

Bedford County Department of Finance

**841 Union Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029**

Request for Proposal

Pest Control Services Bid No. 10-36

The Bedford County Department of Finance is requesting proposals on **Pest Control Services**. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of making the award it feels is in the best interest of Bedford County. Sealed bids will be received until **2:00 p.m., Tuesday, March 2, 2010**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their bid, complete, prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact the Department of Finance at (931) 685-2024 for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

All prices shall include labor, materials, delivery and installation.

Bid prices **shall be for the the fifteen (15) month period beginning April, 2010 and ending June 30, 2011**, with two (2) annual renewal options.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Board of Education. Bedford County is responsible only for purchases made and received by Bedford County.

INSTRUCTION TO BIDDERS

All Proposals are to be made be on the Proposal Form provided. Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **Bid No. 10-36 Pest Control Services**. Bids will be received and opened at **2:00 p.m., Tuesday, March 2, 2010.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete or conditional, or which may contain any irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

SPECIFICATIONS

All Departments

1. Contractor must be licensed, bonded, and insured and copies of the above must be included in the bid package. Contractor must complete USDA Certification Statement enclosed.
2. Pest Control **shall include all types of roaches, ants, silverfish, spiders, mice and rats. Brown Recluse Spiders shall be bid as an option.**
3. Bid price shall include containers for dispensing chemicals when needed.
4. Service will be as needed, but not less than once per month. An additional service is to be available at no additional charge if a pest problem develops.
5. Chemicals must be of the non-staining type.
6. Contractor is to supply all chemicals, equipment and labor.
7. All chemicals used must be in accordance with all Tennessee Department of Health codes. The chemicals used in the food service areas must be approved for use in food handling establishments and are effective in combating rodents and insects found in kitchens.
8. Payment of bid price will be made monthly upon completion and invoice of work completed, unless otherwise provided under terms of discounts.
9. Material Safety Data Sheets must be provided for each chemical used prior to its use.
10. Customer must institute tracking channel.
11. Treatment methods shall be that which are consistent with typical I.P.M. procedures. Baiting and crevice and crack treatments and non-chemical treatments are preferred. No general or routine spraying or fogging may be done. When necessary, spraying or fogging may be done with consent from the Director of Finance.

Schools Only

1. All Contractors shall be required to conform to the provisions of Public Chapter 587 Tennessee State Law which insures that no employee required to register as a sex offender will have contact with children during the course of this contract. *Any non-compliance with Public Chapter 587 of the State of Tennessee shall render the contract null and void.*
2. Areas to be served will include the entire building and gyms, including food service areas. This would include kitchen areas, dishrooms, rest room in kitchens, storerooms and dining areas.
3. Application of chemicals must be done after school hours. The food service areas are to be serviced after meal service is complete for the day but before the staff leaves. Specific dates and times will be requested for food service areas the months schools are not in session. This is to insure the manager will be present when the technician comes. The cafeteria manager or designee is to sign the service slip when the food service area is serviced.
4. Payment will not be made for food service areas without the invoice being signed by the food service manager or designee.

A listing of the schools is on the following sheet.

PROPOSAL FORM

TO: Bedford County Department of Finance
841 Union Street, Suite 102
Shelbyville, Tennessee 37160

Re: Bid No. 10-36

Gentlemen:

Having examined the specifications for Pest Control Services for the Bedford County, we (I) submit the following proposal:

<u>Description</u>	<u>Bid Amount</u> 15 mos. <u>2010-11</u>	<u>Annual Renewal Options</u>	
		12 mos. <u>2011-12</u>	12 mos. <u>2012-13</u>
Schools: Non-Food Service Areas	_____	_____	_____
Food Service Areas	_____	_____	_____
Total for Schools	_____	_____	_____
County Offices:			
Health Department	_____	_____	_____
Emergency Medical Services	_____	_____	_____
Animal Control	_____	_____	_____
Agricultural Center	_____	_____	_____
UT Extension	_____	_____	_____
Fire Department	_____	_____	_____
Highway Department	_____	_____	_____
Jail	_____	_____	_____
Workhouse	_____	_____	_____
Juvenile Detention	_____	_____	_____

Sheriff _____

Medical Arts Building _____

Community Development Center _____

Total County Offices _____

Alternate:

1. Time Release Fly Spray
(Can and Case size) _____

2. Brown Recluse spiders (per site basis) _____

Company Name: _____

Mailing Address: _____

Signature and Title of Bidder: _____

Date: _____

Telephone Number: _____