

# Pest Control Contracted Services

## Request for Proposal 135-17



**GuilfordChildDevelopment**

1200 ARLINGTON STREET – GREENSBORO, NC 27406

PROPOSAL RELEASE DATE: DECEMBER 18, 2017

PRE-PROPOSAL CONFERENCE DATE: JANUARY 9, 2018

CENTRAL OFFICE

1200 ARLINGTON ST. – GREENSBORO, NC 27406

REQUEST FOR PROPOSAL DUE DATE: JANUARY 24, 2018

### **CONTACTS FOR THIS REQUEST FOR PROPOSAL**

DIRECTOR OF PROCUREMENT – SHERRY MURR ([SherryM@GuilfordChildDev.org](mailto:SherryM@GuilfordChildDev.org))

MAINTENANCE SUPERVISOR – ANTHONY THOMAS ([AnthonyT@GuilfordChildDev.org](mailto:AnthonyT@GuilfordChildDev.org))

DIRECTOR OF ADMINISTRATIVE SERVICES – LARRY JONES ([Larry.Jones@GuilfordChildDev.org](mailto:Larry.Jones@GuilfordChildDev.org))

**GUILFORD CHILD DEVELOPMENT**  
**Pest Control**  
**Request for Proposal for Contracted Services**  
**Proposal Issue Date: December 18, 2017**

**Objective of Request for Proposal**

Guilford Child Development (GCD), a 501(c)3 organization is seeking proposals from qualified vendors to perform pest control and treatment for the Central Office and fourteen Head Start Centers located in Greensboro and High Point, NC. Qualified vendors are invited to submit a proposal outlining their experience and qualifications in performing work directly related to the services detailed in this Request for Proposal (RFP) under the heading Scope of Work.

**This proposal is for a set price twelve (12) month contract. The selected vendor shall invoice monthly by location and each invoice must be accompanied by a signed service ticket indicating the service has been performed.**

**Pre-Proposal Conference**

A pre-proposal conference is scheduled for January 9, 2018 in the Andrew Street conference room at Central Office, 1200 Arlington St., Greensboro, NC 27406 from 10:00 a.m.-11:00 a.m. Vendors planning to attend should confirm with Sherry Murr, Director of Procurement by telephone (336) 369-5015 or email [sherrym@guilfordchilddev.org](mailto:sherrym@guilfordchilddev.org) no later than January 3, 2018.

**Site Visits**

Potential contractors are encouraged to visit the sites prior to submitting a bid for this project. Contractors shall not be compensated for time/travel/fuel for the site visits. GCD's maintenance supervisor, Anthony Thomas must be notified prior to contractors visiting the locations by phone at 336-707-4311 or email AnthonyT@GuilfordChild Dev.org.

**Issuing Office**

Guilford Child Development  
1200 Arlington St.  
Greensboro, NC 27406  
RFP 135-17  
Attention: Sherry Murr, Director of Procurement

**Closing Date and Submittal Information**

Two (2) original signed proposals with terms and conditions made a part thereof must be received at the address specified above no later than 3:00 p.m. on January 24, 2018. Proposals shall not be accepted after the stated deadline; late proposals shall be returned to the vendor unopened and shall not be considered for the bid process. Attachment A must be completed, signed and dated.

Proposer must put their name, address and RFP 135-17 – Pest Control on the outside of the envelope. It is the Proposer's responsibility to ensure that proposals are received prior to the stated closing time. Guilford Child Development shall not be responsible for the proper identification and handling of any proposals submitted incorrectly. Late proposals, late modifications or late withdrawals shall not be

considered accepted after the stated bid closing date and time and shall be returned unopened. Facsimile and electronic (email) proposals will not be accepted.

Guilford Child Development reserves the right to:

- A. Reject any or all proposals not in compliance with public bidding procedures;
- B. Postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening;
- C. Waive informalities in the proposals; and
- D. Select the proposal which appears to be in the best interest of Guilford Child Development.

### **Scope of Work**

The main objective of this contract is to ensure facilities of GCD are free from insects, arachnids and rodents, etc. As part of this effort, we expect the pest control contractor to provide GCD:

- A. Monthly indoor inspections and spray for common household pests, including but not limited to: ants, roaches, water bugs, and Palmetto bugs, etc.
- B. Contractor shall ensure that the materials used in Pest Control work shall be the least toxic materials that provide effective control of the target pest(s), shall conform to Federal, State and Local Ordinances and Laws. Any products to be used must be noted on the list of material and Contractor must provide the EPA-approved labels and Material Safety Data Sheets (MSDS) to GCD's Director of Administrative Services before using these products. This list must be updated on a regular basis. Contractor shall provide this list to the Director of Administrative Services and to each center location listed below.
- C. Contractor shall perform services between the hours of 8:00 a.m. and 4:00 p.m. for all scheduled locations, except weekends and holidays. Occasionally circumstances may require the contractor's services to be performed at other times to not interfere with GCD employees, programs, repairs and alterations to a building. Pesticidal sprays shall not be applied in any occupied room unless expressly permitted by the product label.
- D. Contractor shall provide a written service ticket for each location treated, whether scheduled or requested, indicating the type of treatment, time of treatment and evidence of potential problems. It shall be the responsibility of the contractor to have each service ticket signed by GCD staff at each location on the day of service. A copy of the service ticket shall accompany the invoice for the service. **GCD shall not issue payment for invoices without the corresponding service ticket.**
- E. Employees of the Contractor shall report to the office of each location before beginning service and shall wear distinctive uniforms or badges provided by the Contractor to be worn at all times while on GCD premises. They shall carry at all times a current and valid license, certified applicator or registered technician card as issued by the NC Department of Agriculture and Consumer Services.
- F. The Contractor shall ensure that any additional service, if required to control infestations, shall be communicated immediately to the Center Director and the Director of Administrative Services. If feasible, the treatment should occur at the time of discovery and shall be billed as a separate line on the invoice. The term pest shall include household pests, including:
  - 1. Indoor populations of commensal rodents, insects, arachnids, and other arthropods. For the purposes of this contract, commensal rodents include Norway rat, roof rat and house mouse.
  - 2. Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the scheduled locations.

3. Nests of stinging insects within the property boundaries of the scheduled locations.
  4. Individuals of all excluded pest populations that are incidental invaders inside or outside the specified buildings.
  5. Individual and populations of vertebrates (other than commensal rodents), including bats.
  6. Bird and snake control measures will be performed upon request and shall separately identify the charges on the invoice. Bird and snake control will conform to the regulations of the North Carolina Wildlife Resources Commission regarding the "taking" of wildlife and the need for any permits to take such vertebrates.
- G. Contractor shall ensure that where pressurized sprayers are used, the contractor shall use only insecticides that are considered to be "odorless" or of negligible order and will not damage any treated/exposed surfaces. The Contractor shall be responsible for cleaning, repairing or replacing any surface damaged due to negligence or misuse of materials.
- H. Contractor shall furnish GCD's Director of Procurement within 10 calendar days after award the following items:
- a. Phone numbers for emergency contacts for the Contractor.
  - b. Certificates of insurance coverage. Please indicate all coverage(s) i.e. commercial general liability, worker's compensation, automobile liability insurance.
  - c. Material Safety Data Sheets (MSDS) for each hazardous chemical/compound offered to complete the services of this contract.
  - d. An up-to-date list of personnel designated as crew leader(s).
  - e. Perform emergency services upon written authorization in a timely and professional manner.

**Locations to be served**

Bristol Road	2004 Bristol Road	Greensboro, NC 27406
Council House	602 Hyde Drive	Greensboro, NC 27406
Daniel Brooks	1453 West Avenue	High Point, NC 27260
Elm Street	1207 South Elm Street	Greensboro, NC 27406
Hickory Chapel Woods	505 Habersham Road	High Point, NC 27260
McElveen	3515 N. Church Street	Greensboro, NC 27405
Macedonia	401 Lake Ave.	High Point, NC 27260
Metropolitan	1305 Julian Street	Greensboro, NC 27406 (currently closed)
Poplar Grove	5500 Summit Avenue	Greensboro, NC 27405
Ray Warren	715 Burbank Street	Greensboro, NC 27406
Royce & Jane Reynolds	1001 Freeman Mill Rd.	Greensboro, NC 27406
Shiloh	1210 S. Eugene Street	Greensboro, NC 27406
Staley	2039 Brentwood Street	High Point, NC 27263
Willow Oaks	1815 Everitt Street	Greensboro, NC 27401 (currently closed)
Central Office	1200 Arlington Street	Greensboro, NC 27406

## PROPOSER'S SPECIAL INSTRUCTIONS

### SECTION 2

#### A. PROPOSAL TIMELINES

December 18, 2015	Advertisement and Release of Proposals
January 9, 2018	10:00 a.m. Pre-Proposal Conference 1200 Arlington St., Greensboro, NC 27406
January 24, 2018	3:00 PM Deadline for Submission of Proposals
January 26, 2018	Award of Contract by Guilford Child Development
February 5, 2018	Commencement of Services

***NOTE: Guilford Child Development reserves the right to modify this schedule at its discretion. Proper notification of changes in the proposal will be made to all interested parties.***

#### B. GENERAL

By submitting a proposal, the Proposer certifies that the Proposal has been arrived at independently and has been submitted without any collusion designed to limit competition.

#### REFERENCES

A minimum of three (3) current customers and two (2) former customers shall be provided to the Director of Procurement. References must include names and phone numbers of the references.

#### C. PROPOSAL SUBMITTAL

The proposal and all amendments (if any amendments are issued) must be signed and submitted no later than January 24, 2018 at 3:00 PM to the address below. Each proposal must be submitted in a sealed envelope and designated with **Proposal Number RFP 135-17**. To assure that your proposal receives priority treatment, please mark as follows:

Pest Control  
Proposal Number RFP 135-17  
Guilford Child Development  
Attention: Director of Procurement  
1200 Arlington Street  
Greensboro, North Carolina 27406

Due: January 24, 2018 – 3:00 PM

#### D. PROTEST OF SCOPE OF WORK OR TERMS

Protests must be as specific as possible and identify the RFP section number and title, as well as a description and rationale for the objection. Any such protest shall include the reasons for the

protest and shall detail any proposed changes to the scope of work or terms. The Director of Procurement and Director of Administrative Services shall respond to any protest and, if necessary, shall issue any appropriate revisions, substitutions, or clarifications via addenda to all interested Proposers. A protest may be submitted via facsimile or electronic mail (email).

It is GCD's intent that this Request for Proposal (RFP) permits competition. It shall be the offeror's responsibility to advise the Director of Procurement in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. A proposer who believes any details in the scope of work or terms detailed in the proposal packet are unnecessarily restrictive or limit competition may submit a protest in writing to the Director of Procurement and Director of Administrative Services. Such notification must be received by the Director of Procurement and the Director of Administrative Services not later than fifteen (15) days prior to the date set for acceptance of proposals.

To be considered, protests must be received at least fifteen (15) days before the proposal closing date. Guilford Child Development shall not consider any protest against award due to the content of proposal scope of work or contract terms submitted after the established protest deadline. All protests should be directed to Director of Procurement and be marked as follows:

RFP Specification/Term Protest  
RFP 135-17 Pest Control  
Guilford Child Development  
Director of Procurement  
1200 Arlington Street  
Greensboro, North Carolina 27406

If a protest is received in accordance with section above, the proposal opening date may be extended if necessary to allow consideration of the protest and issuance of any necessary addenda to the proposal documents.

**E. PROPOSAL SUBMISSION AND SIGNING**

All requested forms and attachments (Signature Page, Acknowledgement Addendum, Statement of Proposal, etc.) must be submitted with the Proposal and in the required format. The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in this RFP.

**F. COST OF PREPARING A PROPOSAL**

The RFP does not commit Guilford Child Development to paying any costs incurred by the Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

**G. INTERPRETATIONS AND ADDENDA**

All questions regarding this project proposal shall be directed to the Director of Procurement. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an "Addendum" to all prospective Proposers within a reasonable time prior to proposal closing, but in no case less than 72 hours before the proposal closing. If an addendum is necessary after that time, Guilford Child Development, at its discretion, can extend the closing date.

Any Addendum issued, as a result of any change in the RFP, must be acknowledged by submitting the "Acknowledgment of Addendum" with proposal. **Only questions answered by formal written addenda will be binding.** Oral and other interpretations or clarifications will be without legal effect.

**H. FEDERAL TAX ID REQUIRED**

Upon award of proposal Guilford Child Development requires contractor to complete a W-9 form.

**I. CONFORMATION WITH COPELAND ANTI-KICKBACK ACT**

The federal anti-kickback statute, 42 U.S.C. § 1320a-7b(b), prohibits individuals or entities from knowingly and willfully offering, paying, soliciting or receiving remuneration to induce referrals of items or services covered by Medicare, Medicaid or any other federally funded program. GCD specifically prohibits the acceptance of any gift or gratuity and no employee shall receive any item, ticket(s), or gift(s) in consideration of preference for this proposal.

**J. STATE/FEDERAL NONCOMPLIANCE NOTICE**

The contractor shall comply with all laws, rules and regulations of any Federal, State, County, or City government, bureau or department applicable to the operations of GCD.

**K. PROPOSAL VALIDITY PERIOD**

Each proposal shall be irrevocable for a period of sixty (60) days from the Proposal Opening Date.

**L. FORM OF CONTRACT**

The contract will incorporate the terms and conditions from this RFP document and the successful proposer's response documents. **Firms taking exception to any of the contract terms shall submit a protest or request for change in accordance with Section 2.D. "Protest of Scope of Work or Terms" or their exceptions will be deemed waived.**

**M. TERM OF CONTRACT**

The term of the contract shall be a period of one (1) year with and an option to renew for three (3) consecutive years. GCD requests all quotes be based on an annual amount with contractor billing occurring in twelve (12) equal monthly increments. The contract shall be all inclusive for time, material and labor. The contract term commences on February 5, 2018 and expires on February 4, 2019 with the option to renew for three (3) consecutive years.

**N. TERMINATION**

The contract may be terminated by mutual consent of both parties or solely by Guilford Child Development at its discretion with a 30 days written notice. If the agreement is so terminated, Proposer shall be paid in accordance with the terms of the agreement.

**O. NON-COLLUSION**

Proposer certifies that this proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

**P. PUBLIC RECORD**

All material submitted by bidder shall become the property of Guilford Child Development and is public record unless otherwise specified. A bid that contains any information that is considered trade secret should be segregated and clearly identified as such. This information will be kept confidential shall not be disclosed except in accordance with the North Carolina Public Records Law. The above restrictions may not include cost or price information, which must be open to the public.

**Q. CONTRACT AWARD**

If a contract is to be awarded as a result of this Request for Proposal, it shall be awarded to proponent who is responsible and whose proposal provides the best potential value to GCD. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations. Notice in writing to a proponent and subsequent execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatever until the contract is signed.

**R. PROVISIONS**

The contract shall contain the relevant provisions of this Request for Proposal and of the successful proposal, as well as such other terms as may be mutually agreed upon, whether arising from the proposal or as a result of any negotiations prior or subsequent thereto. In the event of any inconsistency between this Request for Proposal and the ensuing contract, the contract shall govern.

**S. CANCELLATION**

GCD has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent shall have any claim against GCD as a consequence.

**T. REVIEW**

An evaluation committee shall review each proposal. GCD reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. The proposal and accompanying documentation submitted by the proponents are the property of GCD and shall not be returned.



**EVALUATION CRITERIA**

Total Cost	40 pts.
References	25 pts.
Worker's Comp Insurance	15 pts.
Years of Experience	20 pts.

**SIGNATURE PAGE**

The undersigned is an authorized representative of the company submitting a bid for this proposal and acknowledges having read the RFP.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date