



MONTHLY INTEGRATED PEST MANAGEMENT SERVICES

(All apartments and common areas serviced once each month)

SCOPE OF WORK & TECHNICAL REQUIREMENTS

SECTION 1: GENERAL

Edison Housing Authority is requesting bids from experienced, professional, licensed and properly insured pest management firms for comprehensive pest management services to the apartments, common areas, and exterior grounds/building exteriors for Julius Engel Gardens property located at 1 Willard Dunham Drive, Edison, NJ and Robert E. Holmes Gardens property located at 14 Rev. Samuel Carpenter Blvd. (Weston Forbes, Wintergreen, Lyle, and Beaver Streets). See **attached maps of properties**

Copies of the Request for Proposals may be obtained by contacting Carmen Amalbert at Camalbert@edisonha.org, Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. beginning, **Friday, May 24, 2024 and must be submitted by 1:00 pm on Thursday, June 13, 2024**. This is a two-year contract that will begin **July 1, 2024 and will end June 30, 2026**.

The following information is approximate and for bid purposes only. The Contractor is required to provide services in apartments, common areas and exterior areas at least once a month and if required on an as needed basis per Management's request. The Contractor will be paid on a monthly basis and through a collaborative effort with our property manager will be required to service all units and common areas monthly.

Integrated Pest Management Requirement

The focus of these specifications and the required programs will be to implement a proactive Integrated Pest Management (IPM) program that uses the most effective but least toxic and least invasive materials and methods.

Effective IPM includes sanitation inspections and detailed reporting of these deficiencies in all apartments and common areas, then prescribing proper methods of proper sanitation practices to eliminate the main requirements (food, water and shelter) necessary to support a pest infestation. Control materials will be applied according to industry best practice IPM standards or better. The Contractor will also enforce and promote the means and methods of proper sanitation through detailed reporting and resident/staff education.

The Contractor will furnish all material, labor, tools, equipment, protective safety equipment, training, insurance, and travel required to perform the services in a professional manner as specified in the scope of work. The Contractor will provide extensive, safe, up-to-date and effective pest management procedures. The service rendered hereunder as well as materials to be used will be in accordance with all applicable federal, state and local laws, codes, rules, regulations and ordinances.

The Contractor must use all material approved by the appropriate state and local departments and agencies that regulate the sale and use of pesticide materials, the US Department of Environmental Protection, and any other governing agencies. The most effective methods and material consistent with these laws and with property rules and

regulations will be employed. The Contractor must submit Safety Data Sheets (SDS) and product labels for all materials used.

At the outset of the Contractor's service, the premises will be thoroughly inspected to determine infestations and contributing factors to those conditions in all buildings. Treatment will include but not limited to the elimination and prevention of roaches, bed bugs, water bugs, ants, spiders, ticks, millipedes, mice, rats and silverfish.

The Contractor must take all necessary precautions to protect residents, site personnel and visitors and, when appropriate or required, post caution signs and any other notification necessary to protect residents, personnel, visitors and public in general. The Contractor will be responsible for any injuries and/or damages due to negligence of its employees.

The Contractor must also move any furniture necessary to perform this work and set furniture back to its original place after work is completed. During the furniture move, the Contractor shall take necessary care to protect furniture, tenant's property, walls, and flooring. The Contractor is responsible for any damages caused by Contractor during the work or move. Residents will be responsible to perform all preparation required for proper performance of the services to be rendered. Contractors will prepare units when residents do not prepare or do not prepare properly (except preparation for bed bug treatments which is the sole responsibility of the resident).

The Contractor shall check job sites to familiarize itself with actual scope of work, access, and existing site conditions. Submittal of bid will attest to the fact that the Contractor has performed this phase of the bid. Any items overlooked will be the Contractor's responsibility.

The Contractor must obtain Management's approval of the proposed work schedule prior to starting any work. Work schedule shall include a three-hour window for Contractor to arrive on site and begin working. The Contractor must give at least one week's notice prior to starting work at any site for management to properly notify residents and staff, except for emergency services (which may be "same day" and require less than 24-hour notice). The Contractor and his/her personnel must report to the Site Manager, or Manager's designee, at the start and the end of each workday. The Contractor shall not start any work without prior approval from Management.

In this document, the terms "form" or "forms" are used to describe documents the Contractor will use for resident notification, reporting various issues, etc. We expect the Contractor to use tablets or other electronic devices for reporting, and these forms to be submitted along with the bid when and where requested in this document.

SECTION 2: PORTFOLIO INFORMATION AND CONTACTS

Bidders are required to perform site visits to familiarize themselves with each property's

specific layout and circumstances. Site visits will be coordinated by Management personnel.

(To be completed by EHA)

Site Name	Address	# of Units	Contact Name	Site Phone #

Apartment areas include the following, but are not limited to:

- Living Room
- Dining Room/Area
- Kitchen and Cabinetry
- Bathrooms
- All Bedrooms
- Hallways
- Closets, including HVAC closets
- Stairwells
- Attics
- Crawlspace/Basements

All common areas include the following, but are not limited to

- Hallways and Stairways
- Attics, Basements and Crawl Spaces
- Community Rooms
- Meeting Rooms
- Utility Rooms
- Laundry Rooms
- Manager's Offices
- Bathrooms
- Mechanical Rooms
- Boiler Rooms and Pipe Tunnels
- Locker Rooms
- Mail Rooms
- Maintenance Office and Stock Rooms
- Elevators, Pits and Penthouses
- Janitorial Closets
- Dumpster Areas

SECTION 3: SCOPE OF WORK

SPECIFICATIONS FOR PEST CONTROL SERVICES

1.0 GENERAL

1.1 DESCRIPTION OF SERVICES:

This specification is a comprehensive IPM program for the buildings and other areas specified herein and hereafter referred to as the "Facility." IPM is a process for achieving long term, environmentally sound pest control using a wide variety of technological and management practices.

Control techniques in an IPM program extend well beyond the application of pesticides to include structural and procedural modifications that reduce the food, water, harborage, and access ways used by pests. Bidders are expected to know and have experience with Best Pest Management Practices through a variety of pests relevant to this bid and beyond the immediate scope of this bid. Contractor is expected to know and implement the latest effective and efficient advances in pest management tools, equipment, and control materials.

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, inspection, reporting and treatment components of a sound IPM program. The Contractor shall continually provide detailed site-specific recommendations for structural and procedural modifications necessary to achieve pest prevention.

1.2 PESTS INCLUDED AND EXCLUDED:

The Contractor shall adequately suppress indoor populations of mice, rats, cockroaches, bed bugs, ants (including fire ants), water bugs, spiders, silverfish, and pests that primarily feed on outdoor vegetation. Populations of these pests located outside of the Facility, but on Facility grounds, are also included.

The following pests are excluded from this contract: birds, bats, snakes, and all other vertebrates other than commensal rodents; mosquitoes; subterranean and non-subterranean termites, powderpost beetles, and carpenter ants. Though excluded here, Contractor is expected to have experience and proper licensing to perform services for these excluded pests, as needed.

Individuals of the above pests (including wood destroying organisms) that are incidental invaders inside the Facility including termite alates, shall be included in these specifications.

1.3 INITIAL INSPECTION:

The Contractor shall conduct a thorough initial inspection of the buildings and grounds within ten (10) working days after issuance of notice to proceed. The purpose of this inspection is to identify problem areas, equipment and material requirements, structural defects or management practices that may be contributing to, or may soon contribute to, pest infestations.

1.4 REQUIRED LICENSES:

Bidders shall submit a copy of the state-required Commercial Pesticide Applicator Business License and copies of Commercial Pesticide Applicator licenses for every Contractor representative who will perform either on-site service or quality control inspections. States vary as to what their "Applicator" licenses are called. The intent of this section is to have commercial pest control personnel that have passed state-administered written/oral exams to show proficiency in each required pest control category below. Most often, these individuals are also authorized by the respective State to supervise other pest management employees.

Properly state-certified Commercial Pesticide Operators or Technicians working under the direct supervision of the "Commercial Pesticide Applicator" shall be permitted to service these properties. Trainees and apprentices shall not be permitted.

1.4.a The bidder shall submit at least five (5) copies of valid Pesticide Applicator Licenses of Applicators currently employed by the bidder. Applicators must be certified in the following categories: five (5) individuals in the category that includes General Structural and Household pest control; three (3) individuals in the category that includes Termites and Wood Destroying Organisms; one (1) individual certified in the category that includes Food Processing/Food Handling; one (1) individual certified in the category that includes General Public Health; one (1) individual certified in the category that includes Mosquito Control; two (2) individuals certified in the category that includes Ornamental Pest Control; and two (2) individuals certified in the category that includes Turf Pest Control.

1.4.b Additionally, a copy of the Pesticide Applicator Business license issued by the State and/or City shall also be submitted with the bid.

1.4.c Bidders shall also submit a copy of its general Business Registration Certificate required by each state as applicable.

1.5 PESTICIDE APPLICATION:

The Contractor shall not apply any pesticide product that has not been included in these specifications or approved in writing by the Facility.

1.6 STRUCTURAL/PROCEDURAL MODIFICATIONS:

Structural modifications for pest control, including the application of caulk or other

sealing materials, will not be the responsibility of the Contractor. However, throughout the life of the contract, the Contractor shall be responsible for notifying the Facility in writing about any structural, sanitary, or procedural modifications deemed necessary to eliminate pests.

1.7 CONTRACTOR PERSONNEL:

Throughout the life of the contract, all Contractors' personnel providing on-site pest control service must meet state and local requirements. These requirements are, but are not limited to, training, registration or certification as Commercial Pesticide Applicators or Commercial Pesticide Operators/Technicians (or equal, per state testing requirements).

Contractor employees will always be professional and courteous and be appropriately and neatly dressed in a company-designated uniform. The Contractor's personnel must wear proper visible identification badges/licenses, approved necessary protective clothing and safety devices as required.

The Contractor shall determine and provide additional personal protective equipment required for the safe performance of work. Protective clothing, equipment and devices shall, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used.

Vehicles used by the Contractor shall be properly maintained and presentable and have proper signage and be identified in accordance with state and local regulations.

1.8 MANNER AND TIME TO CONDUCT SERVICE:

The Contractor shall perform routine pest control services that do not adversely affect anyone's health or productivity during the Facility's regular working hours, unless otherwise requested. When it is necessary to perform work outside of the regular schedule, the Contractor shall notify the Facility at least 72 hours in advance and not proceed until a written authorization is obtained.

The Contractor shall observe all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering the building. Any restrictions associated with these special areas will be explained by the Facility. The Contractor shall adhere to these restrictions.

1.9 SPECIAL REQUESTS AND EMERGENCY SERVICE:

On occasion, the Facility may request that the Contractor perform corrective, special or emergency service(s) that are beyond routine service requests. The Contractor shall respond to these exceptional circumstances within four hours of the call

and complete the necessary work within one (1) working day after receipt of the request.

1.10 PROGRAM EVALUATION:

The Facility reserves the right to evaluate the progress of this contract regarding effectiveness and safety, and to require such changes as are necessary. The Contractor shall take prompt action to correct all identified deficiencies.

1.11 QUALITY CONTROL PROGRAM:

The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. The bidders are required to submit a copy of their quality control program along with their bids. The program must include, but not be limited to the following:

- An inspection system covering all the services stated in these specifications. A checklist used in inspecting contract performance during regularly scheduled or unscheduled inspections.
- A copy of the checklist must be attached to the bid. The name(s) and titles of the individual(s) who will perform the inspections, and the frequency of these inspections, shall be included by the bidder. The quality control inspector(s) cannot be the same technician(s) who are servicing the Facility.
- The checklist shall include every area of operation serviced by the Contractor as well as every task required to be performed. A system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the Facility inspectors point out the deficiencies.

1.12 SAFETY AND HEALTH:

All work shall comply with applicable state and municipal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.

The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work. Contractor shall hold the Facility harmless for any action on its part, or that of its employees, that result in injury, illness or death.

1.13 PAYMENT:

The Facility shall pay the Contractor for the performance of this contract in current funds, subject to additions and deductions as necessary and provided. Request for payments of the Contractor's work shall be made on a monthly basis.

1.14 QUALITYPRO AND GREENPRO CERTIFICATION:

The National Pest Management Association (NPMA), the leading organization in the pest control industry for advocating high service standards for pest management professionals (PMP), maintains certification standards for QualityPro and GreenPro Services.

These certifications are desirable in that they not only reduce the use of pesticides through adherence to specialized IPM control techniques but assure that the companies and PMP's so certified have demonstrated competence in their organization and techniques to an independent third party.

Bidders are required to submit proof of certification in the QualityPro and GreenPro programs and that the bidding company is a member in good standing.

1.15 LIST OF REFERENCES:

Bidders shall have no less than five (5) years of experience in servicing multi-family housing sites.

Bidders shall provide a minimum of five (5) current or previous customers for each of whom bidder has provided similar services of the size and scope specified herein. Each reference shall include:

- a. The name of the firm or organization
- b. Complete address of firm or organization
- c. Telephone number
- d. Name of contact person overseeing contract
- e. Contract yearly dollar volume

1.16 INSURANCE REQUIREMENTS:

Before commencing work, the Contractor shall furnish to the Facility certificates of insurance showing that the following insurance's are in force, stating policy numbers, dates of expiration, limit of liability, deductible and aggregate amounts payable there under.

Workman's Compensation and Employer's Liability insurance in accordance with the laws of the state in which the property is located.

Professional Liability insurance covering bodily injury and property damage, covering claims made at any time prior to, during, or subsequent to completion of the Contractor's services with a limit of not less than \$1,000,000 per occurrence on bodily injury and \$2,000,000 annual aggregate on property damage. The Facility shall be named as additional insured in this policy.

Insurance coverage shall include disinfecting services to the coverage limits shown above.

Automobile Liability insurance for all owned, non-owned and hired vehicles with limits of liability of at least \$1,000,000 combined single limit.

Contractor shall maintain, throughout the term of the contract, Umbrella coverage in the amount of \$2,000,000 for General Liability and Automobile coverages in all forms.

Certificate of insurance must contain a thirty (30) day written cancellation clause. A copy of said certification shall be submitted to the Facility.

1.17 NOTIFICATION OF PESTICIDE APPLICATION – LAWS AND REGULATIONS:

Bidders shall submit copies of the forms and documents they intend to use at the Facility to comply with laws regarding pesticide application notification, consumer right-to-know information sheets, and any other state or locally mandated notices or postings per state pesticide control regulations.

1.18 ON-SITE MANAGEMENT AND RESIDENT MEETINGS:

Contractor shall initiate and attend resident meetings at each site as required to educate residents about proper sanitation, pest identification and reporting, and self-help methods to minimize pest occurrences, and to discuss the quality and scope of pest control services rendered and answer resident questions regarding the services. Resident meetings shall be interesting and engaging, using PowerPoint presentations or other materials to keep residents attentive and interested. These meetings should be held regularly at a date and time agreeable to residents and management.

Contractor shall also hold regular progress meetings with management and maintenance personnel at each site.

Contractor shall hold educational training meetings for on-site staff as well, on topics relevant and appropriate to the site and area.

There shall be no additional charge for Contractor participation in these meetings.

1.19 CONSULTATION SERVICES:

Contractor shall maintain consultation services for all pest management issues contained herein. Contractor shall maintain a complete staff who are competent in coping with any pest control problems or issues. Their services shall be available every workday, and for emergencies that may arise. Contractor must also have a consulting

entomologist available when requested or required. There shall be no additional charge for these services and consultations.

1.20 PERIOD OF WORK AND TERM OF CONTRACT:

Services shall be performed as described in the specifications for a period of one full year from the date of the notice to proceed with the potential of two one-year additional options at the discretion of Management.

PEST CONTROL INSPECTIONS AND TREATMENTS

2.0 TREATMENT SPECIFICATIONS:

Site Manager, or Manager's designee, throughout the term of the contract shall monitor all pest control treatments. Performance standards as described in detail below shall be met by Contractor at all times. Management will consider accepted industry cost standards for labor and materials as a guideline in the determination of whether a bidder's proposal seems reasonable in consideration of the work specifications.

Management recognizes that effective, results-oriented pest control service in multi-family housing requires that every effort be made to access all apartments and common areas for service and that this effort is ongoing.

Contractor will make every reasonable effort to inspect and treat all apartments and common areas at each site during scheduled service visits. The coordination of this effort begins with the resident meetings, includes distribution of advance notice to residents and proactive measures up to and including knocking on all apartment doors and speaking with all available residents during the service visit to gain access to apartments.

2.0.a CHEMICAL AND MATERIAL ROTATION

As part of an intelligent IPM program, Contractor will rotate all chemicals and pest control materials every three months. Bidders shall submit their current year rotation schedule.

2.1 MAINTENANCE TREATMENT FOR COCKROACHES:

Contractor shall render pest control services as specified below a minimum of once each month.

2.1.a At least one week before the scheduled service date, Contractor shall supply written instructions for any preparation residents are expected to perform for scheduled services. It is Management's responsibility to copy and distribute notices to

residents. Bidder will submit a copy of this notice along with the bid.

2.1.b Treatments shall be rendered using the following guideline as a minimum requirement:

Treatment performed in kitchen and bathroom of each apartment and any other room specifically requested by the resident or evidencing pest issues. Contractor shall inspect each unit monthly for sanitary and pest issues, document such issues, extract live or dead roaches, body parts, egg cases, and fecal material accordingly, and reapply control materials.

- Insect extraction
- Cockroach baiting treatments
- Trapping and monitoring treatments

2.1.c Contractor shall do whatever is necessary to complete the preparation of any apartments not prepared in advance by the occupant so that the treatment is properly performed. There will be no additional charge for this service.

2.1.d Contractor will perform thorough insect extraction in kitchens and bathrooms as necessary to remove as many cockroaches, roach parts, roach droppings and egg cases as possible.

2.1.e Extraction will be accomplished using a device specifically manufactured for this purpose (e.g. Proteam, Atrix, Lil' Hummer). Bidders will submit a list of extraction devices on hand including manufacturer's model number and serial number for each machine.

2.1.f Cockroach bait placements shall be made in kitchens and bathrooms. List of cockroach baits to be used according to manufacturer's instructions:

Maxforce FC Roach Killer Bait Gel

Vendetta/Vendetta Plus Cockroach Gel Bait

Maxforce FC Select Roach Killer Bait Gel

Maxforce Magnum Roach Killer Gel Bait Dupont Advion Roach Bait Gel

Whitmire Avert PT 310

Whitmire Avert Cockroach Gel Bait Formula III

2.1.g Baiting treatments shall be performed for cockroach control and elimination. The precision of applications shall be rendered by using a bait application tool like the Bait Gun manufactured by Specialty Products, or the properly tipped syringe. All baiting treatments shall be inspected on each visit to ensure the efficacy of the treatment and the material applied. Dried or surface skimmed treatments shall be removed and re-applied as necessary to ensure effective results by the treatment.

2.1.h In addition to the above, Contractor is required to proactively inspect and identify other pest issues such as pantry pests, various mites, fleas, etc. that negatively impact the health or peaceful enjoyment of the resident's home. Remediation while in the unit is recommended, though some issues may require the resident to vacate and cannot be

handled immediately.

Pantry pest issues can be handled while in the unit and inspection of all goods in cabinets, pantries and cupboards will be done as well as trashing of infested goods (with resident permission) and vacuum extraction of all shelving, countertops, flooring, etc. to remove all stages of the pantry pest.

2.1.i Contractor is available to remedy any and all complaints that occur between regularly scheduled service visits, usually within 24 - 48 hours of receipt of the complaint from the Facility.

2.2 CORRECTIVE TREATMENT FOR COCKROACHES (CLEAN OUT)

There are situations where cockroach issues cannot be controlled by preventive maintenance inspections and treatments. In these instances, corrective treatments are required.

At times, these corrective treatments must be performed in all apartments and common areas. When this is necessary, the following protocols shall be followed:

- When required and approved in advance by the Facility, these building-wide treatments shall be fully guaranteed for ONE YEAR from the date of completion of the cleanout treatments.
- Call back services during the guarantee period shall be at no additional charge, regardless of frequency required to maintain a pest-free environment acceptable to Management.
- Corrective Treatments shall be performed upon specific written authorization and approval from management.

2.2.a Contractor shall coordinate and hold resident meetings at least two weeks prior to initial service treatment to familiarize residents with Contractor and Contractor's pest control procedures, required resident preparation, and to answer any questions or concerns posed by residents.

2.2.b The Contractor shall supply ample copies of written instructions for any preparation that is necessary to be performed by residents at least one week before the scheduled service date. Bidders shall include a copy of these instructions with the bid.

2.2.c Treatments shall be rendered using the following guideline as a minimum requirement:

- Treatment performed throughout entire unit including all resident furniture and belongings
- Insect extraction
- Crawlspace/attic treatments
- Ceiling and wall void dusting treatments
- Cockroach baiting treatments
- Trapping and monitoring treatments

2.2.d The Contractor shall do whatever is necessary to complete the preparation of any units not prepared in advance by the occupant so that the treatment is properly performed. There will be no additional charge for this service.

2.2.e Contractor will perform thorough insect extraction in each room of every apartment and throughout all cabinetry in order to remove as many cockroaches, roach parts, roach droppings and egg cases as possible.

2.2.f Extraction will be accomplished using a device specifically manufactured for this purpose (e.g. Proteam, Atrix, Lil' Hummer).

COCKROACH BAIT PLACEMENTS DURING INITIAL CLEANOUT:

The Contractor shall thoroughly treat each unit with the baits listed below according to manufacturer's instructions:

2.2.g The Contractor shall use the following baits in no less than 150 areas throughout each unit according to manufacturer's instructions. Alternative bait materials require prior authorization from Management.

- Maxforce FC Magnum Roach Killer Bait Gel
- Vendetta Plus Cockroach Gel Bait
- Maxforce FC Select Roach Killer Bait Gel
- Advion Roach Bait Gel
- Whitmire Avert PT 310
- Whitmire Avert Cockroach Gel Bait Formula III
- NyGuard Insect Growth Regulator placements
- Maxforce FC Roach Killer Bait Stations

2.2.h Bidder must submit a detailed list of the areas where baits will be used along with the bid. Baiting treatments shall be performed for cockroach control and elimination. The precision of applications shall be rendered by using a bait application tool like the Bait Gun manufactured by Specialty Products.

2.2.i Additionally, silica gel dust (Cimexa, or equal) shall be used for all cabinet/wall void treatments throughout each unit. For drywall, Contractor shall make ¼" holes using a drill directly above baseboards in each room at intervals of 14 to 16 inches so that the void space between each set of studs is treated. For plaster or concrete walls, Contractor shall treat voids through accessible openings: minimally all switch and outlet boxes, heating line penetrations, water line and sanitary line penetrations and any other available opening or defect.

2.3 COMMON AREA AND EXTERIOR RODENT CONTROL:

NOTE: "First generation" anticoagulant rodenticides such as warfarin, diphacinone, and similar products shall not be used in any building or grounds.

Acceptable rodenticides include, but are not limited to: Contrac, Final, Victor Multi-Kill, and Generation.

2.3.a Common Areas:

Contractor shall maintain tamper-resistant rodent bait stations with openings that accommodate mice and rats every 20 linear feet along the perimeter of every common area room under lock and key in all basements and/or main floors. This includes all electrical and utility rooms, maintenance rooms, compactor rooms, storage rooms, crawlspaces, etc. except those where residents have regular access (community rooms, management office, laundry rooms, bike rooms, play rooms, etc.)

In rooms where there is reasonable cause to assume that resident activity may occur, weighted stations must be used (Protecta Evo Express or similar) and placed out of plain sight and in inaccessible areas.

All bait stations shall be labeled to comply with state and local law and document the type of bait used, active ingredients, date of service and inspection and the pest control technician performing the inspection.

A minimum of two (2) anticoagulant weather blocks shall be placed in each bait station and these shall be inspected and replaced as often as necessary to maintain fresh bait (minimally at each regularly scheduled service visit) or eliminate an existing rodent problem. In buildings that have American or Oriental cockroach (water bug) issues, granular insecticide bait (Niban, Propoxur 2%, or equal) shall be added inside the rodent baiters.

2.3.b Exterior:

Where rodent evidence is found, Contractor shall install Aegis RP Bait Stations or Protecta Evo Express Bait Stations (exterior tamper resistant rodent bait stations) every 20 feet around the perimeter of each building as geography, available food and water sources, and rodent activity dictate. The stations shall be labeled according to applicable laws and regulations and maintained like the interior bait stations.

Exterior stations must be installed according applicable laws and regulations in such a way as to reasonably prevent anyone from tampering with the stations. Contractor must submit a diagram with this bid showing the proposed method of installation of exterior bait stations.

Under no circumstances shall any bait remain in any bait station longer than 30 days without being replaced.

When bait shyness or other bait acceptance problems develop in areas where rodent activity is present, Contractor shall remove the bait from those stations and pre-bait each station with acceptable foodstuffs every other day for one week or until rodents are entering stations consistently and accepting the pre-bait materials.

Thereafter, the Contractor shall switch back to rodenticides the following day.

Contractor shall re-inspect the stations in two days to assure acceptance of the bait material. If the baits have been accepted, Contractor shall replenish the bait and resume normal service visits. If not, Contractor shall repeat the pre-baiting program as described herein until acceptance is acquired.

2.4 RODENT CONTROL IN APARTMENTS:

2.4.a RODENT TREATMENTS DURING SCHEDULED MONTHLY SERVICE VISITS

As requested by management or residents during or before scheduled service visits, Contractor will perform rodent treatments as part of the scheduled monthly service treatments.

Adjacent Units:

Prior to the service visit, Contractor shall coordinate with site management to identify units that are immediately adjacent to any unit complaining of mice. Mouse treatments will be performed in the unit directly above, below, and to each side of the problem unit. There will be no additional charge for these treatments because they are included as part of the monthly service scope of work.

Treatments shall include the following rodent control procedures:

- Inspection of entire unit to assess and document sanitary issues, holes and defects allowing rodent access, and any other contribution factors to the rodent issue.
- Contractor will extract any dead rodents and all rodent droppings and evidence.
- Place two rodent bait place packs in each apartment, or tamper-resistant bait stations appropriately labeled and baited with rodenticides. One place pack/station shall be placed behind the kitchen stove and the other placed behind the refrigerator. Contractor shall pull out appliances to accomplish this, and then replace them.
- Opportunity shall be given to any residents that are home during treatment to clean any debris from these areas before appliances are replaced. If resident is not home or cannot do it, Contractor will sweep out or extract and discard any debris present behind or under the appliances at no additional charge.
- Treat wall voids using rodenticidal dust (ZP Tracking Powder or equal) through accessible openings: minimally all switch and outlet boxes, heating line penetrations, water line and sanitary line penetrations, cable line penetrations, and any other available opening or defect.
- Contractor shall place a minimum of two (2) glue traps in each apartment as well to monitor rodent activity, one each behind the stove and refrigerator.
- At no time will any bait material, glue traps, or dust be visible or available to adults, children, or pets. If the appliance is situated so that a person or pet can reach the bait or glue trap, the Contractor will document this as reason why bait and glue traps were not placed behind the appliance.
- Snap traps shall never be used in homes or apartments.

2.4.b CORRECTIVE RODENT TREATMENTS (CLEAN OUT)

Corrective treatments shall be performed upon specific written authorization and approval from management. These treatments will require two service visits a week to 10 days apart. Treatments shall include the following rodent control procedures:

- Inspection of entire unit to assess and document sanitary issues, holes and defects allowing rodent access, and any other contribution factors to the rodent issue.
- Contractor will extract any dead rodents and all rodent droppings and evidence.
- Place two rodent bait place packs in each apartment, or tamper-resistant bait stations appropriately labeled and baited with rodenticides. One place pack/station shall be placed behind the kitchen stove and the other placed behind the refrigerator. Contractor shall pull out appliances to accomplish this, and then replace them.
- Opportunity shall be given to any residents that are home during treatment to clean any debris from these areas before appliances are replaced. If resident is not home or cannot do it, Contractor will sweep out or extract and discard any debris present behind or under the appliances at no additional charge.
- Wall voids throughout each unit shall be dusted with a rodenticidal dust (ZP Tracking Powder, or equal). For drywall, Contractor shall make ¼" holes using a drill directly above baseboards in each room at intervals of 14 to 16 inches so that the void space between each set of studs is treated. For plaster or concrete walls, Contractor shall treat voids through accessible openings: minimally all switch and outlet boxes, heating line penetrations, water line and sanitary line penetrations and any other available opening or defect.
- Contractor shall place a minimum of two (2) glue traps in each apartment as well to monitor rodent activity, one each behind the stove and refrigerator.
- At no time will any bait material, glue traps, or dust be visible or available to adults, children, or pets. If the appliance is situated so that a person or pet can reach the bait or glue trap, the Contractor will document this as reason why bait and glue traps were not placed behind the appliance.
- Snap traps shall never be used in homes or apartments.

2.4.c A follow up treatment to all apartments and common areas will be performed approximately a week to ten days after the initial treatment and will include all items in Section 2.4.b. Use of existing stations from the first treatment is acceptable, but bait and glue traps must be replaced.

2.5 RESIDENT AUTHORIZATION FOR RODENT TREATMENTS

Prior to the treatment date Contractor shall arrange for resident authorization forms to be distributed to each resident apartment for signature. These forms should include:

- all right-to-know information regarding rodenticides used

- safe practices including that no adult, child or pet should touch or move any of the materials placed by the Contractor
- emergency contact phone numbers for poisonings

Since rodenticides are to be rotated each quarter, Contractor will need to arrange for distribution and signature for each service visit when products are rotated.

Additionally, new authorizations will be required for new move-ins and resident relocations within the Facility housing. The Contractor will supply an ample number of the required forms to the manager who will in turn ensure that the document is signed by the resident at the time of move in or transfer.

Bidders shall supply a copy of the proposed authorization form along with their bid.

3.0 CONVENTIONAL CHEMICAL-BASED BED BUG INSPECTIONS AND TREATMENTS:

Management requires that bidders are able to perform bed bug elimination treatments using two distinct methodologies.

The first method, using pesticides, is detailed in items 3.0 to 3.8 inclusive.

The second method is a green alternative and is detailed in Items 3.9 to 3.13 below. This second method requires the use of whole-room heating devices, also known as heat treatments or Thermal Remediation®.

Successful bed bug eradication can only be achieved by using a complete and thorough program coordinated by the pest control Contractor. Management realizes that the experience and expertise of the pest control Contractor must be relied upon.

Bidders must demonstrate their competence in successfully eliminating bed bug infestations in multi-family housing environments.

Bidders will submit a separate list of three multi-family housing references where bidder has successfully eliminated bed bug infestations. Each reference shall include:

- a. The name of the firm or organization
- b. Complete address of firm or organization
- c. Name of contact person overseeing contract
- d. Telephone number of contact person
- e. How many units in each building were treated for bed bugs and the treatment dates.

The Conventional bed bug elimination process will include the following:

- Inspection of the entire room in all rooms including all harborage areas such as (telephone jacks, headboards, mattress/box spring, closets, etc.).

- Residual Spray Treatment
- Crack & Crevice Treatment
- Wall Void/Cavity using B&G Portable Aerosol System (PAS) Treatment
- Wall Void/Cavity Dusting Treatment
- Cryonite Freezing Process (as alternative non-chemical spot treatment to be used on wheel chairs, walkers, and other medical equipment.)
- Steam Treatment Process (as alternative non-chemical spot treatment to be used on wheel chairs, walkers, and other medical equipment.)
- Extraction of live and dead bed bugs, cast skins, and eggs

3.1 BED BUG INSPECTIONS

3.1.a Contractor shall create a comprehensive inspection form detailing all areas and aspects of apartments that will be inspected. The form shall be completed for each unit and/or common area inspected and the inspector shall note that each specific area was inspected and whether or not bed bug evidence was found. Upon completion of the inspections, Contractor will submit completed forms to the Site Manager, or Manager's designee. Written documentation of inspection findings and results will be expected at the end of each day's inspections. Bidder will submit a copy of the proposed inspection form with their bid.

3.1.b Canine Assisted Bed Bug Scent Detection Inspections. When requested by Management, Contractor shall perform canine bed bug scent detection inspections using an experienced canine/handler team that has worked consistently together for at least 3 years in multi-family housing. Contractor shall submit proof that it employs such a team or teams.

Arrangements will be immediately made to begin the bed bug treatment process for all apartments that exhibit bed bug evidence.

3.2 CONVENTIONAL CHEMICAL-BASED BED BUG TREATMENTS

3.2.a The bed bug eradication process will be performed in as many as four phases:

- Initial Intensive Treatment
- Follow Up Treatment
- Quality Control Inspection
- Follow Up Treatment (if bed bug evidence is found during the quality control inspection).

3.2.b Treatment Specifications

Contractor will treat all places where bed bugs are, or may be, hiding. At a minimum, the Initial Intensive Treatment will be provided to the following areas in each apartment and common areas. Follow Up Treatments will be provided to all areas that continue to exhibit bed bug activity:

- Bed bugs and bed bug evidence will be physically removed using an insect

extraction device.

- All cracks, hollow framework and springs of bed frames will be thoroughly treated.
- The interior and undersides of bureaus, dressers, nightstands will be treated.
- The interior and undersides of furniture throughout the apartment including tables, chairs, couches, sofas, etc. will be treated.
- Wheelchairs, mobility devices, medical/hospital beds, etc. shall remain inside the units to be treated on the service dates. Management will make arrangements to have a wheelchair or other mobility device available for any resident that needs it. Once the treatment process is completed on each service date, Contractor will inspect and treat as needed any mobility device loaned to the resident.
- Upholstered furniture will be treated in a manner similar to bedding.
- Wall voids and cavities throughout the apartment will be dusted.
- Building common area doorways, hallways, cable/phone/security conduit, maintenance and management rooms, resident gathering areas, etc. will be treated.

During the treatment, Contractor employees must remove sheets, blankets, pillows, cushions, personal belongings, etc. to expose areas for proper treatment. Additionally, dresser and/or nightstand drawers must be removed as well.

All drawers that Contractor removes will be placed back by Contractor. Pillows, bedding coverings and other accessories may not be placed back if these items are better left out until treated locations cure after treatment.

BEDROOMS:

Mattress, box spring, bed frame, walls (peeling paint, joint cracks), wallpaper seams, wall hangings, windows and window ledges, baseboards, closet including closet shelf, bureaus, dressers and nightstands including interior and drawers, wooden floorboards, door casings, carpet edges, stuffed animals, decorative pillows, toys, outlets and switches, heater pipe holes, top and bottom of baseboard heater cover, vent covers, light fixtures/lamps, smoke alarms, other open holes or defects.

Mattress and/or box spring encasements shall be recommended when specific circumstances arise: mattress has holes or other defects that allow bed bugs to enter inside the mattress, or the mattress or box spring are so contaminated with bed bug staining that future inspections will be hampered by not being able to distinguish old staining from new activity. When required, only Mattress Safe® or Protect-A-Bed® encasements will be used. These have been tested and proven to work as advertised.

LIVING ROOM/DEN:

Couch and sofa upholstery, cushions and pillows, underside of chairs, walls including peeling paint, joint cracks, wallpaper seams, wall hangings, windows and window ledges, baseboards, wooden floorboards, door casings, carpet edges, stuffed animals, decorative pillows, toys, outlets and switches, heater pipe holes, top and

bottom of baseboard heater cover, vent covers, light fixtures/lamps, smoke alarms, other open holes or defects.

KITCHEN/DINING AREA:

Appliances, cabinets (seams, cracks and kickplates), underside of table and chairs, gas line (or hard-wired electrical line) behind stove, water and drain line penetrations under the sink, outlets and switches, heater pipe holes, top and bottom of baseboard heater cover, vent covers, light fixtures/lamps, smoke alarms walls including peeling paint, joint cracks, wallpaper seams, wall hangings, windows and window ledges, baseboards, door casings.

BATHROOM(S):

Water line penetration at the commode, water and drain line penetrations under the sink, outlets and switches, heater pipe holes/top and bottom of baseboard heater cover, vent covers, light fixtures/lamps, smoke alarms, walls including peeling paint, joint cracks, wallpaper seams, wall hangings, windows and window ledges, baseboards, door casings.

HALL CLOSETS:

Telephone or cable line penetrations, walls including peeling paint, joint cracks, wallpaper seams, baseboards, door casings.

COMMON AREAS:

Compactor Room: inside compactor, defects in floors or walls, outlets and switches, heater pipe holes/top and bottom of baseboard heater cover, vent covers, light fixtures, door casings.

Management Office: outlets and switches, heater pipe holes/top and bottom of baseboard heater cover, vent covers, light fixtures/lamps, smoke alarms, walls including peeling paint, joint cracks, wallpaper seams, wall hangings, windows and window ledges, baseboards, door casings.

Community Room: underside of tables and chairs, vending machines, outlets and switches, heater pipe holes/top and bottom of baseboard heater cover, vent covers, light fixtures/lamps, smoke alarms, walls including peeling paint, joint cracks, wallpaper seams, wall hangings, windows and window ledges, baseboards, door casings.

Recycle Area: defects in floors or walls, recycle containers, baseboards, door casings, outlets and switches, heater pipe holes/top and bottom of baseboard heater cover, vent covers, light fixtures/lamps, smoke alarms, walls including peeling paint, joint cracks, wallpaper seams.

Hallways: carpeting seams, baseboards, cable line conduit, compactor closets on each floor, including the chute access door, walls including peeling paint, joint cracks, wallpaper seams, baseboards, apartment or common area door casings, slop sink rooms, laundry rooms, other utility rooms, floors on which there is bed bug

evidence in hallway

Stairwells: heating pipes where they enter the floor or wall

Bidders must submit a copy of the Initial Intensive Treatment Form, and the Follow Up Treatment Form they intend to use.

3.3 TREATMENT PREPARATION FORMS

Prospective bidders must show competence in coordinating the bed bug elimination effort. To do this, not only must the bidder have a top-notch treatment program in place, but the bidder must have the ability to coordinate, control and report properly.

3.3.a. Resident Preparation for Treatment

Bidders must submit a copy of the preparation instructions that will be distributed to residents at least one week prior to treatment date.

3.3.b. Management/Maintenance Preparation for Treatment

Bidders must submit a copy of the preparation instructions that will be distributed to management and maintenance personnel at least one week prior to treatment date.

3.4 QUALITY CONTROL INSPECTIONS

After the Initial and Follow Up Treatments, Contractor will return to the site a third time to inspect all places where bed bugs may still be hiding. For this purpose, Contractor shall use an inspection form pre-approved for use by Facility management.

As part of their proposal, Bidders must submit a copy of the Quality Control Inspection Form they intend to use.

3.5 FOLLOW UP TREATMENTS

It is understood that additional Follow Up Treatments (over and above the treatment process included herein) required as a result of the Quality Control Inspection findings will be performed for the prices quoted in Price Sheets for items in Specification Section 3.2. Contractor must have management authorization to perform these additional treatments.

3.6 BED BUG PRODUCTS AND MATERIALS

Bidders will also submit a list of the products and materials they intend to use in the course of performing the bed bug work.

3.7 CRYONITE DEVICES

In keeping with proper tenets of an IPM program, Contractor will be required to use Cryonite devices as part of the non-toxic, non-pesticide aspect of bed bug elimination. Contractor should have at least five (5) Cryonite devices on hand at all times. As proof of equipment availability, bidders will submit the serial numbers and model numbers of the specific units owned/purchased.

3.8 STEAM MACHINES

In keeping with proper residents of an IPM program, Contractor will be required to use steam machines as part of the non-toxic, non-pesticide aspect of bed bug elimination. Contractor should have at least five (5) steam machines on hand at all times. As proof of equipment availability, bidders will submit the serial numbers and model numbers of the specific units owned/purchased.

3.9 BED BUG ELIMINATION USING HEAT TREATMENTS

Management acknowledges the benefits of assimilating green pest management techniques into our overall pest control program. Of all the available methodologies, heat treatments offer the following benefits not available with any other treatment method:

- Heat is non-chemical and reduced pesticide use also reduces the risk of danger from exposure to toxins.
- Heat is the only non-chemical means of eliminating bed bugs throughout an entire space all at once.
- All bed bugs are killed in a single, one day treatment.
- No disposal or removal of furniture required.
- Elevated room temperature has no persistent effects.
- Entire process completed in a single day.
- Minimal preparation compared to conventional treatments.
- Greatly reduced negative environmental effects
- Limited disruption of peaceful quiet enjoyment of premises
- Shorter re-entry times compared to conventional treatments.

Bidders must demonstrate their competence in successfully eliminating bed bug infestations in multi-family housing environments using whole-room thermal equipment.

Heat "chambers" that micro-manage belongings do not fulfill this requirement.

The problem unit and everything that remains in it must be treated in place. Management will not allow any potentially bed bug infested belongings to be removed from the apartment to an outdoor heating chamber.

Bidders will submit a separate list of three multi-family housing references where bidder has successfully eliminated bed bug infestations using whole-room thermal

elimination methodology. Each reference shall include:

- a. The name of the firm or organization
- b. Complete address of firm or organization
- c. Name of contact person overseeing contract
- d. Telephone number of contact person
- e. How many units in each building were treated for bed bugs and the treatment dates.

3.10 THE HEAT TREATMENT PROCESS: BEFORE, DURING AND AFTER

At least one day prior to the Heat Treatment, Contractor shall visit the site to work out the logistics of properly performing the treatment including:

- Parking for trailer and treatment vehicles
- Inspection of problem unit to determine if unit is ready for treatment. If not, Contractor will finish the preparation if minimal preparation is required for completion of the treatment.
- Physical inspection of all adjacent units and common areas (immediately above, below, to the left and to the right of the problem unit) to determine if bed bug activity has spread from the problem unit and to speak to residents of adjacent units about the pending follow up visits.
- Becoming familiar with the space and the particular items that may affect the process including vents, doors, windows, sprinkler heads and heat sensors.
- Determine how and where heat equipment will be used during the treatment.

On the date of service, Contractor shall perform or be aware of the following:

- Wheelchairs, mobility devices, medical/hospital beds, carriages or strollers, cell phone cases, etc. shall remain inside the units to be treated on the service dates. Management may arrange to have a wheelchair or other mobility device available for any resident that needs it. Once the treatment process is completed on each service date, Contractor will inspect and treat as needed any mobility device loaned to the resident.
- Contractor will provide at least two certified technicians to perform the heat treatment service. These technicians must be licensed pest management professionals in addition to being thoroughly trained in the use of the thermal remediation equipment.
- Inspection of the entire apartment including all harborage areas such as (telephone jacks, headboards, mattress/box spring, closets, etc.). During the inspection, Contractor personnel will extract any live or dead bed bugs, eggs, or cast exoskeletons found.
- In units where there are sheetrock walls, make access holes above baseboards every 14 – 16 inches around the perimeter of all rooms and treat all wall voids using the B&G Portable Aerosol System (PAS).
- Bidders will supply model and serial numbers of the PAS equipment they own and certify that the equipment is working properly.

- In rooms where there are concrete, plaster or block walls, and dusting access holes cannot be made, site Maintenance personnel will remove switch plates and wall outlet covers, dust inside these areas with Cimexa, or equal, then replace the switch and outlet covers upon completion of treatment.
- Place a residual spot spray barrier around the perimeter of each room.
- At no time will the Contractor use any residual pesticide material, regardless of toxicity rating, on the surface or sides of mattresses, couches, chairs, recliners, or any other surface people come in frequent direct contact with.
- Placement of temperature sensors throughout unit to be treated. A minimum of 12 sensors will be used for studio apartments, 24 or more sensors will be used for all other units regardless of unit size.
- Equipment will be moved into the space as necessary and appropriate, and set up for treatment.
- Treatment shall be staged room by room, so that at least two heaters and fans are used in each bedroom, the kitchen/dining area, and the living room. Separation air walls may be required in many cases to contain the heat to a room or area.
- Contractor shall bring its own power source in the form of generators to adequately power the heating units.
- Electrical service at 110v shall be provided by the site for the Contractors convenience, but will not be used to power any heat generating equipment.
- Contractor will set up a Command Station near the area to be treated to monitor all temperature sensors and the treatment progress.
- When the temperature inside the heated room reaches about 95°F, bed bugs will come out of cracks and crevices and begin moving around. Contractor personnel will re-enter the unit and will use HEPA filtered extraction devices to remove these populations. The extraction device will be left in the heated space to assure that lethal temperature is reached in the device. Residual crack and crevice aerosol material shall be used according to the product label in any area bed bugs were extracted.
- All pest management applicators must be properly trained and certified to work in these high temperature environments. Safety is the prime concern.
- When lethal temperatures (125 to 135°F) are reached, Contractor will:
 - move all mattresses and box springs to stand them up on their sides.
 - move heavy furniture away from the walls.
 - tip up sofas and chairs as needed
 - flush the toilets occasionally to prevent wax rings on toilet mounts from melting.
 - Continue to extract and spot treat with crack & crevice aerosol as appropriate.
- Re-enter all adjacent units and adjacent common areas to inspect for bed bug activity.
- Contractor will perform detailed bed bug inspections in all units adjacent to the problem unit and report the current status of these units as part of the

written documentation for the bed bug treatment. All adjacent units will be inspected during all follow up visits as well.

- By the completion of the treatment and inspections of adjacent units, there will be no visible live or dead bed bugs, cast exoskeletons or eggs that have not been extracted and removed from these units.

There will be at least four (4) Follow Up Visits after the treatment date. During each follow up visit:

- All problem and adjacent units will be inspected one week after the treatment for bed bug activity. Extract any bed bugs or evidence found and spot treat with liquid residual material or crack & crevice material as appropriate.
- All problem and adjacent units will be inspected two weeks after the first follow up visit for bed bug activity. Extract any bed bugs or evidence found and spot treat with liquid residual material or crack & crevice material as appropriate.
- All problem and adjacent units will be inspected two weeks after the second follow up visit for bed bug activity. Extract any bed bugs or evidence found and spot treat with liquid residual material or crack & crevice material as appropriate.
- All problem and adjacent units will be inspected 30 days after the third follow up visit for bed bug activity. Extract any bed bugs or evidence found and spot treat with liquid residual material or crack & crevice material as appropriate.

3.11 TREATMENT PREPARATION FORMS

Bidders must show competence in all aspects of bed bug thermal remediation including the ability to coordinate, control and report properly.

3.11.a Resident Preparation for Treatment

Bidders must submit a copy of the preparation instructions specific to preparation for the heat treatment that will be distributed to residents at least one week prior to treatment date.

3.11.b Management/Maintenance Preparation for Treatment

Bidders must submit a copy of the preparation instructions specific to preparation for the heat treatment that will be distributed to management and maintenance personnel at least one week prior to treatment date.

3.11.c Bidders will have the capacity to perform bed bug preparation services for an additional fee and will submit detail regarding its preparation services as part of this bid, including pricing. In many cases, bed bug preparation service can include all preparation work residents are normally required to do.

3.12 QUALITY CONTROL INSPECTIONS

After the heat treatment, Contractor will return to the site at least four times to inspect all places in the problem unit, adjacent units, and adjacent common areas where bed bugs may still be hiding. Contractor will be expected to randomly perform Quality Control Inspections on their staff while working in the field. For this purpose, Contractor shall use an inspection form pre-approved for use by Facility management.

As part of their proposal, Bidders must submit a copy of the Quality Control Inspection Form they intend to use.

3.13 HEAT TREATMENT EQUIPMENT REQUIREMENT

Bidders shall submit model and serial numbers of all thermal remediation equipment owned by Contractor. The Equipment list must include all items required in the heat treatment set-up, and Contractor is expected to keep and maintain in excellent working order at least two complete set-ups including but not limited to:

- Two trailers with 460V diesel generators
- heating units (minimum of eight units)
- 12 heat dispersal fans
- Eight 75-foot electrical supply cables
- All sundry equipment.

3.14 HEAT TREATMENT GUARANTEE

Contractor will guarantee bed bug elimination when heat treatments are used. The guarantee period will continue for 60 consecutive days after the date of treatment. After the series of four follow up inspections, extractions and spot treatments are completed, if live bed bugs or evidence of bed bug bites are found in the treated apartment during the guarantee period, Contractor will return as often as necessary at Contractor's own expense to re-treat for bed bugs until the problem is solved to the satisfaction of Management.

Additionally, Management may require an additional heat treatment process to be performed at no additional cost to the site.

4.0 ADDITIONAL SERVICES

Contractor will be expected to have that capacity, knowledge, licensing, insurance, equipment and staffing to perform the following services on an as-needed basis and should not consider the itemization below to include all possible pest situations that may arise.

4.1 Disinfecting. Contractor must be able to perform disinfecting services for coronaviruses and certain other disease agents, viruses, and pathogens that can be treated through the application of a disinfecting agent.

4.2 Exterior Power Spray Treatments. Contractor must be able to perform exterior power spray treatments as service against many types of ants, nuisance pests, spiders, flying insects attracted to light. Equipment must be able to effectively treat tree canopies.

4.3 Exterior Residual Spray Treatments. Treatment to localized areas, such as around doorways, windows and exterior lights mounted on buildings as service against many exterior pests.

4.4 Exterior Granular Bait or Insecticide Treatment. Treatment at times performed to landscaped or improved areas and lawns around and immediately adjacent to building perimeters as service against nuisance pests, including ants.

4.5 Termite Pre-Treatment and Post Treatment. Contractor may be required to perform wood destroying insect/organism inspections and treatments to new construction sites and existing structures. Wood destroying insects include termites, carpenter ants, powderpost beetles and various wood destroying organisms.

4.6 Stinging Insect Hive Treatment and Removal. For all types of stinging insects in all locations on the property including at various heights as required.

4.7 Fire Ant Treatment. Treatment to mounds and grounds as appropriate.

5.0 REPORTING AND SANITATION INSPECTIONS:

At every service visit, regularly scheduled or unscheduled, Contractor shall provide reports to management that details all relevant pest control related conditions in each apartment and all common areas including specific sanitary deficiency details, access issues if any, pests treated for, degree of pest problem, remedial actions and materials used, and recommendations. Bidder must submit copies of these reports, which will show what type of documentation will be made available.

All reports generated by the Contractor will be in digital format, produced and completed while on site and emailed to the site manager and other management representatives as required before leaving the site.

5.1 RODENT SURVEYS

Whenever rodent problems occur, the Contractor shall perform a thorough inspection of the site, including buildings and grounds, to ascertain the cause of the rodent problem and to detail a solution. The survey shall be submitted in writing and shall include photographs of any defect that contributes to the problem along with explanations as to why this defect is problematic and the action necessary to cure it. There will be no additional charge for this service.

6.0 BASIS FOR AWARD

Failure to include any of the required documents or submittals requested by these specifications or unrealistic bid amounts for any item in the bidder's Price Sheet below will be grounds for considering the bid unresponsive.

Bids will be evaluated and considered based on the following criteria:

- a. Past performance history in providing similar services.
- b. Submittals required by these specifications, including all documentation requested in **Appendix A- Certification Checklist**
- c. Price.

REQUIRED SUBMITTALS LIST

<i>Specification Section</i>	<i>Submittal</i>
Section 3, Item 1.4.a	Copies of Commercial Pesticide Applicator licenses for appropriate number of applicators and categories
Section 3, Item 1.4.b	Copy of Pesticide Business License
Section 3, Item 1.4.c	Copy of State Business Registration Certificate
Section 3, Item 1.11	Copy of Quality Control Program, including checklist
Section 3, Item 1.14	Proof of QualityPro and GreenPro Certification
Section 3, Item 1.15	Five references for similar services
Section 3, Item 1.16	Copy of insurance certificates showing \$1,000,000 General Liability and \$1,000,000 Auto, and \$2,000,000 Umbrella
Section 3, Item 1.17	Copy of Consumer Information Sheet and other state required notification information
Section 3, Item 2.0.a	Current year chemical rotation schedule
Section 3, Item 2.1.a	Copy of Resident Preparation Instructions for Scheduled Services
Section 3, Item 2.1.e	List of Extraction Devices including model and serial numbers
Section 3, Item 2.2.b	Copy of Resident Instructions for Cockroach Corrective Treatment
Section 3, Item 2.2.h	List of 150 areas to bait in apartments
Section 3, Item 2.3.b	Diagram for exterior rodent bait station installation method
Section 3, Item 2.5	Copy of rodent treatment Right-to-Know Authorization form
Section 3, Item 3.0	List of Bed Bug Treatment References
Section 3, Item 3.1.a	Copy of Bed Bug Inspection Form
Section 3, Item 3.1.b	Proof of experienced canine bed bug scent detection team
Section 3, Item 3.2.b	Copies of Initial Intensive Treatment Form and Follow Up Treatment Form
Section 3, Items 3.3.a & 3.3.b	Copy of Resident Preparation Instructions for Bed Bug Treatment and copy of Management/Maintenance Preparation Instructions for bed bug Treatment
Section 3, Item 3.4	Copy of Quality Control Inspection Form for Bed Bug treatments
Section 3, Item 3.6	Products and materials list for bed bug treatments
Section 3, Item 3.7	Serial and model numbers for at least five (5) Cryonite devices owned by bidder company.

Section 3, Item 3.8	Serial and model numbers for at least five (5) steam machines owned by bidder company.
Section 3, Item 3.9	Three (3) heat treatment references
Section 3, Item 3.10	Model and serial numbers of the B&G Portable Aerosol System (PAS) equipment owned and certify that the equipment is working properly.
Section 3, Item 3.11.a	Copy of heat treatment preparation instructions for residents
Section 3, Item 3.11.b	Copy of Management/Maintenance preparation instructions
Section 3, Item 3.11.c	Information on Bed Bug Preparation Services Offered by Bidder
Section 3, Item 3.12	Quality Control inspection form for heat treatments
Section 3, Item 3.13	Equipment list for heat treatments with model/serial numbers
Section 3, Item 5.0	Sample of report to document all pest related conditions in apartments

Monthly Integrated Pest Management Services Bid Sheets

PRICE FOR CONTRACT YEAR

Site Name	Monthly Maintenance Cost	Annual Maintenance Cost		

Please complete these price sheets based on the attached specifications.

1. Corrective Treatment for Cockroaches (Clean Out) per Section 3, Items 2.2.a through 2.2.i

\$ _____ per Studio apartment

\$ _____ per 1 Bedroom apartment

\$ _____ per 2 Bedroom apartment

\$ _____ per 3 Bedroom apartment

\$ _____ per 4 Bedroom apartment

\$ _____ per 5 Bedroom apartment

\$ _____ per Townhouse or Duplex

2. Corrective Rodent Treatments (Clean Out) per Section 3, Items 2.4.b and 2.4.c

\$_____ per Studio apartment

\$_____ per 1 Bedroom apartment

\$_____ per 2 Bedroom apartment

\$_____ per 3 Bedroom apartment

\$_____ per 4 Bedroom apartment

\$_____ per 5 Bedroom apartment

\$_____ per Townhouse or Duplex

Note: Price shall include Initial Treatment and Follow-up Treatment per Specifications.

3. Scheduled preventive, scheduled service to all units. Service is performed in all resident rooms, kitchens, bathrooms, common rooms, etc., and all common areas for pests at least once monthly as indicated in relevant parts of Section 3

\$_____ PER MONTH FOR ALL APARTMENTS AND COMMON AREAS

4. Installation of exterior rodent bait stations per Section 2.3.b (billed only once).

\$_____ PER STATION

5. Monthly inspection and baiting of exterior rodent bait stations per Section 2.3.b (billed monthly).

\$_____ PER STATION, per month

6. Bed bug inspection cost per Section 3, Item 3.1.a

\$_____ per apartment unit

\$_____ per hour for common areas

Canine bed bug scent detection inspections per Section 3, Item 3.1.b

\$_____ per unit for inspection of all apartments. All building common areas included at no additional cost.

\$_____ per hour for partial building inspection

8. Conventional Chemical-Based Bed Bug Treatment cost per Section 3.0 to 3.8

\$_____ per apartment unit

Note: Price shall include Initial Treatment, Follow-up Treatment and Quality Control Inspection and Follow-up Treatment as per Specifications.

\$_____ cost for additional follow up treatment, per apartment

9. Bed bug Inspection and treatment costs for common areas per Section 3.0 to 3.8.

Bed Bug Inspection – Price per Hour \$ _____

Bed Bug Treatment – Price per Hour \$ _____

NOTE: Prices listed shall be used for Treatment of Bed Bugs in all Common areas and shall include labor and materials.

10. Cost for emergency service visits \$_____ PER HOUR

11. Cost for Heat Treatments per Sections 3.9 to 3.13

SINGLE FLOOR UNITS

\$_____ per studio apartment

\$_____ per 1BR apartment

\$_____ per 2BR apartment

\$_____ per 3BR apartment

\$_____ per 4BR apartment

\$ _____ per 5BR apartment

\$ _____ per 1,000 s.f. of common area

TWO FLOOR DUPLEX/TOWN HOMES

\$ _____ per studio apartment

\$ _____ per 1BR apartment

\$ _____ per 2BR apartment

\$ _____ per 3BR apartment

\$ _____ per 4BR apartment

\$ _____ per 5BR apartment

\$ _____ per 1,000 s.f. of common area

ALL PRICING WILL REMAIN FIRM FOR 90 DAYS.

Company Name

Submitted By: (Print Name)

Title

Signature

Date

APPENDIX A

CHECK-OFF LIST
RFP CERTIFICATIONS

APPENDIX A
CHECK-OFF LIST

APPENDIX A

Edison Housing Authority RFP Certifications

Certifications

- Non-Collusion Affidavit
- Affidavit of Non-Default
- Affirmative Action Affidavit
- Affirmative Action Compliance
- Statement of Ownership Disclosure
- Evidence of Insurance Coverage
- Conflict of Interest & Political Contribution Disclosure Certification
- Debarment Certification
- Drug-Free Certification
- Federal ADA Form
- Housing Authority Addenda Form
- New Jersey Mandatory EEO Form
- Iran Investment Activities

Affidavit of Non-Collusion

STATE OF _____]

COUNTY OF _____] SS

I, _____ of the Municipality of _____ in the County of _____ and the State of _____ being of full age and being duly sworn according to law on my oath depose and say that:

I am _____ the duly authorized representative

of the firm of _____, the Bidder making the Proposal for the above named project; that I executed the said Proposal with full authority to do so; that said Bidder has not, directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey and the Edison Housing Authority rely upon the truth of the statements contained in said Proposal and in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____ (N.J.S.A. 52:34-15)

Signed

Print Name/Title

Subscribed and sworn to before me

this _____ day of _____ 2023

Notary Public

My commission expires _____

AFFIDAVIT OF NON-DEFAULT

The undersigned, being duly sworn according to law, deposes and says that, as the party making the foregoing Qualification Statement; I certify as follows:

- That all the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith.
- I have not experienced defaults or non-compliance under any contract for the U.S. Department of Housing and Urban Development, or any other governmental agency with which I have contracts.
- To the best of my knowledge there are no unresolved findings raised as a result of HUD audits, management reviews or any other governmental investigations concerning me or work under any of my contracts. No principals of the firm have been (in the past 5 years) or are currently the subject of any Federal or State investigation or any investigation by any law enforcement agency.
- There has not been a suspension or termination of payments under any HUD contract in which I have had a legal or beneficial interest attributable to my fault or negligence.
- I have not been convicted of a felony and am not presently, to my knowledge, the subject of a complaint or indictment charging a felony. (A felony is any offense punishable by imprisonment for more than one year, but does not include any offense classified as a misdemeanor under the laws of a state and punishable by imprisonment of two years or less).
- I have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of any State Government or of a City Government or the Edison Housing Authority, from doing business with such Department or Agency.
- I have not defaulted on an obligation covered by a bond and have not been the subject of a claim under any fidelity bond.
- To my knowledge I have not been found by HUD or the State of New Jersey to be in noncompliance with any applicable civil rights laws.
- I am not a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.
- I am not an officer, employee or commissioner of the Agency, who is prohibited or limited by law from contracting with the Agencies.
- For a period beginning 5 years prior to the date of this certification, and except as shown by me on the attachment, I have not been suspended, debarred or otherwise disqualified by the U.S. Department of Housing and Urban Development, or any other governmental agency with which I have contracted, from doing business with any governmental agency.
- Statements above (if any) to which I cannot certify have been deleted by striking through the words with a pen. I have initialed each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances, which I think, helps to qualify me as a responsible Principal for participation in this project.

AFFIRMATIVE ACTION AFFIDAVIT

STATE OF NEW JERSEY }

COUNTY OF } s.s.:

I, _____, of the City of
_____ in the State [Commonwealth] of

_____ being of full age and duly sworn according to law, on my oath depose and say that:

I am employed by the firm of _____, the bidder submitting the Bid Proposal for the above named project, in the capacity of _____, and I have executed the Bid Proposal with full authority to do so. Further, the bidder will comply with the provisions of Public Law 1975, Chapter 127, and shall require all subcontractors to comply with the provisions of Public Law 1975, Chapter 127.

Name of Firm or Individual

Title

Signature

Date

Subscribed and sworn to before me this
____ day of ____ 20__.

Notary Public of

My Commission expires _____, 20__.

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the *<name of contracting unit>* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with *<type of contracting unit>* to notify the *<type of contracting unit>* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a

material breach of my agreement(s) with the, permitting the <type of contracting unit> to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

CONTRACTOR'S STATEMENT OF OWNERSHIP

In accordance with N.J.S.A. 52:25-24.2, provide the following information when submitting the quote. Failure to do so will require that the quote be disregarded as lacking in completeness.

PART I – If the Contractor is a corporation:

Name of Corporation: _____

State of Incorporation: _____

Date of Incorporation: _____

For those individuals* who own 10% or more of any class of its stock:

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____

PART II – If the Contractor is a partnership:

Name of Partnership: _____

County in which certificate of Trade name is filed: _____

For those individuals* who own 10% or more of the interest in the partnership:

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____

PART III – If the Contractor is a sole proprietorship:

_____, hereby certify that I am the sole owner of _____, the contractor therein.

(Signature of Person who completed Part I, II, & III above)

* If any of the individuals listed above is a partnership or a corporation, a separate sheet should be attached giving the same information requested above for each such partnership or corporation. Similarly, if an additional entry is a partnership or corporation, information must be provided to the level of ownership required to document ultimate ownership in persons (not partnerships or corporations).

STATEMENT OF CONTRACTOR'S EXPERIENCE & FINANCIAL RESPONSIBILITY

The Contractor shall here furnish summary information relative to the ability and financial resources available for the fulfillment of the Contract if such be awarded to him.

CONTRACTOR'S QUALIFICATIONS:

How many years has he/she/they been in the contracting business under the present firms name?

When organized? _____

Bank References: _____

Credit available for this Contract? \$ _____

Has he/she/they ever defaulted on a Contract? _____

List the names of all the officers of the Contractor, noting their positions in the company:

Name of Executive who will give personal attention to the Project:

Has he/she/they ever been adjudged as bankrupt or been subject to a receivership of an order of reorganization? If so, give details and particulars. _____

Is the business currently subject to any court order relating to bankruptcy, liquidation or reorganization?

Is this business currently suspended from doing work for any State County or Municipal Agency?

List five (5) of the most recent similar projects performed during the last five (5) years under the Contractor's current name:

<u>Project</u>	<u>Person to Contact</u>	<u>Telephone Number</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____

Dated: _____

By: _____

Address: _____

Insurance Statement

Bidders must be insured by an Insurer authorized to do business in the State of New Jersey. Selected Contractor must provide proof of insurance to the Edison Housing Authority as stated in this Request for Sealed Bids prior to award of the contract:

Contractor[s] must provide proof of insurance to the Authority showing the Housing Authority of Edison as additional named insured prior to award of the Contract[s] and said insurance must remain in force for the duration of the work;

This is to affirm that the firm of _____ has in place or will have in place prior to award of Contract if selected, insurance meeting the requirements stated below.

Signature: _____

Title: _____

Bidder: _____

Insurance requirements:

The following minimum insurance coverages must be in place as specified above:

- Comprehensive General Liability Insurance - at least one million dollars per occurrence as a combined single limit for bodily injury and property damage;
- Automobile Liability Insurance - at least one million dollars per occurrence as a combined single limit for bodily injury and property damage;
- Worker's Compensation Insurance applicable to the laws of the State of New Jersey; and,
- Employers Liability Insurance – at least one million dollars bodily injury per occurrence.

INDEMNITY: To the maximum extent permitted by law, the vendor/contractor shall defend, indemnify and hold the EHA and its commissioners, officers, agents and employees harmless from and against all claims, actions, judgments, damages and costs, including reasonable attorneys' fees and all other costs of defense to which the Agencies or its commissioners, officers, agents or employees may be subjected, or which they may suffer, that are caused by, or arise out of, any act, error or omission of the vendor/ contractor, their subcontractors, affiliates, or anyone retained by or employed by the vendor/contractor in connection with the project/ service or from their failure to comply with any of the provisions of their contracts or of the law. This indemnity shall not apply to the extent of EHA or its commissioners, officers, agents or employees' negligence. The vendor agrees that it will not implead EHA or their commissioners, officers, agents or employees into any such claim or action.

CONFLICT OF INTEREST & POLITICAL CONTRIBUTION DISCLOSURE CERTIFICATION

The vendor certified that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the vendor's organizational, financial, contractual, or other interests may, without some restrictions on future activities:

- a) result in an unfair competitive advantage to the bidder/vendor; or
- b) impair the vendor's objectivity in performing the contract work.

In the absence of any actual or apparent conflict, I certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

By the submission of this proposal, the vendor certifies that to the best of its knowledge and belief, neither it, nor any person or vendor which has an interest, nor any of the vendor's sub-contractors, is ineligible to:

- 1. be awarded contracts by any agency of the U.S. Government, HUD or the State of NJ.
- 2. participate in HUD programs pursuant to 24 CFR Part 24.

The certification above is material representation of fact upon which reliance was placed when making award. If it is later determined that the vendor knowingly rendered an erroneous certification, the contract may be terminated by default, and the vendor may be debarred or suspended from participation in HUD programs and other Federal contract programs.

Signature of Person Authorized to sign for vendor

Print Name

Date

NON-DEBARMENT CERTIFICATION

I certify to the best of my knowledge and belief that neither I nor the firm I represent has been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Government or Agency.

(Signature)

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance programs, and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Typed Name and Title of Certification Official

Signature

Date

**AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability**

The contractor and the _____ of _____, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

STANDARD BID DOCUMENT REFERENCE

		Reference: VII-B
Name of Form:	MANDATORY LANGUAGE – AMERICANS WITH DISABILITIES ACT OF 1990	
Statutory Reference:	Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. S121 01 et seq.)	
Instructions Reference:	Statutory and Other Requirements VII-B	
Description:	The Act prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities.	

The federal Americans with Disabilities Act of 1990 requires bid specifications and contracts to contain language that prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities.

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number Receipt	Dated	Acknowledge (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* No addenda were received:

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Signed _____

Name of Firm: _____

Address of Firm: _____

Date: _____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

OPS Number: _____ Proposer: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:

- is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,
AND
- is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Edison Housing Authority under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

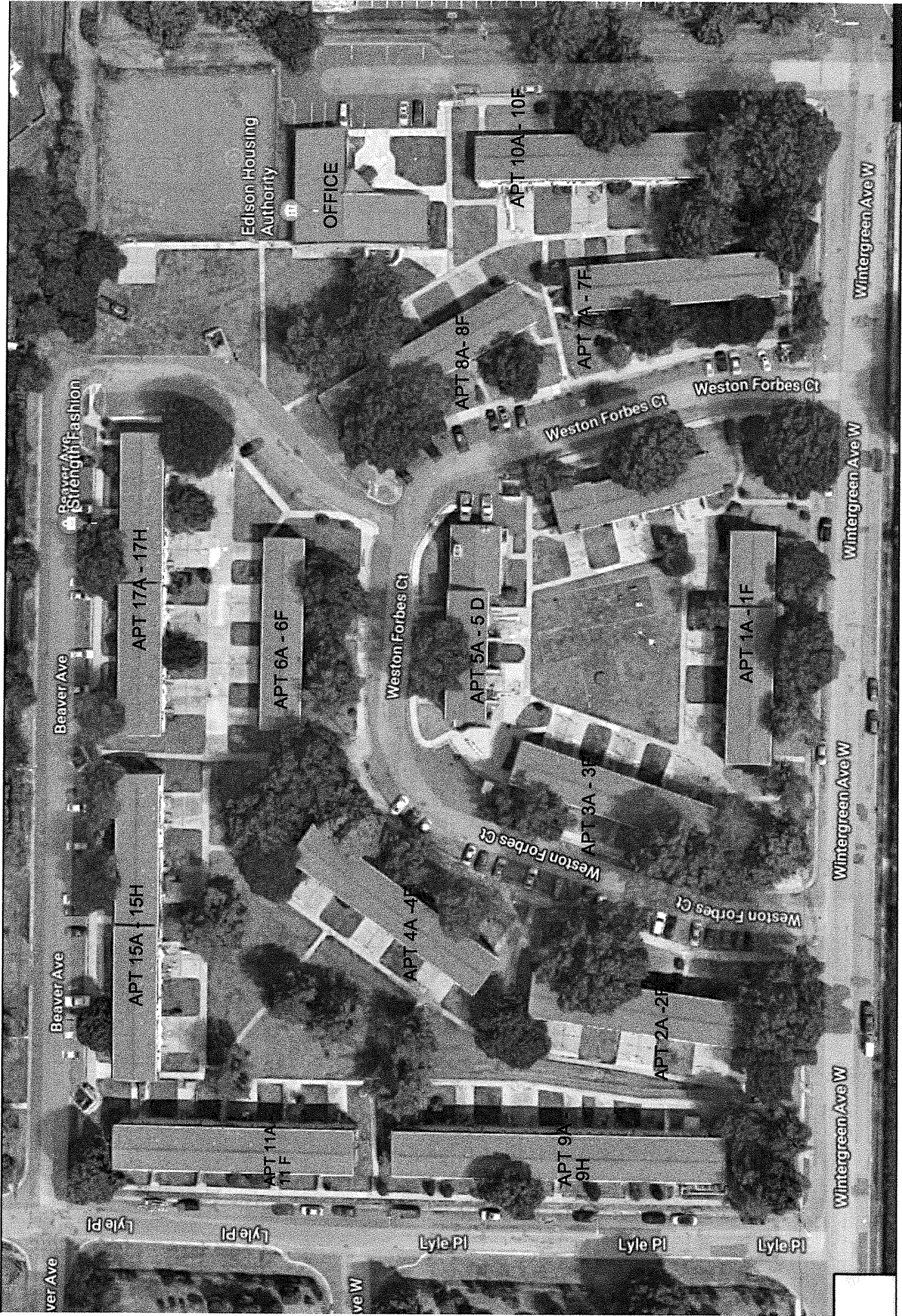
You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____	Relationship to Proposer: _____
Description of Activities: _____ _____	
Duration of Engagement: _____	Anticipated Cessation Date: _____
Proposer Contact Name: _____	Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____



Beaver Ave

Lyle Pl

Lyle Pl

Lyle Pl

Lyle Pl

Lyle Pl

Beaver Ave

APT 15A - 15H

APT 17A - 17H

APT 6A - 6F

APT 4A - 4F

Weston Forbes Ct

APT 5A - 5D

APT 8A - 8F

APT 3A - 3F

APT 2A - 2F

APT 7A - 7F

APT 10A - 10F

APT 1A - 1F

Edison Housing Authority

OFFICE

Beaver Ave Fashion

Weston Forbes Ct

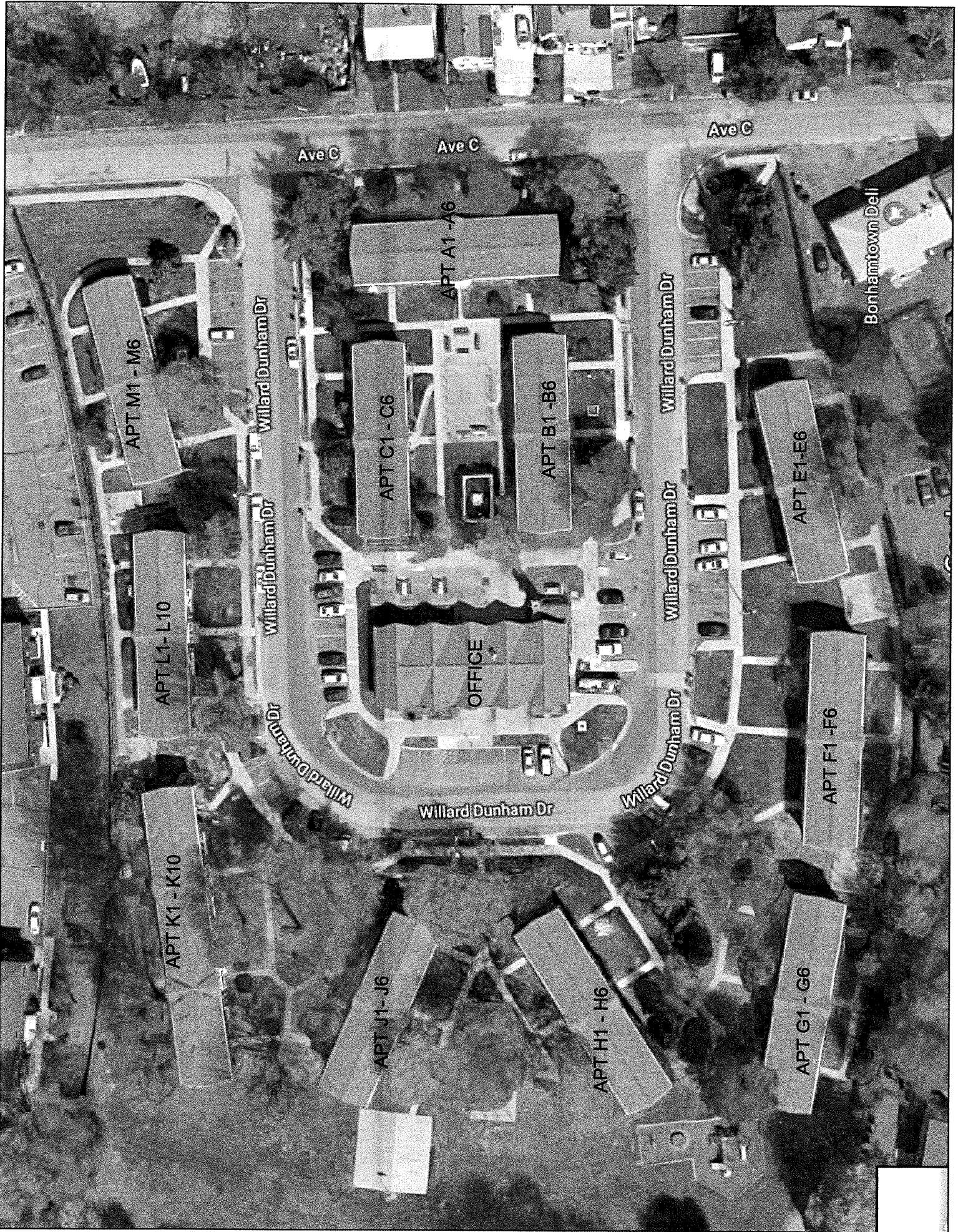
Weston Forbes Ct

Wintergreen Ave W

Wintergreen Ave W

Wintergreen Ave W

Wintergreen Ave W



APT M1 - M6

APT L1 - L10

APT K1 - K10

APT J1 - J6

APT H1 - H6

APT G1 - G6

APT F1 - F6

APT E1 - E6

OFFICE

APT C1 - C6

APT B1 - B6

APT A1 - A6

Ave C

Ave C

Ave C

Willard Dunham Dr

Willard Dunham Dr

Willard Dunham Dr

Willard Dunham Dr

Willard Dunham Dr

Willard Dunham Dr

Willard Dunham Dr

Bonhamtown Deli