

COVINGTON COUNTY SCHOOLS
CHILD NUTRITION PROGRAM

REQUEST FOR PROPOSAL (RFP)

PEST CONTROL SERVICES 2017-2018

PROPOSAL SUBMISSION DEADLINE: MAY 26, 2017

COVINGTON COUNTY SCHOOLS/ CHILD NUTRITION PROGRAM
807 C. C. BAKER AVENUE
ANDALUSIA, AL 36421

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STATEMENT OF PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals to provide pest control services for Covington County Schools (CCS) Child Nutrition Program kitchens, serving areas, and dining halls. We have 7 cafeterias in our school district. This service would be for school year 2017-2018 beginning July 1, 2017 through June 30, 2018.

Pest control service provider agrees to seek out the source of any indicated infestation and spray/treat accordingly. Failure to seek source of insects would result in a greater population and would not be in keeping with the nature of this Proposal for pest control.

Since this bid relates to “services” the CCS Child Nutrition Program may renew the contract yearly for up to two (2) additional years if CCS desires to renew contract and the Pest Control Company is in agreement. Should a contract be renewed, a new service agreement shall be issued and signed by both parties for each year after both parties elect to proceed with services as specified in this proposal. Cost will remain the same for each of the additional two years.

PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. **Proposals will be accepted until the end of the day on Friday, May 26, 2017.** Any Proposals received after this date will be returned to the sender. All Proposals must be signed by an official agent or representative of the contractor submitting the Proposal.

If the contractor submitting a Proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the Proposal. Additionally, all costs included in Proposal must be all-inclusive to include any outsourced or contracted work. All outsourced or contracted work must include a name and description of the organizations being contracted.

PROPOSAL SPECIFICATIONS

Covington County Public Schools Child Nutrition Program is comprised of seven (7) cafeterias. Attached you will find a listing of each schools’ location and the cafeteria managers’ contact information.

- Prices submitted should include services to each of the seven (7) school cafeterias for the bid period of July 1, 2017 through June 30, 2018.
- Services will be scheduled through the Child Nutrition Office at 807 C. C. Baker Avenue, Andalusia, Alabama with Jill Clark at 334-427-3832.
- The contractor **shall provide within the sealed proposal** his valid and current license, permit or appropriate document which permits their business to control pests in schools, homes and businesses. Three (3) commercial references should be provided with the bidder’s Proposal.
- Pest control services are defined as treating the cafeterias for roaches, water bugs, wasps, bees, silverfish, ants, spiders and other insects (except termites); mice, rats and snakes. Contractor may view sites prior to submitting proposal by calling Jill Clark at 334-427-3832.

- **INCLUDE within your sealed proposal** a list of the CHEMICALS that will be used in the blanket sprayings of each cafeteria and food preparation area. This list will be kept on file. The CHEMICALS used in pest control services shall conform to the federal, state and local ordinances and laws. Rodenticides shall be used with all due precaution to avoid accidents to humans, domestic animals and pets. Special care shall be exercised in the use of liquid insecticides in areas having asphaltic, mastic, or linoleum floor surfaces. All pest control work shall be performed in a safe manner and in accordance with the most modern, effective scientific pest control procedures, with safety of children in mind.
- When spraying cafeterias, extreme caution and all regulations regarding spraying in a food preparation environment shall be followed. A pesticide approved for use in food preparation areas shall be used.
- Call backs for any type of pests, if necessary, will need to be taken care of within a 24-48 hour notice.
- Service invoices will require a signature of approval from the CNP Manager or CNP Personnel to receive payment. School office personnel will be available for service signature during the months of June and July.
- Responding organizations need to be aware that Child Nutrition serves Breakfast and Lunch in the cafeterias and these times will need to be avoided for service, therefore, all spraying must be completed after 1:30 Monday through Friday. Operation for the months of June and July are Monday through Thursday 7:30 until 4:00.
- **SPRAYING SHALL OCCUR EACH AND EVERY MONTH WITH BILLING FOR THAT MONTH. NO BUILDING SHOULD BE SPRAYED TWICE IN THE SAME MONTH TO MAKE UP FOR A MONTH SKIPPED, BUT AREAS COULD BE SPRAYED OTHER TIMES IN ONE MONTH WITH NO CHARGES IN THE EVENT OF FOLLOW-UP SPOT SPRAYINGS.**
- Contact numbers and emails for successful contractor will need to be provided to the Child Nutrition Office at 807 C. C. Baker Avenue, Andalusia, Alabama.
- The Board of Education is not liable for Federal Excise or State Sales Tax.
- By signing this Proposal, your organization agrees to be responsible for damage to buildings and grounds that are the direct result of carelessness of your organizations representative that performs the work.
- Also the successful contractor **shall provide** proof of insurance prior to spraying beginning, to protect the school district against negligent or careless acts. This insurance shall not be less than \$100,000.
- Invoicing procedures must be acceptable to the Child Nutrition Programs. Each cafeteria must be invoiced separately. Statements should be mailed to:
Covington County Schools
ATT: Child Nutrition Program
807 C. C. Baker Avenue
Andalusia, AL 36421
- The CCS Child Nutrition Program reserves the right to reject any and/or all quotes or any part thereof, to waive technicalities or informalities, and to award the contract to company other than the low bidder, if cause can be documented. **The CCS Child Nutrition Program also reserves the right to award as a total bid or individually by cafeteria site.**
- The successful contractor will receive a copy of our system's Board approved school calendar.

CONTRACT TERMINATION FOR CAUSE

If the successful contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the contractor violates any terms of this contract, CCS Child Nutrition Program shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services. In the event the contract is terminated for due cause by the system, the system shall have the option of awarding the contract to the next lowest bidder who meets the required specifications.

CONTRACT TERMINATION FOR CONVENIENCE

The school district may, by written notice to the vendor, terminate this contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the school system. The contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the school district be liable to the contractor for compensations for any service which has not been rendered. Upon such termination, the contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

STANDARD CONTRACT INFORMATION

No payment shall be made until the successful bidder completes all work. All work is subject to inspection, evaluation, and acceptance by Child Nutrition Program.

NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov.

REQUEST FOR PROPOSAL TIMELINE

All proposals will be received through the end of work day on May 26, 2017. Submit Pest Control Proposal to Child Nutrition Program, 807 C. C. Baker Avenue, Andalusia, Alabama 36467. Contact Carrie Patterson, CNP Coordinator at 334-427-3830 concerning specification questions.

COST PROPOSAL

- Contractor will spray all Cafeteria Sites listed for the following prices beginning July 1, 2017 through June 30, 2018. **The CCS Child Nutrition Program also reserves the right to award as a total bid or individually by cafeteria site.**

Cafeteria Sites	Monthly Cost Per Cafeteria	Total Annual Cost
Fleeta Jr. High 27463 County Road 30 Opp, AL 36467		
Floral High 22114 Begonia Street Floral, Alabama 36442		
Pleasant Home 12548 Falco road Andalusia, Alabama 36420		
Red Level High 28551 Barrow Road Red Level, Alabama 36474		
Straughn Middle 29324 Straughn School Road Andalusia, Alabama 36421		
Straughn High 29448 Straughn School Road Andalusia, Alabama 36421		
W. S. Harlan 1641 Mohegan Street Lockhart, Alabama 36455		
	Total:	

NOTE: All costs and fees must be clearly described in each quote.

Please submit Quote to the address below by the end of the day on Friday, May 26, 2017

**COVINGTON COUNTY SCHOOLS/ CHILD NUTRITION PROGRAM
807 C. C. BAKER AVENUE
ANDALUSIA, AL 36421**

I certify by my signature below that the terms and conditions of this RFP are understood and accepted, and that I have the authority to obligate the company listed below to perform under the conditions outlined in the attached RFP.

Name of Contractor: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

Printed Name of Contractor Representative: _____

Signature of Contractor Representative: _____

Date: _____

ATTACHMENT 1: Cafeteria Contact Information

Fleeta Jr. High School
Manager: Kathy Moore
Kathy.moore@cov.k12.al.us
334-427-3832 ext. 107

Floral High School
Manager: Gay Hinson
Gay.hinson@cov.k12.al.us
334-427-3832 ext. 134

Pleasant Home School
Manager: Rhonda Bass
Rhonda.bass@cov.k12.al.us
334-427-3832 ext. 111

Red Level School
Manager: Sue Nolen
Sue.nolen@cov.k12.al.us
334-427-3832 ext. 140

Straughn Middle School
Manager: Wilma Sport
Wilma.sport@cov.k12.al.us
334-427-3832 ext. 75135

Straughn High School
Manager: Brandy Lawson
Brandy.lawson@cov.k12.al.us
334-427-3832 ext. 154

W. S. Harlan School
Manager: Tracie Dye
Tracie.dye@cov.k12.al.us
334-427-3832 ext. 138

E-VERIFY

Successful bidder will also be required to complete E-Verify documents in accordance with the Alabama Immigration Law Compliance Regulations. All E-Verify documents must be completed and on file at the Covington County School System before any payment can be made to successful bidder.

Alabama Immigration Law Compliance Contract: Contractor agrees that it will fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, which makes it unlawful for an employer in Alabama to *knowingly* hire or continue to employ an alien who is or has become unauthorized with respect to such employment or to fail to comply with the I-9 requirements or fails to use E-Verify to verify the eligibility to legally work in the United States for all of its new hires who are employed to work in the State of Alabama. Without limiting the foregoing, Contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien, and shall have an officer or other managerial employee who is personally familiar with the Contractor's hiring practices to execute an affidavit to this effect on the form supplied by the Board and return the same to the Board. Contractor shall also enroll in the E-Verify Program prior to performing any work, or continuing to perform any ongoing work, and shall remain enrolled throughout the entire course of its performance hereunder, and shall attach to its affidavit the E-Verify Program for Employment Verification and Memorandum of Understanding and such other documentation as the Board may require to confirm Contractor's enrollment in the E-Verify Program. Contractor agrees not to knowingly allow any of its subcontractors, or any other party with whom it has a contract, to employ in the State of Alabama any illegal or undocumented aliens to perform any work in connection with the Project, and shall include in all of its contracts a provision substantially similar to this paragraph. If Contractor receives *actual knowledge* of the unauthorized status of one of its employees in the State of Alabama, it will remove that employee from the project, jobsite or premises of the Board and shall comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon

Alabama Taxpayer and Citizen Protection Act. Contractor shall require each of its subcontractors, or other parties with whom it has a contract, to act in a similar fashion. If Contractor violates any term of this provision, this Agreement will be subject to immediate termination by the Board. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Board from any and all losses, consequential damages, expenses (including, but not limited to, attorneys' fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to Contractor's failure to fulfill its obligations contained in this paragraph.

E-VERIFY CONTINUED

To the extent that there is no formal written contract between the Board and the Contractor, such as where business is conducted by purchase order, this document shall serve as the Alabama Immigration Compliance Contract.

If applicable, contractor shall remain registered with the Central Contracting Registration Database throughout the duration of this project. In addition, Contractor shall comply with the Davis-Bacon Act for the payment of Wages to employees of the Contractors and Subcontractors. Certified Payrolls must be submitted weekly to CCBOE.

DEBARMENT CERTIFICATION

U.S. DEPARTMENT OF AGRICULTURE

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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS

- (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.

Covington County Schools

Organization Name

PR/Award Number or Project Name

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

Signature(s)

Date

DEBARMENT CERTIFICATION CONTINUED

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out in accordance with these instructions.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. 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.
4. 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.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntary excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12459. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

Debarment Certification Continued

6. 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.
7. 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.
8. 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.
9. 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.
10. 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.