



Request for Bid Extermination Services

Pest Control Treatment Services

(RFB) No. 26-05-01

May 5, 2026

BOARD OF COMMISSIONERS:

Douglas Jones	Chairperson
Kenneth Frazier	Vice-Chairperson
Colbert Lovett	Commissioner
Robyn Bussey	Commissioner
Thomas Calloway	Commissioner
Andreana Jackson	Commissioner

EXECUTIVE DIRECTOR & CONTRACTING OFFICER:

Michael Spann

Pre-Proposal Conference: May 14, 2026 ~ 2:00PM

Deadline to Submit Questions: May 21, 2026 ~ 2:00PM

Proposal Submittal Deadline: June 4, 2026 ~ 2:00PM

RFB Available at: [Do Business With Us](#)

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INTRODUCTION

The Housing Authority of the City of East Point, Georgia (hereinafter, “HA”) is a public entity that was formed in 1949 to provide Federally subsidized housing and housing assistance to low-income families within the East Point area. The HA is headed by an executive director and is governed by a six-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the HA’s procurement policy.

Currently, the HA owns and/or manages: (a) 2 multi-family apartment complexes totaling 185 units; (b) 1 multi-family complex totaling 24 units; 385 Housing Choice Vouchers; 178 Portability Vouchers; 75 VASH Vouchers and 77 Project-Based Vouchers for a total of 875. The HA currently has approximately 18 employees.

In keeping with its mandate to provide efficient and effective services, the HA is now soliciting proposals from qualified, licensed, and insured entities to provide Pest Extermination Services for monthly extermination services for two public housing developments, the administration office and maintenance building of the Authority.

In keeping with its mandate to provide efficient and effective services, EPHA is now seeking proposals from qualified, licensed and insured independent maintenance contractors or companies to provide the services noted in the RFB to the HA. In compliance with 24 CFR 85.36, the Housing Authority of the City of East Point, Georgia (“the Housing Authority”), is seeking proposals for a one-year period, with an exercisable up to (5) five “one” year renewal option(s), from qualified individuals or firms, to provide Pest Extermination Services for Martel Homes and Hurd Homes public housing developments within the city limits of East Point, Georgia, and Fairburn Housing Authority owned, managed and operated by the Housing Authority.

In compliance with 24 CFR 85.36, the Housing Authority of the City of East Point, Georgia is soliciting offers for:

3056 Norman Berry Drive – Martel Homes (150 units)
3056 Norman Berry Drive – Administrative Office Bldg.
3022 Randall Street – Hurd Homes (35 units)
1706 Connally Drive – Maintenance Shop Bldg.
1700 Connally Drive – Maintenance Bldg.

All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in their entirety.

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RFB INFORMATION AT A GLANCE

[Table No. 2]

<p>HA CONTACT PERSON</p>	<p>Ariana Wilkins, Telephone 678-235-3122 FAX 404-768-1436 awilkins@eastpointha.org</p>
<p>HOW TO OBTAIN THE RFB DOCUMENTS ON THE APPLICABLE INTERNET SITE</p>	<ol style="list-style-type: none"> 1. Access www.eastpointha.org/do-business-with-us-1/ 2. Click on “Work With Us” at the top. 3. Click on the vendors tab pick the correct solicitation under 4. If you have any problems accessing the RFB on the website, contact Tara Mobley, tmobley@eastpointha.org, or 404-768-0078 ext. 118
<p><u>PRE-PROPOSAL CONFERENCE</u> 3056 Norman Berry Drive East Point, GA 30344</p>	<p>Thursday May 14, 2026 2:00 P.M.</p>
<p>DEADLINE TO SUBMIT QUESTIONS</p>	<p>Thursday May 21, 2026 2:00 P.M.</p>
<p>HOW TO FULLY RESPOND TO THIS RFB BY SUBMITTING A PROPOSAL SUBMITTAL</p>	<ol style="list-style-type: none"> 1. As directed within Section 3.2.1 of the RFB document, submit certain required financial information 2. As instructed within Section 3.0 of the RFB document, submit 3 copies of your "hard copy" proposal (including 1 original) and 1 electronic copy, to the East Point Housing Authority Central Office.
<p>PROPOSAL, SUBMITTAL RETURN, & DEADLINE</p>	<p>Thursday, June 4, 2026, 2:00 P.M. East Point Housing Authority 3056 Norman Berry Drive, East Point, GA 30344</p> <p>*(The "hard copy" proposal (3 copies) and 1 electronic copy (flash drive only) must be received in-hand and time-stamped by the HA by no later than 2:00 P.M (EST) on this date).</p>
<p>ANTICIPATED APPROVAL BY HA BOARD OF COMMISSIONERS</p>	<p>On or before June 30, 2026 East Point Housing Authority 3056 Norman Berry Drive, East Point, GA 30344</p>

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1.0 HA'S RESERVATION OF RIGHTS:

- 1.1 The HA shall have no obligation to compensate any bidder for any costs incurred in responding to this RFB.
- 1.2 The HA reserves the right to reject any or all proposals, to waive any informality in the RFB process, or to terminate the RFB process at any time, if deemed by the HA to be in its best interests.
- 1.3 The HA shall reserve the right to, at any time during the RFB or contract process, prohibit any further participation by a Bidder or reject any proposal submitted that does not conform to any of the requirements detailed herein, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. By accessing the internet site and downloading this document or otherwise obtaining this document, each prospective Bidder is thereby agreeing to abide by all terms and conditions listed within this document (or included by reference) and within the noted Internet site, and further agrees that he/she will inform the HA Contracting Officer (PO) or Purchasing Agent (PA) in writing of any item listed herein or of any item that is issued thereafter by the HA that he/she feels needs to be addressed by the deadline for questions given above. Failure to abide by this timeframe shall relieve the HA, but not the prospective Bidder, of any responsibility pertaining to such issue.
- 1.4 The HA will reject the proposal of any Offeror who is debarred by HUD from providing services to public housing authorities and reserves the right to reject the proposal of any Offeror who has previously failed to perform any contract properly for any purchaser or to complete on time contracts of a similar nature, who is not in the position to perform the contract, or who has neglected the payment of bills or other-wise disregarded its obligations to clients, purchasers, subcontractors, material men, or employees.
- 1.5 The HA reserves the right to request oral information or additional written documentation to supplement any or all written proposals.
- 1.6 The HA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 90 days subsequent to the deadline for receiving proposals without the written consent of the Housing Authority Contracting Officer.
- 1.7 The HA reserves the right to negotiate the fees proposed.
- 1.8 The HA intends to award up to one contract to the responsible respondent(s) submitting the proposal(s) which is/are most advantageous to the HA based on compliance with this RFB and Addenda. The HA reserves the right to make a partial award, split award, or no award.
- 1.9 The HA reserves the right to terminate any contract awarded pursuant to this RFB at any time, in part or in whole, for its convenience upon ten (10) days' written notice to the successful bidder(s). Therefore, the HA has the option of terminating a specific site if the schedule and services agreed upon are not maintained, while leaving the contract in place for the other sites.
- 1.10 The HA's rights under this contract may, at the HA's sole discretion, be assigned per site to another entity such as a subsidiary of the HA or a management partner of the HA.

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1.11 The HA reserves the right to determine the days, hours and locations that the successful bidder(s) shall provide the services called for in this RFB.

2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S): The HA is seeking proposals from qualified and licensed entities to provide the detailed pest eradication services described below. Offerors must submit a proposal that includes all locations.

2.1 General Requirements

The Contractor agrees to provide equipment, supervision and technicians to perform the tasks and duties described below for the following locations:

3056 Norman Berry Drive – Martel Homes (150 units)
3056 Norman Berry Drive – Administrative Office Bldg.
3022 Randall Street – Hurd Homes (35 units)
1706 Connally Drive – Maintenance Shop Bldg.
1700 Connally Drive – Maintenance Bldg.

2.1.1 Provide bi-monthly interior pest control services on all public housing units. The HA requires the extermination of insects (roaches, ants, water bugs, silverfish, bed bugs), rodents (mice, rats), and other pests (bees, wasps) in our facility and extermination maintenance thereafter.

2.1.2. Provide bi-monthly interior pest control services on all public housing units according to the schedule of the Housing Authority business hours Monday-Thursday, between 8:00AM and 5:00PM. Schedule to be provided by the Contractor and approved by the Housing Authority.

2.1.3 Provide 20 pest control retreats (call backs) per month at a **TBD** rate per unit. Retreats are to be done on an as requested basis by the Housing Authority.

2.1.4 Provide “clean-out” services as needed and at the request of the Housing Authority at a **TBD** additional charge (48 hours advance notice or 2 business days).

2.1.5 Provide quarterly exterior pest control treatments on each building at all sites.

2.1.6 As needed, use extinguish treatment for fire ants in playgrounds and other common areas at Martel and Hurd when requested by the Housing Authority.

2.1.7 Provide interior and exterior pest control services for rodents at a **TBD** cost.

2.1.8 Use the following approach to treat resident units: Intensive bait program with as needed chemical application to control infestations. Abide by manufacturers' specifications, OSHA and industrial standards in the application of chemicals and treatments.

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- 2.1.9. Use only trained and certified technicians under supervision of Georgia licensed pest exterminators.
- 2.1.10. Allow the Housing Authority to randomly test chemical application samples.

2.2. Contractor's Responsibilities:

- 2.2.1 Per Section 2.1.2, Section 2.2.10, Section 3.1.3.4, and Section 4.1 (Evaluation Factor 5): As a part of their offer, Contractor shall provide their own detailed plan and methodology to perform the services required to accomplish the eradication of pests throughout EPHA properties, but which also meets the HA's stated requirements.
- 2.2.2 Initial cleanout and treatment of every unit and building will be completed within two months of contract award and again during the first month of each renewal contract year. The Contractor shall treat the entire buildings including apartment units, common areas, offices, maintenance facilities, crawl spaces, and basements to assure complete eradication of pests. Treatment must ensure that every crack and crevice in units, including cabinets, ceiling, trim, and all baseboards and around all smoke alarms and thermostats will be treated with appropriate spray chemical and/or bait treatment. Treatment shall include building systems and/or voids where access is available. This includes such areas as trash chutes, ventilation chutes, and plumbing chases, for example.
- 2.2.3 Contractor shall then visit every facility, office, building, and unit every month for follow-up treatment. Monthly treatment shall include all buildings, common areas, offices, maintenance facilities, crawl spaces, basements, chutes, etc. as outlined in Section 2.2.2 above. Contractor shall work with site management to provide a schedule for regular follow-up treatment and make every effort to maintain such schedule. Should either party require a deviation from the determined schedule, notification shall be made as soon as possible in advance of the change. Additional callbacks from the HA between regularly scheduled treatments, return treatments performed at the Contractor's option, and treatment of make-ready units as outlined are all to be performed as part of the routine monthly costs.
- 2.2.4 The HA requires treatment of units as they are made ready for occupancy to assure that infestation problems are controlled.
- 2.2.5 Contractor shall respond to any emergency condition within 24 hours of notification. All noncritical situations will be addressed within, but not later than, one week of notification, including make-ready units.
- 2.2.6 Contractor is to guarantee for each contract year the eradication/control of roaches, rats, mice, ants, bees, wasps, and silverfish in or on buildings. If any additional service should become necessary for the control of these pests, it will be performed at no extra cost to the HA. Limited control of crickets, earwigs, grasshoppers and spiders is expected; however, it is not a part of the one-year guarantee. If additional service is required to control these insects, the HA will pay for the service. Exterior treatment may be required for extremely infested buildings as described in Section 2.2.13.
- 2.2.7 **As-needed Bed Bug Treatment.** The Agency is aware there are a variety of Bed Bug

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Treatments; however, it is the Agency's desire the bidder will utilize the Heat Treatment method for the removal of bed bugs on an as needed basis. In turn, the bidder will guarantee the effectiveness of this treatment and in the event a Heat Treatment will not be effective in a certain unit/property, the awarded bidder will discuss with the Agency and an agreed upon alternative method to be used and guarantee the removal of bed bugs.

- 2.2.8 **All-inclusive.** The Contractor shall furnish all labor, material, equipment, and supervision to perform a program of the elimination of bed bugs on an "as needed basis" in Agency units within all applicable local, State, and Federal requirements.
- 2.2.9 **As-needed Basis.** A program of bed bug elimination must be performed after bed bugs are discovered. All such individual services will be performed at the discretion of the Agency after issuance of a task order.
- 2.2.10 **Treatment.** Treatment of the infected areas shall be conducted on an as-needed basis only with the prior written approval of the Agency. Treatments shall be applied to all areas of the affected unit. Bed bug treatments shall be performed as needed at a **TBD** cost.
- 2.2.11 **Bed Bug Management Plan/Protocol.** The Contractor's Bed Bug Management Plan/Protocol shall be submitted to the Agency within 30 days after contract execution. Acceptance of such Plan/Protocol shall be at the Agency's discretion; revisions thereto shall be submitted by the Contractor to the Agency and shall also be at the Agency's discretion. The Plan/Protocol shall include current labels and Material Safety Data Sheets (MSDS) of pesticides to be used, and brand names of pesticides application equipment. This report will be emailed to the Executive Director.
- 2.2.12 **Equipment; Supplies; Materials.** As a part of the fees, the Contractor shall supply any and all such items needed to provide the services detailed herein; meaning, the Agency shall not pay any additional fees for such.
- 2.2.13 **IMPORTANT NOTE: Alternate Methods.** The Agency is aware that there are other potential methods of treating bed bugs that the Agency has not published herein, such as chemical, "Rapid Freeze," "Cedar Oil," or the utilization of other products. If any bidder wishes to make the Agency aware of such alternate methods, please do so in writing prior to the deadline to submit questions so that the Agency can take such into consideration and potentially make adjustments to this RFB.
- 2.2.14 Contractor shall provide adequate security to protect its own property, and to protect the condition of the apartments in its charge during actual application service. Costs for repair of damages caused by Contractor negligence will be charged back to the Contractor.
- 2.2.15 The Contractor's work shall be performed during the regular working days and hours of the East Point Housing Authority, which are Monday through Thursday, 8:00 a.m. to 5:00 p.m. weekly except for Holidays. Site management may permit emergency calls outside of the normal business hours.
- 2.2.16 Should any discrepancy in the quantity or specifications be discovered prior to or during provision of contract services that might hinder the execution of work as specified, Offeror

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shall report it at once to the HA in writing.

- 2.2.17 **Chemicals and Applications:** The Contractor shall propose from the diverse methods and chemicals promoted by exterminators for insect, rodent, and pest control what they deem best to be utilized by the HA. In all cases the materials used in the work shall conform to Federal, State, and local ordinances and laws. All of the work shall be performed in a safe manner and in accordance with the most modern and effective insect, rodent, and pest control procedures in the industry. Trained, experienced technicians working under the supervision of a certified applicator shall perform all work. The certified applicator must be present at all times during extermination activities. All pesticides must be registered with the Environmental Protection Agency and applied in keeping with label directions. Technicians shall be furnished with required safety equipment. Warning place cards shall be posted as deemed necessary by the Contractor. Treatment of units occupied by residents with respiratory or other conditions may require the Contractor to deviate from using their standard treatment methods or chemicals.
- 2.2.18 **Roaches/Insects:** For extermination, the method chosen may include, but is not limited to, one or more of the following:
- EPA registered formulation of liquid residuals
 - Residual dusts
 - Baits
 - Clear Paste
 - Non-Residual contact insecticides applied in keeping with label directions
- Contractor shall remove all visible roaches/insects in units and other treated areas at the initial cleanout and at each time of treatment. The preferred method is to vacuum them up and dispose of them in a way that eggs cannot hatch. However, a broom may be used to gather the roaches/insects and flush them down the toilet before leaving the treated area.
- 2.2.19 **Rodents:** Enclosed bait stations may be used supplemented with tracking powders applied to voids and burrows where allowed by the product label. Whenever and wherever evidence of a rat or mouse infestation is observed, the Contractor shall be required to eliminate the infestation. Products may include bait stations, mechanical traps, sticky traps, or snap traps placed in strategic areas of the area infested. A sufficient supply of fresh, attractive and acceptable anticoagulant dry or liquid bait may be introduced into each station to control rats or mice that may migrate into the area. Contractor may need to furnish and/or apply an odor-elimination product for rodents that are deceased within voids in the buildings. Contractor must help identify the source of infestation and assist in eliminating any points of entry.
- 2.2.20 **Additional Interior/Exterior Treatment:** For extremely infested buildings or to prevent/control ants, crickets, etc. from entering the building, exterior spraying may be required. Offeror shall provide a Per Linear Foot Price on the Fixed Fee Schedule (Attachment B) for exterior treatment of a building perimeter. This price will be used to calculate any necessary amendments to the contract for exterior treatment. Treatment shall cover two (2) feet up the building exterior and two (2) feet out from the base of the building around the entire perimeter of the building. (Basic site maps are provided separately, but all measurements are to be field verified.) Contract and site management shall agree that the

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services are required and agree on the total price prior to treatment.

Offeror shall also provide pricing on Fixed Fee Schedule for any additional costs that may be incurred to eradicate bees, large Japanese bees, wasps, fire ants, etc. at exterior locations not

attached to buildings. Fire ants are becoming a real problem at some sites. Offeror shall also provide pricing on Fixed Fee Schedule for any additional costs that may be incurred to exterminate fleas inside apartments/buildings. A few sites have carpeting.

2.2.21 Procedures Prior To and After Treatment:

2.2.21.1 The Service Technicians shall make their presence known to a designated person at the HA site upon arrival and again upon completion of the treatment.

2.2.21.2 A report preferably in electronic version (in spreadsheet or database format) of the Technician's activity shall be completed to include the following:

- Areas/units treated
- Target pest treated
- Materials applied
- Application date
- Housekeeping problem units (with categories of general cleanliness, food/grease cleanliness, and level of clutter)

2.2.22 **Educational and Meeting Responsibilities:** Contractor shall provide educational materials for tenants and employees and shall periodically attend site meetings with residents and/or employees for face-to-face education regarding pests and their control, extermination methods, products, etc. at no additional cost to HA. Such meetings may be requested by either the Contractor, site management, or HA administrative staff. Quarterly meetings will be held between Contractor and the HA throughout the entire contract period.

2.3 HA's Responsibilities:

2.3.1 The HA will pay for the initial cleanout upon completion of this work each year. The HA will then pay for monthly service to all sites and offices in equal monthly payments for the remainder of the year. The Fixed Fee Schedule (Attachment B) shows ten (10) monthly payments. If the Offeror provides the complete initial cleanout each year in a one-month period, the number of months may be changed to eleven (11). The Contractor will respond to HA callbacks and make-ready units between regularly scheduled treatments as directed in Section 2.2.3, 2.2.4, and 2.2.5 at no additional cost to the HA.

2.3.2 HA staff shall provide proper notice to residents that extermination treatment will be performed on a specific date or dates.

2.3.3 The HA will not provide any HA staff to assist the contractor in performing their scheduled work, but will ensure access to the units.

2.3.4 HA management at individual sites may agree to additional hours outside of their normal

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operating schedule. Any access to the HA site buildings and work areas during either the solicitation process or the contract term must be authorized by the HA.

- 2.3.5 Should either party require a deviation from the determined schedule for regular follow up treatments, notification shall be made as soon as possible in advance of the change.
- 2.3.6 HA staff shall make every effort to monitor units reported with housekeeping problems and take appropriate action as allowed by the terms of the HA's lease.
- 2.3.7 HA staff are responsible for making requests in a timely manner for callback treatments and treatment of make-ready units during vacancy and/or just before occupancy by a new tenant.
- 2.3.8 HA site management shall provide amendment documentation to Procurement in a timely manner for additional services such as exterior treatment. Procurement shall prepare official amendment documents.

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3.0 BID FORMAT:

3.1 **Tabbed Bid Submittal:** The HA intends to retain the successful bidder pursuant to a “Best Value” basis, not a “Low Bid” basis ("Best Value," in that the HA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the HA can properly evaluate the offers received, all proposals submitted in response to this RFB must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the HA has published herein or has issued by addendum.

RFB Section	Tab No.	Description
3.1.1	1	Bid Form (Attachment A): This completed and executed 3-page Form must be submitted under this tab.
3.1.2	2	Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract (Attachment C): This completed and executed 2-page Form must be submitted under this tab.
3.1.3	3	Profile of Firm (Attachment D): This completed and executed 2-page Form must be submitted under this tab.
3.1.4	4	Proposed Services: As more fully detailed within Section 2.0, <i>Scope of Work/Technical Specifications</i> , of this document, the bidder shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
3.1.4.1		As detailed within Section 4.1, Evaluation Factor No. 2, herein, the bidder’s CAPABILITY TO PERFORM THE WORK (in terms of personnel, licenses, equipment, and materials).
3.1.4.2		As detailed within Section 4.1, Evaluation Factor No. 3, herein, the bidder’s DEMONSTRATED EXPERIENCE in performing similar work and the bidder’s DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means. All proposals shall list any previous experience with EPHA and include three (3) or more references other than EPHA, including Public Housing Authorities, for previous similar type contracts. The listing shall, at a minimum, include:
3.1.4.2.1		The client’s name, address, and phone number;
3.1.4.2.2		The client’s contact name, title, and phone number;
3.1.4.2.3		A brief description and scope of the service(s) and the dates the services were provided.

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3.1

3.1.4.3		As detailed within Section 4.1, Evaluation Factor No. 4, herein, the bidder’s Warranty/Guaranty of assurance to eradicate pests for all HA properties.
3.1.4.4		As detailed within Section 4.1, Evaluation Factor No. 5, herein, the bidder’s Detailed Plan and Methodology (including staffing of key positions, method of assigning work, and procedures for maintaining level of service, etc.). <u>Bidder should provide evidence that its suggested Plan and Methodology represents the most effective treatment protocol currently recommended in the industry.</u>
3.1.4.5		Evidence that the bidder is qualified under the State of Georgia licensing requirements.
3.1.4.6		If appropriate, how staff are retained, screened, trained, and monitored.
3.1.4.7		The bidder’s quality control program.
3.1.4.8		An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports [i.e. written, fax, internet (preferred), etc.].
3.1.4.9		A complete description of the products and services the firm provides.
3.1.5	5	Section 3: Executed Section 3 Clause - Required (#S3- 8). [Section 3 Business Preference Documentation - Optional: For any bidder claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form (#S3-5) and any documentation required by that form.] (See Attachment E).
3.1.6	6	Subcontractor/Joint Venture Information (Optional Item): The bidder shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the bidder under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
3.1.7	7	Other Required HUD/EPHA Certifications (As listed in Section 3.6.12, Table 3)
3.1.8	8	Other Information (Optional Item): The bidder may include hereunder any other general information that the bidder believes is appropriate to assist the HA in its evaluation.

3.2 Bid Submission

All bids must be submitted and time-stamped received in the HA Office by no later than the submittal deadline stated herein (or within any ensuing addendum). *A total of 1 original signature copy (marked “ORIGINAL”) and 2 exact copies and 1 electronic copy (flash drive*

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only). Each of the 3 proposal submittals shall have a cover/binder and extending tabs of the proposal, along with the Fixed Fee Schedule in a separate sealed envelope and addressed to:

East Point Housing Authority
Request for Bids #2026-05-01 for Pest Control Treatment Services
3056 Norman Berry Drive, East Point, GA 30344
Attention: Michael Spann, Executive Director

The package exterior must be clearly labeled:

RFB #26-05-1 – PEST EXTERMINATING SERVICES

Due: 6/4/2026, 2:00 P.M.

And include the bidder's name and return address. Proposals submitted after the published deadline will not be accepted

Bids should be prepared in accordance with the attached instructions, and will be evaluated by the Housing Authority of the City of East Point, Georgia for the responsiveness to the solicitation instructions and conditions and the responsibility in determining the award.

Questions and appointment requests to view the sites/units should be directed to Ariana Wilkins, Director of Housing, at (404) 768-0078, Ext. 122 or via e-mail to awilkins@eastpointga.org.

3.3.1 Submission Conditions: DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! By submission of a bid, the bidder agrees, if said bid is accepted, to enter into a contract for the required services with the Housing Authority of the City of East Point, Georgia. Further, the bidder agrees to complete all work as specified in this solicitation and submitted in the bid. The bidder further accepts all the terms and conditions set forth in this solicitation.

3.3.2 Submission Responsibilities: It shall be the responsibility of each bidder to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the HA, including the RFB document, the documents listed within the following Section 3.6, and any addenda and required attachments submitted by the bidder. By virtue of completing, signing, and submitting the completed documents, the bidder is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the bidder not authorized in writing by the HA PO to exclude any of the HA requirements contained within the documents may cause that bidder to not be considered for award.

3.4 Offeror's Responsibilities:

3.4.1 Contact With the HA: It is the responsibility of the bidder to address all communication and correspondence pertaining to this RFB process to the Michael Spann, Executive Director or Ariana Wilkins, Director of Housing only. Bidders must not make inquiry or communicate with any other HA staff member or official (including members of the Board

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of Commissioners) pertaining to this RFB. Failure to abide by this requirement may

because for the HA to not consider a proposal submittal received from any bidder who may has not abided by this directive.

Addenda: All questions and inquiries regarding the RFB will be accepted in writing until **2:00 p.m. on May 21, 2026**. They should be submitted by e-mail to mspann@eastpointha.org or faxed to Michael Spann (404-768-1436). All questions and requests for information must be addressed in writing to the Michael Spann. The HA will respond to all such inquiries in writing by addendum to all prospective bidders (i.e. firms or individuals of record that have obtained the RFB Documents). During the RFB solicitation process, the Executive Director will NOT conduct any *ex parte* (a substantive conversation - “substantive” meaning, when decisions pertaining to the RFB are made - between the HA and a prospective bidder when other prospective bidders are not present) conversations that may give one prospective bidder an advantage over other prospective bidders. This does not mean that prospective bidders may not call the HA - it simply means that, other than making replies to direct the prospective bidder where his/her answer has already been issued within the solicitation documents, the HA may not respond to the prospective bidder’s inquiries but will direct him/her to submit such inquiry in writing so that the HA may more fairly respond to all prospective bidders in writing by addendum.

3.4.2 **Notification of No Bid:** Potential Offerors who receive this RFB and do not wish to submit a proposal are requested to reply with a letter or e-mail stating such on or before the date and time set forth for the receipt of proposals.

3.6 **Recap of Attachments:** It is the responsibility of each bidder to verify that he/she has downloaded the following attachments pertaining to this RFB, which are hereby included by reference as a part of this RFB:

[Table No. 3]

RFB Section	Attachment	Attachment Description
3.6.1	A	Bid Form
3.6.2	B	Fixed Fee Schedule
3.6.3	C	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
3.6.4	D	Profile of Firm
3.6.5	E	Section 3 Forms, including explanation
3.6.6	F	<i>HA Instructions to Bidders for Service Contracts</i>
3.6.7	G	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
3.6.8	H	Contract Form. (This contract is being given as a sample only - the HA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the HA feels are in its best interests to do so.)
3.6.9	H-1	Form HUD-5370-C (10/2006), <i>General Conditions for Non-Construction Contracts, Sections I & II</i>
3.6.10	I	Mandatory Clauses
3.6.11	J	Public Housing & EPHA-Owned Development Sites
3.6.12		Additional Forms/Certifications Required to be Submitted: 1) Corporate or Partnership Certificate 2) Statement of License Certificate

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		3) Equal Employment Opportunity Form 4) Affirmative Action Plan 5) Certification for a Drug-Free Workplace (HUD-50070) 6) Certification of Payments to Influence Federal Transactions (HUD-50071)
3.6.13		HUD NSPIRE Inspection Guidelines (Separately)
3.6.14		Basic Site Maps (Separately)

4.0 PROPOSAL EVALUATION:

4.1 Evaluation Factors: The following factors will be utilized by the evaluation committee appointed by the HA to evaluate each proposal received; award of points for each listed factor will be based upon the documentation that the bidder submits within his/her proposal submittal.

[Table No. 4]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	10 points	Objective	The PROPOSED COST of services.
2	25 points	Subjective (Technical)	The bidder’s CAPABILITY TO PERFORM THE WORK – Provide information on crew size, licenses, experience, and equipment.
3	20 points	Subjective (Technical)	The bidder’s PREVIOUS EXPERIENCE WITH THE HA AND OTHERS – All proposals shall include three (3) or more references other than EPHA for previous similar type contracts to include address, telephone number, and contact person.
4	20 points	Subjective (Technical)	The bidder’s WARRANTY/GUARANTY of assurance that the services provided remain successful.
5	25 points	Subjective (Technical)	The bidder’s DETAILED PLAN AND METHODOLOGY to eradicate pests for all HA properties.
	100 points	100 points	Total Points

4.2 Evaluation Method:

- 4.2.1 **Initial Evaluation for Responsiveness:** Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).
- 4.2.2 **Evaluation Packet:** An evaluation packet will be prepared for each evaluator including the following documents:
 - 4.2.2.1 Instructions to Evaluators;
 - 4.2.2.2 Bid Tabulation Form;
 - 4.2.2.3 Copy of all pertinent RFB documents.

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- 4.2.3 **Evaluation Committee:** The HA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFB. PLEASE NOTE: No bidder shall be informed at any time during or after the RFB process as to the identity of any evaluation committee member. If, by chance, a bidder does become aware of identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFB. As detailed within Section 3.4.1 of this document, the HA ED, Michael Spann and Director of Housing, Ariana Wilkins are the only persons at the HA that the bidders shall contact pertaining to this RFB. Failure to abide by this requirement may cause such bidder(s) to be eliminated from consideration for award.
- 4.2.4 **Evaluation:** The HA will evaluate and award points pertaining to Evaluation Factor No. 1. The appointed evaluation committee, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors Nos. 2, 3, 4, and 5. Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Board of Commissioners for review.
- 4.2.5. **Determination of Top-Ranked Bidder:** The points awarded by the evaluation committee shall be combined with the points awarded by the HA to determine the final rankings, which shall be forwarded by the HA Evaluation Team to the HA Executive Director (ED) for approval and board review.
- 4.2.6 **Award Recommendation:** As detailed within the following Section 5.1.1, if the ensuing contract award is \$100,000 or greater, the final rankings will be forwarded to the HA Board of Commissioners (BOC) at their next regularly scheduled meeting for approval. The HA BOC will then make its determination as to whether or not to follow the evaluation committee's recommendation. Contract price negotiations may, at the HA's option, be conducted prior to and/or after the BOC approval.
- 4.2.7 **Notice of Results of Evaluation:** If an award is completed, all bidders will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all bidders of:
- 4.2.7.1 Which bidder received the award;
 - 4.2.7.2 Where each bidder placed in the process as a result of the evaluation of the proposals received;
 - 4.2.7.3 Each bidder's right to a debriefing and to protest.
- 4.2.8 **Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation on the HA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a bidder entity will be excluded from participation on the HA evaluation committee.
- 4.2.9 **Minimum Evaluation Results:** To be considered to receive an award a bidder must receive a total calculated average of at least 70 points (of the 100 total possible points detailed within Section 4.1 herein).

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5.0 CONTRACT AWARD:

- 5.1 **Contract Award Procedure:** If a contract is awarded pursuant to this RFB, the following detailed procedures will be followed:
- 5.1.1 It is anticipated that upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the HA. The HA will formulate and forward to the HA ED for approval, a written award recommendation. The HA ED will review the recommendation and, if in agreement, take the award recommendation to the HA BOC at a scheduled board meeting for approval (typically for contracts with a total value equal to or greater than \$100,000). If so, the HA BOC will then make its determination of whether or not to follow the committee's recommendation. If the recommendation is followed and the top-rated bidder is approved for award, all bidders will, as detailed within Section 4.2.7 herein, receive a Notice of Results of Evaluation. Contract price negotiations may, at the HA's option, be conducted prior to and/or after the Board approval.
- 5.2 **Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the HA pursuant to this RFB:
- 5.2.1 **Contract Form:** See Sample Contract (Attachment H) and General Conditions for Non Construction Contracts, Sections I and II (HUD-5370-C) (Attachment H-1). By submitting a proposal the successful bidder thereby agrees to abide by all terms and conditions listed within the contract form and general conditions (Please note that the HA reserves the right to amend this form as the HA deems necessary.) However, the HA will consider any contract clauses that the bidder wishes to include therein, but the failure of the HA to include such clauses does not give the successful bidder the right to refuse to execute the HA's contract form. It is the responsibility of each prospective bidder to notify the HA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The HA will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by the HA's response (decision), then that prospective bidder shall be deemed ineligible to submit a proposal.
- 5.2.2 **Assignment of Personnel:** The HA shall retain the right to demand and receive a change in personnel assigned to the work if the HA believes that such change is in the best interest of the HA and the completion of the contracted work.
- 5.2.3 **Unauthorized Subcontracting Prohibited:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFB (including but not limited to, selling or transferring the contract) without the prior written consent of the HA. Any purported assignment of interest or delegation of duty, without the prior written consent of the HA shall be void and may result in the cancellation of the contract with the HA, or may result in the full or partial forfeiture of funds paid to the successful bidder as a result of the proposed contract, either as determined by the HA.
- 5.3 **Contract Period:** *The HA intends to award one for a period of one year. Upon completion of one year, the HA may elect, at its sole discretion, to renew the contract annually for one (1) additional year at a time for up to four (4) additional years, for a total potential five-year term.*
- 5.4 **Licensing and Insurance Requirements:** Prior to award (but not as a part of the BID submission) the *successful bidder* will be required to provide:

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- 5.4.1 An original certificate evidencing the bidder's current workers compensation insurance carrier and coverage amount;
- 5.4.2 An original certificate evidencing General Liability coverage, naming the HA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the East Point Housing Authority as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000);
- 5.4.3 An original certificate showing the bidder's automobile insurance coverage on owned or non-owned vehicles in a combined single limit of \$500,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical payment of \$5,000.
- 5.4.4 If any such insurance is due to expire during the Contract period, the contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the HA. All certificates of insurance, as evidence of coverage, shall state that no coverage may be canceled or non-renewed by the insurance company until at least **thirty (30) days** prior written notice has been given to the HA. All Certificates of Insurance must **list East Point Housing Authority as "Additional Insured," list the sites/work (including contract/purchase order number), and be originals.**
- 5.4.5 A copy of the bidder's business license allowing that entity to provide such services within the City of East Point and/or County of Fulton, Georgia;
- 5.4.6 A copy of the bidder's license issued by the state where the bidder is located and by the State of Georgia licensing authority allowing the bidder to provide the services detailed herein.
- 5.5 **Right To Negotiate Final Fees:** The HA shall retain the right to negotiate the amount of fees that are paid to the successful bidder, meaning the fees proposed by the top-rated bidder may, at the HA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the HA evaluation committee has chosen a top-rated bidder. If such negotiations are not, in the opinion of the HA, successfully concluded within 5 business days, the HA shall retain the right to end such negotiations and begin negotiations with the next-rated bidder. The HA shall also retain the right to negotiate with and make an award to more than one bidder (separate contracts), as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).
- 5.6 **Contract Service Standards:** All work performed pursuant to this RFB must conform and comply with all applicable local, state and Federal laws.