

Termite Treatment Services and Monitoring Bid

The Warren County Board of Education takes this opportunity to announce that we are requesting bids for **Termite Treatment Services and Monitoring**. All bids should be delivered to the:
Warren County Administration Building Purchasing Department
201 Locust St. Suite 1
McMinnville, TN 37111

Bids will be accepted prior to *(date)* _____ *(time)* _____ at which time they will be publicly opened and examined.

Late bids will not be considered.

Enclosed is a bid packet, which outlines the items being solicited and instructions which describe the submission of the bid.

Sincerely,
Donnie Caldwell

Warren County Schools Plant and Operations
Facilities Director

LIST OF SITES & SCHOOLS

SENIOR HIGH SCHOOLS (1 school)

Warren County Senior High School
199 Pioneer Lane
McMinnville, TN
(square footage of building: 290,000 / total acres: 75)

MIDDLE SCHOOLS (1 school)

Warren County Middle School
200 Caldwell Street
McMinnville, TN
(square footage of buildings: 190,000 / total acres: 37)

PRE K-5 ELEMENTARY SCHOOLS (3 schools)

Bobby Ray Memorial Elementary School
504 North Chancery Street
McMinnville, TN
(square footage of buildings 112,860 / total acres 15)

Hickory Creek Elementary School
270 Pioneer Lane
McMinnville, TN
(square footage of building 89,000 / total acres 25)

West Elementary School
400 Clark Blvd.
McMinnville, TN
(square footage of building 70,745 / total acres 12)

PRE K-8 ELEMENTARY SCHOOLS (5 schools)

Centertown Elementary School
376 Warrior Blvd.
McMinnville, TN
(square footage of building 71,221 / total acres 32)

Dibrell Elementary School
1759 Mike Muncey Road
McMinnville, TN
(square footage of building 109,000 / total acres 39)

Eastside Elementary School
2121 Old Rock Island Road
Rock Island, TN
(square footage of buildings 61,740 (including Portable Classrooms) / total acres 12)

Irving College Elementary School
115 Dry Creek Road
McMinnville, TN
(square footage of building 39,411 / total acres 12)

Morrison Elementary School
500 South Fair Street
Morrison, TN
(square footage of building 73,155 / total acres 28)

OTHER SITES/FACILITIES

Warren Academy School
421 North Spring Street
McMinnville, TN
(square footage of buildings 7,760 (including Portable Classroom / total acres 1)

Warren County Schools Administrative Offices
2548 Morrison Street
McMinnville, TN
(square footage of building 19,510 / total acres 6.5)

Transportation Department
129 Middle School Drive
McMinnville, TN
(square footage of buildings 7,600 total acres included on Middle School Campus)

High School Annex Building
111 Middle School Drive
McMinnville, TN
(square footage of building 6,400 / total acres included on Middle School Campus)
Special Ed Services Building (old auto shop building)
Middle School Drive
McMinnville, TN
(square footage of building 6,400 / total acres included on Middle School Campus)

Maintenance Department and Office
345 Pioneer Lane
McMinnville, TN
(square footage of buildings 6,000 / total acres included on High School Campus)

Pre-Pioneer Building
Pioneer Lane
McMinnville, TN
(square footage of building 1,080 / total acres included on High School Campus)

Old Morrison School Building
601 School Street
Morrison, TN
(square footage of buildings 41,000 (including Portable Classroom) / total acres 9.6)

Warren County High School Welcome Center
Pioneer Lane
McMinnville, TN
(square footage of building 96 / total acres included on High School Campus)

Warren County High School Baseball Press Box and Field House
Pioneer Lane
McMinnville, TN
(square footage of building 7,295 / total acres included on High School Campus)

Warren County High School Softball Press/Concession Box and Field House
Pioneer Lane
McMinnville, TN
(square footage of buildings 5,376 / total acres included on High School Campus)

Warren County High School Soccer Concession/Press Box
Pioneer Lane
McMinnville, TN
(square footage of building 900 / total acres included on High School Campus)

Warren County Middle School (Nunley Stadium-Press Box/Concession/Bathrooms)
Caldwell Street
McMinnville, TN
(square footage of buildings 3,840 / total acres include on Middle School Campus)

ATTACHMENT "A"

SPECIFICATIONS

**Item Number 2 Bid tab for Services
Termite Bait Stations Treatment Services
Five (5) Sites**

1. Bobby Ray Memorial Elementary School Gymnasium Wing
504 North Chancery Street
McMinnville, TN
(as of today we have 40 bait traps around gymnasium noticeable –made me more / 875 L.F. around gymnasium)
2. Centertown Elementary School
376 Warrior Blvd.
McMinnville, TN
(as of today we have 72 bait traps around school noticeable –made me more /1,625 L.F. around school)
3. Warren County Senior High School
199 Pioneer Lane
McMinnville, TN
(as of today we have 225 bait traps around school noticeable –made me more /4,000 L.F. around school)
4. Warren County Schools Administrative Offices
2548 Morrison Street
McMinnville, TN
(as of today we have 45 bait traps around building noticeable –made me more /1,425 L.F. around building)
5. Maintenance Department and Office
345 Pioneer Lane
McMinnville, TN
(as of today we have 25 bait traps around building noticeable –made me more / 420 L.F. around buildings)

ATTACHMENT "B"

SPECIFICATIONS

Termite Chemical Treatment Services

1. GENERAL INTENT

The intent of these specifications are to establish pricing for termite treatment services required by the Warren County Board of Education to all facilities mention in this bid on an “as needed” basis. The successful vendor shall be responsible for providing all labor, tools, materials, equipment, and pesticide necessary to accomplish the termite control for all areas and buildings, including but not limited to: all rooms, closets, lounges, toilets, hallways, stairwells and basements. Upon request, the vendor shall perform a termite treatment service at a specific site covered under this agreement. The treatment shall comply with all professional standards and applicable laws and rules of the Tennessee Pest Control Commission.

2. PERFORMANCE PERIOD

This bid will establish a contract to remain open for a one-year period, beginning with contract award, with an option to renew for an additional one-year period at the same terms up to three (3) years and conditions before bidding out again, if agreed to by both parties. Prices submitted on this bid shall be firm for a period of one (1) year from the date of contract award.

3. PRICING

Bidders shall provide a price per linear foot for termite treatment services.

4. BID ACCEPTANCE PERIOD

A thirty (30) day period from bid closing date is generally allowed to review and evaluate responses. There is an expectation that all processes will be completed during this time. If we envision the process will not be completed by the end of the thirty (30) day period, the district will request a time extension. In the event no extension is requested, the solicitation shall be deemed canceled.

5. BASIS FOR AWARD

Award will be issued to the bidder who meets or exceeds specifications and offers the lowest net cost to the Board. The Board reserves the right to accept that bid which, in its judgment, best serves the interests of the Board, without regard to the same being the lowest bid.

6. SCOPE OF WORK

Services under this contract will be rendered on an “as needed” basis at any of the School Board facilities. Extermination shall be effective against all types of termites normally found in this region. The successful bidder shall have adequate certified technicians and the ability to completely treat sites as requested.

The successful vendor will be required to provide a written disclosure detailing the exact area that will be treated, the treatment specifications, linear feet to be treated, terms of warranty or guarantee, chemical label, and chemical volume to be used.

Services will be requested by a representative of the Maintenance & Operations department as needed. Services shall be rendered during the time period given by the representative of the Maintenance & Operation department. A representative of the Maintenance & Operations department must be present at time of treatment to sign for completion of work. Properly signed service tickets must be presented with the invoice for proper payment. If a call back is required after the initial extermination service is provided, the successful bidder shall respond by the next business day.

The Warren County Public School System assumes no responsibility for accidents occurring while servicing the school property. The District does not assume any responsibility, at any time, for the protection of or for loss of materials, from the time that the contract operations have commenced until the final acceptance of the work by Maintenance & Operations Department.

Any penetration or drilling of access parts to accommodate the treatment of our facilities must be coordinated so as not to disrupt or create friable asbestos at any locations.

7. DOCUMENTATION

Bidders must attach the following to the bid response. Failure to do so will subject the bidder to disqualification.

A. A complete listing of all proposed chemicals to be used for treating Warren County Schools, including the:

1. Brand Name
2. Manufacturer's name, address and product number
3. EPA registration number
4. Dilution ration and proposed strength for actual use.

B. Complete manufacturer's specifications and federally approved Material Safety Data Sheets for all proposed chemicals must be included with the proposal.

C. The successful bidder will be required to comply with the State of Tennessee Law for Public Schools including, but not limited to, the following:

1. Post notices of when and where pesticides are to be used.
2. Make product information and Materials Safety Data Sheets for the pesticide(s) being used available for public review.
3. Post telephone numbers (as part of the notice) at which emergency information about the pesticide may be obtained.
4. Retain for five (5) years of Material Safety Data Sheets and other documents relative to the pesticide(s).

D. Bidders must include a photocopy of the company's current State of Tennessee Pest Control and Termite License and the current State of Tennessee Pest Control and Termite Certification of each employee that will be servicing any Warren County Schools facility.

8. NOTIFICATION BEFORE TREATMENT

It is the responsibility of the successful bidder to notify the site administrator and Maintenance Department personnel at least 48 hours prior to treatment. Warning signs must be posted by the successful vendor.

9. SIGN SPECIFICATIONS

At the time of application, the contractor shall be responsible for posting a sign at the primary point(s) of entry to the treated area(s). The sign shall be at least 4" x 5" in size and made of sturdy, weather resistant material. The printing shall be in contrasting colors to the background of the sign. The bottom edge of the sign shall be eight (8) to twelve (12) inches above the ground.

The wording and format must include but need not be limited to the following:

CAUTION in 72 point 11/16"

PESTICIDE APPLICATION
and KEEP OUT in 30 point 9/32"

SYMBOL 2"



Upon completion of every application of pesticides for structural pest control and upon the installation or modification thereof of any other termite control system in a structure, the contractor shall be responsible for leaving at the structure, with the owner, manager or custodian of the property, a statement bearing the following information:

1. Address of property treated.
2. Name and telephone number of company.
3. Name of applicator.
4. Specific area(s) treated, including the complete brand name of the pesticide product or system as it appears on the label, amount and concentration or pesticide or other material applied and method of application.
5. Target pest(s) for which applied.
6. Application date.
7. Any post-application precautions which must be followed.

Application of approved termiticide:

A. Approved termiticides shall be those registered by the US Environmental Agency (EPA) and/or the Tennessee Dept of Agriculture. Under no circumstances shall the concentration applied be lower than the minimum nor greater than the maximum concentration specified on the product label for the termiticide as a soil termiticide application. Termiticide applications may be made to a structure only if children or students are not expected to be present in the structure for a minimum of three (3) hours after application. If the products label directions specify a longer reentry interval then the longer reentry interval shall apply.

10. SAFETY AND SECURITY REQUIREMENTS

- A. All employees of the contractor are required to wear uniforms and identification badges while on school property.
- B. If students are on site, they must be kept away from area of work while work is in progress.
- C. No materials, chemicals, equipment or tools shall be left unattended.
- D. All employees of the contractor shall be required to sign in when arriving and sign out when departing site.

11. ON-SITE VISITS

The successful vendor shall not utilize, in the performance of this contract, any employee who has been convicted of a felony. The vendor and/or any employee must submit a security/background check. The successful vendor shall submit copies of all security/background checks requested within twenty-four (24) hours of a request by the District for such information. Failure to complete or submit any security/background check requested by the District, may result in immediate cancellation of the contract. The successful vendor shall also ensure that all employees making on-site visits adhere to the District's drug-free workplace policy.

12. CLEAN UP

All areas of work shall be left in a clean condition. All debris shall be removed on a daily basis.

Any damage done by the contractor's personnel to any part of the building, equipment, furniture, fixtures, landscaping or any other items owned by Warren County Schools shall be repaired or replaced in an acceptable manner at no cost to the Warren County Schools.

13. REFERENCES

The company must provide at the time of bid opening a list of names and addresses and a contact person from three (3) commercial accounts having served during the last three (3) years. The company receiving the bid award must name a contact person. Failure to submit the requested information, may result in rejection of bid

14. WARRANTY

Upon completion of a termite treatment service, the vendor shall issue a "Termite Warranty" for the site. The warranty will permit, for one year from date of issuance, re-treatment (as necessary) and as determined by the district at no additional cost to the School District.

15. INSURANCE REQUIREMENTS

Bidders shall provide documentation of Insurance coverage as required in Attachment "C" with their bid submittal.

16. TERMINATION FOR CAUSE/DEFAULT

In case of failure to deliver the material or services in accordance with the contract terms and conditions, the Warren County Board of Education, after due oral or written notice, may procure them from other sources and hold the bidder(s) responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Board may have.

Specifically, if, through any cause, the bidder(s) shall fail to fulfill in a timely and proper manner their obligations under this contract, or if the bidder violate any of the covenants, agreements, or stipulations of this contract, the Board shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination.

Notwithstanding the above, the bidder shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of contract by the bidder. The Board may withhold any payments to the bidder for the purpose of set off until such time as the exact amount of damages due to the Board from the vendor is determined.

17. TERMINATION FOR CONVENIENCE

The Board reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, whenever the Director of Schools determines that such a termination is in the best interest of Board. Any such termination shall be effected by delivery to the vendor, at least ten (10) working days prior to the termination date, a Notice of Termination specifying the extent to which performance shall be terminated and date upon which such termination becomes effective. After receipt of a notice of termination, the vendor must stop all work or deliveries under the purchase order/contract on the date and to the extent specified; however, any contract termination notice shall not relieve the vendor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of termination. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.

18. CONTRACT TERM

Contractor awarded bid will have a three (3) year contract.

ATTACHMENT "C"

INSURANCE REQUIREMENTS

Before performing any work on the awarded contract, the successful bidder shall procure and maintain, during the life of said contract, insurance coverage as listed below. The policies of insurance shall be primary and written on forms acceptable to the School Board and placed with insurance carriers approved and licensed by the Insurance Department in the State of Tennessee. No changes are to be made to these specifications without prior written specific approval by the School Board.

1. Worker's Compensation Insurance. \$1,000,000 limit for Employers Liability. Policy shall contain a Waiver of Subrogation in favor of Warren County Board of Education and shall list Warren County Board of Education as an additional insured.

2. Commercial General Liability. This policy shall include coverage including but not limited to bodily injury, property damage, contractual and personal injury with limits of not less than \$100,000 combined single limit per occurrence, \$500,000 per project aggregate covering all work performed under this contract. Policy must include endorsements for Exterminators Care, Custody & Control Liability providing coverage for damage to buildings and personal property caused by the contractor's work, Pollution & Fumigating Liability for pesticide application, storage and transportation of pesticides and Pest Inspection Damage Liability.

3. Automobile liability. Bodily injury and property damage including all vehicles owned, leased, hired and non-owned with limits of not less than \$1,000,000 combined single limit covering all work performed under the contract. (Limits may be satisfied by combining an Umbrella form and Automobile Liability form for a combined total limit of \$1,000,000). Each bidder shall submit a certificate of insurance and liability/collision coverage for drivers who will transport vehicles to and from Board property. The successful bidder shall be required to list the Board as additionally insured.

4. Umbrella Liability. With limits of not less than \$1,000,000 per occurrence covering all work performed under this contract.

5. The Board, its officers and/or officials, employees and volunteers shall be named as insured under awarded bidder's insurance policy for the duration of this contract.

1. General Aggregate \$2,000,000
2. Products-Com/OP.AGG \$2,000,000
3. Each Occurrence \$1,000,000
4. Damage to Rental Premises (each occurrence) \$100,000
5. Med. Exp. (any one person) \$5,000
6. Personal and Adv. Injury \$1,000,000

REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED:

1. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

2. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

3. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

TERMITE TREATMENT BID SUBMITTAL FORM

Item #	Description	Cost Per Linear Foot
1	Termite Treatment Fee	

Item #	Description	Cost Per Site Maintain	
		Site	Cost
2	Bait System Fee Check quarterly and treat when needed. Provides all material, supplies, equipment, and traps replacement when needed. Provide Reports-quarterly and annually	Bobby Ray Gym	
		Centertown	
		High School	
		Central Office	
		Maintenance	

Item #	Description	Cost Per Site	
		Site	Cost
3	Termite Monitoring Services Annually to check each site and make recommendations for treatment. Provides Reports annually during the month of April.	Bobby Ray all buildings	
		Dibrell	
		Eastside and Portables	
		Hickory Creek	
		Irving College	
		Morrison Old School	
		Morrison New School	
		Middle School all buildings	
		West Elem and Portable	
		Warren Academy and Portable	
		Transportation all buildings	
		Pre-Pioneer Bld.	
		H.S. Annex	
		Special Ed Bld.	
		Welcome Ctn.	
		H.S. Baseball all buildings	
		H.S. Softball all buildings	
		H.S. Soccer all buildings	
		H.S. Football Storage bld.	
		Nunley Stadium All buildings	

Name of Firm: _____

NUMBER OF CERTIFIED TECHNICIANS: _____

Current company State of Tennessee Pest Control & Termite License attached ___Y___N

Current individual State of Tennessee Pest Control & Termite License(s) attached ___Y___N

FIRM SUBMITTING BID: _____

NAME: _____

TITLE: _____

DATE: _____

SIGNATURE: _____

E-MAIL ADDRESS: _____

CELL PHONE NUMBER: _____

COMPANY PHONE NUMBER: _____