

Bedford County Department of Finance

200 Dover Street, Suite 102

Shelbyville, TN 37160

(931) 685-2024 FAX (931) 680-1029

Request for Proposal

Pest Control Services

Bid No. 23-16

The Bedford County Department of Finance is requesting proposals on **Pest Control Services**. Sealed bids will be received until **2:00 p.m., Thursday, September 8, 2022**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring that the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their bid, complete, prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact the Department of Finance at (931) 685-2024 for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

All prices shall include labor, materials, delivery and installation.

Bid will be for the fiscal year ending June 30, 2023, with the option to renew for two (2) additional one (1) year terms.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Board of Education. Bedford County is responsible only for purchases made and received by Bedford County.

INSTRUCTION TO BIDDERS

All Proposals are to be made be on the Proposal Form provided. Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, Bid No. 23-16 Pest Control Services. Bids will be received and opened at **2:00 p.m., Thursday, September 8, 2022. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete or conditional, or which may contain any irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

Please complete enclosed W-9 and return with bid.

SPECIFICATIONS

All Departments

1. Contractor must be licensed, bonded, and insured and copies of the above must be included in the bid package. Contractor must complete USDA Certification Statement enclosed.
2. Pest Control **shall include all types of roaches, ants, silverfish, spiders, mice and rats. Brown Recluse Spiders shall be bid as an option.**
3. Must be able to spray for brown recluse spiders, etc., at 5:00 p.m., if during a weekday.
4. Bid price shall include containers for dispensing chemicals when needed.
5. Service will be as needed, but not less than once per month. An additional service is to be available at no additional charge if a pest problem develops.
6. Chemicals must be of the non-staining type.
7. Contractor is to supply all chemicals, equipment and labor.
8. All chemicals used must be in accordance with all Tennessee Department of Health codes. The chemicals used in the food service areas must be approved for use in food handling establishments and are effective in combating rodents and insects found in kitchens.
9. Payment of bid price will be made monthly upon completion and invoice of work completed, unless otherwise provided under terms of discounts.
10. Material Safety Data Sheets must be provided for each chemical used prior to its use.
11. Customer must institute tracking channel.
12. Treatment methods shall be that which are consistent with typical I.P.M. procedures. Baiting and crevice and crack treatments and non-chemical treatments are preferred. No general or routine spraying or fogging may be done. When necessary, spraying or fogging may be done with consent from the Director of Finance.

Schools Only

1. All Contractors shall be required to conform to the provisions of Public Chapter 587 Tennessee State Law which insures that no employee required to register as a sex offender will have contact with children during the course of this contract. *Any non-compliance with Public Chapter 587 of the State of Tennessee shall render the contract null and void.*
2. Areas to be served will include the entire building and gyms, including food service areas. This would include kitchen areas, dishrooms, rest room in kitchens, storerooms and dining areas.
3. Application of chemicals must be done after school hours. The food service areas are to be serviced after meal service is complete for the day but before the staff leaves. Specific dates and times will be requested for food service areas the months schools are not in session. This is to insure the manager will be present when the technician comes. The cafeteria manager or designee is to sign the service slip when the food service area is serviced.
4. Payment will not be made for food service areas without the invoice being signed by the food service manager or designee.

A listing of the schools is included.

Bedford County Learning Academy

Julie Elliott, Director

401 Elm Street

Shelbyville, TN 37160

Phone: 931-685-4347

Cascade Elementary School

Robin Adcock, Principal

2998 Fairfield Pike

Wartrace, TN 37183

Phone: 931-389-0031

Fax: 931-389-0052

Cascade Middle School

David Parker, Principal

1165 Bell Buckle-Wartrace Rd.

Wartrace, TN 37183

Phone: 931-389-9389

Fax: 931-389-6223

Cascade High School

Josh Young, Principal

3035 Fairfield Pike

Bell Buckle, TN 37020

Phone: 931-389-9394

Fax: 931-813-1345

Community Elementary School

Whitney Yoes, Principal

3480 Hwy 41A N.

Unionville, TN 37180

Phone: 931-685-1417

Fax: 931-294-2444

Community Middle School

Tony Garrette, Principal

3470 Hwy 41A N.

Unionville, TN 37180

Phone: 931-685-1426

Fax: 931-294-5126

Community High School

Robert Ralston, Principal

100 Community Crossings

Unionville, TN 37180

Mailing Address: P.O. Box 30

Unionville, TN 37180

Phone: 931-685-1418

Fax: 931-294-2107

Eakin Elementary School

Dulcie Davis, Principal

1100 Glenoaks Road

Shelbyville, TN 37160

Phone: 931-684-7852

Fax: 931-684-0553

Eastside Elementary School

Layne Talbott, Principal

421 Elliott Street

Shelbyville, TN 37160

Phone: 931-684-7112

Fax: 931-684-7108

Harris Middle School

Patrick Hasty, Principal

570 Eagle Blvd.

Shelbyville, TN 37160

Phone: 931-684-5195

Fax: 931-685-9455

Learning Way Elementary

Kathy Reed, Principal

200 Learning Way Drive

Shelbyville, TN 37160

Phone: 931-685-1425

Fax: 931-684-6165

Liberty Elementary School

Amy McCullough, Principal

500 Snell Road

Shelbyville, TN 37160

Phone: 931-684-7809

Fax: 931-685-0627

Shelbyville Central High School

Rebecca Tidwell, Principal

401 Eagle Blvd.

Shelbyville, TN 37160

Phone: 931-684-5672

Fax: 931-684-9359

* Technical Building: 931-684-1889

100 J.G. Helton Drive

Southside Elementary School

Stefanie Newton, Principal

903 Cannon Blvd.

Shelbyville, TN 37160

Phone: 931-684-7545

Fax: 931-685-0912

Thomas Magnet School

Tracy Watson, Principal

515 Tate Avenue

Shelbyville, TN 37160

Phone: 931-684-6818

Fax: 931-684-7174

Bedford County Board of Education Square Footage

Adult Education	2,700
Bedford County Learning Academy	11,648
Cascade High School	125,000
Cascade Middle School and Field House	105,904
Cascade Elementary School	77,423
Central High School	234,359
Community Middle and Elementary	187,606
Community Middle and Elementary Portables	3,200
Community High School	105,069
Community High Portables	3,200
Eastside Elementary	56,605
Eastside Elementary Portables	6,400
Eakin Elementary	64,551
Eakin Elementary Portables	8,000
Harris Middle School	152,000
Learning Way	80,600
Liberty School	80,987
Liberty School Portables	6,200
Southside Elementary	52,400
Southside Elementary Portables	6,400
Thomas Magnet	66,536
Vocational Annex	51,000
Vocational Annex Portables	7,200
Central Office	36,650
Maintenance Department	10,000
Transportation Department	6,480
Total	1,548,118

Location

Square Footage

Health Department	
140 Dover Street	9360
Emergency Medical Services	
847 Union Street	4300
2124 Madison Street	2400
303 Oak Circle, Unionville	2400
3009 Fairfield Pike, Bell Buckle	2400
119 Frank Martin Road	9600
Animal Control	
205 Lane Parkway	3000
Agricultural Center	
2119 Midland Road	1300
UT Extension	
2105 Midland Road	6000
Fire Department	
104 Prince Street	7600
Highway Department	
328 Dover Street	300
Workhouse	
203 Lane Parkway	16000
Juvenile Detention/old Sheriff	
101 and 103 Lane Parkway	3900
Bedford County Business Complex – 200 Dover Street	
Suite 101	1200
Suite 102	2494
Suite 104	1008
Suite 106	1606
Suite 105	1200
Suite 200 (Health Dept)	5362
Suite 203	1760
Drivers' Testing Center	1525
MTEC	5000
Unoccupied Suites	12044
Public Restrooms and Hallways	
Courthouse – One Public Square	
Mayor	
Human Resources	
Veterans Office	
GIS	
Codes/Zoning Offices	
Meeting Rooms	

Records Center	
301 N. Main Street	4779
Courthouse Annex – 100 Public Square West	
Basement - Elections	5000
1 st Floor - Trustee	2900
1 st Floor – County Clerk	2900
2 nd Floor	5800
3 rd Floor – Property Assessor	2900
3 rd Floor – Register of Deeds	2900
Emergency Management Agency/per month until sold	
1304 Railroad Avenue	10000
Justice Center – 108 North Creek Drive	127000
Sheriff	
Jail	
Probation	
Chancery Court	
Circuit Court	
Juvenile Court	
Courtrooms	
District Attorney	
Emergency Management Agency	
1618 Railroad Avenue	15500

PROPOSAL FORM

TO: Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160

Re: Bid No. 23-16

Gentlemen:

Having examined the specifications for Pest Control Services for the Bedford County, we (I) submit the following proposal:

<u>Description</u>	<u>Bid Amount</u> <u>2022-23</u>	<u>Annual Renewal Options</u>	
		<u>2023-24</u>	<u>2024-25</u>
Schools: Non-Food Service Areas	_____	_____	_____
Food Service Areas	_____	_____	_____
Total for Schools	_____	_____	_____
County Offices:			
Health Department	_____	_____	_____
Emergency Medical Services	_____	_____	_____
Animal Control	_____	_____	_____
Agricultural Center	_____	_____	_____
UT Extension	_____	_____	_____
Fire Department	_____	_____	_____
Highway Department	_____	_____	_____
Workhouse	_____	_____	_____
Juvenile Detention/old Sheriff's	_____	_____	_____
Bedford County Business Complex	_____	_____	_____
Courthouse – One Public Square	_____	_____	_____

Records Center	_____	_____	_____
Courthouse Annex	_____	_____	_____
Emergency Management Agency 1304 Railroad Avenue	_____	_____	_____
1618 Railroad Avenue	_____	_____	_____
Jail/Justice Center	_____	_____	_____
Total County Offices	_____	_____	_____

Alternate:

1. Time Release Fly Spray
(Can and Case size) _____
2. Brown Recluse spiders (per site basis) _____

Company Name: _____

Mailing Address: _____

Signature and Title of Bidder: _____

Email: _____

Telephone Number: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ **Go to www.irs.gov/FormW9 for instructions and the latest information.**

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number												
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.