



TOTAL COMMUNITY ACTION, INC.

INVITATION FOR BIDS NUMBER 2024-11-21

PEST CONTROL BID
FOR
TOTAL COMMUNITY ACTION, INC.
1420 S. Norman C Francis Parkway
New Orleans, LA 70125

Sealed bids relative to the above will be received until **4:00 P.M.** on
MONDAY, DECEMBER 16, 2024.

Specifications and bid documents may be obtained on the TCA website at www.tca-nola.org. For help obtaining the bid documents please email Terrence Joseph at terrence.joseph@tca-nola.org. TCA, Inc. reserves the right to reject any or all bids whenever such rejection is in its best interests by law. The provisions and requirements of this advertisement shall not be waived.

Thelma Harris French, President/CEO

TOTAL COMMUNITY ACTION, INC.
INVITATION FOR BIDS NUMBER 2024-11-21
PEST CONTROL

Total Community Action, Inc. (TCA, Inc.) is issuing this Invitation for Bids (IFB) by Title 45-Subtitle A-Subchapter A-Part 75-Subpart D - Post Federal Award Requirements, Procurement Standards.

TCA, Inc. is soliciting competitive bids from qualified and experienced businesses properly licensed by the Louisiana State Fire Marshall, under LA R.S 40:1664, LA Title 55: V: Chapter 32. To provide pest control for Total Community Action, Inc.

TCA, Inc. seeks to enter into a contract with one (1) qualified company for all Centers.

Businesses must have a minimum of three (3) years' experience in providing services under the nature of this contract. TCA, Inc. encourages all minority and women-owned businesses to participate in the bid process.

Services shall be in effect on a one (1) year term from **January 1, 2025, through December 31, 2025**, with two (2) optional renewals for a total of a possible three (3) years. Service locations may change during the term of the contract. Additional services may be required following a storm, natural disaster, or other incidents requiring special abatement.

Pre-Bid Conference: Tuesday, December 3, 2024 @10:00 am.

Bids should demonstrate the Respondent's qualifications, capacity, and readiness to perform the Scope of Work before execution of a contract companies/firms must be registered to do business in the State of Louisiana and must be active and in good standing.

The Respondents shall provide one (1) complete signed hard copy of the bid in a **sealed envelope**. Bids shall be submitted **bound** in 8 1/2 X 11-inch format. Envelopes are to include in the **upper, left-hand corner** on the outside of the envelope, Company Name, Address, and IFB number. Respondents shall submit responses to:

Thelma Harris French, President/CEO
Total Community Action, Inc.
1420 S. Norman C Francis Parkway
New Orleans, LA 70125

TCA, Inc. **will not** accept bids submitted by fax or email. All bids **must be received** by TCA, Inc. on or before the submission deadline. TCA, Inc. will **not** receive bids after the deadline.

Hand-carried and express mail bids may be delivered to the above address **ONLY** between the hours of 8:00 a.m. and 4:00 p.m. local time, Monday through Friday, excluding holidays observed by the Total Community, Inc.

TCA, Inc. reserves the right to reject any or all bids for just cause and to waive any informality in the submission process.

Bidders must submit substantive questions in writing to the attention of Andrew Sanchez at **asanchez@tca-**

nola.org no later than five (5) days before the submittal deadline. Any request received after that time may not be reviewed for inclusion in this Solicitation. All requests are to include the requester's name, address, telephone number, fax number, and email address. TCA, Inc. may wish to amend, add to, or delete from the contents of this IFB. TCA, Inc. will respond by a written addendum setting forth the nature of any modification to the IFB.

Bids may be withdrawn upon written request, by the Respondent, provided that written confirmation of the withdrawal is from the authorized signature of Respondent prior to the time set for the bid opening. Negligence on the part of the Respondent in preparing its bid confers no right of withdrawal or modification of its bid after the due date and time.

SCOPE OF SERVICES:

TCA is soliciting bid quotes from qualified Contractors who possess a valid Louisiana commercial pesticide license. The selected Contractor will provide integrated comprehensive pest control services for general pest, rodent, and native Subterranean termites *Reticulitermes* and *Formosan* termites –*Coptotermes* Drywood termites –*Kalotermes* and *Cryptotermes* for twelve (12) TCA Head Start centers every month. Regular pest management will help prevent health hazards, maintain cleanliness, and protect the integrity of the facilities.

This contract is part of a comprehensive Integrated Pest Management (IPM) program for the buildings and other areas specified herein. The goal of IPM is to deliver effective pest control while at the same time reducing the volume and toxicity of pesticides used and human and environmental exposure to pesticides.

The contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, and pesticide application components. The contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications necessary to achieve pest prevention.

The contractor shall provide comprehensive pest control services, including, but not limited to:

1. **Inspection:**
 - Monthly inspections of all areas (classrooms, kitchens, storage, offices, playgrounds, and other facilities) to identify and address any signs of pest activity.
2. **Treatment:**
 - Implement appropriate, eco-friendly, and child-safe treatments for pests commonly found in childcare environments, including:
 - i. Rodents (mice, rats)
 - ii. Insects (cockroaches, ants, flies, spiders)
 - iii. Other pests as needed (e.g., termites, bed bugs, fleas, etc.)
3. **Preventative Measures:**
 - Implement pest exclusion techniques and sanitation recommendations to prevent infestations. This may include sealing entry points, removing potential nesting sites, and recommending improvements for facility cleanliness and food storage.
4. **Emergency Response:**
 - Provide 24/7 emergency response for any pest outbreaks requiring immediate attention.

Initial Inspection

- The Contractor shall conduct a thorough, initial inspection of each building and play yards within the agreed-upon number of working days after the effective date of the contract. The purpose of the initial inspection is for the Contractor to identify problem areas and any equipment, structural features, or

management practices that are contributing to pest infestations. The initial inspection shall be conducted by a certified commercial applicator employed by the Contractor.

- Access to the building space shall be coordinated by the Operations Manager. The TCA Operations Manager will inform the contractor of any restrictions or areas requiring special scheduling. The TCA Operations Manager has oversight of the custodial staff to ensure that sanitation practices and building maintenance procedures associated with proper pest control are accomplished and will interact with all Center staff to ensure that pest sightings and other pest control-related items are promptly brought to the attention of the Contractor.

Pest Control Plan

- Before initiation of service, the Contractor shall submit to the Operations Manager a Pest Control Plan for each building within the agreed-upon number of working days following the initial inspection. Upon receipt of the Pest Control Plan, the Operations Manager will render a decision regarding its applicability within an agreed-upon number of working days. The contractor shall be on site to initiate service within an agreed-upon number of working days following notice of approval. If aspects of the Pest Control Plan are incomplete or disapproved, the contractor shall have an agreed-upon number of working days to submit revisions.
- The Pest Control Plan shall consist of five parts:
 - (1) Proposed methods for control, including labels and Material Safety Data Sheets (MSDS) for all pesticides to be used. A list of types of rodent bait boxes, insect and rodent trappings devices, pest monitoring devices, and any other control devices or equipment should also be included:
 - (2) A service schedule for each building or site.
 - (3) A description of any structural or operational changes that would facilitate the pest control effort.
 - (4) A copy of the Commercial Pesticide Applicator Certificate for every Contractor's representative who will be performing on-site service under contract.
 - (5) It shall be the Contractor's responsibility to carry out work according to the approved Pest Control Plan for each site (building and yard). The contractor shall receive the concurrence of the Operations Manager before implementing any subsequent changes to approve the Pest Control Plan, including additions or replacements to the pesticide list and on-site personnel.

Pesticide Application

- The Contractor shall not apply any pesticide product that has been included in the Pest Control Plan or approved in writing by the Operations Manager. The Operations Manager will make a timely decision on any matter that requires written approval. Pesticide application shall be according to schedule. Preventive pesticide treatments of areas determined to be at high risk for infestation by insects or rodents, through inspection at the onset of the program or as part of a maintenance program, are acceptable.
- The contractor shall not store any pesticide product on the property of the contract.

Structural/Procedural Recommendations

- Structural modifications for pest control, including the application of chalk and other sealing materials will not be the responsibility of the contractor. However, throughout the life of this contract, the

Contractor shall be responsible for notifying the Operations Manager in writing about any structural, sanitary, or procedural modifications deemed necessary to eliminate pest food, water, harborage, or access.

Contractor Personnel

- Throughout the life of this contract, all Contractor personnel providing on-site pest control service must meet state requirements for training and certification as Commercial Pesticide Applicators.

Manner and Time to Conduct Service

- The Contractor shall perform routine pest control services that do not adversely affect occupant health or productivity. 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. All Contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform clothing.
- The Contractor shall determine and provide additional protection 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 products being used.

Special Request and Emergency Service

- On occasion, the Operations Manager may request the Contractor to perform corrective, special, or emergency service(s) that are beyond the routine service requests. The Contractor shall respond to these exceptional circumstances and complete the necessary work within one (1) working day after receipt of the request. If such services cannot be completed within one working day, the Contractor shall immediately notify the Operations Manager and indicate the anticipated completion date.

Safety and Health

- All work shall comply with all applicable state and federal 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 about the health and safety of personnel during the execution of work.

Program Evaluation

- The contracting agency reserves the right to evaluate the progress of this contract in terms of effectiveness and safety, and to require such changes as necessary. The Contractor shall take prompt action to correct all identified deficiencies.

INVOICING

Invoices shall be submitted to the Office of Children Youth and Families, Attention: Operations Manager. Monthly billing is based on completed services. Additional emergency or follow-up visits, if outside the contract scope, are to be billed separately. Invoices must be signed by a TCA, Inc. representative confirming services were provided. Invoices shall provide an invoice number, service date, description of service provided, and the name/title of employee(s) who rendered the services. Invoices must be submitted on the Contractor's invoices.

COMPENSATION AND PAYMENT:

If extraordinary or unusual circumstances are encountered, that make it necessary for the Contractor to perform added work beyond the scope originally agreed upon, before beginning such work, the President/CEO and Operations Manager of Total Community Action, Inc. must be immediately notified. The contractor must

provide in writing the estimated time and resulting fee for approval. TCA, Inc. will then consider the nature of the additional work and the related cost and will determine whether to amend the approved contract and issue a Change Order. Payment in full will be made upon verification of completion of work.

TERMINATION:

1. The Contractor acknowledges that failure to accomplish the work as described shall be considered a material breach of the contract and entitles TCA, Inc. to consequential damages resulting from failures, acts, or omissions including but not limited to additional procurement costs, and insufficient or improper work.
2. TCA, Inc. and the Contractor agree that this Agreement may be canceled for cause by either party with a five (5) day prior written notice. The cost of completing the portion of the work, that remains unperformed at the time of such termination, shall be deducted from the contract price before payment is made.
3. All work accomplished by the Contractor before the date of such termination, shall be recorded and documented, before payment for services rendered.

The Contractor shall not enter into any subcontracts, retain consultants, or assign transfer, convey, or otherwise delegate its obligations without written consent and approval of Total Community Action, Inc.

CONSIDERATION OF BID: Total Community Action, Inc., reserves the right to select any part of the bid or the whole bid as well as to reject any or all bids and to waive informalities or irregularities in any bid or in the bidding process whenever such rejection is in its best interest in accordance with the law.

INSURANCE:

Provide a copy of the Insurance Certificate coverage and limits. The insurance carrier must be authorized to do business in the State of Louisiana, and the insurance provided shall cover all operations under the contract, whether performed by the Contractor or subcontractors.

1. Workmen's Compensation
 2. Minimum Commercial General Liability Insurance of \$500,000 Bodily Injury and \$500,000 Property Damage to protect the Contractor and Total Community Action
 3. Minimum \$500,000 Automobile Liability
- Upon contract award, the Contractor must submit the original certificate of insurance. Original Certificates of Insurance evidencing the required coverage to be enforced on the date of contract and Renewal Certificates of Insurance if coverage has expiration or renewal date occurring during the term of this contract. The insurance policies shall provide for thirty (30) days prior written notice to be given to TCA, Inc. in the event coverage is substantially decreased, canceled, or non-renewed.
 - The Contractor shall require all subcontractors to carry the insurance required herein, or the Contractor may provide the coverage for any or all subcontractors, and include, evidence of the insurance submitted shall so stipulate.
 - The contractor agrees and shall require each subcontractor to agree that insurers shall waive the rights of subrogation against Total Community Action, Inc.

INDEMNIFICATION

The Contractor agrees to indemnify and hold TCA, Inc., its employees, directors, and its agents harmless for, from, and against any claims, suits, expenses, judgments, demands damages, or other liabilities, including

reasonable attorney fees and court costs arising out of damage or injury to persons, entities, or property causes or sustained by any person or persons as a result of the negligent performance or non-performance of the work or failure of the Contractor to provide services under the terms of this Agreement.

DEBARMENT AND SUSPENSION

To ensure that Total Community Action, Inc. does not enter into a contract with a debarred or suspended company or individual, each responsive bidder must include a certification statement with each bid on each contract. By signing the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred, or suspended by a Federal Agency. It is the responsibility of each bidder to sign the attached certification statement and submit it with the bid. Failure to comply with this requirement will cause your bid to be disqualified and declared nonresponsive.

MINORITY AND WOMEN-OWNED BUSINESSES TCA, Inc. encourages all minority and women-owned businesses to participate in the bid process. TCA, Inc. will not provide any financial advantage for minority and women-owned businesses who participate, however, TCA, Inc. believes that a diverse range of suppliers benefits all.

SECTION A

**TOTAL COMMUNITY ACTION, INC.
OFFICE OF CHILDREN YOUTH AND FAMILIES
4521 MARTIN LUTHER KING JR. BLVD
NEW ORLEANS, LA 70125
INVITATION TO BID NUMBER 2024-11-21.
PEST CONTROL**

COST PROPOSAL

The successful Respondent shall provide all labor, materials, and equipment required to perform pest control services for Total Community Action, Inc. Centers. Direct labor shall include wages, overhead, profit, and general administrative costs incidental to the performance of the work. Contracts will be awarded All or None by the location the center is grouped in.

Table A. Labor and Justification			
This should include all employees of the Responder whose work is tied to the proposal.			
Position	Name	Annual Salary/Rate	Cost
Total			
Narrative Justification <i>(enter a description of the personnel funds requested and how their use will support the purpose and goals of this proposal. Be sure to describe the role, responsibilities, and unique qualifications of each position):</i>			

Table B. Equipment Budget and Justification		
Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more. If the Responder defines “equipment” at a lower rate, then follow the Responder’s policy.		
Item(s)	Rate	Cost
Total		
Narrative Justification <i>(enter a description of the equipment and how its purchase will support the purpose and goals of this proposal):</i>		

Table C. Supplies Budget and Justification		
Materials costing less than \$5,000 per unit and often having one-time use.		
Item(s)	Rate	Cost
Total		
Narrative Justification (enter a description of the supplies requested and how their purchase will support the purpose and goals of this proposal):		

Table D. Total Costs	
Include the total costs from Tables A – C.	
Category	Cost
A. Personnel	
B. Equipment	
C. Supplies	
D. Total Costs	

CENTER NAME	CENTER ADDRESS
Pearlie H. Elloie Head Start Center	3029 Wall Blvd NOLA 70114
Diana Head Start Center	2144 Pace Blvd. NOLA 70114
Carrollton-Dunbar Head Start Center	9301 Colapissa Street NOLA 70118
Viney Reynolds Child Development Center	3501 Erato Street NOLA 70113
James Singleton Head Start Center	14441 Curran Blvd. NOLA 70128
Gentilly East Head Start Center	4347 Reynes Street NOLA 70126
Magic Street Head Start Center	2101 Lafitte Street NOLA 70122
Mahalia Jackson Head Start	2405 Jackson Avenue New Orleans, LA 70113
Peter Dangerfield	1402 So. Norman C. Francis Pkwy NOLA 70125
Hope Head Start	4521 Martin Luther King Blvd, New Orleans, LA 70125
St. David Head Start Center	1230 Lamanche Street NOLA 70117

ACKNOWLEDGMENT OF ADDENDA: _____ _____ _____
 ADDENDA# ADDENDA# ADDENDA#

RESPONDENT (PRINT NAME, TITLE) (SIGNATURE) (DATE)

**TOTAL COMMUNITY ACTION, INC.
OFFICE OF CHILDREN YOUTH AND FAMILIES
INVITATION FOR BID NUMBER 2024-11-21
PEST CONTROL**

STATEMENT OF QUALIFICATIONS

BUSINESS

NAME: _____

BUSINESS

ADDRESS: _____

PHONE# _____ **FAX #** _____ **EMAIL:** _____

OFFICER NAME AND TITLE: _____

CONTRACTOR'S LICENSE NUMBER: _____

BUSINESS REFERENCES: Provide three (3) existing or completed work activities, which are like or support your ability to successfully complete the Scope of Work.

AGENCY NAME	AGENCY NAME	AGENCY NAME
CONTACT PERSON	CONTACT PERSON	CONTACT PERSON
TELEPHONE	TELEPHONE	TELEPHONE
DOLLAR AMOUNT	DOLLAR AMOUNT	DOLLAR AMOUNT
PROJECT DESCRIPTION/DATE	PROJECT DESCRIPTION/DATE	PROJECT DESCRIPTION/DATE

NAME OF RESPONDENT (PRINT NAME)

SIGNATURE

TITLE

**TOTAL COMMUNITY ACTION, INC.
OFFICE OF CHILDREN YOUTH AND FAMILIES
INVITATION TO BID NUMBER 2024-11-21
PEST CONTROL**

NON-COLLUSIVE AFFIDAVIT

(Respondent)

STATE OF: _____

CITY/COUNTY OF: _____

_____ Being duly sworn deposes and says:

NAME (PRINT)

That he/she is _____

(A partner or officer of the firm of, etc)

The party making the foregoing Proposal, affirms that such Proposal is genuine and not collusive or sham: that said Offeror has not colluded, conspired, connived or agreed, directly or indirectly with any Offeror or other person, to put in a sham Proposal, or to refrain from Proposing, and has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person, to fix the Proposal price for affiant or any other Offeror, or to fix any overhead, profit or cost element of said Proposal price for affiant or that any other Offeror, or to secure any advantage against Total Community Action, Inc. or to secure any personal interest in the proposed contract(s), and that all statements in said Proposal are true.

Signature of Respondent if an individual: _____

Signature if a Partner/Partnership: _____

Signature if Officer of a Corporation: _____

Subscribed and Sworn to before me

This _____ day of _____ 20_____

Notary Public Signature: _____

Notary ID#/Bar Roll#

My Commission Expires: _____

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CERTIFICATION OF CONTRACTOR NON-EXCLUSION

This certification applies to a sole proprietor or any bidding entity or any individual partner, incorporator, director, manager, officer, organizer, or member, who has at least 10% ownership in the bidding entity, for consideration for award of contracts, in accordance with LA R.S.38:2227.

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- a) Public bribery
- b) Corrupt Influencing
- c) Extortion
- d) Money laundering

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five (5) years from the date of conviction or from the date of the entrance of the plea of guilty or no contest:

- a) Theft
- b) Identity theft
- c) Theft of a business record
- d) False accounting
- e) Issuing worthless checks
- f) Bank fraud
- g) Forgery
- h) Contractors; misapplication of payments
- i) Malfeasance in Office

The five-year prohibition shall apply only if the crime was committed during the solicitation or execution of a contract or bid award pursuant to the provisions of LA R.S. Title 38 Chapter 10- Public Contracts.

Should information be discovered about a bidding entity that would be cause for debarment, suspension, exclusion, or determination of ineligibility for award of a contract, TCA, Inc. shall report and submit supporting documentation to the applicable regulatory agency.

I hereby attest that I have not been convicted of or have not entered a plea of guilty or nolo contendere to any of the crimes listed above or equivalent crimes.

RESPONDENT (PRINT NAME, TITLE)

(DATE)

(SIGNATURE)