property Manager was proceeding differently from each other causing confusion between HAC and Contractors. The role of the IPM Coordinator is to have one central HAC contact to help facilitate the working relationship between the Contractor and HAC. As rodent issues are identified, HAC wants the Contractor to work with our IPM Coordinator to best determine the actions needed. As part of the Contractor's IPM, Contractors are free to propose how they, as subject matter experts, would handle the schedule of trapping/follow up and how to best dispose of trapped animals (dead or alive).

12. **Initial Inspection** – If awarded a contract under this RFP, Contractor will take the first two months to do a complete inspection of all units. If the Contractor believes they can accomplish the inspection of all units prior to the first 60 days of the contract, they are free to do so.

The intention here is for the Contractor and HAC to clearly understand the level of pests or pest infestations at all of our locations and for HAC and the Contractor to then formulate an action plan for treatments. The Contractor as a subject matter expert should be able to provide an action plan for any possible infestations discovered during this initial phase to provide to HAC. HAC will then determine how we would like to proceed. Specific instructions will then be provided to the Contractor in writing so all parties are clear on expectations going forward.

13. **Routine Inspection** – If awarded a contract under this RFP, Contractor will provide the action plan(s) as discussed above. While HAC unfortunately expects there to be infestations in many of our locations we hope others may not need that level of treatment immediately so the Contractor will need to propose in their IPM how they will routinely inspect all of our locations to ensure future infestations do not occur. The Contractor is free to suggest in their IPM how they best feel routine inspections should occur (how often and how they are tracked/reported to HAC).

14. **Emergency Inspection** - If awarded a contract under this RFP, Contractor will provide emergency inspections as requested by HAC. HAC is hopeful that the action plan jointly developed between HAC and the Contractor after the initial inspection will eliminate any and all infestations and that the routine inspections thereafter will mitigate the return of infestations. HAC is also aware that infestations may still occur at no fault of HAC or the Contractor for a variety of reasons. If HAC becomes aware of an infestation, HAC will then require emergency inspections and then services based on these inspections.

15. **Call-Back Services** – HAC envisions that routine inspections will identify units or areas that require the Contractor to come back and treat for certain pests. The Contractor will notify the IPM Coordinator that a call back service is needed based on observations made by the Contractor during routine inspections. The IPM Coordinator will note this need in the tracking documents as necessary.
16. **Unit Turnover Service** – Contractors should propose pricing (if different from other charges) to aggressively treat units that have recently become vacant due to evictions or tenant move out. HAC will want units inspected by our pest management Contractor for infestations or other pest problems and subsequently treated to eliminate these issues prior to HAC re-renting the unit in question.
17. Special Services as listed on Attachment B – Fee Submission Form could be any out of the ordinary service not specifically called out in this RFP. Each prospective Contractor may or may not have a special service they would like to propose to HAC. If the Contractor does not wish to propose a Special Service is it acceptable to populate this section with “N/A”.
18. Family Development Units as listed on Attachment B – Fee Submission Form are the apartment units at Latonia Terrace, City Heights, Academy Flats and Emery Drive that are occupied by single occupants or families.