COUNTY OF YUBA
REQUEST FOR PROPOSAL

County Facilities Pest Control Services

Proposal Due Date:

Friday, December 31, 2015
By 5:00 PM PDT

Bid Calendar	
Bid Opens	Monday, November 23, 2015
Site Tour	Thursday, December 10 at 9:00am
Final Date for Questions	Tuesday, December 28, 2015
Bid Closes	Friday, December 31, 2015
Bid Award	As soon as possible after closing
Work Begins	County desires work to begin in January 2016

The County of Yuba is requesting proposals for pest control services at multiple county facilities. The proposal shall be for monthly scheduled treatment of the County Facilities listed in this proposal, as well as on-call responses as necessary in between scheduled treatements for no additional charge. The proposal shall include all costs for labor, materials, pesticides, tools and equipment necessary to maintain pest suppression for various County facilities.

I. SCOPE OF WORK

1. Perform monthly, scheduled, preventative treatments to the exterior 20 foot perimeter of each facility listed in Exhibit D.
2. Spider/Cob Webs shall be brushed down up to 29 feet high for each facility.
3. Provide an Annual Termite Inspection as directed by the Building and Grounds Facilities Manager.
4. Interior treatments at beginning of contract where deemed necessary, and as needed on an ongoing basis, at no additional charge, with the exception of Peach Tree Clinic.
5. Additional exterior treatments shall be provided on a request basis at no additional charge.
6. Services shall include treatment of: cockroaches, ants, mice, rats, spiders, bed bugs, fleas, bees, wasps, yellow jackets and all other insect pests and vermin.
7. All bait stations and traps placed at any facility shall be checked monthly and cleaned and replaced as necessary.
8. The County at times may request Pigeon Bait Services for an additional cost. This should be indicated in Exhibit D.
9. The County at times may request Bat Exclusion Services for an additional cost. This should be indicated in Exhibit D.
10. Provide itemized monthly invoices separated by facility and services performed.
11. Provide a monthly statement that outlines all services and current month payments at all facilities.
12. Interior Service Requests for the Peach Tree Clinic should be billed separately and sent directly to the Peach Tree Clinic.
13. Emergency response should be within 6 hours from the initial call for service. Provide any variations from this timeframe in your proposal.
14. All requested additional treatments, both interior and exterior, shall be conducted within 24 hours of initial call for service.

15. Services shall be performed during regular business hours of operation in the various facilities, 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.
    a) Some departments have requested that interior sprays only be conducted when areas are vacant. Contractor will be advised when this is applicable.
16. Due to changes in the County's portfolio of facilities, at any time during the term of the agreement the County may cancel service at individual locations with 30 days notice which will result in a corresponding reduction in rates based on the amounts charged for the individual facility. Canceling service at any individual location shall have no impact on the services for the remainder of the facilities.
17. Billing shall be submitted once per month and be itemized by facility. Attached to each billing should be a service notice/work order for each facility signed by an authorized County employee.

II. SITE SPECIFIC REQUIREMENTS

Juvenile Hall, 938 14th Street:

1. Buildings located at 938 14th Street and referenced as Camp Singer, the SHU, the Hall and the classrooms/school are all part of Juvenile Hall.
2. The juniper bushes on the exterior of the gated area near the sidewalk should be treated for wasps using a power sprayer.
3. The Kitchen and Dining Hall interior are by request only. Exterior and doorways should be treated monthly.
4. Service to this location should take place between 8am – 11am Monday through Friday.
5. Wasps are an issue at this facility and we are looking toward the awarded provider to assist us in taking appropriate action to treat and prevent.
6. Spray only. No bait stations, bait compounds or dusting.

Courthouse, 215 5th Street:

1. Wasps are an issue at this facility and we are looking toward the awarded provider to assist us in taking appropriate action to treat and prevent.
2. 24 hour notice is required for the Jail and Sheriff areas.
3. Monthly interior treatments of the Sheriff's Finance, Detective, Civil, Dispatch and Admin.
4. Service at the Jail should begin at 8:30am and much of it will be escorted due to the nature of the facility.
5. Service at the Jail should be spray only. No bait stations, bait compounds or dusting.
6. No backpack units should be used in the Jail.

Government Center, 915 8th Street:

1. No service to the Solar Panels
2. The entire exterior of the building should be treated and cob webs removed.
3. The break room code will be given to the awarded bidder to service the area in the break room patio.

4. Facility has a history of recurring rodents. Please maintain bait stations and provide interior glue traps to County designated areas.

Airport Facilities, 1364 Sky Harbor Drive:

1. The Training and Meeting Facility as described in the RFP package is adjacent to the Admin office and is also known as the Flight Services Building.

Surplus Warehouse, 4240 Dan Avenue:

1. Interior spray is required once per year and includes web removal.

Public Works Equipment Shop, 1420 Sky Harbor Drive:

1. The most common issues at this facility are mice. Bait stations should be placed around the facilities and checked regularly.
2. Public Works also has another shop across the way. Any work to be performed at this location will be handled as an additional facility and discussed with the awarded contractor.

III. PROPOSAL DOCUMENT INSTRUCTIONS

As stated above, the County intends to award the work to the 'best value' provider. Proposals should include the following:

1. **A *Cover Letter / Executive Summary* -** A brief statement as to the contractor's understanding of the work to be performed, the commitment to perform the work, and a statement as to why the vendor believes it to be the best qualified to perform the engagement. Please also highlight any of the requirements in the Scope of Work you are not able to accommodate.
2. **A *Signature*** of the person authorized to commit the vendor.
3. ***Licensing* -** Contractor shall be a Structural Pest Control Operator with a Branch 2 license, with appropriate registration with County Agricultural Commissioner; appropriate safety training and emergency procedures provided by CONTRACTOR at no cost to the COUNTY; and key personnel must pass background checks. All applicators shall be state certified for the type of pest control being applied. No unqualified personnel will be permitted to work on-site. CONTRACTOR must obtain and maintain all licenses and permits required to perform the scope of this project at no additional cost to the COUNTY.
4. ***Insurance Coverage* -** Proof of General, Automobile, Employer Liability coverage, and continuous Workers Compensation coverage (either copy of previous Insurance Accords or a letter from your provider stating the number of years of continuous coverage will suffice).
5. ***References* -** Please provide references from three (3) clients with whom you have done similar work. Please explain the scope or work performed and any particular success or challenges you faced.
6. ***Additional Information* -** Any additional information that you feel should be included in your proposal including but not limited to specifics on how you plan on conducting

services, specifics on how a tree maintenance plan will be created, any items that will provide more information to the County on the services being proposed.

7. ***Exhibits -*** Please make sure Exhibits A, B, C, and D (or a reasonable facsimile) are included and complete with original signatures.

IV. SITE WALK AND BIDDERS CONFERENCE

All bidders must attend a prebid conference scheduled for December 10, 2015 at 9:00am. The Site Tour will begin at 915 8th Street, Suite 119, Marysville, CA 95901 and all bidders will utilize their own method of transportation to visit each location as indicated on Exhibit D.

III. ADDITIONAL REQUIREMENTS

a. **Subcontractors and Key Personnel**. No portion of work shall be subcontracted to a third party vendor, and no change in key personnel shall be made, without prior written consent from County. Failure to comply with this term may result in cancellation of contract and elimination of any obligation from County. It is the County's desire to have an ongoing support relationship with the provider and that may include an assigned contractor(s). Consistency of service is a critical need and familiarity with our locations and unique requirements is also important.

b. The Contractor must demonstrate that they have the technical expertise, facilities, capabilities and financial resources necessary to perform the work in a satisfactory manner.

c. The Contractor's employees arriving on site must have their individual and company name on their uniform. Personnel performing pest control services shall report to the Facility Contact Person or designated representative each time service is performed and shall provide a Service Report Form showing areas services that include the name of the technician performing services, data and time services performed, infestation, if any, found, and corrective action taken. Acknowledgement of services provided must be signed by the Facility Contact Person or a designated representative for each particular facility.

d. All applicators shall be state certified for the type of pest control being applied. No unqualified personnel will be permitted to work on-site. All materials used must comply with federal, state, and local laws. Bait stations and traps shall be labeled "Poison" and shall identify the poison being used and date of service.

e. Applicators & other employees working at County facilities shall be background checked at the Contractor's expense prior to any work being completed on site. A live scan DOJ background check shall be completed, and results received by Yuba County Personnel prior to employee working on site. Contractor should have sufficient personnel background checked to cover for emergency services, vacations etc. In the case the Contractor does not have a background checked employee to provide services, the County must provide an escort at all times, and costs associated with this may be charged to the Contractor, and Contractor agrees to pay any such costs. Contractor shall coordinate with COUNTY to ensure reports will be received by COUNTY.

f. Part of the selection process may include a credit check and financial evaluation of the business/independent contractor.

g. Selection will be made by a County Evaluation Team. Members of the Evaluation Team are

not to be contacted by the Contractor.

h. All work performed shall be to the acceptance of the County or its authorized representative.

i. A draft of the Professional Services Agreement is provided as Exhibit G for your review.

j. If contractor has any reservations or concerns with any term or clause in the agreement please note such in your response.

k. Contractor shall furnish to the County, *upon award of contract,* certificate of insurance naming the County as an additional insured party in amounts requested by County (in Appendix F) and maintain such insurance during term of contract.

l. The Contractor/Contractor shall ensure that the prevailing wage requirement is applied to anyone performing work on this project. Contractor/Contractor shall comply with the provisions of Section 1775 and 1813 of the Labor Code of the State of California and price their proposal response accordingly. Further information concerning Prevailing Wage rates can be found at: http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm.

V. EVALUATION CRITERIA

The County reserves the right to cancel this Request for Proposal for any reason without any liability to any Contractor or to waive irregularities at its discretion. This solicitation does not constitute a contract offer of employment, or offer of purchase. The County makes no representation that any contract will be awarded to any respondent to this solicitation. The County also reserves the right to reject any and all proposals at its sole discretion.

The contract, if awarded, will be awarded to a Contractor whose proposal is considered the ***best value*** to the County. Best value will be determined based on price, responsiveness, capability and responsibility. The following factors will be taken into account to determine price, responsiveness, capability and responsibility:

1. Demonstrated ability of the firm to provide the required services.
2. Contractors' understanding of the needs and objectives of the County.
3. The qualifications of the vendor and our perception of the ability of the vendor to meet the terms of the RFP.
4. Reference and other pertinent checks.
5. Financial terms of proposal.
6. Fiscal soundness of firm.
7. Completeness and professionalism of submission.
8. Submissions which are deemed incomplete may be eliminated as not being responsive.
9. Responsiveness means a Contractor who has submitted a proposal that conforms to the solicitation documents in all material aspects.
10. A 'Responsible Contractor' shall mean a Contractor who has the capability, in all respects, to fully perform the contract requirements and the moral and business integrity and reliability that will assure good faith performance. Qualifications, interview, experience, and financial stability may all be taken into consideration.
11. An evaluation of technical skills, project management skills, and the skills of the resources to be assigned to the County.

Thus the result will not be determined based solely on price. Although price is a key factor, the County will consider awarding the contract to the Contractor that meets the best interest of the County as interpreted by the County
The County reserves the right to modify the scope of required services based on pricing of proposals, available budget, and priority of requested services. The final determination will be incorporated in the final agreement for services (contract).

V. PROPOSAL SUBMITTALS

Please include the following with your proposal in this order:

- ☐ Proposal to include all items indicated in Section II, Proposal Document Instructions.
- ☐ Detailed Cost Estimate that includes all items indicated in Exhibit D or Exhibit D itself.
- ☐ Attached Exhibits A through C (or a reasonable facsimile of each) with original signatures.
- ☐ Copy of all licenses, certifications and insurance coverages

VI. TERMS AND CONDITIONS

Proposals are subject to the following terms and conditions:

a. **Contract Term.** The term of the agreement resulting from this solicitation will be for the period of one (1) year with the option for two (2) – one year extensions at the discretion of the County.

b. **Project Schedule.** Upon receipt of proposals, and suitable review, County expects to select a Contractor. Once selected, Contractor and County will complete a Professional Services Agreement. The awardee will be contacted by the Facilities Manager to do an initial walk and discuss services dates and times.

c. **Backgrounds.** Awardee staff cannot begin work until the County has received notification that their background has been completed and the clearance has been received. If the County requires services prior to receipt of these clearances, awardee staff must be escorted through the facilities by the Facilities Manager or a designated representative.

d. **Contract Form.** The County would expect to enter into a Professional Services Agreement (contract) with the awardee. The final contract will incorporate the appropriate terms and conditions from this solicitation.

e. **References.** Proposal must include a Statement of Experience and three (3) references including contact information from projects similar to ours which we may contact as references.

f. **Questions.** All questions should be submitted to the contact in Section VI.k (below) and should be submitted in writing prior to Tuesday, November 24, 2015

g. **Amendments and Addenda.** It is the responsibility of the Contractor to ensure their proposal includes any addenda or notices posted to the following website. This website contains the most up to date information.
http://www.co.yuba.ca.us/departments/admin%20services/purchasing%20solicitations.aspx

h. **Submittal Instructions.** Before submitting a proposal, Contractor shall fully inform themselves as to all conditions and limitations and shall include in the proposal a sum to cover the cost of all items. TWO proposals must be submitted in a sealed envelope, clearly marked ***"Pest Control Services"*** to:

Yuba County Department of Administrative Services
Attn: Purchasing and Contracts
Suite 119
915 Eighth Street
Marysville, California 95901

No responsibility will attach to a County employee for the premature opening of a proposal not properly addressed and identified. Proposals will not be publicly opened and read. Proposals will be privately reviewed and evaluated by a County Evaluation Team.

i. **Proposal Due Date.** In order to be considered, proposals must be received at the above address no later than ***Thursday, December 31, 2015 at 5:00 pm PDT***. A proposal may be withdrawn by written request received from the County prior to the time set for the closing date. Please provide two hard copies of your proposal.

j. **Equal Employment Opportunity (EEO) Clause**. Contractor must agree to comply with the Executive Order 11246 of September 24, 1965 ensuring compliance with the Federal Equal Employment Opportunity rules, regulations, and orders by the Secretary of Labor and all pertinent and related requirements.

k. **Proposal Validity.** Proposals must be valid for a period of not less than ninety days (90) after the solicitation closing date.

l. **Contact Information.** Andrea Armstrong, Purchasing and Contracts Administrator for Administrative Services, is the designated contact person for questions related to this Request for Proposal. All questions must be received in writing via email, fax, or USPS mail service by the date and time listed above in item 'e' or indicated on any posted addendum. Responses will be returned in writing and/or posting online and only those answers in writing will constitute an amendment as the correct, accurate and binding response from the County. All questions and responses will be posted on the County web site and shared with all participants, applicants and Contractors. Andrea's contact information is: email aarmstrong@co.yuba.ca.us, fax 530-749-7884, direct line phone number is 530-749-7882. **Questions posed to any other member of County Staff may result in disqualification.**

EXHIBIT A – BIDDERS STATEMENT

By submitting a bid, the bidder acknowledges that he/she has acquainted themselves with the terms, scope, and requirements of the project based on the information contained in this RFP and any addendums. Any failure by the bidder to acquaint him or herself with available information will not relieve them from the responsibility of estimating properly the difficulty or cost of successfully performing the work. The County is not responsible for any conclusions or interpretations made by the bidder on the basis of the information made available by the County.

The following addendums have been acknowledged and are included in our proposal. RFPs that do not acknowledge addendums may be rejected.

Addendum#	Initials

_____
Complete Legal Name of Company

_____ _____
Business Address Phone Number

_____
City, State, Zip

_____
Printed Name Of Authorized Agent (Title)

_____ _____
Signature of Authorized Agent Date

_____
Federal Identification Number

_____
Duns Number

THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.

EXHIBIT B – LIST OF SUBCONTRACTORS

Mark one of the boxes below:

☐BIDDER does not propose to subcontract the work.

☐BIDDER proposes to subcontract certain portions of the work to the individuals / firms listed below:

Name:	Type Of Work:
Address:	
	License #:
Phone:	

Name:	Type Of Work:
Address:	
	License #:
Phone:	

Name:	Type Of Work:
Address:	
	License #:
Phone:	

Name:	Type Of Work:
Address:	
	License #:
Phone:	

Name:	Type Of Work:
Address:	
	License #:
Phone:	

Name:	Type Of Work:
Address:	
	License #:
Phone:	

Name of Individual / Firm Submitting Bid: _____

Signature of Bidder: _____

THIS FORM MUST BE COMPLETED BY THE CONTRACTOR AND INCLUDED IN THE BID.

EXHIBIT C – LIST OF REFERENCES

The following are the names, addresses, and telephone numbers of three (3) references for which BIDDER has performed similar work within the past three years. Public Agencies are preferred.

1. _____
   Name and Address of Owner

   _____
   Name and Telephone Number of Person Familiar with Project

   _____ _____ _____
   Contract Amount Type of Work Date Completed

2. _____
   Name and Address of Owner

   _____
   Name and Telephone Number of Person Familiar with Project

   _____ _____ _____
   Contract Amount Type of Work Date Completed

3. _____
   Name and Address of Owner

   _____
   Name and Telephone Number of Person Familiar with Project

   _____ _____ _____
   Contract Amount Type of Work Date Completed

THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.

EXHIBIT D – PRICE PROPOSAL

If your company cannot provide any of the services listed, please indicate so in the cost per month box.

Location Description	Address	Cost Per month
Courthouse – including sheriff department, jail and probation.	215 5th Street, Marysville	
Victim Witness – Administration School	4240 Dan Avenue Marysville	
Surplus Warehouse – Storage	4240 Dan Avenue Marysville	
Airport Facilities - Administration, Training, Meeting Facility	1364 Sky Harbor Drive Marysville	
Public Works Equipment Shop	1420 Sky Harbor Drive Marysville	
Library	303 2nd Street Marysville	
Juvenile Hall, Administration, Camp Singer, SHO, Dining Hall/Kitchen, Camp Administration	938 14th Street Marysville	
Animal Control	5245 Feather River Blvd Marysville	
Government Center including loading dock area	915 8th Street Marysville	
Office of Education	935 14th Street Marysville	
Packard Ave	5730 Packard Avenue Marysville	
Additional Facilities	As Required	not to exceed $ Per square foot per month
Pigeon Bait Services	All Locations	No Pricing Needed but please state if you can provide such services
Annual Termite Inspection	All Locations	
Bat Exclusion Services	Courthouse and Government Center	No Pricing Needed but please state if you can provide such services

EXHIBIT F – SAMPLE PROFESSIONAL SERVICES AGREEMENT

See Attached 17 Page Sample Agreement