

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. 20-10

The Bedford County Department of Finance is requesting proposals on **Pest Control Services**. Sealed bids will be received until **2:00 p.m., Wednesday, August 14, 2019**, 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 fiscal year ending June 30, 2020, 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. 20-10 Pest Control Services. Bids will be received and opened at **2:00 p.m., Wednesday, August 14, 2019. 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. Must be able to spray for brown recluse spiders, etc., at 5:00 p.m., if during a weekday.
4. Bid price shall include containers for dispensing chemicals when needed.
5. 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.
6. Chemicals must be of the non-staining type.
7. Contractor is to supply all chemicals, equipment and labor.
8. 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.
9. Payment of bid price will be made monthly upon completion and invoice of work completed, unless otherwise provided under terms of discounts.
10. Material Safety Data Sheets must be provided for each chemical used prior to its use.
11. Customer must institute tracking channel.
12. 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 included.

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
Josh Young, Principal
1165 Bell Buckle-Wartrace Rd.
Wartrace 37183
Grades 9-12
Telephone: 931-389-9389
Fax: 931-389-6223

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

Cascade High School
Josh Young, Principal
3035 Fairfield Pike
Bell Buckle, TN 37020

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
Layne Talbott, 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
Kathy Reed, 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
Tim Harwell, 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
Tracy Watson, Principal
515 Tate Avenue
Shelbyville 37160
Grades K-5
Telephone: 931-684-6818
Fax: 931-684-7174

*2016 Systemwide SACS Accreditation

Bedford County Board of Education Square Footage

Adult Education	2,700
Bedford County Learning Academy	11,648
Cascade High School	125,000
Cascade Middle School and Field House	105,904
Cascade Middle Portables	10,600
Cascade Elementary School	77,423
Cascade Portables	3,200
Central High School	234,359
Community Middle and Elementary	187,606
Community Middle and Elementary Portables	9,600
Community High School	105,069
Community High Portables	1,600
Eastside Elementary	56,605
Eastside Elementary Portables	4,800
Eakin Elementary	64,551
Eakin Elementary Portables	8,000
Harris Middle School	152,000
Learning Way	80,600
Learning Way Portables	3,200
Liberty School	80,987
Liberty School Portables	6,200
Southside Elementary	52,400
Southside Elementary Portables	6,400
Thomas Magnet	66,536
Thomas Magnet Portables	1,600
Vocational Annex	51,000
Vocational Annex Portables	7,200
Central Office	36,650
Maintenance Department	10,000
Transportation Department	6,480
Total	1,569,918

Location**Square Footage**

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 101	1200
Suite 102	2494
Suite 104/106	2500
Suite 105	1200
Suite 203	1760
MTEC	5000
Unoccupied Suites	12044
Public Restrooms and Hallways	
Courthouse – One Public Square	
Mayor	
Chancery Court	
Veterans Office	
Circuit Court	
District Attorney's Office	
Court Rooms	

Courthouse Annex – 100 Public Square West	
Basement	5000
1 st Floor	5800
2 nd Floor	5800
3 rd Floor	5800
Emergency Management Agency	
1304 Railroad Avenue	10000
Jail/Justice Center (estimated opening September 15, 2019)	
Northcreek Drive	127000

PROPOSAL FORM

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

Re: Bid No. 20-10

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>		
	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</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	_____	_____	_____
Courthouse – One Public Square	_____	_____	_____
Courthouse Annex	_____	_____	_____
Emergency Management Agency	_____	_____	_____
Jail/Justice Center	_____	_____	_____
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: _____