

**Clark County Department of Job & Family Services
By and through the authority of the Board of Clark County Commissioners**

REQUEST FOR PROPOSALS

RFP: 17-SFY-10

FOR: Pest Control Services

RELEASE DATE: Tuesday, February 6, 2017

RESPONSES DUE: Friday, February 24, 2017 at 2:00 p.m.

The Board of Clark County Commissioners ("Board") is seeking proposals and intends to award one contract to a vendor to provide pest control services, in Clark County Department of Job & Family Services ("Department") buildings. Department will be administering the contract once executed by all parties. Interested vendors are required to follow the procedures outlined below. A sample contract can be viewed online ([click here to view](#)). There will be no changes to the contract unless agreed upon by all parties. Board reserves the right to reject any or all proposals or to waive any defect in a proposal which does not materially alter the contract document.

CONTRACT AWARD: The contract will be awarded to the responsible vendor whose proposal is most advantageous to Board. A potential vendor's failure to address all items in its proposal may result in its rejection. Board retains the right to cancel this RFP at any time prior to contract being awarded. Potential vendors will be notified at the earliest possible opportunity. Only Board has the authority to bind Department into a contract. Since Board maintains binding authority and has the right to refuse any proposal, no costs may be recovered for proposal preparation or any process during the RFP process or thereafter.

EVALUATION: Potential vendors will be evaluated based on, in order of importance:

1. Price;
2. Completeness of all required information and forms requested in this RFP;
3. Business references and Demonstration of Experience; and
4. Ability to meet County insurance requirements.

Vendors may be disqualified for failure to meet any of the above requirements. Proposals will be evaluated on all four (4) criteria, which are listed in the order of importance, with price being the most important evaluation factor. The selected vendor will be chosen based on the price and terms that are most advantageous to Department.

Board reserves the right to reject any proposals in which the potential vendor takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that the contracting authority considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the contracting authority. Board reserves the right to reject, in whole or in part, any proposal that Board has determined, using the factors and criteria Board developed pursuant to this section, would not be in the best interest of the County.

INQUIRY PERIOD: Vendors shall contact Amber Mullaly at Amber.Mullaly@jfs.ohio.gov or (937) 327-3648 with any questions regarding this RFP. If the question is submitted via email, the subject line of the email must be "Pest Control Services RFP," in order to ensure timely receipt of all questions. The inquiry period opens upon release of the RFP, and closes at 2:00 p.m. on Friday, February 24, 2017. Department reserves the right to disregard any questions that are not properly or timely submitted. Any questions or answers deemed to be material to all vendors will be sent to all vendors at the email address the RFP was initially distributed to; any other questions or answers will not be distributed to all vendors. Board may conduct discussions with potential vendors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

INSURANCE REQUIREMENTS: Interested vendors must meet Board insurance requirements in order to be considered an eligible vendor (see page 6 of response forms, below).

BUSINESS REFERENCES: Interested vendors' proposals shall include a list of at least three (3) companies or organizations with which it has had roofing services contracts or agreements within the past two (2) years. The contracts must not have been terminated prior to the end date due to poor performance and/or acts of negligence. This list shall include the name and phone number of a contact person

who is familiar with the vendor's job performance. Neither Department nor Board of County Commissioners may not be used as a reference. There is a limit of one (1) reference from any other Clark County government agency (including Utilities, Courts, Sheriff, Prosecutor, etc.). Board may verify the vendor's experience based upon the list of business references submitted and any other sources which Board deems appropriate.

DEMONSTRATION OF EXPERIENCE: Interested vendors shall submit with its proposal demonstration of previous experience in delivering this, or similar, services. Vendor shall include descriptions and examples of at least two (2) projects or contracts completed in the past five (5) years that demonstrate appropriate experience – do not simply provide the name of the project or customer. Examples can be from the same projects for which business references are provided.

HOW TO SUBMIT A PROPOSAL: After reviewing the sample contract ([click here to view](#)), vendor shall prepare a written proposal statement that addresses how all parts of the Scope of Work section below will be provided, and completely fill in a copy of the six (6) page response sheet and forms included below. The forms can be completed electronically and printed for signature, or printed and completed by hand. Original signatures shall appear on pages 3-6 of the response forms in vendor's submitted proposal. Vendor may attach additional sheets if necessary to fully provide information regarding quote and scope of work.

Return an electronic copy via email to Amber.Mullaly@jfs.ohio.gov AND one (1) original hard-copy of the written statement of work and pricing proposal, all six (6) required forms, and any other documentation necessary to fully respond to this RFP, to:

Clark County Department of Job & Family Services, Attention: Amber Mullaly, 1345

Lagonda Avenue, Building C 4th Floor, Springfield, Ohio 45503,

on or before 2:00 p.m. on Friday, February 24, 2017. Proposals can be mailed or hand delivered to the *receptionist in Building C Lobby*. Mailed proposals must be received by the stated deadline. Proposals shall be clearly marked on the outside of the envelope in the lower left hand corner as follows: "Pest Control Services RFP." The name and address of the vendor submitting the proposal shall also appear on the outside of the envelope. Late proposals will NOT be accepted.

PRE-BID WALK-THROUGH: Potential bidders are very strongly encouraged to attend a walk-through to inspect Department's buildings. **A walk-through will be conducted on Monday, February 13, 2017 at 9:00 a.m.** on Department's Campuses. The walk-through will begin at 1345 Lagonda Avenue, Springfield, Ohio 45503. Potential bidders should report to the Building C Lobby at 9:00 a.m. Department's Maintenance Supervisor will lead interested vendors on the walk-through and will allow vendors to access as many buildings as is feasible on that date.

SCOPE OF WORK: Department is requesting pricing for pest control services including ongoing maintenance services and emergency services as needed. Specifications are included below, and in the attached response sheets. All services to be provided must be approved by the Maintenance Supervisor prior to the start of the requested work.

CONTRACT TERM: Two-year initial term **beginning April 1, 2017;** up to three (3) additional one-year extensions by and through written amendment executed by, and at the discretion of, Board.

CURRENT BUILDING SPECIFICATIONS: Below is a list of current buildings and approximate sizes, to the extent known. Actual specifications may vary. Vendor will be expected to be able to service all areas of Department's buildings.

1. 1345 Lagonda Avenue – 3 buildings:
 - Building A: single-story, 28,927 sq. ft.,
 - Building B: single-story, 10,249 sq. ft.,
 - Building C: four-story, 27,840 sq. ft.;
2. 1346 Lagonda Avenue – 1 building:
 - Building D: single-story, 46,240 sq. ft.;
3. 766 Pauline Street – 1 building and one vehicle:
 - Warehouse/Shop: single-story, 11,900 sq. ft.,
 - Interior of one vehicle (for bed bugs only);
4. 525 East Home Road – 5 buildings:
 - County Garage: single-story, 5,000 sq. ft.,
 - Kitchen: single-story, 4,014 sq. ft.,
 - Poplar Cottage / Neighborhood Housing Partnership: single-story, 3,505 sq. ft.,
 - Oak Cottage / Visitation Center: single-story 3,136 sq. ft.,
 - Hickory-Maple / Project Woman: single-story, 10,822 sq. ft.

SERVICE SPECIFICATIONS: Below is a list of services that Department requires be included in vendors' pricing.

1. Monthly, all buildings:
 - a. Mice traps/bait,

- b. Perimeter spraying for standard bugs (roaches, ants, etc.);
2. At least quarterly, only for buildings at 1345 and 1346 Lagonda Avenue and 766 Pauline Street:
 - a. Bed bug spray;
3. As needed, for buildings at 525 East Home Road:
 - a. Bed bug spray.

The selected contractor must:

1. Have the ability to arrive at Department campus in a timely manner after a call requesting service is made;
2. Be bonded and insured (insurance requirements are outlined on page 6 of the response sheet);
3. Have the ability to provide services to commercial buildings;
4. Have ability to access all of Department's buildings and areas where traps and spray are required; and
5. Have a selection of products on-hand to quickly perform emergency services.

PRICING: Vendor shall indicate pricing for all categories specified on Response Sheet page 2, below. No costs other than those specified in vendor's proposal will be paid by Department unless agreed to in writing in advance of purchase or work being completed. All costs for each project, whether or not included below, must be approved by the Maintenance Supervisor prior to the start of any work.

VENDOR SELECTION: After proposals are reviewed per EVALUATION section above, a recommendation will be made to Department Director to award contract(s) to one or more vendors. Director will make a final selection to recommend to Board, and may consider proposal quality, reasonableness and appropriateness of proposed budget, funding available, and past contract/subgrant performance. Board reserves the right to accept or reject Director's recommendation. All vendors who submit a proposal will receive a Letter of Intent at the email address provided on the Response Sheet, regardless of vendor selected.

PROTESTS: Potential vendors may file a protest on any matter relating to the process of soliciting proposals. Protests shall be in writing and must be submitted to: Virginia K. Martycz, Ph.D., Director, Clark County Department of Job & Family Services, 1345 Lagonda Avenue, Springfield, Ohio 45503. All protests relating to alleged improprieties or events which were known or could have been reasonably discovered prior to the closing date for the RFP shall be filed no later than the deadline for receipt of proposals; protests relating to award of contract or rejection of proposals must be received by 9:00 a.m. of the 7th day after the issuance of the Letter of Intent. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless Board determines that a delay will severely disadvantage Board. Vendor(s) who would have been awarded the contract(s) shall be notified of the receipt of the protest. Board shall issue written decision on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

THE FOLLOWING SIX (6) PAGES MUST BE INCLUDED AS PART OF VENDOR'S RESPONSE.

PEST CONTROL SERVICES RFP #17-SFY-10
RESPONSE SHEETS

VENDOR NAME & CONTACT INFORMATION (include vendor name, contact name, address, email address, phone number):

VENDOR'S FEDERAL TAX ID NUMBER:

THREE PROFESSIONAL REFERENCES (include address, email address and phone):

1.

2.

3.

DEMONSTRATION OF EXPERIENCE (attach additional pages, if necessary):

PRICING:

Vendor shall indicate pricing for all categories specified below. No costs other than those specified in vendor’s proposal will be paid by Department unless agreed to in writing in advance of purchase or work being completed. All costs for each project, whether or not included below, must be approved by the Maintenance Supervisor prior to the start of any work. *Attach additional sheets as necessary to provide accurate information about how your company will fully meet the specifications and provide all services requested by Department.*

CATEGORY	PRICE & INFORMATION/SPECIFICATIONS
Standard Monthly Service (specify, if necessary, by building or service type)	
Emergency Service Call Charges	
As-needed Bed Bug Service for 525 E. Home Rd.	
Costs for Other Emergency Services	
Other Costs (specify)	

Provide the following information:

Number of years your company has been in business: _____

Typical response time for service calls: _____

Warranty provided for work completed, if any: _____

PLEASE INCLUDE A COPY OF ANY CURRENT LICENSES OR CERTIFICATIONS WITH YOUR PROPOSAL.

NON-COLLUSION AFFIDAVIT

STATE OF _____)

SS:

COUNTY OF _____)

_____, being first duly sworn, deposes and says that he/she is
(NAME)

_____ for _____,
(POSITION) (COMPANY NAME)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Clark County Commissioners or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

AFFIANT

Sworn to and subscribed before me, a Notary Public, on this _____ day of _____, 2017.

NOTARY PUBLIC

My commission expires _____, _____

BIDDER'S PERSONAL PROPERTY TAX STATEMENT

(See Section 5719.042, O.R.C.)

STATE OF _____)

ss:

COUNTY OF _____)

I, _____, having been duly sworn, state that I am competent to testify to the following:

(COMPLETE APPLICABLE STATEMENT)

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with _____ . On said date, I owed no personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that I have not been charged with having any delinquent personal property tax owed to said District.

OR

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with _____ . I presently am delinquent in the payment of personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that my name appears upon the records of said District as delinquent in the payment of personal property tax as follows:

_____ owed in delinquent taxes, and
_____ owed as penalties assessed against said delinquency. As part of the consideration for a contract to perform the above stated bid, I hereby agree that this form be incorporated into said contract to perform work, and further agree that proceeds from said contract shall be paid to Clark County Taxing District in the amount of said delinquent tax and said assessed penalty prior to any payments being made to the bidder or other person under the contract.

DATE

BIDDER

Sworn to and subscribed before me, a Notary Public, on this _____ day of _____, 2017.

NOTARY PUBLIC

My commission expires _____, _____

AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13 OF THE OHIO REVISED CODE

STATE OF _____

COUNTY OF _____ SS:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for a contract for _____
(Name of Entity) (Type of Product or Service)

to be let by the County of Clark, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the entity (corporation, business trust, partnership, other unincorporated business [including labor unions], association [including professional associations], estate, or trust):

1. That none of the following has individually made within the previous 24 months and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following individually will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$1,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
 - a. myself;
 - b. any partner or owner or shareholder of the partnership (or other unincorporated business);
 - c. any shareholder of the association;
 - d. any administrator of the estate;
 - e. any executor of the estate;
 - f. any trustee of the trust;
 - g. any owner of more than 20% of the corporation or business trust (if applicable);
 - h. each spouse of any person identified in (a) through (c) of this section;
 - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section (only applicable to contributions made on or after January 1, 2007).
2. That none of the following have collectively made within the previous 24 months, and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following collectively will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$2,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
 - a. myself
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any shareholder of the association;
 - d. any administrator of the estate;
 - e. any executor of the estate;
 - f. any trustee of the trust;
 - g. any owner of more than 20% of the corporation or business trust (if applicable);
 - h. each spouse of any person identified in (a) through (c) of this section;
 - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section.

Signature: _____

Title: _____

Sworn to before me and subscribed in my presence this _____ day of _____, 2017

Notary Public: _____

My Commission Expires: _____

CERTIFICATION OF COMPLIANCE WITH COUNTY INSURANCE REQUIREMENTS

The following is a list of required insurance policies:

- a. Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed, or letter of exemption.
- b. Commercial General Liability Insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of at least \$2,000,000, including coverage for subcontractors, if any are used.
- c. Umbrella or Excess Liability* insurance (over and above Commercial General Liability and Auto Liability) with a limit of at least \$2,000,000.
- d. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$1,000,000 Combined Single Limit.
- e. "The Board of Clark County Commissioners" must be named as "Additional Insured" on the policies listed in paragraphs b, c, and d above, as well as the Certificate Holder on all Certificates of Liability insurance.

*Note: Umbrella/Excess Liability coverage may be waived if the following limits are carried for Commercial General Liability and Auto Liability:

1. Commercial General Liability Insurance for a minimum of \$3,000,000 per occurrence with an annual aggregate of at least \$4,000,000, including coverage for subcontractors, if any are used.
2. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$3,000,000 Combined Single Limit.

I, _____, certify that I have reviewed the above insurance requirements, and:

(_____) I certify that as an individual/company/organization submitting a proposal, I am able to meet the above insurance requirements.

OR

(_____) I am not able to meet the above insurance requirements, and would like to request a waiver of the following policies:

_____.

The insurance policies currently held by this individual/company/organization are:

_____. A copy of the current insurance policies is attached.

Signed:

Date

Printed Name, Title