



## District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599

202-535-1000

Tyrone Garrett, Executive Director

### ADDENDUM

**ADDENDUM NO. 2**

**ISSUE: December 4, 2019**

#### **SOLICITATION NO.: 0006-2020 PEST CONTROL SERVICES**

All Respondents shall acknowledge receipt of this addendum, sign below and return it with your proposal. **Failure to acknowledge receipt of this addendum may be cause for rejection of your proposal.** Respondents are informed that the above named solicitation is modified as follows:

The District of Columbia Housing Authority hereby issues Addendum No. 1 to **REVISE** and provide **RESPONSES** to all inquiries received in response to the subject solicitation, as referenced in Attachment A.

**All Other Terms and Conditions Remain Unchanged  
End of Addendum No. 2**

Cheryl Moore  
Contracting Officer

**ATTACHMENT A**

**Addendum No. 2  
Pest Control Services  
0006-2020**

**I. REVISIONS**

1. **REVISE SECTION A –INTRODUCTION, A.2. BACKGROUND** on page 1; paragraph 1 as follows: **(ADD sentence 2)**

DCHA’s Office of Administrative Services (OAS) is responsible for DCHA Headquarters located at 1133 North Capitol Street, NE Washington DC 20002.

2. **REVISE SECTION A –INTRODUCTION, A.2. BACKGROUND** on page 1; paragraph 2 as follows: **(Sentence 1)**

DCHA contemplates the award of two contracts for a two-year term, based upon the availability of funds, resulting from this solicitation.

3. **REVISE SECTION B – SCOPE OF SERVICES, B.5. SCHEDULED SERVICE TO BE PROVIDED FOR THE UNITS, C. DCHA INTEGRATED PEST MANAGEMENT (IPM) PROGRAM**, on page 6; paragraph 2, sentence 1 as follows: **(REVISE sentence 1 and ADD sentence 2)**

The Contractor shall inspect the location and develop a written IPM Work Plan with information and recommendations for service treatment frequency and structural and procedural modifications to aid in pest prevention. Based upon pest conditions, DCHA will identify a property IPM program for each property and DCHA Headquarters.

4. **REVISE SECTION B – SCOPE OF SERVICES, B.7. ROLES AND RESPONSIBILITIES**, A. DCHA RESPONSIBILITIES on page 10 as follows: **(ADD)**

5. Provide DCHA PMO and OAS Representatives contact information upon contract award.

5. **REVISE SECTION B – SCOPE OF SERVICES, B.19. DELIVERABLES** on page 16 as follows: **(ADD)**

<b>Within (10) days of contact award</b>	
Schedule DCHA Headquarters, Initial Inspection/ Assessment;	(10) Days of Contract Award; thereafter based upon approved IPM Plan and scheduled service
<b>Within (45) days of contract award</b>	
DCHA Headquarters Annual IPM Plan	Due within 3 days of Property Inspection

6. **REVISE SECTION B – SCOPE OF SERVICES, B.21. DCHA HEADQUARTERS** on page 18 as follows: (**ADD**)

The Contractor shall provide an initial assessment and recommend an IPM Program for DCHA Headquarters. Pest Control services shall address the interior and exterior of the property to include an initial inspection and assessment, IPM Program Plan and Treatment.

**Pests Covered**

The Contractor shall furnish all work, labor and materials (unless specifically excluded) for the management of rodents (rats and mice), crawling insects, i.e. cockroaches (all native species), ants (except carpenter and pharaoh ants), spiders, beetles, fabric and stored product moths and beetles, silverfish/firebrats, wasps, centipedes, millipedes crickets, and other household pests. Upon request additional services may be required for bed bugs, termites, birds and nuisance animals from the building and grounds. The DCHA OAS Contract Representative will request Additional Services on an as needed basis.

**Additional Services**

Additional Services shall follow Sections B.10 ADDITIONAL SERVICES and B.11 COST PROPOSALS FOR ADDITIONAL WORK.

7. **REVISE SECTION D - CONTRACT TERMS, D.2. TYPE OF CONTRACT** on page 28; paragraph 1, sentence 1 as follows:

DCHA intends to award two (2) Fixed Price contracts one (1) administered by DCHA PMO and one (1) administered by DCHA OAS for services as specified in the Scope of Services in accordance with the accepted Price Proposal.

8. **REVISE SECTION E - EVALUATION FACTORS FOR AWARD, E.3. EVALUATIONS AND SELECTION CRITERIA** on page 37 as follows:

E.3.1 Technical and Cost Evaluation Factors Maximum 155 Points

9. **REVISE SECTION G – EXHIBITS, APPENDICES & ATTACHMENTS, G.1 EXHIBITS** on page 41 as follows:

[Exhibit 1- Price Proposal](#)

10. **REVISE SECTION G – EXHIBITS, APPENDICES & ATTACHMENTS, G.2. APPENDICES** on page 41 as follows (**REPLACE**):

[Appendix I- DCHA Pest Services Property Listing](#)

## II. Inquiries/Questions and Responses

**QUESTION 1:** The bid states multiple awards will be made. How many awards are typically made or how many companies are working on the current contract?

**DCHA RESPONSE:** DCHA anticipates two (2) contract awards to a single company. One contract will be managed by DCHA Property Management Operations and one contract will be managed by the DCHA Office of Administrative Services. See Revision 7 above.

**QUESTION 2:** Is the work split equally between the companies? If not, what is typically the percentages each company works on?

**DCHA RESPONSE:** No, a single company will be awarded both contracts.

**QUESTION 3:** Can you clarify the service frequency? Under section B7 Section B 2. on page 10 it says, "Contractor(s) integrated maintenance shall include inspection and treatment in each unit during every routine pest control service. The entire unit shall be inspected and treated per federal and state regulations during this Bi-Monthly service." and on Section B.5 on page 3 states, "Service locations consist of multi-family residential properties and management offices. The residential properties (Attachment A) consist of 8,234 units and locations serviced on an as-needed basis as dictated by the property. The management and administrative buildings will require annual or as-needed visits, including treatment."

a) Is it as needed or required bi-monthly?

b) And if it's bi-monthly, does a price per treatment we submit on the pricing sheet need to include two visits?

**DCHA RESPONSE:** a) DCHA will review the initial property assessments and IPM Work Plan proposed by the Contractor to determine an approved IPM Service frequency for each property and DCHA Headquarters. See Revision 3 above. b) Respondents shall complete Exhibit 1 to propose pricing per services. DCHA will determine the service frequency as part of approving property IPM Work Plans.

**QUESTION 4:** If all or part is as needed, how many service requests do you send out each month?

**DCHA RESPONSE:** Service Request outside of IPM Work Plans cannot be provided. DCHA has recently implemented a Pest Control Team. The DCHA Pest Control Team is intended to be the primary resource to respond to property Pest Service Requests. The Contractor will be assigned Service Requests on an as needed basis and as a secondary resource. Prior to establishing the agency's Pest Control Team, historically there may be approximately fifty (50) service calls per month.

**QUESTION 5:** On B5 C 4 on page 8 - Rodent Control talks about exterior rodent stations. I didn't see a line item on the pricing for rodent stations, are those required to be provided as a part of the individual unit charge?

**DCHA RESPONSE:** DCHA will provide all exterior Rodent Control Bait Stations and anticipates being the primary source for Exterior Rodent Control. Contractor services will be ordered on an as needed basis. Please see Revision 9 above.

**QUESTION 6:** That same section also says exclusion work should be provided. I also didn't see a line item for exclusion work on the pricing proposal. Is that quoted separately as needed or expected to be provided at no additional charge?

**DCHA RESPONSE:** The DCHA Pest Control Team anticipates performing all Exterior exclusion work. Contractor Services will be ordered on an as needed basis. Please see Revision 9 above.

**QUESTION 7:** Do any of the buildings currently have exterior rodent stations? If so, do you have a list of the stations you have and will you retain those?

**DCHA RESPONSE:** Yes. Some buildings currently have exterior rodent bait stations. DCHA anticipates installing these stations at most of our properties. DCHA will retain ownership of and repair, replace and maintain all exterior rodent bait stations. Our contractor will be provided with keys and a site map showing the location and number of stations on each property when requested to service our exterior rodent program.

**QUESTION 8:** Section C 7.5 B 1. on page 21 says, "Provide details of proposed approach and plan to perform item A.3 (listed above in Organization Capability and Experience) for a period of one (1) year at the listed intervals.". Can you confirm what intervals you are looking for?

**DCHA RESPONSE:** Respondents are to detail their proposed approach and plan to provide Initial Treatment, IPM Service, Emergency, Callback and Service Calls as well as approach to overall business operations.