

MCB WOOD DESTROYING ORGANISMS (WDO) INSPECTION SERVICES RFP

DESCRIPTION OF SERVICES

The purpose of this solicitation is to provide MCB with Pest Management Services at a competitive rate for all properties for the term of one (1) year and any renewal periods agreed upon. MCB is contracted with HUD to manage and market all properties in the following States: Colorado, Montana, Wyoming, and Utah. The following description of services details the scope and content of services as it will apply to HUD properties for MCB.

Bidders should read the entire set of specifications carefully, as these will form the basis of the contractual Agreement with MCB. Failure to comply with the specifications may provide grounds to nullify the contract Agreement. Bids should reflect only the expected cost to MCB associated with inspection reports congruent to the specifications listed herein.

REQUIREMENTS

Subcontractor Qualifications. During the period of this Agreement, Subcontractor agrees that it will utilize inspectors for the performance of duties pursuant to this Agreement that meet the following qualifications:

- (a) All Subcontractors must be licensed or certified in the state where the property is located for any and all inspections performed under this Agreement.
- (b) All Subcontractors must be experienced in performing Wood Destroying Organisms Inspections and completing corresponding inspection reports.
- (c) It is preferred that the Subcontractor be capable of covering the entire state; however, this is not a bid requirement; It is required that bidders give their geographic coverage by county.

Subcontractor Technical Requirements. During the period of this Agreement, Subcontractor agrees that it will maintain, at a minimum, the following performance and technical capabilities:

- (a) Subcontractor shall maintain an e-mail capability sufficient to handle the work capacity covered by this Agreement, and must be able to receive work orders

and order-related communications via email on a 24-hour basis.

(b) Subcontractor shall have facsimile equipment sufficient to handle the work capacity covered by this Agreement, and must be able to receive work orders and order-related communications via facsimile on a 24-hour basis.

(c) Subcontractor shall be familiar with, and meet all computer security requirements mandated by the applicable provisions of federal law and regulations, and the HUD/MCB M&M prime contract.

(d) Subcontractor shall maintain proof of termite certifications and licenses required for each inspector used in performance of this Subcontract Agreement, and for all States specific requirements.

(e) Subcontractor hereby warrants that no current employee, consultant or Subcontractor, has been convicted of a felony charge, either in State or Federal court, nor is any misdemeanor or felony charge stemming from facts relative to issues of fraud or moral turpitude, pending in any jurisdiction or before any tribunal.

(f) Subcontractor shall maintain insurance(s) that meets or exceeds the MCB Insurance Requirements. If multiple states are covered, the Subcontractor shall maintain insurance coverage in all specific states meeting or exceeding MCB requirements. Subcontractor shall provide evidence of coverage to MCB every six months from the start of any contract award and will advise MCB of any changes of coverage; failure to do so may be grounds for revocation of your Agreement.

(g) Subcontractor shall ensure that sufficient personnel are maintained and available for Subcontractor to perform WDO Inspection services required by the scope of this Agreement.

(h) Subcontractor shall have identification badges for all employees who provide services at HUD owned assets. The badges must have Subcontractor name and address as well as the employee name and photograph. Badges must be worn outside of clothing so that they are visible.

Subcontractor Timeliness

(a) All initial reports must reach MCB within five (5) working days of request. In extreme cases where five (5) working days are not enough time MCB must be notified.

(b) All re-inspection reports must reach MCB within three (3) working days of request. In extreme cases where three (3) working days are not enough time

MCB must be notified.

GENERAL SUBCONTRACTOR RESPONSIBILITIES

Work Order Process. MCB will send work orders electronically to Subcontractor. Upon receipt of a work order, Subcontractor will accept the work order in MCB's Homesviewer.net system. Upon completion of the work assigned, Subcontractor must sign certification of completion on the work order and enter the completion and photographs into the MCB Homesviewer.net system before Submission of an invoice.

Initial Inspections of Homes. On a work order basis, the Subcontractor shall conduct a thorough inspection of the site. The purpose of the initial inspections is for the Subcontractor to evaluate the pest control needs of all premises and to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestation.

Site Visits. On a work order basis, the Subcontractor is required to inspect all premises to be covered in the contract. The Subcontractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, and pesticide application components of the IPM Plan. The Subcontractor shall also provide detailed, site-specific recommendations for structural and procedural modifications necessary to achieve pest prevention.

Pest Control Plan. Prior to initiation of service, the Subcontractor must Submit to the MCB coordinator a pest control plan for each active site within five (5) working days. The Subcontractor should be on site to perform service within five (5) working days following notice of approval.

Report Requirements

- (a) The date of inspection, name, phone number and license number of the inspector making the inspection.
- (b) MCB's address and name must be present on the report.

- (c) The address and the FHA case number must be included in the report.
- (d) Information regarding the accessibility and current disposition of areas listed below:

Substructure
Foundation, walls, and footings
Porches, steps
Ventilation
Abutments
Attic Spaces
Garages
Decks, Patios, and crawl spaces

Identify conditions deemed likely to promote WDO infestation, and/or resultant damages; such as earth contacts, excessive cellulose debris, faulty grade levels, excessive moisture conditions, and insufficient ventilation.

- (e) Description of any inaccessible areas Subject to damage that were not inspected.
- (f) Recommendation for corrective measures. If WDO Inspection report indicates that there is an active infestation, a bid for corrective measures must be included. This bid must be Submitted on a form separate from the inspection report.
- (g) A foundation sketch of the structure including the location(s) and approximate dimensions of any infested areas.
- (h) Additional comments that will be helpful to MCB.

If the inspection report discloses no infestation the following certification must be listed on the report or Notice of Work Completed/Not Completed form:

"This is to certify that the above property was inspected on (DATE) In accordance, with the Structural Pest Control Act and rules and regulations adopted pursuant thereto and that no evidence of active infestation was found."

If the inspection report prepared discloses infestation, and the notice of work completed prepared indicates that all recommendations have been completed, the following certification must be listed:

"This is to certify that the property described herein is now free of evidence of active infestation."

RESPONSE TO RFP

**As time is of the essence all bids must be received by 5:00 p.m.
PST, November 4, 2004**

Bids may be faxed, mailed or emailed; to the attention of the Vendor Manager, Michaelson, Connor & Boul, Inc., 5312 Bolsa Ave. Huntington Beach, California 92649. Fax: 208-474-6610; E-mail: termiterfp@mcbreo.com.

All bids must be Submitted by the deadline on company stationery and include the State(s), Counties (if entire county is covered) and Zip-codes of proposed coverage area.

The following documentation must be submitted at the time of your bid in one complete package:

- Completed Vendor Application
- Completed W-9 or Federal Tax Identification Certificate
- Liability Insurance Certificate meeting MCB requirements
- Workers Compensation Certificate meeting MCB requirements (we do not accept exemptions)

The Vendor Application, W-9, and our insurance requirements, can be found on our website at www.mcbreo.com.