



SPALDING COUNTY, GEORGIA

REQUEST FOR PROPOSALS

BID 2023-0012

**For
Pest Control Services**

ISSUE DATE: March 25, 2023

BID DUE DATE: Tuesday, April 18, 2023 at 2:00 PM (EST) in HARD COPY.

Electronic submissions via email or fax will NOT be accepted.

Instructions to Bidders

Questions should be directed in writing to the Spalding County Purchasing Department,
Terri Bass, via email to: tbass@spaldingcounty.com

The deadline to submit questions is Monday April 10, 2023, at 5:00 PM (EST).

All spaces below are to be filled in and the BID FORM **must** be signed where indicated.
Failure to sign and return all required documents may result in rejection of the bid.

Company Name:

Contact Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

**INVITATION TO BID
PEST CONTROL SERVICES**

Spalding County Board of Commissioners invites all qualified bidders to submit a cost proposal for the above captioned Project. Digital copies of the CONTRACT DOCUMENTS and Specifications may be obtained from Spalding County by contacting Terri Bass at 770-467-4226 or tbass@spaldingcounty.com or on the Spalding County website at www.spaldingcounty.com. Hard copies of the CONTRACT DOCUMENTS may be obtained upon receipt of a non-refundable payment of \$10.00 for each set that is mailed or faxed.

A MANDATORY Pre-Bid Conference will be held Tuesday, April 4, 2023, 10:00AM Local Time at the Spalding County Courthouse Annex, 119 East Solomon Street, Room 108 Griffin, GA 30223.

All general questions must be in writing via email; tbass@spaldingcounty.com NO PHONE CALLS. Project specific questions will be answered at the pre-bid conference or within 24 hours of the pre-bid conference. **Final written questions are due by Monday, April 10, 2023, 5:00PM Local Time.**

Sealed Bids are due: TUESDAY, APRIL 18, 2023, 2:00PM LOCAL TIME

BIDS MUST BE SIGNED, IN A SEALED ENVELOPE AND MUST INCLUDE ALL OF THESE COMPLETED DOCUMENTS:

- Appendix A – Scope of Work Commercial & Residential Services**
- Appendix B – Insurance Requirement Affidavit**
- Appendix C – List of Subcontractors/Suppliers**
- Appendix D – Price Proposal Sheet by location (Monthly and Yearly)**
- Appendix E – Residential Termite Treatment Price Proposal**
- Certificate of Insurance – General Liability, Auto Liability and Workers Compensation**
- Permits and Business License, E-verify Number and Immigration Form**

**Deliver Sealed Bids and Appendix Documents to:
Spalding County Board of Commissioners
Pest Control Proposal
Purchasing Department
119 East Solomon Street
Griffin, GA 30223**

Announcement of award will be done upon evaluation of submitted bids and funding. Spalding County reserves the right to reject any or all bids.

Spalding County Administrative Services

INTRODUCTION:

This is a Request for Bid for Pest Control Services for Spalding County. Instructions for preparation and submission of a bid are contained in this packet. Bids must be typed or printed in ink.

It is the intent of the Spalding County Board of Commissioners to award a SINGLE CONTRACT for pest control services for all county buildings and facilities. Spalding County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Spalding County.

ADMINISTRATIVE SERVICES CONTACT FOR THIS REQUEST:

All questions concerning this invitation and all questions arising subsequent to award are to be addressed to the following:

Spalding County Administration
Attn: Terri Bass
Purchasing Department
119 East Solomon Street
Griffin, GA 30223
Phone: (770) 467-4226, Fax (770) 467-4227
E-mail: tbass@spaldingcounty.com

To maintain a "level playing field", and to assure that all bidders receive the same information, bidders are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

DUE DATE:

Sealed bids will be received at the Spalding County Board of Commissioners office, 119 East Solomon Street, Room 104, Griffin, GA 30223 no later than **2:00 PM, Local Time, Tuesday, April 18, 2023**. Bids received after this time will not be accepted.

BID COPIES FOR EVALUATION:

Two Copies; (1) copy and one (1) original will be required for review purposes.

PRE-BID CONFERENCE:

There will be a **MANDATORY** pre-bid conference held at the Spalding County Board of Commissioners Meeting Room, 119 East Solomon Street, Room 108, Griffin, GA 30223, at **10:00AM, Local Time, Tuesday, April 2, 2013**. Any questions and/or misunderstandings that may arise from this bid must be submitted in writing and forwarded to the Terri Bass at the above address or by email. It shall be the Bidders responsibility to seek clarification as early as possible prior to the due date and time. **ANY CONTRACTOR WHO INTENDS TO SUBMIT A PROPOSAL IS REQUIRED TO ATTEND THIS MEETING.**

Answers to questions submitted that materially change the conditions and specifications of this bid will be distributed to all addressees as an addendum. Any discussions or documents will be considered non-binding unless incorporated and distributed in an addendum.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this bid will be distributed to all addressees as an addendum. Any discussions or documents will be considered non-binding unless incorporated and distributed in an addendum.

Bidders should check with Terri Bass at tbass@spaldingcounty.com frequently during the bidding process to verify that they have received all issued addendums. While every attempt is made to make sure that registered bidders receive notice of addendums, bidders have the responsibility of making sure that they have received all issued addendums. Addenda are required to be signed and returned with the bid proposal.

CONTRACT TERM:

Annual contract with the option to renew for four (4) additional years, renewable annually for the purpose of providing Pest Control services for Spalding County Facilities.

QUALIFICATIONS OF OFFERORS:

Bidders must be licensed by the State of Georgia to perform pest control service. Contractors must possess a current Pesticide Contractor License and must provide a copy with the bid proposal.

Bidders must have a current business license and provide a copy of that license with the submittal of their bid proposal.

Bids from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Spalding County will not be accepted.

Bidders are to submit at least (3) three commercial references for compatible structures for which your entity provides pest control services and include a contact name and phone number.

PROPRIETARY INFORMATION:

Careful consideration should be given before submitting confidential information to Spalding County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. **Spalding County does not guarantee the confidentiality of any information not clearly marked as a trade secret.**

SELECTION PROCESS:

Administrative staff will make a recommendation for award to the Board of Commissioners. The Board of Commissioners will consider proposals at the May 1, 2023 Spalding County Commission Meeting.

The award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed below. The Spalding County Board of Commissioners may reject any or all bids if such action is in the County's best interest.

Spalding County intends to evaluate bids and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

INSURANCE:

Bidders shall maintain the following insurance (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000.00 per occurrence, and property damage with limits of no less than \$1,000,000.00 per occurrence; and (b) commercial automobile liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000.00 per occurrence, and property damage with limits of no less than \$1,000,000.00 per accident (c) statutory worker's compensation insurance, including \$1,000,000.00 employer's liability insurance. (d) Employee dishonesty and/or crimes coverage with respect to personnel of Contractor having access to County buildings, with limits of no less than \$50,000.00 per occurrence. All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon request, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractors compliance with this paragraph naming the Spalding County Board of Commissioners as additional insured. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

BID BOND AND PERFORMANCE BOND:

A Bid Bond shall be required for this project in the amount equal to 5% of the bid. Performance and Payment (P&P) Bonds will be required of the successful bidder each in the amount equal to 100 percent of the contract sum. Said P&P Bonds shall be furnished within ten (10) days following execution of the contract.

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT:

All Bidders shall execute an enclosed affidavit verifying that Proposer has registered and participates in the federal work authorization program to verify information of all new employees, per O.C.G.A. 13-10-90, et seq. and Georgia Department of Labor Regulations Rule 300-10-1-02. The appropriate affidavit is attached hereto as "Exhibit A". By submission of this Proposal, Bidders certify that any subcontractor employed by Proposer for the performance of this agreement will execute an appropriate subcontractor affidavit verifying its registration and participation in the federal work authorization program and compliance with O.C.G.A. 13-10-90, et seq, and Georgia Department of Labor Regulations Rule 300-10-1-02, and that all such affidavits are incorporated into and made a part of every contract with each subcontractor.

In accordance with OCGA 50-36-1, Proposer certifies its eligibility for public benefits. The appropriate affidavit is attached hereto as "Exhibit B".

GENERAL INFORMATION:

No bids received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Spalding County for the premature opening of a bid not properly addressed and identified.

WITHDRAWAL OF PROPOSAL:

A bidder may withdraw his bid before the due date, without prejudice to the bidder, by submitting a written request of withdrawal to the Spalding County Board of Commissioners.

REJECTION OF PROPOSAL:

Spalding County may reject any and all bids and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Spalding County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure. Spalding County shall be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various bidders.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The bidder may be required, upon request, to prove to the satisfaction of Spalding County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any bidder is not satisfactory, the bid of such bidder may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a bid, the bidder represents and warrants that such bid is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham, or any other person, firm or corporation to refrain from bidding and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

INTEREST OF:

By submitting a bid, the bidder represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Spalding County has, in any manner, an interest, directly or indirectly, in the bid or in the contract which may be made under it, or in any expected profits to arise therefrom.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to bid, general conditions, and instructions for bidders, special conditions, specifications, bid, and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS:

1. The instructions contained herein shall be construed as a part of any bid invitation and/or specifications issued by Spalding County and must be followed by each bidder.
2. The written specifications contained in this bid shall not be changed or superseded except by written addendum from Spalding County. Failure to comply with the written specifications for this bid may result in disqualification by Spalding County.
3. All goods and materials shall be F.O.B. Destination Griffin; Georgia and no freight or postage charges will be paid by Spalding County unless such charges are included in the bid price.
4. "Pest Control Proposal" must be written clearly on the outside of each bid envelope in order to avoid prior opening in error.
5. All bids must be received and in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place of bid due date. Bids received after the stated time and date shall be rejected without consideration, regardless of postmark. Spalding County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all bids submitted shall be valid and may not be withdrawn for a period of 90 days from the due date.
7. Each bid form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid. When submitting a bid to Spalding County the first page of your bid package should be the bid form listing the price, delivery date, etc.
8. Spalding County reserves the right to accept a bid that is not the lowest price if, in the County's judgment, such bid is in the best interest of the County and the public. The County reserves the right to reject any and all bids.
9. Telephone, telegraphic or facsimile bids will not be accepted.
10. No sales tax will be charged on any orders.
11. Bids shall identify any subcontractors, and include an explanation of the service or product that they may provide.

BID SPECIFICATIONS

GENERAL:

1. Spalding County reserves the right to add or delete facilities.
2. Vendor must provide proof of DCO (Designated Certified Operator).

SCOPE OF WORK:

It is the intent of Spalding County to award an annual contract with the option to renew for four (4) additional years, renewable annually to a Pest Control Company to furnish all professional services, equipment, labor and materials necessary to provide insect and rodent control services. Pest control services contemplated by these specifications will be for the control of the following pests:

- A. Rats and mice
- B. Roaches, ants and silverfish
- C. Assist with the control of flies
- D. Assist; with the control of the following miscellaneous pests: crickets, earwigs, grasshoppers and spiders
- E. Fleas

MATERIALS:

Only materials that are registered with the Environmental Protection Agency will be used in performing these services. All materials will be used in strict accordance with label directions. Copies of MSDS sheets will be provided to each Facilities Manager and in the log book that will be provided to Spalding County. Any changes in materials used must be approved by Facilities Manager and once approved, updated MSDS sheets are to be provided. Chemicals being used will be odorless and conform to current state and federal regulations. Materials used in food service environments must meet State and Local health codes.

SCHEDULE AND PROCEDURES:

The successful bidder will be responsible for scheduling pest control services for each building or facility with the facility's operator/manager. The initial month, service will consist of a thorough treatment to each of the buildings. The scope of the service will include a concentration to the most critical areas as well as preventative applications to the remainder of the building. Those areas of primary concentration will include entranceways, bathrooms, break rooms, kitchens, storage areas, windows and the exterior perimeter. Service will be rendered in a likewise manner each month thereafter. Upon completion of treatment vendor will be required to obtain the signature of the Facility Manager, or their designee, as confirmation of treatment. If between scheduled monthly visits, a problem should develop additional service will be rendered at NO additional charge. Additional pest service will be provided within 24 hours.

GUARANTEE:

A written guarantee of complete pest control will be required. If any additional service should become necessary for the control of these pests, it will be performed as quickly as possible at NO additional cost.

PEST CONTROL LOGBOOK:

A centrally located pest control logbook will be required and will be maintained at the Spalding County Courthouse Annex Building in Room 104, the Administration Department. The logbook will be used to evaluate the pest control services received. The logbook will need to contain the following information:

- A. A service information sheet.
- B. A description of the pest control services provided.
- C. A pest sighting sheet.
- D. A place for the technician's service reports for each service.
- E. A place for Quality Control Inspection Reports.
- F. Information on pesticides being used. (MSDS sheets)

TERMITES:

Vendor may be required to provide termite control on an "as needed" basis at an additional, reasonable cost to Spalding County according to the market price at that time. Service for termites will be provided within 24 hours.

BID FORM
BID PEST CONTROL SERVICES

1. Bid on specifications as outlined: Yes _____
 No _____ *Variations are to be noted.

2. Bid prices expire: _____Month _____Day _____Year
(Minimum of 90 days)

3. Bid Base Price: \$_____

Completion Time after Notice to Proceed _____

4. Bid Received From: (Company) _____

(Address) _____

(Phone) _____

(Contact) _____

Authorized Representative
(Print or Type)

Authorized Representative
(Signature)

**EXHIBIT A
IMMIGRATION AND SECURITY FORM**

O.C.G.A. § 13-10-91 requires contractors interested in public works contracts to file an affidavit that the contractor and its subcontractors have registered and participate in a federal work authorization program intended to ensure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor.

In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., Contractor must warrant and affirm that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>; and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Spalding County, Georgia has registered with and is participating in a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, and Contractor warrants that it will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Spalding County, Georgia, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Georgia Department of Labor Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Spalding County, Georgia at the time the subcontractor(s) is retained to perform such service.

Signature

Title

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email: _____

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____

EXHIBIT B
Affidavit Verifying Status
for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Spalding, County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. *

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: Date

Printed Name:

*

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20_____.

Notary Public
My commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.