



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30721

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tradition • purpose • excellence

Request for Proposal

For

Pest Control / Management Services

For The

Whitfield County School System

Purchasing Department

1030 Hill Road

Dalton, GA 30721

RFP # WCS-PR-2018-012

November 1, 2018

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SECTION 1.0
NOTICE TO INTERESTED COMPANIES

- 1.1 Product / Service: **Pest Control / Management Services**
- 1.2 Owner 1: **Whitfield County School System (WCSS)**
1306 South Thornton Ave.
Dalton, Georgia 30720
- 1.3 Owner 2: **Dalton Public Schools (DPS)**
300 West Waugh Street
Dalton, GA 30722
- 1.4 Representative of Owner 1: **Jim Fugate**
Procurement Officer
- 1.5 Representative of Owner 2 **Rusty Lount**
Director of Maintenance
- 1.6 Anticipated Time Frames:
- | | |
|---|-------------------|
| Issue RFP to market | November 1, 2018 |
| Pre-Proposal meeting | November 6, 2018 |
| Questions on RFP due | November 9, 2018 |
| Response to questions posted | November 14, 2018 |
| RFP responses due in Procurement Office by 2:00pm | November 16, 2018 |
| Proposal Evaluations | November 16, 2018 |
| (Optional) Vendor Presentation/Interview | November 19, 2018 |
| Recommendation to Whitfield County Board | December 3, 2018 |

END OF SECTION

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SECTION 2.0
GENERAL INSTRUCTIONS

2.1 **QUESTIONS**

All questions are to be submitted on Vendor Registry at:

www.wcsga.net/purchasing -> OPEN SOLICITATIONS

2.2 **MANDATORY PRE-PROPOSAL MEETING**

A **mandatory** Pre-Proposal meeting will be held on:

3:00pm on November 6, 2018

at

**Whitfield County Schools
Operations Department
Training Center - Bldg C
1030 Hill Road
Dalton, GA 30721**

2.3 **SUBMISSION**

All proposal submissions must contain both **4 Hard Copies and a PDF version on a USB drive or CD/DVD**, be clearly marked **“PROPOSAL – RFP WCS-PR-2018-012”** and submitted to:

Jim Fugate
Procurement Officer
1030 Hill Road
Dalton, Georgia 30721

OR

You may submit electronic version on Vendor Registry to meet deadline. However, hard copies must be received within 2 business days for proposal to be considered.

www.wcsga.net/purchasing -> OPEN SOLICITATIONS

2.4 **SUBMISSION DEADLINE**

Proposals must arrive no later than **2:00 pm (EST) on November 16, 2018.**

2.5 **EVALUATION**

Proposed product / services will be evaluated by a team representing the different departments involved within Whitfield County Schools and Dalton Public Schools. A decision will be reached by consensus of all parties involved as to the suitability and

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appropriateness of the product / services. All companies who submit a proposal will be notified of the final award. **See Section 9.0 for evaluation matrix.**

2.6 FUNDING

This proposal is based on available funding; therefore, work cannot begin until the Owners have issued a Purchase Order.

2.7 COSTS

Full cost of preparation is to be borne by the quoting company.

2.8 SIGNATURE

Proposals must be signed in ink by a company official with authorization to commit company resources.

2.9 SELECTION

The Owners reserve the right to: 1) reject any or all proposals; 2) waive informalities and irregularities in proposals received; 3) select one that the Owners consider the most advantageous for the Owners.

2.10 PAYMENTS

Payment for product / services received will be made on a monthly basis after the invoice is approved by the **Director of Facilities / Operations**. Payment shall be made within a reasonable timeframe. The Owners are exempt from all state sales tax and federal excise tax. These taxes must be deducted from any proposal.

2.11 SITE INSPECTION

The sites should be thoroughly examined in relation to conditions that might directly or indirectly affect the work required in this proposal. The proposal sum shall reflect all such affecting conditions. Proposers shall be responsible for verifying all dimensions that may affect the work.

2.12 INSURANCE

The proposer shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the District before the commencement of any work:

- 1) Commercial/Comprehensive General Liability
 - a) \$1,000,000 Bodily Injury Per Person
 - b) \$1,000,000 Bodily Injury Aggregate Limit
 - c) \$ 500,000 Property Damage Per Occurrence
 - d) \$1,000,000 Property Damage Aggregate Limit
- 2) Comprehensive Automobile Liability
 - a) \$1,000,000 Property Damage Per Occurrence

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- 3) Workmen's Compensation and Employer's' Liability
 - a) \$ 500,000 Bodily Injury Per Person
- 4) Umbrella or Excess of Loss Coverage
 - a) \$5,000,000 Per Occurrence
- 5) The proposer will provide an insurance certificate with 21 days after acceptance of contract.
- 6) The Owners must have 10 days notice of cancellation or change in insurance coverage and give its approval.

The Owners shall be named as an additional insured by Endorsement on the proposer's policy as to the subject contract.

2.13 E-VERIFY AFFIDAVIT

Proposer shall complete and include with RFP response an E-Verify affidavit that may be downloaded from our web site at:

www.wcsga.net/purchasing

2.14 NON-COLLUSION CLAUSE

By signing this document, the contractor certifies that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting an offer for the same items, and is in all respects fair and without collusion or fraud. The contractor certifies that collusive bidding is a violation of federal law and can result in fines, prison sentences and civil damage awards.

2.15 GOVERNING LAW

THESE TERMS AND CONDITIONS, ANY STATEMENTS OF WORK AND THE SERVICES HEREUNDER WILL BE GOVERNED BY THE LAWS OF THE STATE OF GEORGIA, WITHOUT REGARD TO CONFLICTS OF LAWS/RULES. ANY ARBITRATION, ENFORCEMENT OF AN ARBITRATION OR LITIGATION WILL BE BROUGHT EXCLUSIVELY IN GEORGIA, AND CUSTOMER CONSENTS TO THE JURISDICTION OF THE FEDERAL AND STATE COURTS LOCATED THEREIN, SUBMITS TO THE JURISDICTION THEREOF AND WAIVES THE RIGHT TO CHANGE VENUE. CUSTOMER FURTHER CONSENTS TO THE EXERCISE OF PERSONAL JURISDICTION BY ANY SUCH COURT WITH RESPECT TO ANY SUCH PROCEEDING. Except in the case of nonpayment, neither party may institute any action in any form arising out of these Terms and Conditions more than one (1) year after the cause of action has arisen. The rights and remedies provided Seller under these Terms and Conditions are cumulative, are in addition to, and do not limit or prejudice any other right or remedy available at law or in equity.

2.16 INDEMNIFICATION

The vendor shall indemnify, hold harmless and defend the Board, its agents, servants and employees from and against any and all claims, liability, losses,

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charges, expenses (including attorney fees) and / or cause of action, which may arise from any negligent act, or omission of the vendor, its agents, servants, or employees in the performance of services under this contract.

Nothing contained herein is intended to be a waiver in any respect whatsoever of the Owner's right to assert under any circumstances whatsoever its claims of governmental and or official immunity from any liability or damages asserted against it by any natural person or entities created by law.

2.17 AWARD

The Owners may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed, the Evaluation Committee may elect to interview selected proposers. The committee may then enter into additional negotiations.

2.18 CONTRACT

It is the full intent of the Owners, assuming that satisfactory proposals are received, to award a contract.

2.18.1 Whitfield County School System

If an award is made it will be for a period beginning on the date the contract is signed by both parties and ending December 31 of the current year at a fixed price, with the ability of Whitfield County School System to renew the contract for four (4) additional one year terms.

2.18.2 Dalton Public Schools

If an award is made it will be for a period beginning July 1, 2019 and ending June 30, 2019 at a fixed price, with the ability of Dalton Public Schools to renew the contract for four (4) additional one year terms.

A termination for convenience provision will be included in contracts. The contracts must comply with O.C.G.A. § 20-2-506.

Renewals will be made based upon the recommendations of the authorized representatives of the Owners and the proposer. In case of extensions, the cost which was submitted in the proposer's proposal may be increased or decreased.

2.19 TRANSFER

No contract or its provisions may be assigned, sublet, or transferred without written consent of the Owners.

2.20 TERMINATION

The Owners reserve the right to cancel the contract upon thirty (30) days written notice to the proposer, with or without cause.

2.21 TOBACCO/ALCOHOL/DRUGS

All forms of tobacco products, alcohol, and drugs are prohibited on District property.

2.22 PROPOSER'S EMPLOYEES

2.22.1 All matters pertaining to recruiting, screening, hiring, compensating, retaining, and terminating shall be the exclusive responsibility of the proposer. These matters shall be done fully in compliance with all state and federal statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour, insurance, and any other stipulations prudent to employee management.

2.22.2 Employees shall be of good integrity and character. **The Owners policies require that all contractors, consultants, or vendors providing services on the Owner's premises be fingerprinted and submit to a criminal background check**, initiated by the Owners, prior to providing services to the System. There is a fee associated with the background check that is payable online at time of registration for fingerprinting of each applicant. The payment of this fee is the sole responsibility of the contractor, consultant, vendor or the employing company.

2.22.3 Only those employees who have been properly trained shall be assigned duties under this proposal.

2.22.4 Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the School District upon request of the Maintenance Director.

2.22.5 All employees shall be dressed in a manner authorized by the proposer and in accordance with modest attire standards. **Uniforms shall be worn which fully identify the employee as a member of the proposer's work force.**

2.22.6 All vendor vehicles must be clearly marked with company name and logo to identify ownership.

END OF SECTION

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SECTION 3.0
PROPOSAL FORM

For The General Proposal for the Product or Service: Pest Control / Management Services

ADDRESSED TO: Jim Fugate
Whitfield County Schools
1030 Hill Road
Dalton, Georgia 30721

Dear Jim Fugate,
Having carefully examined the Request for Proposal

Titled: Pest Control / Management Services

Dated: November 1, 2018

Having also examined/understood the site of the work, existing conditions, and all other conditions affecting the work on the above-named project, the Undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc., required by said document to complete all divisions of the Work stipulated above for the sum included in this proposal.

Respectfully submitted:

Contractor/Vendor (Company Name)

Representative (Name and title)

Signature

Business Address

Federal I.D. Number

END OF SECTION

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SECTION 4.0

SELECTION CRITERIA

Selection of the company and system will be based on the following standards. Four rubrics will be used to assist with the selection of the company. The rubrics will deal with 1. proposal, 2. cost, 3. technical, and 4. references.

PRICE ALONE WILL NOT BE THE SOLE DETERMINING CRITERIA IN THE SELECTION PROCESS.

4.1 COST

4.1.1 Determination based on price proposal.

4.2 PROPOSAL CRITERIA

4.2.1 Proposal submitted on time.

4.2.2 Requirements met as included in Section 2.0 General Instructions.

4.2.3 Requirements met as included in Section 5.0 Proposal Requirements.

4.2.4 Requirements met as included in Section 6.0 Product/Service Requirements.

4.2.5 WCSS and DPSS are not obligated to consider responses from offerors who are deemed non-responsive. Non-responsive offerors are those who submit proposals that do not unequivocally agree to perform the exact work / provide products as reflected in the RFP, or have material omissions or unapproved substitutions.

4.2.5 WCSS and DPSS are not obligated to consider responses from offerors who are deemed to be not responsible. Offerors will be considered responsible if they possess the judgement, skill, experience, financial resources, personnel, facilities, equipment and integrity necessary to perform the contract.

4.3 TECHNICAL

4.3.1 Determination based on specifications included in Section 6.0 and Section 8.0

4.3.2 Performance Requirements.

4.3.3 Appropriateness for the tasks required.

4.3.4 Equipment / Services proposed.

4.4 REFERENCES / EXPERIENCE

4.4.1 Information received from contacting references.

4.4.2 WCSS and DPS past experience with the offeror.

The Owners reserve the right to make their selection of an approved vendor based on what it deems to be in the best interest of the Owners. The Request for Proposal does not in any way obligate the Owners to award a contract, nor to pay any cost which might be incurred by anyone in responding to this request.

END OF SECTION

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SECTION 5.0

PROPOSAL REQUIREMENTS

5.1 Proposal Requirements:

The proposal must include the following items in a systematic organization in order specified to be considered a complete proposal:

TAB 1 Understanding and Ability to meet all RFP Requirements

1. Cover letter of introduction of company.
2. Section 3.0 Proposal Form signed by a representative authorized to legally bind the company.
3. Acknowledge receipt of any amendments.
4. Completed copy of E-Verify form.
5. How long in business (submit date organized).
6. Submit number of employees currently on payroll.
7. Submit a summary of understanding of the requirements and the management capabilities to fulfill the requirements.

TAB 2 Satisfactory Record of Performance

1. Submit experience in school facilities of similar size within 100 miles of Dalton.
2. Provide minimum of three (3) references for clients of similar size who have received the exact or substantially identical product or service. The client list should include: Company name, mailing address, contact name, telephone number, project scope and dates of service.

TAB 3 Training, Qualifications and Experience of key personnel who will be assigned to this project.

1. Submit name, experience, training, certifications and qualifications of key personnel to be assigned to this contract.

TAB 4 Cost

1. Submit total cost of proposal with adequate detail to identify cost of separate classifications of products / services to include:
 - a. Cost of kitchens, dining room and food storage on monthly basis.
 - b. Cost of all other interior space on an alternating month basis.
 - c. Cost for annual treatment outside facilities for insects.
 - d. Cost for termite treatment if needed.

TAB 5 Additional information not requested.

END OF SECTION

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SECTION 6.0
PRODUCT / SERVICE REQUIREMENTS

6.1 GENERAL REQUIREMENTS

- 6.1.1 Provide Pest Control / Management Services for:
- Whitfield County Schools
 - Dalton Public Schools
- 6.1.2 Must be licensed to perform work in the State of Georgia
- 6.1.3 This agreement will include the food service department, the educational facilities and administrative buildings listed below.

6.2 SERVICE LEVEL AGREEMENT

- 6.2.1 The awarded company must follow the guidelines in the Structured Pest Control Act.
- 6.2.2 The awarded company must provide copies of the product labels and material safety data sheets (MSDS) on each chemical used to the Directors of Facilities / Operations.
- 6.2.3 The awarded company will provide service between the hours of 6:00 p.m. and 9:00 p.m. weekdays (details will be confirmed with awarded company and the Directors of Facilities / Operations) with the exception of the Board of Education buildings. This service will be scheduled in coordination with the building level administrator around planned events that may happen near or during the agreed upon service hours. Saturday hours can be arranged. Kitchen/dry storage areas will be treated between 1 :30-2:30pm when School Nutrition personnel are present to allow access.
- 6.2.4 The awarded company will work with the Directors of Facilities/ Operations for access to specific buildings after the designated service hours, if the need is presented. This may include building keys and/or alarm codes.
- 6.2.5 Each submitting company shall have been in business for five or more years, provide proof of working in the school and/or day care environment and technician working in field for three or more years.
- 6.2.6 Each submitting company must provide references from three school districts or day care facilities within 100 miles of Dalton and the name of the contact person within that facility that the company works most closely.
- 6.2.7 The awarded company understands that this service agreement can be cancelled in full or suspended with a 30-day written notice from the Director of Facilities / Operations of the respective school system. No additional cost can be collected.
- 6.2.8 A notification that the facility has been treated including day, time, pesticide used and technician applying will be affixed to the door of the cafeteria manager's office on days that the kitchen and dining area is treated and left in school / administrative office when those spaces are treated.

- 6.2.9 All "Trouble" or "Callback" services will be phoned in or emailed to the awarded company's office. Troubles shall be treated within 24 hours and a completed request sheet returned to the Maintenance office stating completion within 24 hours of treatment. There will be no charge for these call back services.
- 6.2.10 The school system shall be billed on a monthly basis showing treatment for kitchen/dining/dry storage separate from educational spaces:

Whitfield County School System
Attn: Accounts Payable
P.O. Box 2167
Dalton, GA 30722-2167

Dalton Public Schools
Attn: Operations Department
300 West Waugh Street
Dalton, GA 30722

6.3 THE SERVICES TO BE PERFORMED

- 6.3.1 The awarded company will provide all pest control / management services on a monthly basis at all kitchens, dining room and food storage areas on a monthly basis. All other educational and/or administrative facilities on an alternating month basis.
- 6.3.2 The service will include control for roaches of all types, mice, rats, spiders, ants, fleas, lice and other pests as required.
- 6.3.3 The awarded company will refrain from spraying chemicals in the kitchen, food preparation, serving areas and dry food storage areas of the kitchen.
- 6.3.4 All work must follow the guidelines stated in the Georgia Structural Pest Control Commission and all guidelines issued by the Georgia State Department of Agriculture and any other regulatory agency which include but not limited to:

CHAPTER 620-11
TREATMENT OF SCHOOLS

Rule 620-11-.01 Treatment of Schools

- (1) Pesticide applications may be made to schools consistent with the following:
- (a) All pesticide applications shall be made in a manner that minimizes the exposure of children or students to the pesticide.
 - (b) Pesticide application may be made to a room only if children or students are not expected to be present in the room for a minimum of three (3) hours after application. If the products label directions specify a longer reentry interval then the longer reentry interval shall apply except as specified in Rule 620-11-.01(1)(c).
 - (c) Insecticide baits and rodenticide baits in tamper-resistant containers or bait stations as well as botanical insecticides, insect growth regulators and insecticidal soaps may be applied at any time children or students are not present in a room. No reentry interval is required except if specified by the products label directions. These products may be applied to any open area or multi-purpose room if the area within ten (10) feet of the location is secured and no children or students are present within the secured area during the time of application.
 - (d) Pesticide applications may be made to outdoor school grounds if children or students are not expected to be present within twenty (20) feet of the application site at the time of application except as specified in Rule 620-11-.01(1)(e). These areas must be clearly marked to discourage entry, and secured by a fence or other similar barrier stating the reentry interval. If the application site is not secured by a fence or other similar barrier, pesticide applications may be made to an outdoor school grounds only if children or students are not expected to be in the area for a minimum of three (3) hours after application. If the products label directions specify a longer reentry interval then the longer reentry interval shall apply except as specified in Rule 620-11-.01(1)(c). Such areas shall be clearly marked to discourage entry. All signs required by this section to discourage entry shall be consistent with the requirements of Rule 620-3-.02(1)(l) 2.
 - (e) Insecticide baits and rodenticide baits in tamper resistant containers or bait stations as well as botanical insecticides, insect growth regulators and insecticidal soaps may be applied to outdoor school grounds anytime children or students are not present in the area. No reentry interval is required except if specified by the products label directions.
 - (f) All pesticide use dilutions must be prepared outside child or student occupied areas of buildings.
 - (g) All contracts for pest control service and all services provided must be consistent with any published pest management policy of that school system or licensed child daycare facility.

Statutory Authority: O.C.G.A. Secs. 43-45-8, 43-45-16.

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Effective September 1, 2017

6.4 THE FACILITIES WHERE WORK IS TO BE PERFORMED

Whitfield County School System

Facility Name	Address	Approx Sq.Ft.
Antioch ES	1819 Riverbend Road	64,446
Beaverdale ES	9196 Highway 2	77,045
Cedar Ridge ES	285 Cedar Ridge Road	100,366
Cohutta ES	254 Wolfe Street	61,174
Dawnville ES	1380 Dawnville Road	69,709
Dug Gap ES	2032 Dug Gap Road	56,740
Eastside ES	102 Hill Road	63,098
Crossroads Academy	1818 Airport Rd	10,536
New Hope ES	1175 New Hope Road	75,351
Pleasant Grove ES	2725 Cleveland Road	55,118
Tunnel Hill ES	203 East School Street	46,267
Valley Point ES	3798 S. Dixie Road, SE	71,145
Varnell ES	4421 Hwy 2	50,169
Westside ES	1815 Utility Road	71,769
Eastbrook MS	1382 Eastbrook Dr	122,475
Eastbrook MS Gym	1382 Eastbrook Dr	29,395
New Hope MS	1111 New Hope Road	96,044
North Whitfield MS	3264 Cleveland Road	99,911
Valley Point MS	3796 S. Dixie Road, SE	64,976
Westside MS	580 LaFayette Road, SW	74,016
Coahulla Creek HS*	3361 Crow Rd	248,254
Career Academy	2300 Maddox Chapel Rd	121,400
Northwest HS*	1651 Tunnel Hill-Varnell Rd.	189,220
Southeast HS*	1954 Riverbend Road	192,566
*= includes 5,000 est. for field houses, out buildings, etc.		
Central Office	1306 S.Thornton Ave	12,000
Operations Complex	1030 Hill Road	6,500
Student Services	201 E. Tyler St.	31,500

Dalton Public Schools

Facility Name	Address	Approx Sq.Ft.
101 Building	101 N Thornton Ave.	19,496
Blue Ridge Elementary	100 S. Bogle St.	73,480
Brookwood Elementary	501 Central Avenue	86,666
City Park Administration Annex	105 N. Thornton Rd	11,367
City Park Elementary	405 School Street	99,786
Dalton High*	1500 Manly Street	240,467
Dalton Middle*	1250 Cross Plains Trail	191,524
Morris Innovative High	104 Fort Hill Terrace	67,361
NorthStar	803 East Morris Street	32,954
Park Creek Elem School*	1500 Hale Bowen Drive	99,688
Roan School*	1116 Roan Street	71,528
Westwood School*	708 Trammell Street	57,125
Operations Building	412 South Hamilton St.	7,047
Storage Building	114 Mason Dixon Street	1,800
201 Technology Building	201 E Franklin St	5,623
Harmon Field Stadium	112 Capps Street	16,618
* = includes footage for field houses, out buildings, etc.		

END OF SECTION

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SECTION 7.0
ADDITIONAL INFORMATION

Please include under this section any additional information that you feel we need to know to make the best decision. This would include any information you feel would differentiate you, your company, your services and / or your proposed solution from the competition.

END OF SECTION

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SECTION 8.0
ADDITIVE / ALTERNATE

8.1 NO ADDITIONAL INFORMATION

END OF SECTION

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SECTION 9.0 EVALUATION MATRIX

Evaluation Model for Pest Control / Maintenance RFP

	Possible	Actual	
1 Copy of Georgia license	Qualified / Disqualified	_____	
2 Proposer's insurance certificate Meets guidelines stated in 2.12	10	_____	
3 In business for five (5) or more years	5	_____	
4 Named technician working in field 3+ years	5	_____	
5 Proposal formatted according to section 5.0	15	_____	
6 Three references provided?	6	_____	
References within 40 miles and contact info provided	4	_____	
Proof of working in school and /or daycare	5	_____	
Information from References:	Ref #1	Ref #2	Ref #3
Punctual	5	_____	_____
Responsive to callbacks	3	_____	_____
Left documentation at site	7	_____	_____
Billing correct and timely	5	_____	_____
Consistenetly the same tech	5	_____	_____
Totals (25 points each)		_____	_____
7 Proposed types and names of products	10	_____	
8 Sample copy of typical service contract	10	_____	
9 Submittal sheet signed:			
Price quote for alternating month service	15	_____	
Price quote for monthly kitchens	15	_____	
Price quote for annual perimeter	5	_____	
Price quote for termites as needed	5	_____	
Total Points (includes 75 points references)	185	_____	

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