

REQUEST FOR PROPOSAL (RFP)

NUMBER 20190502BOE

SUMNER COUNTY BOARD OF EDUCATION

This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Competitive Sealed Proposals for this solicitation is in the best interest of SCS.

RFP Title: Pest Control

Purchasing Staff Contact:

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Purchasing Supervisor	Purchasing Coordinator
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Release Date: April 11, 2019	Proposal Due Date: May 2, 2019 @ 10:00 a.m.
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Any alterations to this document made by the proposer may be grounds for rejection of proposals, cancellation of any subsequent award, or any other legal remedies available to the Sumner County Board of Education.

NOTICE TO PROPOSERS

TABLE OF CONTENTS

1. Introduction/Overview
 - 1.1. Purpose
 - 1.2. Contact Information

2. Requirements
 - 2.1. Contract Term
 - 2.2. Scope of Work/Specifications

3. Source Selection and Contract Award

4. Schedule of Events

5. Instructions for Proposal
 - 5.1. Required Forms
 - 5.2. New Vendors
 - 5.3. Acknowledgement of Insurance Requirements
 - 5.4. Clarification and Interpretation of RFP
 - 5.5. Proposal Package
 - 5.6. Delivery of Proposals
 - 5.7. Evaluation of Proposals
 - 5.8. Request for Clarification of Proposals
 - 5.9. Protests

6. Attachments
 - 6.1. Contact Information
 - 6.2. Bid Form/Certification
 - 6.3. References
 - 6.4. Certification Regarding Debarment or Suspension
 - 6.5. Certification Regarding Lobbying
 - 6.6. Certificate of Independent Price Determination
 - 6.7. Attestation Re Personnel
 - 6.8. Drug Free Workplace Affidavit
 - 6.9. IRS Form W-9
 * An online, fillable version can be found at <https://www.irs.gov/pub/irs-soi/15/fw9.pdf>
 - 6.10. Standard Terms & Conditions
 - 6.11. Vendor Checklist

1. Introduction/Overview

1.1. Purpose

The Sumner County Board of Education (SCS) is requesting sealed proposals for pest control services

1.2. Contact Information

Unauthorized contact regarding this RFP by employees or officials of SCS other than the Purchasing Supervisor named below may result in disqualification from this procurement process.

Interested parties must direct all communication regarding this RFP to the Purchasing Supervisor who is SCS's only official point of contact for this RFP.

RFP Procedures	RFP Specifications
Chris Harrison Purchasing Supervisor 1500 Airport Road Gallatin, TN 37066 chris.harrison@sumnerschools.org	

2. Requirements

2.1. Contract Term

It is the intention of SCS to award a 36-month contract from August 1, 2019 thru July 31, 2022 with the option to renew the contract for two (2) one-year terms contingent upon funds availability and Board approval. A request for price adjustment will be accepted prior to the end of the contract term. Price adjustments are subject to agreement by both parties.

2.2. Scope of Work / Specifications

D. SERVICE TECHNICIANS

1. The service technician must be certified for a minimum period of two years. Proof must be provided (i.e. certification card issued by the Agriculture Department).
2. The service technician must enter and exit any location thru the front office. School/cafeteria locations require that any individual entering the premises check in and check out utilizing the LobbyGuard Visitor Management System. A State issued photo identification will be required.
3. The service technician must wear a uniform and I.D. Badge with a picture on school premises. The name on the I.D. Badge must correspond with the certification card.
4. The service technician will report to the School Nutrition Manager (cafeteria area only) and school administration (remaining school area) and review the log book. When service is complete, the service technician will submit a service form for signature to the School Nutrition Manager (for services completed in the cafeteria area only) and to school administration (for services completed in the remaining school area). A copy of the form must be given to the School Nutrition Manager and school administration. The service form must include: location, date and time, specific problems areas and treatment performed.

E. BID PRICES

Bid prices must remain firm throughout the contract period.

F. INVOICE

1. The contract amount will be paid in 36 equal installments. Any additional services shall be invoiced separately by location.
2. Separate invoices will be issued to the Board of Education and to the School Nutrition Program on a monthly basis.
3. A copy of the service form must be included with the invoice.
4. Invoices are to be submitted no later than the 30th of the month following the service.
5. The Sumner County Board of Education is a exempt organization.
6. Invoices shall be submitted as follows:

Cafeteria/Kitchen Areas	Sumner County Board of Education School Nutrition Program 695 East Main Street Gallatin, TN 37066
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J. LOCATIONS

LOCATION	ADDRESS	CAFETERIA	SCHOOL / ADMINISTRATIVE
Beech Elementary	3120 Long Hollow Pike, Hendersonville, TN 37075	X	X
Beech High	3126 Long Hollow Pike, Hendersonville, TN 37075	X	X
Beech High Annex	3126 Long Hollow Pike, Hendersonville, TN 37075		X
Gene Brown Elementary	115 Gail Drive, Hendersonville, TN 37075	X	X
George Whitten Elementary	140 Scotch Street, Hendersonville, TN 37075	X	X
Hendersonville High	123 Cherokee Road, Hendersonville, TN 37075	X	X
Indian Lake Elementary	505 Indian Lake Road, Hendersonville, TN 37075	X	X
Jack Anderson Elementary	250 Shutes Lane, Hendersonville, TN 37075	X	X

H.B. Williams Elementary	115 S Palmers Chapel Rd, White House, TN 37188	X	X
White House Middle	2020 Highway 31W, White House, TN 37188	X	X
White House High	508 Tyree Springs Rd, White House, TN 37188	X	X
White House High Annex	111 Meadow Road, White House, TN 37188	X	X
Central Office Building	695 East Main Street, Gallatin, TN 37066		X
E.B. Wilson Building	695 East Main Street, Gallatin, TN 37066		X
Hawkins Building	695 East Main Street, Gallatin, TN 37066		X
Teacher Center	695 East Main Street, Gallatin, TN 37066		X
Riggsbee Support Services Building	1500 Airport Road, Gallatin, TN 37066		X
Material Center	1500 Airport Road, Gallatin, TN 37066		X

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-110;

(2) fax: (202) 6907442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

3. Source Selection and Contract Award

- Award(s), if made, will be made to the Responsive and Responsible proposer(s) whose proposal is most advantageous to SCS, taking into consideration price and the other evaluation criteria set forth in the RFP
 - General Criteria to be determined “Responsive”
 - Does the proposal include all required information, including completed attachment forms and affidavits?
 - Was the proposal delivered on or before the stated deadline? Did it include the required number of copies (hard & electronic)?
 - General Criteria to be determined “Responsible”
 - Does the Proposer demonstrate an understanding of SCS's needs and proposed approach to the project?
 - Does the Proposer possess the ability, capacity, skill and financial resources to provide the service?
 - Can the Proposer take upon itself the responsibilities set forth in the RFP and produce the required outcomes in a timely fashion?
 - Does the Proposer have the character, integrity, reputation, judgement, experience and efficiency required for the project?

- SCS reserves the right to enter into discussions with Proposers which have submitted proposals determined to be reasonably likely of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

- SCS reserves the right to negotiate price and contract terms and conditions with the most qualified proposer(s) to provide the requested service. If a mutually beneficial agreement with the lowest responsive and responsible Proposer is reached, the award shall be made to that Proposer.
 - Upon mutual agreement, the award shall be made to the Proposer who has submitted the lowest responsive and responsible proposal that meets the minimum requirements of the RFP.

The outside of the proposal ~~page~~ must be labeled as follows (if applicable):

1. Name of Company and ~~Pr~~incipal Owner, Business License Number, Expiration Date and License Classification.
2. In addition to Item 1, the same is applicable to masonry contractors if the work performed is > \$100,000.
3. In addition to Item 1, the same is applicable to HVAC, electrical, plumbing or A/C contractors if the work performed is > \$25,000.
4. In addition to Item 1, the same is applicable plus the Department of Environment & Conservation License Number and Classification, applicable to geothermal contractors if the work performed is \$25,000.
5. If the prime contractor performs the masonry portion of the project or any of the above listed contractor skill sets and the work performed is > \$100,000; it must be so designated.
6. Only one (1) contractor in each classification listed shall be written on the bid envelope.

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- Compensation/Price Data
 - Address all costs associated with performance of the contracted services.
- Past Performance and References
 - Provided a minimum of three (3) client references for similar projects in size and scope successfully completed by Proposer within the last three (3) years. Attachment 6
 -

ATTACHMENT 16- Contact Information

Company Legal Name: _____

Company Official Address: _____

Company Web Site (URL): _____

Contact Person for project ~~at 170 Station 504952170C~~ e: _____



Attn: Purchasing Supervisor
 1500 Airport Road
 Gallatin, TN 37066

ATTACHMENT 2 – Bid Form/Certification
20190502BOE Pest Control

Date _____

	PRICE PER LOCATIO	EXTENDED TOTAL
CAFETERIA / KITCHEN LOCATION		
SCHOOL / ADMINISTRATIVE LOCATION		

ADDITIONAL SERVICES	
BEDBUGS	
Classroom Treatment	
Office Treatment	
Other Areas Treatment	
TERMITES	
Price for inspection service	
Price for spot treatment up to 90 linear feet of treatment area	
Price per linear foot exceeding 90 linear feet	
BROWN RECLUSE & BLACK WIDOWS	
Classroom Treatment	
Office Treatment	
Other Areas Treatment	

Authorized Signature _____

Title _____

Printed Name _____

Vendor Legal Name _____

Address _____
(street) (city, state, zip)

ATTACHMENT 3 – School Nutrition Program Contract Agreement

CONTRACT AGREEMENT

We have carefully examined and fully understand the scope of work in furnishing the Sumner County Board of Education School Nutrition Program Pest Control Services at the bid price for items requested.

In compliance with the contract awards and subject to all terms and conditions listed in the scope of work, the undersigned offers and agrees to sell to the Sumner County Board of Education School Nutrition Program all items as quoted. It is understood that all prices quoted include any and all delivery charges and are not subject to finance charges.

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ATTACHMENT 5 – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its Principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statement in this Certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Bid Number

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant’s principal”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions”, without modification, in all its lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred,

ATTACHMENT 67 – Certificate of Independent Price Determination

(A) By submission of this offer, the offeror certifies and in the case of a joint offer, each part thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
- (2) unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to bid opening in the case of an advertised procurement or prior to award ~~in case~~ of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
- (3) no attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, and offer for the purpose of restricting competition.

(B) Each person signing this offer certifies that:

- (1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and he or she has not participated, ~~and~~ will not participate, in any action contrary to (A)(3) above; or
- (2) he or she is not the person in other offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized ~~to~~ act as agent for the persons responsible for such decision in certifying that such person have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he ~~or she~~ has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3).

Signature of Vendor's Authorized Representative

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ATTACHMENT 6.8 – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)	

The Contractor, identified above, does hereby attest, certify, warrant and assure that the Contractor shall not knowingly

ATTACHMENT 6.9 – Drug Free Workplace Affidavit

The Sumner County Board of Education is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County Education employees and contractors to remain, or become and remain, drug free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair performance.

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____
an employer of five (5) or more employees contracting with Sumner County Board of Education (C.F.R. 114.8076

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ATTACHMENT 10 – W9

2. OPEN RECORDS.

