Pest Control Services for Academic and Health System Buildings

October 23, 2008
A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Pest Control Services for Academic and Health System Buildings

RFP Number: #DM102308

Issue Date: October 23, 2008

Brief Description: The University seeks experienced and qualified firm(s) to provide pest control services to Academic and Health System Buildings. Provide all material, labor, supervision, tools, equipment, and incidentals necessary for Pest Control Services for the University of Virginia Academic and Health System (“The University”). The University requires effective, sanitary, and ecologically sound pest and rodent control exterminating services. An integrated pest management (IPM) approach will be utilized whenever possible that will accommodate special requirements related to the potential impact of chemicals and activities on individuals, medical research, and patient care. The Selected Firm(s) will have extensive experience servicing higher educational institutions, hospital, and food service facilities.

Preproposal Conference: An optional Preproposal Conference will be held on Wednesday, November 12, 2008 at 10:00 a.m. EST at Facilities Management Annex Conference Room, 575 Alderman Road Charlottesville, Virginia (map may be viewed at this web site: http://www.virginia.edu/Map/). The purpose of the Preproposal Conference is to allow potential interested parties an opportunity to present questions and obtain clarification relative to any facet of this RFP. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are strongly encouraged to attend. Please note that no tour of the buildings will be conducted on November 12, 2008.

Note: During the Preproposal Conference, a date and time will be established for all firms in attendance, to request a site visit for any of the buildings. The University’s designated representative will conduct only one tour of the buildings. Please print a copy of the RFP and bring it with you, as no additional copies will be provided at the conference. No firm may have more than two representatives present at the conference.

Firms planning to attend the Preproposal Conference should notify Rebecca Sims either by email (pur-rfp@virginia.edu) or telephone (434-924-1346), no later than 12:00 p.m. (EST) on Wednesday, November 5, 2008 of the names, titles, and phone numbers of the individuals who will attend.

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 12:00PM, Wednesday, December 3, 2008 in order to guarantee a timely response prior to the proposal due date.
Proposal Due Date: 3:00 p.m. EST, Wednesday, December 10, 2008. Proposals may be sent by US Postal Service, Overnight Courier, or hand delivered using the contact information in the box below. All firms will submit five copies of each proposal. The University reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiations, if needed, will be held on Tuesday, January 6, and Wednesday, January 7, 2009.

Expected Award Date: February 16, 2009

Term of Agreement: The term of a resulting Agreement or Purchase Order will be for three years, with the ability to renew on the same terms and conditions, for two additional two-year periods if mutually agreeable to the University and the Selected Firm(s). The Selected Firm(s) and the University will mutually agree at least 90 days prior to each renewal period whether to renew the terms of the Agreement.

REFER ALL QUESTIONS TO THE ISSUING OFFICE:

UNIVERSITY OF VIRGINIA
Department of Procurement Services
1001 North Emmet St, Carruthers Hall
P.O. Box 400202
Charlottesville, VA 22904-4202
Attention: Diane Morse
Phone: 434-982-5076
Fax: 434-982-2690
Email: dm5h@virginia.edu

NOTE 1: If RFP proposal is sent U.S. Postal Service, use the P. O. Box. The University does not take responsibility for lost or misdirected mail.
NOTE 2: During the RFP process, all communication must be directed to the buyer listed above, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu. Any failure to adhere to this requirement may result in the rejection of the firm’s proposal or cancellation of the RFP.

This Request for Proposal (RFP) has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: http://www.procurement.virginia.edu/main/publicpostings/RFP.html. It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed above. Additional information can be found on Procurement Services web site: http://www.procurement.virginia.edu/main/

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.
The University and its Department of Facilities Management seeks experienced qualified firm(s) to provide these services:

1. Furnish all labor, supervision, equipment, insurance, licenses, materials, and necessary incidentals to provide pest control services to the University’s Academic and Health System Buildings. Work will consist of any/all aspects of pest and rodent control as needed to ensure full compliance with all applicable Federal, State, and Local codes and requirements. Chemicals utilized will conform to any applicable OSHA and EPA requirements, including, but not limited to, requirements under the current Federal Insecticide and Rodenticide Act.

2. The Selected Firm(s) will perform scheduled treatment services, and provide emergency services on an as needed basis with a standard response time of two hours, twenty-four hours a day, and 365 days a year upon an Email, telephonic, or written request for service by the University’s Contract Administrators or designees.

3. The Selected Firm(s) will work closely with the University Contract Administrators to accomplish required services within the timeframes established by the University. The Contract Administrators will be appointed later.

4. The majority of work will be performed during the University’s normal academic working hours, which are 7:30 a.m. to 4:30 p.m., Monday through Thursday and Friday 7:30 a.m. to 2:00 p.m., except for established University and Health System holidays, unless specified by the University’s designated representatives. The work schedule for the Health System (excluding the University Hospital and food service areas) is 7:30 a.m. to 4:30 p.m. Monday through Friday. Work schedules will be coordinated in writing to the University.

5. The University’s intent is to keep the level of pesticide usage to a minimum by the use of IPM. This should include, but not be limited to, the following:
   - Sticky traps may be placed discretely and used to monitor population densities. The level of the control program will be based on the densities accordingly.
   - Cockroach bait stations (e.g., Warries, MAXFORCE and Combat) may be used instead of spray applications wherever possible. These bait stations will be placed discretely, inspected and replaced at least every three months.
   - In areas of heavy infestation, and other areas as may be determined by the University, an insect growth regulator (e.g., Gencor) may be used in conjunction with bait stations and residual sprays.
   - Spray materials used will be as manufactured by Demon, Diazinon, Dursban L.O., Dursban ME, Ficam W, Knoxout, and Safrotin or approved equals.
   - All Vivariums require twice-monthly treatment consisting of strategically placed monitoring at all exit areas, cage washers, feed, and bedding areas, to include rodent control. A written monthly report is required. Vivariums are located in the following buildings: Aurbach, Mr-4, MR-4 Modular Unit, MR-5, Old Medical School, Jordan Hall, and Snyder Building.
   - The University reserves the right to add or delete buildings as necessary.

6. Full pest control services by the Selected Firm(s) will be completed in all areas and buildings as detailed in Attachment 3, Academic Buildings Gross Square Footage, and Attachment 5, Health System Buildings Gross Square Footage. The areas include, but not limited to, rooms, closets, lounges, toilets, kitchens, cafeteria serving areas, food storage areas, stairwells, basements, attics, laboratories, vivariums, and any additional building facilities as specified. The interior and
exterior perimeter up to and including 15 feet from the exterior walls of the buildings will be included. Selected Firm(s) will remove and properly dispose of all dead and dying rodents.

7. The same day that work in a service area is completed, the Selected Firm(s) will submit a service ticket to the University’s Contractor Administrator for approval.

8. Pests to be eradicated and controlled will include stinging and biting insects, bedbugs, fleas, silverfish, book lice, cockroaches (American, Oriental, German and Brown Banded), ants, subterranean termites, Formosan termites, mice, squirrels and rats. Rodent infestations located in burrows on the Ground adjacent to buildings are included. The Selected Firm(s) will have knowledge and experience in controlling wasps and hornets.

9. The University will notify the Selected Firm(s) of specific buildings that require termite inspection and treatment. Within three working days after notification, the Selected Firm(s) must provide a firm start date for the inspection of the specified structures. The Selected Firm(s) must visually inspect the structure for evidence of wood destroying insects, fungus, and moisture damage. Inspection results will be written and accompanied by a signed statement specifically reporting if the structure is termite-free or the degree of termite infestation and the recommended remedy. The Selected Firm(s) will assume all existing Advance, Chlordane, Sentricon, and Termidor, termite protection systems already in place as identified in Attachment 7, Academic Buildings Annual Pricing for Termite Monitoring, and Attachment 8, Health System Buildings Annual Pricing for Termite Monitoring.

10. Special Requirements for University’s Hospital/Food Service
    • All work pertaining to the University’s Hospital, kitchens, serving areas, food storage areas, and loading docks as necessary will be performed after normal working hours beginning at 6:00 p.m.
    • The Selected Firm(s) technician(s) must submit a written report to the University’s Contract Administrator upon completion of the services. The report must detail the conditions found and actions taken, to include:
      ➢ pest activity found during service;
      ➢ target pest methods utilized;
      ➢ the type of product utilized and the specific sites where the product was used;
      ➢ structural concerns that could cause pest problems;
      ➢ sanitation issues that could cause pest problems.

11. In order to perform work at the University’s Health System, the Selected Firm(s) are required to register and gain approval by Status Blue before they will be issued an Agreement with the University. Status Blue is an internet-based service, which will screen applicants, insure that they are compliant with all hospital policies, and meet all JCAHO standards. The Selected Firm(s) must go to www.status-blue.com to register and submit the required compliance documentation for review. A nominal fee must be paid by the Selected Firm(s) at the time of registration.

12. Ultra violet light flying insect traps will be provided by the Selected Firm(s) to control flying insects in designated locations on an as needed basis. All ultra violet lights models and designs must be approved by the University’s Hospital. These traps will be monitored once per month and serviced during normal hours as agreed, to prevent interference with the normal day-to-day operations of the University’s Health System. The Selected Firm(s) will meet with the University in March of each contract year to discuss the firm’s annual plan for fly control.
C. BASIS OF SELECTION

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm’s plan to provide the University with pest control services as described in the Scope of Good and Services section;
2. The firm’s experience in providing Goods and Services similar to those described in this RFP, to include the firm’s references from clients.
3. The firm’s price proposal;
4. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm’s plan for utilization of SWAM businesses. For more information about SWAM and the University’s SWAM plan, please see the letter at Attachment 1 and refer to the following site: www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf

Note 1: A 10% minimum weight will be given to this criterion in evaluating proposals.

Note 2: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu.

D. CONTENTS OF PROPOSAL

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content, and should be organized in the order in which the requirements are presented in the RFP. Firms should provide the following information:

1. A brief history of the firm and its experience, qualifications, and success in providing the type of service requested. Proposals should demonstrate the firm’s ability and dedication to accommodate special requirements related to potential impact of chemicals and activities on individuals, medical research, and patient care.
2. A detailed description and the full specifications of the pest control services proposed.
3. Each firm should indicate in their proposal the firm’s ability to achieve/comply with each specification. Provide information on your firm’s capability. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the above specifications, the firm should detail their proposed change(s) and how the proposed change would compare to the listed specification. Proposals should be formatted in such a way to address each of the above specifications in a line-by-line process.
4. Provide a narrative of how your firm will service the existing Advance, Chlordane, Sentricon and Termidor termite monitoring systems, and any future additional termite monitoring systems.
5. All firms will submit with their proposal, a copy of their current Pesticide Business License issued by the Commonwealth of Virginia, and copies of all current applicator’s licenses for employees who may perform pest control services at the University. RFP Attachment 4, Academic Buildings Pest Control Pricing Schedule, and Attachment 6, Health System Buildings Pest Control Pricing Schedule must be completed and included with each firm’s proposal. A Certificate of Insurance and a copy of the firm’s Virginia Contractors License must be submitted with the proposal.
6. Proposals should demonstrate the firm’s ability and dedication to accommodate special requirements related to potential impact of chemicals and activities on individuals, medical research, and patient care.

7. Firms will submit with their proposals three references of firm’s requiring services similar to the University with academic, hospital, and nutritional service organizations that the company has provided pest control services. Include the name of the firm/organization, the complete mailing address, and the name of the contact person and their telephone number.

8. Information on the warranty associated with the products/services you are proposing and any extended warranty (include the price) that might be available.

9. The firm’s proposed price/fee for providing the Goods and Services, to include shipping charges (the University’s shipping terms are FOB Destination). All firm’s proposals may distinguish between basic services and services for which additional charges will result.

10. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement.

11. Provide a list of institutions of higher education with which the firm has signed a term contract.

12. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at http://www.vcu.edu/procurement/coopcon.htm

13. Complete and return the information requested in Attachment 2, Firm Information.

NOTE: Virginia Freedom of Information Act

Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. Firms may not request that its entire proposal be treated as proprietary information.

E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia.
  https://www.procurement.virginia.edu/forms/USVendorRegForm.html

- The Selected Firm registering and accepting eVA Terms and Conditions prior to award.
  http://www.eva.virginia.gov/

- The University’s Mandatory Contractual Provisions:
• The University’s Preferred Contractual Provisions:

  **Note:** Unless a firm *expressly and specifically states its exception* to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.

• The University's Procedure for Resolution of Contractual Claims

**F. OTHER INFORMATION**

A. Insurance
Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be their limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

**Comprehensive Commercial General Liability:**
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence with an aggregate limit of not less than $2,000,000 for products/completed operations and the general aggregate, also with coverage for the following coverage’s:

- {X} Premises/Operations
- {X} Products/Completed Operations
- {X} Contractual
- {X} Independent Contractors
- {X} Personal Injury
- Additional Insured

**Automobile Insurance:**
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence with the following coverages for vehicles operated by their employees.

- {X} Owned and Non-Owned Automobiles

**Workers Compensation:**
The Selected Firm(s) and Subcontractor will maintain workers compensation insurance on its employees in accordance with the Virginia Workers Compensation Act, and maintain Employers Liability limits of not less than $500,000.
*Additional Insured:*
The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents.”
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women-and minority-owned (SWAM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have been less effective in securing long-term business relationships with minority-and women-owned businesses. We are determined to improve our record.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Leonard W. Sandridge
Executive Vice President and Chief Operating Officer

LWS:dr
### Firm Information

**Full Legal Name** *(Company name as it appears with your Federal Taxpayer Number):*

Address:

Telephone Number: FAX Number:

Web Address:

Email Address:

DUNS Number:

**SWAM Information:**

Is your firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE):

- [ ] Yes [ ] No

  - Minority-Owned Business: [ ] Yes [ ] No
  - Women-Owned Business: [ ] Yes [ ] No
  - Small-Owned Business: [ ] Yes [ ] No

Is your firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)?

- [ ] Yes [ ] No

**Point of Contact for this Proposal:**

Name:

Address:

Office No. Mobile No. FAX No.

Email Address:
Click below to access these attachments:

Attachment 3, Academic Buildings Gross Square Footage
Attachment 4, Academic Buildings Pricing Schedule
Attachment 5, Health Systems Buildings Gross Square Footage
Attachment 6, Health Systems Buildings Pricing Schedule
Attachment 7, Academic Buildings Annual Pricing for Termite Monitoring
Attachment 8, Health System Buildings Annual Pricing for Termite Monitoring