

Bedford County Department of Finance

**200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029**

Request for Proposal

Pest Control Services Bid No. 17-30

The Bedford County Department of Finance is requesting proposals on **Pest Control Services**. Sealed bids will be received until **2:00 p.m., Wednesday, March 29, 2017**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring that the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

- 1. Meet or exceed the minimum requirements specified.**
- 2. Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
- 3. Submit their bid, complete, prior to the bid opening date and time.**
- 4. Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact the Department of Finance at (931) 685-2024 for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

All prices shall include labor, materials, delivery and installation.

Bid will be for the remainder of the fiscal year ending June 30, 2017, with the option to renew for two (2) additional one (1) year terms.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Board of Education. Bedford County is responsible only for purchases made and received by Bedford County.

INSTRUCTION TO BIDDERS

All Proposals are to be made be on the Proposal Form provided. Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **Bid No. 17-30 Pest Control Services**. Bids will be received and opened at **2:00 p.m., Wednesday, March 29, 2017.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete or conditional, or which may contain any irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

Please complete enclosed W-9 and return with bid.

SPECIFICATIONS

All Departments

1. Contractor must be licensed, bonded, and insured and copies of the above must be included in the bid package. Contractor must complete USDA Certification Statement enclosed.
2. Pest Control **shall include all types of roaches, ants, silverfish, spiders, mice and rats. Brown Recluse Spiders shall be bid as an option.**
3. Bid price shall include containers for dispensing chemicals when needed.
4. Service will be as needed, but not less than once per month. An additional service is to be available at no additional charge if a pest problem develops.
5. Chemicals must be of the non-staining type.
6. Contractor is to supply all chemicals, equipment and labor.
7. All chemicals used must be in accordance with all Tennessee Department of Health codes. The chemicals used in the food service areas must be approved for use in food handling establishments and are effective in combating rodents and insects found in kitchens.
8. Payment of bid price will be made monthly upon completion and invoice of work completed, unless otherwise provided under terms of discounts.
9. Material Safety Data Sheets must be provided for each chemical used prior to its use.
10. Customer must institute tracking channel.
11. Treatment methods shall be that which are consistent with typical I.P.M. procedures. Baiting and crevice and crack treatments and non-chemical treatments are preferred. No general or routine spraying or fogging may be done. When necessary, spraying or fogging may be done with consent from the Director of Finance.

Schools Only

1. All Contractors shall be required to conform to the provisions of Public Chapter 587 Tennessee State Law which insures that no employee required to register as a sex offender will have contact with children during the course of this contract. *Any non-compliance with Public Chapter 587 of the State of Tennessee shall render the contract null and void.*
2. Areas to be served will include the entire building and gyms, including food service areas. This would include kitchen areas, dishrooms, rest room in kitchens, storerooms and dining areas.
3. Application of chemicals must be done after school hours. The food service areas are to be serviced after meal service is complete for the day but before the staff leaves. Specific dates and times will be requested for food service areas the months schools are not in session. This is to insure the manager will be present when the technician comes. The cafeteria manager or designee is to sign the service slip when the food service area is serviced.
4. Payment will not be made for food service areas without the invoice being signed by the food service manager or designee.

A listing of the schools is on the following sheet.

The Schools of Bedford County*

Bedford City Learning Academy
Emily Wilson, Director
401 Elm Street
Shelbyville, TN 37160
Telephone: 931-685-4347

Cascade Elementary School
Sharon Crawford, Principal
2998 Fairfield Pike
Wartrace 37183
Grades K-5
Telephone: 931-389-0031
Fax: 931-389-0032

Cascade Middle School
David Parker—Principal
1165 Bell Buckle-Wartrace Rd
Wartrace 37183
Grades 6-8
Telephone: 931-389-9389
Fax: 931-389-6223

Cascade High School
Tim Harwell, Principal
1165 Bell Buckle-Wartrace Rd.
Wartrace 37183
Grades 9-12
Telephone: 931-389-9389
Fax: 931-389-6223

Community Elementary
Whitney Neeley, Principal
3480 Highway 41A North
Unionville 37180
Grades K-5
Telephone: 931-685-1417
Fax: 931-294-2444

Community Middle School
Tony Garrette, Principal
3470 Hwy 41A North
Unionville, 37180
Grades 6-8
Telephone: 931-685-1426
Fax: 931-294-5126

Community High School
Robert Ralston, Principal
100 Community Crossings
Unionville 37180
Mailing Address: P.O. Box 30
Unionville 37180
Grades 9-12
Telephone: 931-685-1418
Fax: 931-294-2107

Eakin Elementary School
Dulcie Davis, Principal
1100 Glenoaks Road
Shelbyville 37160
Grades K-5
Telephone: 931-684-7852
Fax: 931-684-0553

Eastside Elementary School
Xavier Hamler, Principal
421 Elliott Street
Shelbyville 37160
Grades K-5
Telephone: 931-684-7112
Fax: 931-684-7108

Harris Middle School
Neal Watson, Principal
570 Eagle Boulevard
Shelbyville 37160
Grades 6-8
Telephone: 931-684-5195
Fax: 931-685-9455

Learning Way Elementary
Mary Pfirner, Principal
200 Learning Way Drive
Shelbyville 37160
Grades K-5
Telephone: 931-685-1425
Fax: 931-684-6165

Liberty Elementary
Cort Huffman, Principal
500 Snell Road
Shelbyville 37160
Grades K-8
Telephone: 931-684-7809
Fax: 931-685-0627

Shelbyville Central High
Whit Taylor, Principal
401 Eagle Boulevard
Shelbyville 37160
Grades 9-12
Telephone: 931-684-5672
Fax: 931-684-9359
Technical Building: 931-684-1889
100 J.G. Helton Drive

Southside Elementary School
Reita Vaughn, Principal
903 Cannon Boulevard
Shelbyville 37160
Grades K-5
Telephone: 931-684-7545
Fax: 931-685-0912

Thomas Magnet School
Dr. LeEllen Carter, Principal
515 Tate Avenue
Shelbyville 37160
Grades K-5
Telephone: 931-684-6818
Fax: 931-684-7174

*2016 Systemwide SACS Accreditation

Bedford County Schools Square Feet and FTE Chart March 2017

School	Sq. Ft Portables	Main Bldg Sq. Ft. School	Total Campus Sq. Ft.
Adult Education		2700	2700
BCLAcademy		11,648	11,648
Cascade High School		97,567	116,504
Cascade High Po (7)	10,600		
Cascade High Field House	8,337		
Cascade Elementary		77,423	80,623
Cascade Elementary Portables(2)	3,200		
Central Hi Sch		234,359	234,359
Central High Portables	0		
Central Office		36,650	36,650
Community High		105,069	106,669
Community High Portable	1,600		
Community Mid/Ele School		187,606	197,206
Community School Portables(6)	9,600		
Eastside Elementary		56,605	61,405
Eastside Elementary Portable(3)	4,800		
Eakin Elementary		64,551	72,551
Eakin Portables(5)	8,000		
Harris Middle School		152,000	152,000
Learning Way Ele		80,600	83,800
Learning Way Portable(2)	3,200		
Liberty School		80,987	87,187
Liberty Portables(5)	6,200		
Southside Elementary		52,400	58,800
Southside Portable(4)	6400		
Thomas Elementary		66,536	68,136
Thomas Portables (1)	1600		
Vocational School		51,000	58,200
Vocational Portables	7,200		
Maintenance and Laundry		7200	7200
Totals	70,737	1,364,901	
Totals Sq. ft including portables		1,435,638	1,435,638

<u>Location</u>	<u>Square Footage</u>
Health Department 140 Dover Street	9360
Emergency Medical Services 847 Union Street	4300
2124 Madison Street	2400
303 Oak Circle, Unionville	2400
3009 Fairfield Pike, Bell Buckle	2400
119 Frank Martin Road	9600
Animal Control 205 Lane Parkway	3000
Agricultural Center 2119 Midland Road	1300
UT Extension 2105 Midland Road	6000
Fire Department 104 Prince Street	7600
Highway Department 328 Dover Street	300
Jail 210 North Spring Street	30000
Workhouse 203 Lane Parkway	16000
Juvenile Detention 101 Lane Parkway	1400
Sheriff 103 Lane Parkway	2500
Bedford County Business Complex – 200 Dover Street Suite 102	2494
Suite 104	1100
MTEC	5000
Unoccupied Suites	12044
Public Restrooms and Hallways	
Community Development Center 111 Eaglette Way	5500
Courthouse – One Public Square Mayor Chancery Court Election Veterans Office Circuit Court District Attorney's Office Court Rooms	

PROPOSAL FORM

TO: Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160

Re: Bid No. 17-30

Gentlemen:

Having examined the specifications for Pest Control Services for the Bedford County, we (I) submit the following proposal:

<u>Description</u>	<u>Bid Amount</u> 2 mos. <u>2016-17</u>	<u>Annual Renewal Options</u> 12 mos. <u>2017-18</u>	<u>12 mos.</u> <u>2018-19</u>
Schools: Non-Food Service Areas	_____	_____	_____
Food Service Areas	_____	_____	_____
Total for Schools	_____	_____	_____
County Offices:			
Health Department	_____	_____	_____
Emergency Medical Services	_____	_____	_____
Animal Control	_____	_____	_____
Agricultural Center	_____	_____	_____
UT Extension	_____	_____	_____
Fire Department	_____	_____	_____
Highway Department	_____	_____	_____
Jail	_____	_____	_____
Workhouse	_____	_____	_____
Juvenile Detention	_____	_____	_____

Sheriff	_____	_____	_____
Bedford County Business Complex	_____	_____	_____
Community Development Center	_____	_____	_____
Court house – One Public Square	_____	_____	_____
Mayor			
Chancery Court			
Election			
Veterans Office			
Circuit Court			
District Attorney’s Office			
Court Rooms			
Emergency Management Agency	_____	_____	_____
Total County Offices	_____	_____	_____

Alternate:

1. Time Release Fly Spray
(Can and Case size) _____

2. Brown Recluse spiders (per site basis) _____

Company Name: _____

Mailing Address: _____

Signature and Title of Bidder: _____

Email: _____

Telephone Number: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

- Form 1099-C (canceled debt)

- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Certification Regarding Debarment,
Suspension, Ineligibility and Voluntary
Exclusion
Lower Tier Covered Transactions

(Before completing certification, read instructions on the next page.)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its Principals is presently debarred, suspended, proposed for debarment, declared ineligible, or Voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this Certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Bid Number

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.