



## Robertson County Tennessee

*Jody Stewart, Finance Director*

*Finance Department*

523 South Brown Street, Springfield, TN 37172

(615) 384-0202 Fax (615) 384-0237

MAIL DATE: **5/12/2014**

### **Pest Control Services**

Sealed bids must be received by: **5/29/2014 at 10:30 AM**

Robertson County Finance Office

523 South Brown Street

Springfield, TN 37172

**THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, ITEM BID, TIME OF BID OPENING, DATE OF BID OPENING, BID NO. 1267 AND MUST BE MARKED "SEALED BID, DO NOT OPEN."**

Bids are opened and read aloud to the public at the Robertson County Finance Office, 523 S. Brown Street, Springfield, TN 37172 immediately after the bid receipt deadline. Each vendor may submit more than one bid provided each bid meets the stated specifications. Each bid must be submitted in a separate sealed envelope with the appropriate notation on the outside. All bids must be signed by an authorized agent and submitted on the prescribed forms. Submission of bids by telegraph, telephone, or other electronic means is strictly prohibited. Please enclose a stamped, self addressed envelope to receive a completed bid tabulation form. Any brand name called for the bid specifications is provided as a reference only. Alternate brand name items offered for bid must be equivalent as to function, basic design, type and quality of material, method of construction, and any required dimensions. Bidder must attach a letter of exception to specifications.

For assistance with technical / product information contact James Taylor, Supervisor, School Building & Grounds at (615)384-0213. For assistance with bid procedures contact Cheryl Moon, Robertson County Finance Office at (615) 384-0202.

**Note: Robertson County reserves the right to reject any or all bids, to waive any technicalities or informalities, and to accept any bid deemed in the best interest of the County. All bids will be considered in accordance with Title VI and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.**

## Scope of Work and General Provisions

### 1. SCOPE of WORK

Bid shall include monthly service to the following areas; building perimeters, cafeterias, all restrooms, home economics rooms, CDC rooms, janitorial closets, storage rooms, boiler rooms, electrical and mechanical rooms, all lounges, water fountains, all commons areas, locker rooms, offices, field houses and any other campus buildings. Any bid submitted should include all properties and services listed on the Bid Response Sheets.

### 2. CLASSROOM DATES of SERVICE

Bid shall include scheduled service to all classrooms on or around the following dates:

- a. August 1
- b. December 21
- c. March 10
- d. June 4

### 3. PESTS

Bid shall include monthly spraying at all locations for all types of insects such as, but not limited to, roaches, beetles, ants, silverfish, spiders, crickets, flies, gnats, wasps, bees and mud daubers with low or no odor EPA, FDS, USDA & OSHA approved chemicals.

### 4. STINGING INSECTS

Bid shall include knocking down and spraying of wasp, bee, hornet, bumble bee and mud dauber nests.

### 5. RODENTS

Bid shall include monthly mouse baiting at all locations and in all areas specified in Items 1 and 2 above with EPA approved poison and glue boards.

### 6. KITCHEN

Bidder shall provide and include a separate bid price for all kitchens at each location using the same specifications and listed in Items 3, 4 and 5 above. Successful bidder will issue separate invoices to the Robertson County Schools Nutrition office for kitchen services.

### 7. TERMITE

Bidder shall provide and include a separate bid price for a termite protection guarantee within the same specified contract period as the standard pest control services. The Termite Protection Guarantee will be for "as needed service" to all locations as listed on the Bid Sheet for a flat annual fee.

### 8. TREATMENT AREA

Bid will consist of, but not be limited to, treatment of cracks and crevices of entire buildings.

### 9. SERVICE PERSONNEL

Successful bidder shall designate at least one service person that is accessible to Robertson County Schools at all times to service our account.

### 10. COMPLAINTS

Successful bidder shall respond to complaints and concerns and provide follow-up treatment within 48 hours.

11. SITE INSPECTION

Bidders should verify the location and approximate square footage of all properties prior to bidding.

12. THEFT

Any Robertson County Board of Education tangible property must remain on the premises.

13. WASTE

The vendor shall remove all rubbish, debris and other objectionable and/or hazardous materials from the site prior to exiting the serviced location. These materials are not to be disposed of on Board of Education property.

14. CONDUCT

The execution of this service shall not be conducted in such manner as to create any nuisance for the facility staff or students, or so as to violate any of the ordinances of Robertson County and the State of Tennessee.

15. TERMINATION

If at any time during the term of service, the successful bidder is unable to perform the services as bid or the Robertson County Board of Education is not satisfied that services are being provided as bid, either party may terminate the contract for the balance of the service period upon presentation of a written 30-day notice.

16. INTENT

It is the intent of Robertson County Schools to award the Pest Control Service and Termite Protection Guarantee to one, qualified, successful bidder. Any award made will be for (1) one 12 month period, beginning July 1, 2014, with provisions for up to (2) two consecutive 12 month extensions.

17. CONTRACT

The terms and conditions of this Request for Bid and a duly authorized purchase order shall constitute the entire agreement.

18. SERVICE PERFORMANCE

The bidder must demonstrate the ability to complete the services specified, possess all equipment necessary for execution of the services bid and upon request provide proof of satisfactory services performed for other clients.

19. VALIDITY

All bids offered must remain valid for ninety (90) days after the bid opening date.

20. LICENSING

Bidder shall have all current licensing from the State of Tennessee and Robertson County and shall submit copies with the bid response.

21. LETTER OF COMPLIANCE

Successful bidder must comply and provide a Letter of Compliance. Amendments to the Tennessee Code Annotated Section 49-5-413 require employers doing business with the Robertson County Board of Education to have their employees' criminal history records checked. No employer or employee shall come in direct contact with school children, children in a childcare program, and/or

enter the grounds of a school or childcare center operated by the Robertson County Board of Education when children are present without this compliance letter on file.

22. IDENTIFICATION

The contractor shall provide each technician with the proper identification. This identification shall be in their possession when performing duties related to this contract within or upon County property.

23. SAFETY

The contractor shall be responsible for the safety of their employees. Protective clothing and equipment shall be used when required. OSHA standards shall be enforced at all times.

24. CHANGES

The contractor will provide services at required times as requested by the County. Any changes must be approved by the School Principal or a representative of Robertson County Board of Education. Requested service times may be changed to suit the School's particular needs.

25. DAMAGE/INJURY

The successful bidder shall indemnify and save harmless the Robertson County Board of Education against all claims, demands, suits, damages of sums of money to any party resulting from loss of life, personal injury or property loss and/or damage which may be caused by reason of defect, fault, actions of the vendor or his employees during the course of services rendered.

26. INSURANCE

Each bidder shall be required to submit with their bid a Certificate of Insurance showing that they have the minimum insurance requirements listed below.

- a. The liability insurance coverage shall be considered as primary and not as excess insurance. The carrier(s) shall provide thirty day written notice to the County by registered mail prior to any modifications<sup>1</sup> cancellation/ non-renewal or other changes in coverage.
- b. Policies must be effective prior to the commencement of work and must remain in force until termination of work under this contract. In the event of interruption of coverage for any reason, all work under the contract shall cease and shall not resume until coverage has been restored.
- c. If at any time during the term of this contract or any extension thereof, any required policies of insurance should expire, or are cancelled, it will be the responsibility of the contractor to furnish the County with a current Certificate of Insurance indicating renewal or an acceptable replacement of the expiring policy prior to the expiration or cancellation date so that there will no lapse in coverage.
- d. The minimum coverage requirements:

Workmen Compensation: Statutory limits.

General Liability: In a comprehensive form with a minimum limit of \$100,000.00 C.S.L. and \$500,000.00 aggregate.

Motor Vehicle Liability: In a comprehensive form with a minimum limit of \$100, 000.00 C.S.L.

**Bid Response Form #1267**  
**2014-2015 Pest Control Services Beginning July 1, 2014**

	Facility Name	Monthly Charge for Building Area Excluding Classroom & Kitchen	Price per Each Extended Service to Include Classrooms (4 x Annually)	Monthly Charge for Kitchen, Manager's Office, Food Prep & Food Storage Areas (Excludes Dining Areas)
1	Alternative School			
2	Bd of Ed, Central Office		NA	NA
3	Building & Grounds + Teacher Ctr		NA	NA
4	Bransford Elementary School			
5	Cheatham Park Elem School			
6	Coopertown Elem School			
7	Coopertown Middle School			
8	East Robertson Elem School			
9	East Robertson High School			
10	Greenbrier Elementary School			
11	Greenbrier High School			
12	Greenbrier Middle School			
13	Jo Byrns Elementary			
14	Jo Byrns Middle/High School			
15	Krisle Elementary School			
16	School Nutrition		NA	NA
17	Springfield High School & Vocational School			
18	Springfield Middle School			
19	Technology Department		NA	NA
20	Transportation & Bus Garage		NA	NA
21	Wautaga Elementary School			
22	Westside Elementary School			
23	White House Heritage Elementary			
24	White House Heritage High School			
25	Woodall Primary School			
	<b>TOTALS</b>			

For Year (2)      2015-2016      Increase this bid by: \_\_\_\_\_ %  
For Year (3)      2016-2017      Increase this bid by: \_\_\_\_\_ %

**NON-COLLUSION AFFIDAVIT**  
The agent of the bidding firm hereby certifies to the best of his/her knowledge and belief that this bid proposal to Robertson County, Tennessee has not been prepared in collusion with any other seller of similar products. The agent also certifies that the prices, terms and conditions of said bid proposal have not been communicated by the undersigned, nor by any employee or agent of the bidding firm, to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said bid. The agent further states that no official or employee of Robertson County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

Date: \_\_\_\_\_  
Authorized Signature, Title (Owner / Corporate Officer): \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Bid Response Form #1267  
2014-2015 Termite Protection Guarantee Beginning July 1, 2014**

	Facility Name	Annual Fee
1	Alternative School	
2	Bd of Ed, Central Office	
3	Building & Grounds + Teacher Ctr	
4	Bransford Elementary School	
5	Cheatham Park Elem School	
6	Coopertown Elem School	
7	Coopertown Middle School	
8	East Robertson Elem School	
9	East Robertson High School	
10	Greenbrier Elementary School	
11	Greenbrier High School	
12	Greenbrier Middle School	
13	Jo Byrns Elementary	
14	Jo Byrns Middle/High School	
15	Krisle Elementary School	
16	School Nutrition	
17	Springfield High School & Vocational School	
18	Springfield Middle School	
19	Technology Department	
20	Transportation & Bus Garage	
21	Wautaga Elementary School	
22	Westside Elementary School	
23	White House Heritage Elementary	
24	White House Heritage High School	
25	Woodall Primary School	
	<b>TOTAL</b>	

For Year (2)      2015-2016      Increase this bid by: \_\_\_\_\_%

For Year (3)      2016-2017      Increase this bid by: \_\_\_\_\_%

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Date: \_\_\_\_\_

Authorized Signature, Title (Owner / Corporate Officer): \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address: \_\_\_\_\_

**Robertson County Property Locations**

<b>Facility</b>	<b>Address</b>		<b>Phone</b>
Alternative School	800 M.S. Coutts Blvd.	Springfield, TN 37172	(615)382-2328
Bd of Ed, Central Office	2121 Woodland St	Springfield, TN 37172	(615)384-5588
Building & Grounds + Teacher Ctr	3470 Hwy 41 South	Springfield, TN 37172	(615)3840213
Bransford Elementary School	700 Bransford Drive	Springfield, TN 37172	(615)384-4313
Cheatham Park Elem School	301 Locust Street	Springfield, TN 37172	(615)384-0232
Coopertown Elem School	3746 Highway 49 West	Springfield, TN 37172	(615)384-7642
Coopertown Middle School	3820 Highway 49 West	Springfield, TN 37172	(615)382-4166
East Robertson Elem School	5177 East Robertson Rd	Cross Plains, TN 37049	(615)654-3874
East Robertson High School	158 Kilgore Trace	Cross Plains, TN 37049	(615)654-2191
Greenbrier Elementary School	2658 Highway 41 South	Greenbrier, TN 37073	(615)643-4529
Greenbrier High School	126 Cuniff Drive	Greenbrier, TN 37073	(615)643-4526
Greenbrier Middle School	2450 Highway 41 South	Greenbrier, TN 37073	(615)643-7823
Jo Byrns Elementary	6399 Hwy 41 North	Cedar Hill, TN 37032	(615)696-0533
Jo Byrns Middle/High School	7025 Highway 41 North	Cedar Hill, TN 37032	(615)696-2251
Krisle Elementary School	6712 Highway 49 East	Springfield, TN 37172	(615)384-2596
School Nutrition	802 MS Coutts Blvd	Springfield, TN 37172	(615)384-7280
Springfield High School	5240 Highway 76 East	Springfield, TN 37172	(615)384-3516
Springfield Middle School	715 5th Avenue West	Springfield, TN 37172	(615)384-4821
Technology Department	100 5th Avenue East	Springfield, TN 37172	(615)382-2318
Transportation & Bus Garage	1015 Josephine St	Springfield, TN 37172	(615)384-4555
Wautaga Elementary School	1755 Lake Road	Ridgetop, TN 37152	(615)859-5252
Westside Elementary School	309 Alsup Drive	Springfield, TN 37172	(615)384-8495
White House Heritage Elementary	220 West Drive	White House, TN 37188	(615)672-4595
White House Heritage High School	7744 Hwy 76 East	White House, TN 37188	(615)672-0311
Woodall Primary School	300 Eden Way	White House, TN 37188	(615)672-7772

## **Cafeteria Locations and Manager Contact Information**

### Bransford Elementary

Manager: Markita Cone (Interim)

Address: 700 Bransford Drive, Springfield, TN 37172

Phone/Fax: 384-0243

### Cheatham Park Elementary

Manager: Paula Bryant

Address: 301 Locust Street, Springfield, TN 37172

Phone/Fax: 384-0244

### Coopertown Elementary

Manager: Lisa Baker

Address: 3746 HWY 49 West, Springfield, TN 37172

Phone/Fax: 384-3509

### Coopertown Middle

Manager: Debbie Bridges

Address: 3820 HWY 49 West, Springfield, TN 37172

Phone/Fax: 382-0697

### East Robertson Elementary

Manager: Frances Rayburn

Address: 5177 East Robertson Road, Cross Plains, TN 37049

Phone/Fax: 654-4725

### East Robertson High

Manager: Sue Ryan

Address: 158 Kilgore Trace, Cross Plains, TN 37049

Phone/Fax: 654-4727

### Greenbrier Elementary

Manager: Faye Traugher

Address: 2658 HWY 41 South, Greenbrier, TN 37073

Phone/Fax: 643-2827

### Greenbrier High

Manager: Robert Swieder

Address: 126 Cuniff Drive, Greenbrier, TN 37073

Phone/Fax: 643-5043

### Greenbrier Middle

Manager: Debi Parker

Address: 2450 HWY 41 South, Greenbrier, TN 37073

Phone/Fax: 643-1555

### Jo Byrns Elementary School

Manager: Denise McCroy

Address: 6399 HWY 41 North, Cedar Hill, TN 37032

Phone/Fax: 696-2973

Jo Byrns High School  
Manager: Tisha Martin  
Address: 7025 HWY 41 North, Cedar Hill, TN 37032  
Phone/Fax: 696-3073

Krisle Elementary  
Manager: Tammy Bush  
Address: 6712 HWY 49 West, Springfield, TN 37172  
Phone/Fax: 382-8051

Robert F. Woodall Elementary  
Manager: Barbara Vantrease  
Address: 300 Eden Way Drive, White House, TN 37188  
Phone/Fax: 672-8931

Springfield High  
Manager: Juli Bagwell  
Address: 5240 HWY 76 East, Springfield, TN 37172  
Phone:382-3111/Fax:384-0239

Springfield Middle  
Manager: Noreen Spain  
Address: 715 5th Avenue West, Springfield, TN 37172  
Phone/Fax: 384-9761

Watauga Elementary  
Manager: Kelly Neese  
Address: 1755 Lake Road, Ridgetop, TN 37152  
Phone/Fax:859-2694

Westside Elementary  
Manager: Carria Keith  
Address: 309 Alsup Drive, Springfield, TN 37172  
Phone/Fax: 382-2327

White House Heritage Elementary  
Manager: Susan Lee  
Address: 220 West Drive, White House, TN 37188  
Phone/Fax: 672-4684

White House Heritage High  
Manager: Pam Broadway  
Address: 7744 HWY 76 East, White House, TN 37188  
Phone/Fax: 672-3736