

BID NOTICE

Okeechobee Center and Osceola Center

Pest Management Services

Nelson & Associates, Inc. (Nelson) is soliciting bids from qualified companies to furnish labor, materials, equipment and service required to perform Integrated Pest Management (IPM) services for Okeechobee Center and Osceola Center owned by the Belle Glade Housing Authority.

Minority, Women and Section 3 owned businesses are encouraged to participate.

No bids will be accepted after 2:30 pm, (EST) on October 27, 2025

Bidders must be properly insured, including worker's compensation and licensed.

Please email all proposals to:

Jessica Zelaya
Senior Property Manager
Nelson & Associates, Inc.
Direct: 561-252-1047
Fax: 561-516-7509
jessica.zelaya@nelsonasc.com

Feel free to ride through the sites or contact Jessica Zelaya at the Belle Glade Housing Authority with any questions.

Belle Glade Housing Authority
1204 NW Avenue L Terrace
Belle Glade, FL 33430
561-996-2140

Okeechobee Center consist of approximately 113 acres and 398 Units
Osceola Center consist of approximately 80 acres and 310 Units

Please bid separately for each property

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Okeechobee Center and Osceola Center Pest Management Services

SCOPE OF SERVICES

Basic Requirements

The purpose of this section is to provide a general description of the specific requirements for Integrated Pest Management (IPM) services for Okeechobee Center and Osceola Center. The Contractor shall furnish all labor, supervision, equipment and materials to provide Integrated Pest Management (IPM) services in accordance with the requirements specified herein. All services performed by the Contractor shall be in accordance with all Federal, State, and local requirements and regulations pertaining to pest control services. Rules and standards established by Federal, State and local regulatory and licensing agencies shall have priority over any standard set forth in these specifications.

Contractor must provide services in a manner that demonstrates sensitivity to the fact that Okeechobee Center and Osceola Center are residential in nature and puts the needs, health and safety of the residents as the foremost priority. Contractor shall assure maximum precautions for resident safety in use of chemical or any products or equipment which might be hazardous if improperly handled. Safety precautions shall preclude unlimited or unprotected use of such chemicals, products, or equipment.

The Contractor must inspect and discuss with Nelson staff problems and challenges required to develop customized treatment programs for each property. Customized treatment programs should take into consideration all aspects of each property that requires a tailored treatment program for optimum efficiency. Nelson shall reserve the right for "Callback Treatment" regardless of the customized treatment program for each property. Callback treatments to previously treated units where infestation is still evident may be initiated by Nelson's staff and/or the Contractor. All callback treatments shall be completed within twenty-four (24) hours of the request. It shall be the responsibility of the Contractor to maintain a record of callback treatments and provide monthly reports to the Nelson regarding the activity and recommended actions necessary by Nelson. Unlimited callbacks at all sites shall be included in the contract price.

Covered Pests to be Controlled

The Contractor shall adequately suppress the following pests:

- Indoor populations of rodents, insects, including cockroaches and bed bugs, arachnids, and other arthropods.
- Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the specified buildings.
- Nests of stinging insects within the property boundaries of the specified buildings.

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- Individuals of all excluded pest populations that are incidental invaders inside the specified buildings, including winged termite swarmers emerging indoors.

The Contractor shall notify Nelson if it notices unusual levels of the following pests. Contractor is not responsible for the control of the following pests unless Nelson and Contractor agree in writing:

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

Method of Treatment

Nelson will provide Contractor with access to the unit(s) as required. Nelson staff will accompany Contractor when entering any unit. Contractor shall perform the following tasks:

1. Initial Inspection: Conduct an initial inspection during the first month of the contract or when new properties have been assigned. The initial inspection is for the contractor to evaluate the needs of the premises and to present findings with to Nelson. The following specific points should be addressed:
 - a. Identification of problem areas in and around the building;
 - b. Discussions of effectiveness of previous efforts;
 - c. Contractor access and coordination to all necessary areas;
 - d. Establish locations for routine monitoring in common areas; and
 - e. Information for the contractor of any restrictions or special safety precautions.
2. Routine Inspection: Conduct regularly scheduled inspection services for pests, set out or collect monitoring traps, and treat units for pests as needed. Inspections should be monthly.
3. Emergency Inspection: Conduct inspections and necessary treatment in response to requests by Nelson for corrective action. Emergency Inspections, when requested, are to be performed within eight (8) hours during normal working hours.
4. Call-Back Service: Conduct follow-up inspection in response to resident or Nelson's staff complaints. Routine call-back service shall be furnished within one (1) workday after receipt of notification by Nelson. Call-back service required by Nelson due to Contractor negligence will be at no charge. If the Contractor fails to arrive at Nelson installation within one (1) workday after the request for call-back service, the Nelson shall have the right to obtain the service elsewhere and the Contractor agrees that the actual cost of such service shall be deducted from the Contractor's invoice covering the period for which the outside service was obtained. This deduction will be supported by a copy of the invoice covering the emergency service obtained elsewhere.
5. Unit Turnover Service: Conduct intensive inspection and necessary treatment as requested by the Nelson when units are prepared for occupancy. These units will typically be existing units changing

residents. They may also be new units added to the scope of the contract.

6. Special Service: Conduct inspection and pest control as agreed to by the Contractor and Nelson for pests such as wood-boring insects, birds, and snakes not covered by routine inspections as noted in Exhibit A.

Contractor must provide the following:

1. Materials and Equipment for Service: The contractor shall provide current labels and Material Safety Data Sheets (MSDS) of pesticides to be used, and brand names of pesticides application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment, and any other pest 1PM devices or equipment.
2. Method for Monitoring and Surveillance: The contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessment of pest population levels throughout the term of the contract. This information must include general locations of common area monitoring traps and responsibilities for routinely checking the traps.
3. Service Schedule for Each Building or Site: The Contractor shall provide complete service schedules that include specific day(s) of the week of Contractor visits, and approximate duration of each visit. Contractor's proposal shall assume a monthly treatment per property. If frequent visits may be needed based on inspections and trap results, Contractor shall explain the basis for adjusting the service schedule. Except as otherwise agreed, all work at properties under this contract shall be performed between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, and shall not interfere with daily Nelson operations.
4. Description of any Structural or Operational Changes That Would Facilitate the Pest Control Effort: The Contractor shall describe site-specific solutions for observed sources of pest food, water, harborage, and access.
5. Commercial Pesticide Applicator Certificates or Licenses: The Contractor shall identify the personnel providing pest control, including the pest management supervisor. Contractor shall provide photocopies of State-issued Commercial Pesticide Applicator Certificates or Licenses for every Contractor employee who will be performing on-site service under this contract.

Contractor shall provide licenses for every contractor employee who will be performing on-site services.

Contractor shall provide qualified, professional pest management personnel who:

1. Understand current practices in this field and have experience providing pest control services in a residential environment.
2. Conduct themselves in a professional and workmanlike manner, with minimal noise and disruption.
3. Cooperate with the building occupants to assure the progress of this work.
4. Maintain certification as Commercial Pesticide Applicators in the category of residential and

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institutional pest control services.

5. While working at the contracted properties, shall wear distinctive uniform clothing that has the Contractor's name easily identifiable, affixed in a permanent or semi-permanent manner.
6. Use additional personal protective equipment required for safe performance of work as determined and provided by the contractor that, at a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for products being used.
7. Use only Contractor vehicles identified in accordance with State and local regulations.
8. Observes all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering these areas.
9. Will comply with all government regulations as are applicable during the time spent on government property.
10. Obtain building passes, if needed, as supplied by Nelson or appropriate building manager.

Contractor shall have access to a full-time entomologist who has demonstrated expertise in structural pest control, especially for rodents, bedbugs and cockroaches will be available for routine and emergency consultation. The Contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.

Reporting

Individual Property Reporting (within one week): Upon completion of each treatment cycle at Nelson property, the Contractor must submit the extermination log with a spreadsheet summary highlighting troubled areas or units within one week after the treatment cycle. Contractor must submit the report in hard-copy format and by email in electronic spreadsheet format. The Contractor shall be required to report to management any conditions he may discover while providing treatment under this Contract which might prove hazardous to public health and safety or which might affect the structural integrity of the property being serviced, or might enhance conditions for pest investigation.

Contractor shall be required to provide the following items to each facility for which it provides services prior to any payments being made:

- a. The pest control technician's name
- b. The specific areas serviced at the facility
- c. The types, concentrations, and approximate amounts of pesticides and bait stations applied
- d. The date
- e. The time of arrival
- f. The time of departure
- g. The pest control technician's signature
- h. Any recommendations for maintenance or sanitation, which, in the opinion of the pest control operator, would improve any pest problems.