



# Cartersville School System

KELLEY A. DIAL, *PRESIDENT*  
TRAVIS POPHAM, *VICE PRESIDENT*  
S. PAT BROADNAX, *SECRETARY*

FLOYD BRAID  
TIM CHASON  
CAROLYN JOHNSON  
LOUISE PANTER

MARC R. FEUERBACH, Ed.D.  
*SUPERINTENDENT*

KENNETH CLOUSE, Ed.S.  
*ASSISTANT SUPERINTENDENT*

## REQUEST FOR PROPOSAL

February 25, 2019

Dear Sir or Madam:

The Cartersville City School System invites you to submit a proposal on the following items:

### **Pest Control Services**

Return your sealed pricing bid clearly marked **on the outside of the envelope or package to:**

**Dr. Marc Feuerbach, Superintendent  
Cartersville City School System  
RFP # 9000-0225-112 ENCLOSED  
P.O. Box 3310, 15 Nelson Street  
Cartersville, Georgia 30120**

no later than 2:00 p.m., Monday, March 25, 2019.

The Cartersville School Board reserves the right to accept and/or reject any and all bids.

We invite your participation.

Respectfully,

Marc Feuerbach, Ed.D.  
Superintendent

Enclosures

## INSTRUCTION TO BIDDERS

1. Proposals are due no later than 2:00 PM., Monday, March 25, 2019 and shall be opened publicly at that time.
2. **Proposals must be submitted on the form enclosed.** Bidders may attach other appropriate information to best evaluate the proposal.
3. Proposals must meet the requirements relating to any and all Georgia Department of Education guidelines.
4. There will be a mandatory pre-bidders meeting held on March 13, 2019 @ 10:00 AM EST. at the Cartersville City School System's Central Office located at 15 Nelson Street, Cartersville Georgia.
5. The Cartersville School Board reserves the right to accept or reject any and all proposals.
6. Payment will be rendered at the end of each month.
7. **Contractor must provide a copy of Certificate of Liability Insurance, E-Verification number, Workers Compensation Insurance, a W-9 form and all State of Georgia license documentation associated with the specifications set forth in the RFP.**
8. Further information regarding the RFP can be obtained by email **only**:

Ken Paige  
Director of Operations  
Cartersville City Schools  
[kpaige@cartersvilleschools.org](mailto:kpaige@cartersvilleschools.org)

**PROPOSAL FORM**

**Please include this cover sheet as (page 1) of your proposal**

Cartersville School System  
P.O. Box 3310  
15 Nelson Street  
Cartersville, Georgia 30120

We have carefully examined and fully understand the Instructions to Bidders and other documents found in the specifications as prepared by you.

We propose to enter into a contract to furnish the materials and deliver services as specified at the price listed below. We also assure you that a company representative will be readily available to assist in reviewing the materials and services.

**Total bid proposal price for Pest Control Services**

\$ \_\_\_\_\_

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Company Representative Authorized to Submit this Proposal

\_\_\_\_\_  
Printed Name of Representative

\_\_\_\_\_  
Business Address/ Street, City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email

Office use only

**CARTERSVILLE CITY SCHOOLS  
PEST CONTROL SERVICE  
GENERAL TERMS AND CONDITIONS**

Services and treatments must not interfere with normal school activities. The service and treatment schedule will be coordinated with the School Nutrition Director, Director of Operations.

1. Contractor must have the ability to service all schools treating each facility.
2. The contractor must include a photocopy of the company's current State of Georgia Pest Control License and each employee's current State of Georgia Pest Control Certification.
3. Each bidder shall attach a detailed listing of pesticides and rodenticides which shall be used for treatment including the following:
  - a. Brand name
  - b. Manufacturer's name, address, phone number and product number.
  - c. EPA registration number.
  - d. Dilution ratio and proposed strength for actual use.
  - e. Complete manufacturer's specification and federally approved MSDS for all proposed chemicals.
  - f. Sample of treatment service tickets, inspection reports and forms.
4. Services are to be rendered monthly on days that school is in session unless other arrangements have been made.
5. The successful bidder will be required to inspect, flush and spray once a month in the kitchen, dining area, and teacher's lounges, each facility as a whole shall be treated for termites, roaches, ants, silverfish, rats and mice under the contractual agreement.
6. Additional trips for problem infestations will not constitute any additional cost to the school System. Additional treatments in problem areas must be responded to within 24 hours of the Request. The school systems Director of Operations or an assigned person at each facility location will make these requests.
7. The materials used in pest control work shall conform to Federal, State, and local ordinances, laws, including, but not limited to USDA and OSHA standards, and shall be acceptable to the School Nutrition Director. These should be approved pesticides for commercial kitchens. A copy of a material safety data sheet for each chemical used must be supplied to the Cartersville City Schools Director of Operations. A complete list of phone numbers to be shared with the public, should they have questions regarding pesticides used, must be given to the school systems Director of Operations.
8. The contractor must work with the school systems Director of Operations to provide all information needed to satisfy House Bill (HB) 1317 that requires that all public schools:
  - a. Post notices of when and where pesticides are to be used within the interior of their school building.
  - b. Make product information and material safety data sheets for the pesticide(s) being used available for public review.
  - c. Post telephone numbers (as part of the notice) at which emergency information about the pesticide(s) may be obtained.
  - d. Retain for 5 years MSDS and other documents relative to the pesticide(s).

9. Rodenticides shall be used with all due precaution to avoid accidents to humans.
10. Special care shall be exercised in the use of liquid insecticides in areas having asphalted, mastic, or linoleum and terrazo floor surfaces.
11. All pest control work shall be performed in a safe manner and in accordance with the most modern and effective scientific pest control procedures.
12. The service slips must show the following:
  - a. Date service was rendered.
  - b. Start and stop time.
  - c. Name of chemical and amount of chemical use.
  - d. A valid signature from an employee of the school verifying service.
13. The technician shall leave a copy of the service slip at the school at the time of service. The vendor shall submit one monthly, combined bill with the original copies of the service slips to the school systems Director of Operations at the end of each month for payment.
14. The combined monthly bill, the attached service slips, and other correspondence are to be sent directly to the school systems Director of Operations. All service slips must be validated with a signature of a Cartersville City Schools employee or no payment will be made by the school system. Payment will be made at the end of thirty days. All bills shall be for services rendered for one month only. Do not bill for any locations not serviced. Deductions will be made from the invoice if found that the service was not rendered. Improper billing may result in the loss of the bid contract.
15. **Safety & Security:** No materials, chemicals, equipment or tools shall be left unattended. If students are on site, they must be kept away from area while work is in progress. All employees of the contractor shall be required to sign in when arriving and sign out when departing site. All areas of work shall be left in a clean condition. All debris shall be removed on a daily basis.
16. Cartersville City Schools reserves the right to reject any or all bids. Price alone will not be the deciding factor in this bid.
17. Cartersville City Schools reserves the right to reject any or all bids with justified documentation of complaints within a four week period.
18. Cartersville City Schools reserves the right to withdraw the award of a bid and award the bid to the next lowest overall vendor when sufficient documentation of poor service has warranted the need to change vendors.
19. This contract agreement shall be for the duration of 3 years beginning on July 1, 2019 and terminating on July 1, 2022 with an option of a 1-year extension.
20. Return your bid in a sealed envelope marked "Pest Control Service Bid" to Cartersville City Schools, Attention: "Marc Feuerbach" via US Mail at P.O. Box 3310, Cartersville, Georgia 30120 or hand delivered to 15 Nelson Street, Cartersville, Georgia 30120.

## STANDARD CONTRACT CONDITION

1. The contractors' warehouse and trucks shall be clean, free of insects and rodents, and be adequate for storing and delivering products at a temperature required.
2. This contract shall be governed in all respects, as to validity, construction, capacity, performance, or otherwise, by the laws of the State of Georgia and the United States of America.
3. Contractors providing service under this contract, herewith, assure the school district that they are conforming to the provisions of the Civil Rights Act of 1964, as amended.
4. Contractors shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Labor Regulation (41 CFR Part 60).
5. The contractor agrees to retain all books, records, and other documents relative to this agreement for three years after the final payment. Cartersville City Schools, its authorized agents, and/or state/federal representatives shall have full access to, and the right to examine any of said materials during said period. If an investigation or audit is in progress, records shall be maintained until state matter is closed.
6. Contractors shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (H)), section 408 of the Clean Water Act, (33 U.S.C. 1368), Executive Order 11738 and Environmental Protection Agency Regulations (40 CFR Part 15), which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.
7. By signing this document, the contractor certifies that this proposal is made without prior Understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without Collusion or fraud. The contractor certifies that collusive bidding is a violation of federal law and can result in fines, prior sentences and civil damage awards.
8. Contractors shall comply with applicable Federal, State and Local laws and regulations pertaining to wages, hours, and conditions of employment. In connection with contractor's performance or work under this contract, the vendor agrees not to discriminate against any employee(s) or applicant(s) for employment because of age, race, color, sex, national origin, or handicap.
9. Termination of Contract – Failure on the part of Cartersville City Schools or the contractor to comply with the provisions of this contract may result in contract termination. Each party shall follow the procedure outlined below, if a contract is to be terminated:  
  
Step 1 – Issue warning letter and outline violation(s) and length of time to correct the problem.  
Step 2 – Issue letter of intent to cancel contract, if the problem is not resolved by given date.  
Step 3 – Issue letter to cancel contract.

## LIST OF FACILITIES

- |     |  |                                   |
|-----|--|-----------------------------------|
| 1.  | Cartersville Primary School              | Location - 315 Etowah Drive       |
| 2.  | Cartersville Elementary School           | Location - 340 Old Mill Road S.E. |
| 3.  | Cartersville Middle School               | Location - 825 Douthit Ferry Road |
| 4.  | Cartersville High School                 | Location - 320 East Church Street |
| 5.  | Cartersville Central Office              | Location - 15 Nelson Street       |
| 6.  | Cartersville Pre-K Center                | Location - 323 South Erwin Street |
| 7.  | Cartersville Transportation Department   | Location - 150 Milner Road        |
| 8.  | Cartersville Maintenance Department      | Location - 152 Milner Road        |
| 9.  | Cartersville Technology Department       | Location - 310 Old Mill Road      |
| 10. | Cartersville School Central Office Annex | Location - 35 Nelson Street       |