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Request for Quotes
No. 2023-50

Pest Control Services

PROJECT OVERVIEW (See Scope of Work for details)

SOLICITATION NUMBER:

RFQ No. 2023-49

DESCRIPTION OF SERVICES:

Perform pest control services to thirty-eight (38) locations – beginning July 1, 2023.

DEADLINE FOR QUOTE SUBMISSIONS:

Friday, May 19, 2023 at 2:00PM EST

QUESTIONS & QUOTES SHOULD BE EMAILED TO:

Purchasing Services
purchasing@dorchestercountysc.gov

QUOTES CAN ALSO BE SUBMITTED ONLINE THROUGH ELECTRONIC SOLICITATION AT:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=e18973c1-4a13-4b63-a74f-feebcba670c0>

1. Scope of Work

The Contractor shall furnish all labor, tools, materials, and equipment necessary to accomplish the full treatment pest control services for all areas and buildings specified herein including all rooms, closets, toilets, kitchens, hallways, stairwells, attics, elevators, plus any other building portion or part not specifically described herein.

Under this contract, pest control is the use of properly registered pesticides and/or the use of approved devices at scheduled times and at pre-planned intervals to provide adequate and acceptable levels of insect and rodent population suppression at the County premises covered by this contract.

Full treatment pest control services will include inspection and treatments for rats, mice, cockroaches, ants, moths, and silverfish plus any other pests not specifically excluded from the contract. Rat and mouse infestations located in burrows in the ground adjacent to buildings are included. If any pests are discovered by County personnel, the Contractor will respond within 24 hours after notification to correct the situation. This contract does not include termite control services.

When necessary to install rodent bait boxes, the Contractor will supply a written report to the County which indicates the box location, date of installation, and removal.

2. Contractor's Requirement

The Contractor is to coordinate all work with the Dorchester County Facilities Maintenance Manager for the area being treated and with an inspection and service schedule at the start of the treatment program. Any deviation from this schedule is to be reported immediately to the affected department. A County representative must sign a service ticket to authenticate that service was performed for each building. A copy of this signed statement must be included with each monthly invoice.

The Contractor is responsible for the implementation of the pest control programs required by this contract. The Contractor is responsible for providing pesticide applicators who have been trained and certified by a properly designated State lead agency as competent to handle and apply the classes of pesticide products necessary to implement the pest control programs required by this contract.

The Contractor is further responsible for the pest control programs required under this contract fully complying with the applicable Federal, State, and local pesticide laws and regulations within the legal jurisdiction that the premises covered by this contract are located.

The Contractor shall report to the Facilities Maintenance Manager any evidence or conditions conducive to pest infestation, which is not covered in the contract, at the time such condition is first noticed.

The Contractor shall provide one call-back service per month per facility at no additional charge to Dorchester County. Call-back service will be requested by Dorchester County when previous treatment fails to control the pests specified herein.

All insecticides, rodenticides, and bait stations shall be removed from the premises covered by this contract at its conclusion. Written certification of such removals shall be submitted to the Facilities Maintenance Manager.

3. Site Information – Location of Work

In addition to the individual units, all common areas including hallways, stairwells, public rest rooms, offices, recreation areas, kitchens, laundry rooms, garbage rooms, stock rooms, workshops, closets, and the exterior perimeter of the first floor of the building shall be treated.

The following are the buildings with square footage that needs to be maintained in this contract:

OFFICE ANNEX	101 RIDGE STREET	ST. GEORGE	42,400
PUBLIC WORKS DEPT	2120 E. MAIN STREET	DORCHESTER	26,150
FACILITIES MAINT	2120 E. MAIN STREET	DORCHESTER	5,392
LAW ENFORCEMENT BUILD A: 220 DEMING WAY	211 DEMING WAY	SUMMERVILLE	19,489
JUDICIAL CENTER BUILD B	212 DEMING WAY	SUMMERVILLE	18,530
EOC DEMING WAY, SUMMERVILLE	DEMING WAY	SUMMERVILLE	15,000
HUMAN SERVICES BUILD	500 EAST MAIN STREET	SUMMERVILLE	35,331
SEWER PLANT	2900 LANDING PARKWAY	SUMMERVILLE	3,272
KFW	201 JOHNSTON	ST. GEORGE	61,900
DSS	216 OLD ORANGEBURG RD	SUMMERVILLE	12,204
EMS STATION 5 FIRE STATION 9	109 DUTCH KRAKEEL RD	ST. GEORGE	9,197
EMS STATION 1 HQ	821 W. 5TH NORTH STREET	SUMMERVILLE	9,080
VICTIMS ADVOCATE	823 W. 5th NORTH STREET	SUMMERVILLE	1,344
CIVIL WARRANTS	824 W. 5th NORTH STREET	SUMMERVILLE	1,344
NARCOTICS	825 W. 5th NORTH STREET	SUMMERVILLE	1,344
ALCOHOL & DRUG	320 MIDLAND PARKWAY	SUMMERVILLE	14,357
COURTHOUSE	5200 JIM BILTON BLVD	ST. GEORGE	49,280

SUMMERVILLE AIRPORT	GREYBACK ROAD	SUMMERVILLE	4,845
ST GEORGE AIRPORT	TAYLOR HORN RD	ST. GEORGE	2,174
DJJ	300 N. CEDAR	SUMMERVILLE	3,370
DETENTION CENTER	220 HODGE WAY	SUMMERVILLE	83,000
EMS STATION 6 FIRE STATION 11	200 HUNDRED OAKS PARKWAY	SUMMERVILLE	8,024
WATER & SEWER	235 DEMING WAY	SUMMERVILLE	57,700
PAROLE & PARDON	422 INDUSTRIAL BLVD RESOURCE	SUMMERVILLE	4,818
UPPER WASTEWATER MANAGEMENT	1235 HEATHERWOOD DRIVE	ST. GEORGE	1,000
EMS 2 FIRE STATION 21	4214 LADSON ROAD	SUMMERVILLE	
TEXAS PARK	171 TEXAS PARK ROAD	ST. GEORGE	2,178
ASHLEY RIVER PARK	200 RENKEN ROAD	SUMMERVILLE	13,855
DAVIS BAILEY PARK	5190 E.JIM BILTON BLVD.	ST. GEORGE	
FEMALE JAIL	100 SEARS STREET	ST. GEORGE	6,890
EMS STATION 4 FIRE STATION 3	134 SOUTH RAILROAD AVENUE	HARLEYVILLE	7,600
ST. GEORGE LIBRARY	506 N. PARLOR AVE.	ST. GEORGE	12,030
SUMMERVILLE LIBRARY	76 OLD TROLLEY ROAD	SUMMERVILLE	23,000
EMS 3 STATION 18	146 CHURCH STREET	RIDGEVILLE	3,052
FACILITIES STORAGE	807 W. 5TH NORTH STREET	SUMMERVILLE	4,473
TRIDENT TECH	10055 DORCHESTER ROAD	SUMMERVILLE	2,570
NORTH CHARLESTON LIBRARY	8690 PATRIOT BLVD.	SUMMERVILLE	15,000
HHS	1452 BOONEHILL ROAD	SUMMERVILLE	46,700

Note: It is the Contractors responsibility to be familiar with work sites listed above to determine the workload and necessary resources to carryout services prior to submitting a quote.

4. Location of Work

All work will be performed at the work sites listed above in Section 2.

5. Pesticide Products

No pesticide shall be used in any pesticide program required by this contract in any manner inconsistent with its labeling. All pesticides used in the pest control programs covered by this contract shall be properly labeled for the control of the target pests against which they are being used and label instructions shall be strictly adhered to.

6. Authorized Hours of Work

Services will be performed by the Contractor during regular hours of operation in the various buildings, except when special conditions require servicing to be done when a building or area is vacated after regular working hours or on weekends. There will be no additional charge for this service. Sites requiring normal hours service are designated on the Pricing Schedule.

7. Pricing

Interested Contractors shall provide a lump sum proposal ,per work site, for requested work on company letterhead. Please list each work site as a line item. The proposal shall include a date, along with the printed name and signature of appropriate company representative.

8. Payment

Contractor shall invoice Dorchester County for services provided based on the amount submitted as a quote. Payment will be made within thirty (30) days from the date of invoice approval.

9. Notification

The Contractor will provide notification to Dorchester County of any accidents, injuries, or complaints by the public to allow the department to investigate these matters.

10. Term of Contract

The Contract shall commence on July 1, 2023, with options to extend for 5-1-year terms. The Contractor shall commence work after receiving a Purchase Order or “Notice to Proceed”.

11. Licensing

The Contractor must possess a valid business license in each jurisdiction.

The Contractor shall be licensed by the State of South Carolina to provide pest control in the categories specified in this contract. All works shall be done under the superintendence of a State of South Carolina certified, responsible individual, in accordance with Federal, State, and laws and requirements. All pesticides shall be procured, processed, handled, and applied in strict accordance with the manufacturer’s label which shall be registered with the Environmental Protection Agency and applicable State Lead Agency for enforcement of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA).

The Contractor shall be responsible for providing all Material Data Safety Sheets for each chemical which will be used. (Additional copies of the material data safety sheets must be provided to the personnel at each locations.)

Insurance: The contractor shall provide a copy of a Certificate of Insurance indicating current Worker's Comp/Employer's Liability Insurance.

12. Damage of Property

Any damage to Dorchester County property or private property as a result of the Contractor's operation shall be immediately repaired by the Contractor. Should the repair not be instituted soon enough, or satisfactorily in the opinion of Dorchester County, the County reserves the right to make the necessary repairs and deduct these costs from any monies due the Contractor. The Contractor shall rent equipment as needed to cover any equipment breakdowns.

13. Award

The lowest quote that meets all requirements, as verified by the County Facilities Director, will be issued a Purchase Order (PO) that represents a contract between the County and the Vendor. Acceptance of the PO by the Vendor indicates acceptance of these RFQ terms and conditions as the contractual terms and conditions of this purchase.

**REQUEST FOR QUOTES (RFQ)
GENERAL TERMS AND CONDITIONS**

1. PREPARATION, SUBMISSION AND WITHDRAWAL OF QUOTES

- A. This solicitation is being issued in accordance with the Dorchester County Procurement Policies. All proposers, and all associated sub-consultants as deemed necessary, shall be able to be properly licensed to conduct its business in Dorchester County, with all licenses, permits, and certificates as required by all local, State of South Carolina, and Federal agencies.
- B. Quotes may be electronically submitted via the Vendor Registry website; however, Dorchester County is not responsible if submissions are not received due to website errors.
- C. **Quotes submitted after the due date and time are considered “Late Quotes,” and will not be opened or considered.**
- D. Quotes may be withdrawn by written request received from the Contractor prior to the time set for opening of quotes, but not thereafter.
- E. Dorchester County reserves the right to make any changes to this RFQ, or to reject any and all quotes, or parts of any and all quotes or to accept any quote or portion thereof deemed to be in the best interest of the County, or postpone or cancel, at any time, this RFQ, or to re-solicit this RFQ, or to waive any irregularities in this RFQ or in the quotes received as a result to this RFQ. Dorchester County also reserves the right to request clarification or information from any proposer. The County is not liable for any expenses incurred by any firm as a result of being a respondent to this solicitation.
- F. Any interpretation, correction or change of the RFQ documents will be made by addendum.
It is your responsibility to monitor the Procurement website by selecting Quotes/RFQ Opportunities at www.dorchestercountysc.gov for any additional information, revisions, or addenda that may be posted.
- G. No substitutions will be considered after the Contract award except by amendment or change order.

2. CONTRACTOR REPRESENTATIONS

Each Contractor by submitting a quote represents that:

- A. The Contractor has read and understands this RFQ (including all specifications, attachments, and addenda) and that their quote is made in accordance therewith.
- B. The Contractor has reviewed the RFQ, has become familiar with the local conditions under which the Work is to be performed, and has correlated personal observations with the requirements of the proposed Contract Documents.
- C. The quote is based on the terms, materials, systems and equipment required by this RFQ, without exception.

- D. The Contractor is qualified to provide the services and equipment required under this RFQ and, if awarded the Contract, will do so in a professional, timely manner using Contractor's best skill and attention.

3. AWARD OF CONTRACT

- A. The contract will be awarded to the most responsive and responsible firm meeting the specifications of the County. Although cost will be a consideration, the award will be based on cost, consistent with the desired quality of service needed for effective use.
- B. The County reserves the right to 1) reject any or all quotes and any part of a quote; 2) waive informalities, technical defects, and minor irregularities in quotes received.
- C. The County shall be the sole judge of the suitability of the items or services to be provided pursuant to this RFQ.

4. INDEMNIFICATION

Except for expenses or liabilities arising from the negligence or intentional acts of the County, the Contractor hereby expressly agrees to indemnify and hold the County harmless against any and all expenses and liabilities arising out of the negligent performance, action or inaction of the Contractor in conduct of this Contract, as follows:

For matters other than those arising from the rendering or failure to render professional services, the Contractor expressly agrees to the extent that there is a causal relationship between its negligence, action or inaction, or the negligence, action or inaction of any of its employees or any person, firm or corporation directly or indirectly employed by the Contractor and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage) that is suffered by the County and/or its officers or employees or by any member of the public, to indemnify and save the County and its officers and employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the negligence, action or inaction of the Contractor, regardless of whether such liabilities, penalties, demands, claims, lawsuits, losses, damages, costs and expenses are caused in part by the County. Such costs are to include, without limitation, defense, settlement and reasonable attorney's fees incurred by the County and its employees. This promise to indemnify shall include, without limitation, bodily injuries or death occurring to the Contractor's employees and any person, directly or indirectly employed by the Contractor (including, without limitation, any employee of any subcontractor), the County's officers or employees, the employees of any other independent contractors, or occurring to any member of the public. When the County submits notice, the Contractor shall promptly defend any aforementioned action.

For matters arising out of the rendering or failure to render professional services, the Contractor will indemnify and save the County and its officers and employees harmless from and against all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs and expenses arising out of or resultant from any negligent act, error or omission of the Contractor in the rendering or failure to render professional services under this Contract. Such costs are to include, without limitation, defense, settlement and reasonable attorneys' fees incurred by the County and its officers and employees. This promise to indemnify shall include, without

limitation, bodily injuries or death occurring to the Contractor's employees and any person, directly or indirectly employed by the Contractor (including, without limitation, any employee of any subcontractor), the County's officers or employees, the employees of any other independent contractors, or occurring to any member of the public. When the County submits notice of claim that triggers the indemnity, the Contractor shall promptly defend any aforementioned action at its own cost.

The limits of insurance required in this Contract shall not limit the Contractor's obligations under this Section. The terms and conditions contained in this Section shall survive the termination of the Contract or the suspension of the Work hereunder. To the extent that any liabilities, penalties, demands, claims, lawsuits, losses, damages, costs and expenses are caused in part by the acts of the County, the Contractor's obligations shall be reduced in proportion to the County's fault. The obligations herein shall also extend to any actions by the County to enforce this indemnity obligation. The recovery of costs and fees all extend to those incurred in the enforcement of this indemnity.

5. STATE AND LOCAL TAXES

Except as otherwise provided, Quotes shall *include* all applicable state and local taxes.

The successful Contractor shall calculate that portion of the Contract which is subject to the seven percent (7%) sales and/or use tax, which amount shall be itemized and shown on all invoices and shall be paid to South Carolina Department of Revenue (SCDOR) by Contractor. If the successful Contractor is a non-South Carolina company, the County will withhold said amount from all invoices and remit payment to the SCDOR, unless the Contractor furnishes County with a valid South Carolina Use Tax Registration Certificate Number.

The successful Contractor shall indemnify and hold harmless the County for any loss, cost, or expense incurred by, levied upon or billed to the County as a result of the successful Contractor's failure to pay any tax of any type due in connection with this Contract.

The successful Contractor shall ensure that the above sections are included in all subcontracts and sub-contracts and shall ensure withholding on out of state sub and sub-subcontractors to which withholding is applicable.

6. DRUG-FREE WORKPLACE ACT

By submitting a quote, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of the Drug-Free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

7. INSURANCE REQUIREMENTS

The successful Contractor shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the County by the Contractor, his agents, representatives, employees or subcontractors.

A. Coverage Provisions

- a. All deductibles or self-insured retention shall appear on the certificate(s).
- b. The County of Dorchester, its' officers/ officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
- c. The Contractor's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.
- d. Shall provide 30 days written notice to the County before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
- e. All coverage for subcontractors of the Contractor shall be subject to all of the requirements stated herein.
- f. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either; the insurer shall reduce or eliminate such deductible or self-insured retention; or the Contractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
- g. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.
- h. The insurer shall agree to waive all rights of subrogation against the County, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
The Contractor shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.

8.

INSPECTION

The purchased services shall be subject to inspection and testing by the County. The Contractor shall, without charge, correct any workmanship found by the County not to conform to the RFQ requirements.

