

**COUNTY OF YUBA**  
**REQUEST FOR PROPOSAL**  
**County Facilities Pest Control Services**  
**January 5, 2010**



**Proposal Due Date: January 19, 2010**  
**By 2:00 PM**

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## **Bid Timeline**

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Bid Opens	January 5 <sup>th</sup> , 2010
Bidders Submit "Intent to Bid Form"	As soon as possible
Bidders Submit "Waiver and General Release" Form prior to walk through participation	Prior to January 13, 2010 at 9am
Bid Closes	January 19, 2010 2:00 PM
Bid Award	As soon as possible after closing
Work begins	County desires work to begin in February or as soon as possible

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The County is accepting 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 response in between scheduled treatments 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**

**Selected Consultant shall provide the following services at each facility listed on the attached proposal pricing worksheet:**

- Monthly, scheduled, preventative treatments outside facility.
- Internal treatments at beginning of contract where deemed necessary, and as needed on an ongoing basis.
- Services shall include treatment of: cockroaches, mice, rats, pigeons, spiders, bed bugs, flees, bees, wasps, yellow jackets and all other insect pests and vermin.
- Provide itemized invoices of monthly services.

#### **Key Tasks:**

Scheduled Monthly Treatments for pests.  
Additional treatments on a request basis.  
Provide emergency response within 6 hours.  
Provide all requested services within 24 hours.

### **II. STATEMENT OF QUALIFICATIONS**

Please provide a brief history of organization to include key personnel information, and three references from accounts with sufficient size or scope to show ability to handle the COUNTY's requirements, with contact information for the references.

### **III. ADDITIONAL REQUIREMENTS**

- a) Consultant must demonstrate appropriate certification and training for key personnel including but not limited to: Selected provider 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 consultant at no cost to the county; and key personnel must pass background checks.
- b) Selection will be made by a County Evaluation Team. The Evaluation Team may deem it necessary to schedule presentations and/or interview applicants and key personnel. The County retains the right to interview applicants as part of the selection process. Members of the Evaluation Team are not to be contacted by the proposers.
- c) All work performed shall be in compliance with appropriate CalOSHA and OSHA standards, as well as all Federal, State, County, and local ordinances and regulations. Consultant must obtain all licenses and permits required.
- d) Consultants shall furnish to the County, upon award of the contract and prior to commencing service, a Material Safety Data Sheet (MSDS) on all products and chemicals that may be used in any and all facilities. Consultant is responsible for furnishing an updated MSDS sheet immediately (within 8 calendar days) if an existing MSDS is updated. In the event that consultant changes products or chemicals to be used in any County facility, an MSDS for the new product or chemical shall be provided to the County prior to its use.
- e) All work performed and completed under the resulting agreement is subject to the acceptance of the County or its authorized representative.
- f) Consultants 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 and maintain such insurance during term of contract.

#### **IV. EVALUATION CRITERIA**

The County reserves the right to cancel this Request for Proposal for any reason without any liability to any Consultant or to waive irregularities at its discretion. This solicitation does not constitute a contract, offer of employment, or offer of purchase. The County takes 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(s), if awarded, will be awarded to the Consultant whose proposal is considered the best value to the County. Best value will be determined based on price, responsiveness, and responsibility:

- a) The lowest price is determined by the total cost to the County.
- b) Responsiveness means a Consultant who has submitted a proposal that conforms to the solicitation documents in all material aspects.
- c) A responsible Consultant shall mean a Consultant 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, and experience may all be taken into consideration.

Thus the result will not be determined based solely on price. Although price is a factor, the County will consider awarding the contract(s) to the Consultant that meets the best interest of the County as interpreted by the County.

#### **V. Pre-Bid Conference**

- a) All Bidders must attend a prebid conference scheduled for 9am January 13, 2010. Conference will start at 915 8<sup>th</sup> Street, Ste 119, Marysville, CA 95901, and bidders will travel to each service location included in the bid.
- b) Bidders are requested to submit an intent to bid form to the COUNTY as soon as practically possible.
- c) Participants in the pre-bid conference shall sign a waiver and liability release, which is attached.

## VI. PROPOSAL SUBMITTALS

Please include the following with your proposal in this order:

- a) Statement of Qualifications, including Proof of registration with the Yuba County Agricultural Commissioner for the current calendar year
- b) Project Proposal
- c) Detailed Cost Estimate
- d) Attached Proposal Form

**Submittal Instructions:** Before submitting a proposal, Consultants 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.

Please submit to:

Yuba County Department of Administrative Services  
Attn: Purchasing  
915 Eighth Street, Ste. 119  
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.

**Proposal Due Date:** In order to be considered, proposals must be received at the above address not later than **January 19, 2010**. A proposal may be withdrawn by written request received from the County prior to the time set for the closing date.

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

**Contact Information:** Tara Repka Flores, Assistant Director of Administrative Services, is the designated contact person for questions related to this Request for Proposal. Please submit questions in writing to the address listed above, or by e-mail to: [tflores@co.yuba.ca.us](mailto:tflores@co.yuba.ca.us).

Proposals will not be publicly opened and read. Proposals will be privately reviewed and evaluated by a County evaluation team.

The County reserves the right to reject any and all proposals submitted.

## **VII. 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 one year, beginning approximately February 15, 2010, with two one year extensions at the County's option, for a total contract term of 3 years with no price increase during the term of the contract. The contract is expected to start in February 2010.
- b) **Project Schedule.** Upon receipt of proposals, and suitable review, COUNTY expects to select a Consultant. Once selected, CONSULTANT and COUNTY will complete contract and agree upon start date and work schedule. COUNTY desires for work to begin in February 2010, or as soon as practically possible after execution of contract.
- c) **Contract Form:** The final contract(s) will incorporate the appropriate terms and conditions from this solicitation.
- d) **References:** Proposal must include a Statement of Experience and three references including contact information from projects similar to ours which we may contact as references.
- e) **Treatment and Application:** All of the County facilities listed herein will be sprayed once a month with chemicals recommended by the State Department of Agriculture using application methods which are in compliance with all laws, ordinances and regulations. The buildings are to be "repeat treated" whenever and wherever necessary for no extra charge. Odorless chemicals must be used in areas where it is specifically requested.
- f) **Additional Services:** Bat Exclusion services are to be provided for county Courthouse and Government Center at an additional cost, when specifically requested by the County.
- g) **Service Hours:** Services will be furnished to the County during regular hours of operation in the various buildings, 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.

- h) **Performance:** Applicator's name and company name must be on their uniform. Personnel performing the pest control service shall report to the Facility Contract Person each time service is performed and shall provide a Service Report Form showing areas services, infestation if any found, and corrective action taken. Acknowledgement of services provided must be signed by the Facility Contact Person or designee.
- i) **Maintenance and Special Requests:** If any pests are reported by County Personnel, the Offeror shall respond within twenty-four (24) hours after notification to correct the situation. The Contractor shall respond to emergency service request within 6 business hours. Business hours are defined as 8am-5pm Monday - Friday. These services shall be provided at no extra charge.
- j) **Certification and Regulations:** All applicators shall be state certified for the type of pest control being applied. No unqualified personnel will be permitted to work on-site. Selected provider shall be a Structural Pest Control Operator with a Branch 2 license. Selected firm shall provide proof that they are registered with the Yuba County Agricultural Commissioner for the current calendar year, and a copy of their Structural Pest Control Operator's License which shows current status and expiration date.
- k) **Background checks:** 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.
- l) **Record Keeping and Invoices:** Contractor shall provide itemized monthly invoices for each location along with a Service Report to the Administrative Services Department.

- m) **Pricing:** Proposals must include the prices for each of the County buildings listed herein, as well as a maximum per square foot price for any properties the County may wish to add during the term of the contract. The prices will be fixed for the contract term with no increase. Proposed prices will include all federal, state and local taxes. Pricing for bat control should be included as well for the facilities listed on the service location proposal form. Contractors should submit the attached Price Proposal with their proposal. Due to changes in the County's portfolio of facilities, during the term of the agreement 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.
- n) **Contract Form:** The final contract(s) will incorporate the appropriate terms and conditions from this solicitation.
- o) **Cancellation:** County reserves right to cancel service at any of the individual locations with 30 days written notice, without impacting the service or terms of the remaining locations.
- p) **Insurance requirements:** Selected vendor should be able to provide proof of following insurance prior to completion of contract:
- I.** 1 million General Liability.
  - II.** 1 million auto liability combined single limit injury & pd.
  - III.** WC and Employers Liability: 1 million per accident.
- q) This solicitation does not constitute a contract, offer of employment or offer of purchase.

- r) **Cost of proposal preparation:** The cost of preparation of a proposal is the obligation of the Contractor. Yuba County will not be liable for any costs incurred by the Contractor in preparing or submitting a proposal. The county makes no representation any contract will be awarded to any respondent to the solicitation. The County reserves the right to withdraw or cancel this solicitation at any time without prior notice. The County also reserves the right to reject any and all proposals at its sole discretion.

We appreciate your consideration of this request for proposals and look forward to your response. We welcome any questions you may have, please contact us at 530 749 7880.

Tara Repka Flores  
(530) 749-7880

**COUNTY OF YUBA  
PRICE PROPOSAL FORM**

The undersigned has carefully checked all figures in his/her proposal and understands the County of Yuba will not be responsible for any errors or omissions in preparing this proposal. The proposal shall remain valid for any and all services provided for a period of sixty days.

RFP NAME: Pest Control Services

FIRM NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS OF FIRM: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FEDERAL ID NUMBER: \_\_\_\_\_

BUSINESS LICENSE NUMBER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

TOTAL (ALL Locations) \$ \_\_\_\_\_

PLEASE LIST 3 REFERENCES WITH LOCATION AND TELEPHONE NUMBER:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Please include this Form with your Proposal along with a Detailed Cost Estimate.)

### Service Locations

Service locations are listed below. Bidders must attend a pre-bid conference. Please list pricing for each facility.

Proposal total monthly cost (excluding Bat/Pigeon services) \$ \_\_\_\_\_

1) Courthouse 215 5<sup>th</sup> Street, Marysville, CA 95901: \$ \_\_\_\_\_/month  
Sheriff Department/Jail/Probation etc

Pigeon/Bird Exclusion \_\_\_\_\_

Bat Exclusion \_\_\_\_\_

2) Victim Witness 4240 Dan Ave Msvl \$ \_\_\_\_\_/month  
Administration/School

3) Surplus Warehouse 4240 Dan Ave Msvl \$ \_\_\_\_\_/month  
Storage

4) Airport Facilities 1364 Sky Harbor Dr. Msvl \$ \_\_\_\_\_/month  
Administration, Training, Meeting Facility

5) Public Works Equipment Shop \$ \_\_\_\_\_/month  
1420 Sky Harbor Dr. Msvl

6) Library – 303 2<sup>nd</sup> Street Msvl \$ \_\_\_\_\_/month

7) Juvenile Hall 1023 14<sup>th</sup> Street Msvl \$ \_\_\_\_\_/month

JH Administration (935 14<sup>th</sup> St)  
Boot Camp  
Dining Hall/Kitchen  
Camp Administration

8) Animal control 5245 Feather River Blvd Msvl \$ \_\_\_\_\_/month

9) Government Center 915 8<sup>th</sup> Street Msvl \$ \_\_\_\_\_/month

Pigeon/Bird Exclusion \_\_\_\_\_

Bat Exclusion \_\_\_\_\_

10) Office of Education 935 14<sup>th</sup> St Msvl \$ \_\_\_\_\_/month

11) South Annex (938 14<sup>th</sup> St. Msvl) \$ \_\_\_\_\_/month

12) Per sq foot standard charge for additional facilities \$ \_\_\_\_\_/sq ft

**COUNTY OF YUBA  
Intent to Bid Form**

RFP NAME: Pest Control Services

FIRM NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS OF FIRM: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Submit Intent to Bid Form via any of the three contact methods:

Yuba County Administrative Services  
ATTN: Purchasing Department  
915 8<sup>th</sup> Street, Ste 119  
Marysville, CA 95901

OR

Fax (530) 749 7884  
ATTN: Purchasing Department

OR

Email [tflores@co.yuba.ca.us](mailto:tflores@co.yuba.ca.us)

**WAIVER AND GENERAL RELEASE RE:  
ACCESS TO COUNTY OF YUBA PROPERTIES  
REQUEST FOR PROPOSAL FOR**

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In consideration of receiving a limited and permissive right to enter COUNTY OF YUBA properties, IT IS AGREED THAT the undersigned hereby release the COUNTY OF YUBA, its agents, officers, directors, attorneys and employees (collectively referred to hereinafter as "COUNTY") to the greatest extent provided for under law for the following matters that arise in any way out of the activities specified herein:

1. Any and all claims for personal injury or death to the undersigned, whether or not caused in whole or in part by the negligence or other acts or omissions of COUNTY, except for COUNTY's active negligence, and regardless of whether such injury is caused in whole or in part by the undersigned, whether alone or together with or in association with others;
2. Any and all claims for any real or personal property damage, whether or not the property is owned by or in the custody or possession of the undersigned, and whether or not caused by COUNTY or others, except for COUNTY's active negligence, and regardless of whether the damage is caused in whole or in part by the undersigned;
3. Any and all claims for any damage, injury, loss, expense or liability incurred or arising from any act or omission of the COUNTY, any individual, company or agency in relation to transportation services to or from COUNTY facilities; and
4. Any and all claims for any damage, injury, loss, accident, delay, irregularity, indebtedness, expense or liability incurred or arising from weather, illness, or federal, state, county or COUNTY rule, regulation or restriction.

IT IS FURTHER AGREED that the undersigned will, to the greatest extent authorized under law, indemnify, defend, hold harmless and release the COUNTY from any and all claims, demands, actions, and damages, including but not limited to attorneys' fees and reasonable costs, brought against the COUNTY for any injury arising out of or caused by the undersigned's negligence or any acts, omissions or conduct of the undersigned in relation to and arising out of the activities specified in this Waiver and General Release.

IT IS FURTHER AGREED that the undersigned understands, consents, and agrees to the terms and conditions set forth above, and that his/her consent and agreement to this Waiver and General Release is a condition precedent to COUNTY's grant of a limited and permissive right of entry.

**The foregoing is agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2009:**

**PRINTED NAME**

**COMPANY NAME**

**TELEPHONE #**

\_\_\_\_\_

( ) \_\_\_\_\_

**FAX #**

\_\_\_\_\_  
Signature

( ) \_\_\_\_\_