

KAWAME COLEMAN, DISTRICT I
RICKY THOMPSON, DISTRICT II
JOHN MOORE, DISTRICT III
JIM SHERROD, DISTRICT IV
TIMMY OLIVER, DISTRICT V



L. GUY SINGLETARY, COUNTY ADMINISTRATOR
RICHARD MCNEELY, COUNTY ATTORNEY
HALEI LAMB, COUNTY CLERK
JUSTIN MORRIS, PUBLIC WORKS DIRECTOR

DATE: April 3, 2025

SERVICES: Pest Control

Emanuel County Government is soliciting SEALED proposals for pest control services. Specifications for this service contract are detailed within this Request for Proposal (RFP) under Section II.

Attached hereto are the general conditions, technical specifications, and submittal format.

The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by written addendum from Emanuel County Government. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal by Emanuel County.

Submittals are to be sealed, marked with the vendor's name and address and labeled: **"2025 Emanuel County Pest Control Contract"** and delivered to:

Emanuel County Board of Commissioners
Attention: County Building and Facilities Superintendent
124 N. Main Street
PO Box 787
Swainsboro, GA 30401

No later than **THURSDAY, May, 8 2025 AT 3:00 PM, EST.**

Emanuel County reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of Emanuel County.

Inquiries regarding this document should be made to Mike Head via email mhead@emanuelco-ga.gov

EMANUEL COUNTY BOARD OF COMMISSIONERS

**REQUEST OF PROPOSAL
FOR
PEST CONTROL SERVICES**

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

THURSDAY, MAY 8, 2025 AT 3:00 PM, EST.

EMANUEL COUNTY BOARD OF COMMISSIONERS
ATTENTION: COUNTY BUILDING AND FACILITIES SUPERINTENDENT
124 N. MAIN STREET
P.O. BOX 787
SWAINSBORO, GA 30401

2025 EMANUEL COUNTY PEST CONTROL SERVICES

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

ISSUE DATE: April 3, 2025

**REQUEST FOR PROPOSAL
FOR
PEST CONTROL SERVICES**

SECTION I – GENERAL INSTRUCTIONS

A. PURPOSE

Emanuel County Board of Commissioners are soliciting sealed proposals for pest control services. Specifications for these services are detailed within this Request for Proposal (RFP) under Section II.

B. INFORMATION TO VENDORS

1) TIMETABLE

The anticipated schedule for the RFP is as follows:

<u>Activity</u>	<u>Date and Time</u>
Release of Request for Proposal	April 3, 2025
<u>Mandatory</u> Prebid Meeting Location: Commissioner’s Board Room Address: 124 N. Main Street, Swainsboro, GA 30401	April 14, 2025, 8:30 AM
<u>Optional</u> Building Tours Tour departs from: Commissioner’s Board Room Address: 124 N. Main Street, Swainsboro, GA 30401	April 14, 2025, 9:30 AM
Deadline for questions to be submitted to County Building and Facilities Superintendent	April 22, 2025
Answer to questions and addenda submitted to bidders	April 28, 2025
Submittal Deadline	May 8, 2025 by 3:00 PM
Bid Opening Date Commissioner’s Board Room Address: 124 N. Main Street, Swainsboro, GA 30401	May 8, 2025 by 3:15 PM

2) BID SUBMISSION:

One (1) original and five (5) copies of the complete signed submittal must be received **by May 8, 2025 at 3:00 PM, EST**. Proposal must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the project name (**2025 Emanuel County Pest Control Services**).

Hand delivered copies may be delivered to the below address ONLY between the hours of 8:30 AM and 3:30 PM EST, Monday through Friday, excluding holidays observed by the Emanuel County Government.

Emanuel County Board of Commissioners
124 N. Main Street
Swainsboro, GA 30401

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Submission by US Mail must be sent to the below address:

Emanuel County Board of Commissioners
P.O. Box 787
Swainsboro, GA 30401

The proposal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

3) CONTACT PERSON:

Vendors are encouraged to contact Mike Head, County Building and Facilities Supervenient at (478) 206-2528, or email mhead@emanuelco-ga.gov to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person **in writing via email**. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal.

Vendors may not contact any elected official or other county employee to discuss the bid process or this bid opportunity. This policy shall be strictly enforced, and the County reserves the right to reject the submittal of any vendor violating this provision.

4) ADDITIONAL INFORMATION/ADDENDA

Emanuel County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date reported in this RFP. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addenda to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addenda issued will prevail. The County will send all official addendas to all vendors who attend mandatory pre-bid meeting.

Vendors must acknowledge any issued addenda by including Addenda Acknowledgement Form with the submittal. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which functionally changes the County's requirements.

5) LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Emanuel County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

6) REJECTION OF PROPOSALS/CANCELLATION

Emanuel County Government reserves the right to reject any and all bid submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when doing so would be to the advantage of Emanuel County. Emanuel County reserves the right to cancel this RFP at any time.

7) MINIMUM RFP ACCEPTANCE PERIOD

Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

8) NON-COLLUSION AFFIDAVIT

By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a false proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure any advantage over any other vendor.

By submitting a bid, the vendor represents and warrants that no official or employee of Emanuel County Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

9) COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to Emanuel County Government, or any work performed in connection therewith is the responsibility of the vendor(s).

10) RFP OPENING

Only the names of the firms responding to this RFP will be read aloud publicly due to the fact that the proposals will be subject to an evaluation review for accurate qualifications. A list of names of firms responding to the RFP may be obtained from the County Building and Facilities Superintendent by request, after the RFP due date and time stated herein.

11) TAXES

Emanuel County Government is tax exempt. No sales tax will be charged on any products or services. Emanuel County cannot exempt any other person/vendor from applicable sales taxes that may be required of them in relation to this project. Selected vendor will be provided with the Emanuel County's Sales and Use Tax Certificate of Exemption number upon request.

12) VENOR INFORMATION

All submissions shall include a completed vendor information form and current W-9. Vendors whose place of business is not located in the State of Georgia may be required to provide the Purchasing Director with copies of your state's regulations and/or laws concerning the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a proposal. Required forms are provided within this RFP for completion.

13) INSURANCE

Selected vendor will be required to provide a Certificate of Insurance as proof of liability and workman's compensation insurance while under contract with Emanuel County. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability at a minimum should cover \$1,000,000 per incident. Emanuel County Board of Commissioners shall be named as the certificate holder.

14) BONDS

If required, under SECTION II – SCOPE OF WORK/SPECIFICATIONS of this document any combination of the following bonds may be required by Emanuel County. A five percent (5%) bid bond, a one hundred percent (100%) performance bond. All bonds would be payable to Emanuel County Board of Commissioners. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.

15) OPEN RECORDS

All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the Emanuel County Board of Commissioners. All such materials shall remain the property of the Emanuel County Board of Commissioners.

16) GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Vendors submitting a bid package in response to this RFP must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- A. A statement that indicates the contactor will conduct itself in compliance with O.C.G.A §13-10-91 and Rule 300-10-.02 in the execution of the contract.

- B. By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
 - a. The affiant has registered with and is authorized to use the federal work authorization program;
 - b. The user identification number and date of authorization for the affiant;
 - c. The affiant is using and will continue to use the federal work authorization program throughout the contract period;
 - d. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph;

- C. Failure to provide the completed and notarized affidavit with the contractor's proposals will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

17) AWARD

Following review of all qualified proposals and selection of a suitable vendor, a recommendation will be made to the Emanuel County Board of Commissioners by the project representative. Following Commission approval, the County will complete contract negotiations. Emanuel County reserves the right to accept the proposal that is determined to be in the best interest of the County. Emanuel County reserves the right to reject any and or all proposals.

The winning vendor will be contacted via email or telephone by the County Building and Facilities Superintendent and arrangements will be made for signing the contractual agreement.

SECTION II – SCOPE OF WORK

Intent:

- A. Pest Control Services are to be rendered at Emanuel County Buildings and Premises, both interior and exterior, as shown on the attached “Emanuel County Building List.”
- B. Emanuel County requires a pest control program that achieves satisfactory, economical pest management with minimal or negligible human health and environmental consequence.
- C. Pest Management Program must include both short-term and long-term objectives. Short-term objectives would eliminate or reduce current unacceptable pest populations. Long-term objectives would focus on the prevention of unacceptable pest populations and reduce the amount of pesticide applied and the frequency of applications. Effective pest control integrates all pest management methods to include the following:
 - Limiting pest access to food, water, and harborage.
 - Use of traps, glue strips, baiting, and other techniques to remove pests.
 - Carefully controlled application of pesticides.
 - Use of least hazardous pesticides.
 - Use of Integrated Pest Management (IPM) practices to prevent pests from entering any Emanuel County Building.

Scope of Work Detail:

- A. The Contractor shall furnish all professional/special pest control services including supervision, labor, insurance, permits, licenses, materials, pesticides, tools and equipment necessary to accomplish all pest control in the designated areas including surveillance, trapping, pesticide application, pest removal, suggestions to landscaping modifications as appropriate, and assisting in the control of pests. Animal nuisance trapping and rodent control services are also included in this contract. Attached is the list of pests covered under this contract which also includes nuisance animals. Additional pests and nuisance animals may be added to this list as deemed necessary throughout the course of the contract.
- B. The Contractor shall supply all equipment needed such as ladders, lifts, flashlights, or other equipment to provide service. At no time shall the Contractor use equipment or tools belonging to Emanuel County.
- C. The word "Control" is defined as a periodic extermination to avoid infestation and the prevention or limitation of infestation and/or re-infestation within practical limits.
- D. Pest control services covered under this contract shall include Integrated Pest Management practices (hereafter designated as IPM). As referenced above, this IPM program covers all interior and exterior integrated pest management practices for all buildings listed on Emanuel County’s Building List and will consist of the following components:
 - Identifying the types of pests involved.
 - Identifying and documenting, including photographs or other supporting documentation, of conditions contributing to pest infestations.
 - Determining areas requiring treatment.
 - Selecting and implementing the appropriate treatment procedures, either non-

- chemical or pesticide.
 - Inspecting and monitoring to evaluate results and to detect new pest invasions.
- E. Buildings may be added or removed from the contract at any time as necessitated by Emanuel County. The Contractor shall use professional knowledge and standard industry procedures to determine the means necessary to correct and prevent the pest problems as well as suggest other pest management strategies including structural and procedural modifications to reduce food, water, harborage, and access used by pests.
- F. As referenced above, the Contractor will develop an IPM program. The program shall be specific to the Contractor's specific products and procedures. This IPM program (in written format) shall be delivered to the Superintendent of Building and Facilities at the beginning of this contract.
 - The program shall include proposed materials and equipment necessary for service. Actual container labels and Safety Data Sheets (SDS) for chemical pesticides, brand names of pesticide application equipment and trapping devices, pest monitoring devices, pest surveillance and detection equipment and other pest control used to meet the requirements of this contract shall be included in the IPM program.
 - After commencement of contract, the Contractor shall receive approval in writing from the Superintendent of Building and Facilities prior to implementing any changes to the approved IPM program including additional or replacement pesticides and changes in personnel servicing the contract.
- G. The Contractor shall employ the least hazardous material, most precise application method, and the least amount of pesticide necessary to achieve control.
- H. When flags, markers, or signs must be placed due to treatment or service being performed, the Contractor must send written notification to Superintendent of Building and Facilities in advance of use. The Contractor shall place and remove all flags, markers, or signs per chemical or pesticide manufacturer's recommendations.
- I. In addition to Emanuel County's requirement for an IPM program in each building, the successful Contractor must plan for "unscheduled services." There should be no charge for these unscheduled/unplanned and/or repeat service needs. Depending on the type of pest, multiple visits by the technician may be warranted to check monitors and/or investigate for further pest invasion control.

Vendor Qualifications:

- A. To establish competency of personnel, Contractor shall include information about his/her firm and the personnel who would be assigned to this account. The minimum information provided should be:
 - Proposed method for handling account, e.g., number of technicians that would be assigned to the account, etc.
 - Experience level of the technicians that would be assigned.
 - The Contractor's IPM program to service pest control needs of Emanuel County in accordance with these specifications.
- B. In order to be considered for award, the responding bidders must:
 - Have all required and necessary permits, licenses and bonds to comply with

- pertinent Emanuel County regulations, state, and federal laws, and shall assume all liability and expenses for all applicable permitting, certifications and credentialing.
- Be licensed to practice pest control in the State of Georgia. The Contractor at award shall provide current copies of licenses as required under the Georgia Pesticide and Application Act.
 - Have appropriately trained and certified employees to perform the services.
 - Have a minimum of 15 years of pest control experience as well as experience in servicing a similarly sized customer with similar scope of work.
 - Provide 3 references including at least one from a customer with similar size and scope. References must include the name, position, and telephone number of a contact person, size and description of the units/buildings serviced, and how long the Contractor's company has serviced the customer. All customers must indicate a high level of satisfaction with services as provided by the Contractor.
 - The Selected contractor shall perform security clearance background checks on their employees, or others assigned to have regular interaction with Emanuel County employees or access to Emanuel County premises. Emanuel County should not receive the results of the background checks, but only individuals that have passed background check should be assigned by Pest Controller.
- C. The successful bidder shall not subcontract any portion of this agreement without prior written approval of Emanuel County. The Contractor's personnel are always expected to conduct themselves in a professional manner while working on premises. Emanuel County has strict building entrance procedure that must be adhered to at all times. These procedures will be discussed during new contractor orientation. Contractor must be in uniform at all times while on Emanuel County property. Only coats, sweaters and/or hats with company name or logo can be worn.

Materials:

- A. The materials used in pest control work shall conform to federal, state, and local ordinances and laws, and shall be acceptable to the County.
- B. Rodenticides shall be used with all due precautions.
- C. Rodenticides shall not be used except in exterior bait stations. Glue board and mechanical devices shall be used as needed for interior spaces but must be checked three times weekly by contractor until removed. The goal here is to use these devices short term (if needed) and remove devices as soon as possible.
- D. Special care shall be exercised in the use of liquid insecticide in areas where damage or stains may result from such use. Damage to Emanuel County property will be repaired at the Contractor's expense.
- E. The Contractor shall provide Safety Data Sheets (SDS) sheets, prior to use, for all chemicals, pesticides, and/or treatment products.

Service Schedule:

- A. General:
 - The selected Contractor shall conduct a detailed site survey prior to beginning service to add any necessary details to their IPM program. Such details will include locations for bait stations and/or suggested changes to service frequencies. Results will be submitted to the Superintendent of Building and Facilities.

- Each building shall be inspected and serviced following the attached “cycle of treatment schedule.” There should be no charge for unscheduled/unplanned and/or repeat service needs. Depending on the type of pest, multiple visits by the technician may be warranted to check monitors and/or investigate for further pest invasion control.
- B. All pest control services where access to the interiors of buildings is required will be scheduled during normal working hours (8AM to 4:30 PM, Monday through Friday) and shall not interfere with employees in and about the premises. The Contractor is to notify via email the Superintendent of Building and Facilities prior to the treatment of any interior spaces.
 - C. The Superintendent of Building and Facilities will continually evaluate the progress of this contract in terms of effectiveness and safety and shall require changes within the scope of the contract as deemed necessary. The Contractor shall take prompt action to correct any identified deficiencies at no expense to Emanuel County.
 - D. When Emanuel County is closed due to inclement weather, holidays, etc., the Superintendent of Building and Facilities shall determine if routine pest control services shall be postponed to the next normal scheduled day or if the service shall be performed on an alternate day.

After Award - Emanuel County Contact:

- A. Main Office; 478-237-3881.
- B. Superintendent of Building and Facilities, Mike Head, mhead@emanuelco-ga.gov, Phone: 478-206-2528.

Perimeter Service:

- A. Perimeter service shall be performed based on mutually agreed upon schedule between the Contractor and Emanuel County. If weather or other conditions prevent service per the normal schedule, the Contractor will provide service on an alternative day with prior written approval.
- B. Upon arrival for any and all perimeter service, the Contractor shall check in with the Building and Facilities Superintendent (via telephone call).
- C. The Contractor will develop and provide Emanuel County with a proposed schedule of treatment. Any deviation from that schedule will require a 3-day notification to Emanuel County to allow Emanuel County the opportunity to communicate all changes out to all employees and departments.
- D. The Contractor shall provide proof of service upon completion of each treatment.

Call Back Services:

- A. In the event that additional treatment is required for a specific building or area between normal service periods, Emanuel County shall:
 - Call Contractor and issue the response category and timeframe (Emergency, Urgent or Routine) shown below:
 - Emergency - Respond within 1 to 2 hours of notification
 - Urgent - Respond within 1 to 4 hours of notification

Routine - Respond within 24 hours of notification

- Emanuel County will provide a clear description of the problem and the location
- B. For sanitation and/or building envelope issues which are directly related to causing the pest control issues, pictures are to be taken and submitted with email to the Superintendent of Building and Facilities.

Nature of Work:

- A. All pest control work shall be performed in a safe manner and in accordance with the safest and most current pest control procedures and shall comply with all regulations, ordinances, and laws as required by Local (Emanuel County), State (Georgia), or Federal mandates.
- B. Pesticides:
- Only EPA, FDA, and USDA approved pesticides will be used in a manner so as not to contaminate product equipment or product containers as provided by the Food, Drug, and Cosmetic Act as amended.
 - Pesticides will be changed as federal and local regulations change and new products are approved, or existing ones become restricted.
 - All pesticides shall be registered with the EPA.
 - The Contractor must transport, handle, and use pesticides strictly in accordance with manufacturer's instructions, including application of noted quantities of the pesticide, as well as all applicable federal, state, and local laws and regulations.
 - The Contractor shall submit for approval a list of all pesticides along with the related SDS that are to be used in each location and shall not deviate from the pesticides unless written permission is received from Emanuel County prior to any change in the use of said pesticides.
 - Any new or proposed product will be submitted to the Superintendent of Building and Facilities. Submissions shall include the SDS and technical data sheets.
 - The Contractor shall not store any pesticide on the Emanuel County premises.
 - Pesticides intended for outdoor use should never be used in indoor environments on Emanuel County premises.
 - Mixing or dilution of pesticides shall be conducted at Contractor's location or outdoors.
 - The Contractor shall wear protective clothing that conforms to the requirements of protection specified on the pesticide label. Where the Contractor must apply a pesticide in an occupied area, the Contractor must prevent occupants' exposure (e.g., evacuation, non-volatile product, small application in cracks, etc.) unless further review is conducted by the Superintendent of Building and Facilities.
- C. Existing insect infestations are to be eliminated and re-infestation to be prevented within practical limits.
- D. If physical defects in the facilities are conducive to contamination or infestations, the Contractor shall report those conditions. If these conditions are not corrected or altered by Emanuel County, the Contractor will not be held responsible for complete control of said pests. The Contractor shall report any defects or problems that are not corrected in a timely manner to the Superintendent of Building and Facilities.

- E. The Contractor shall furnish a written report, no later than close of business, every Friday, to the Superintendent of Building and Facilities for all work performed the previous week.
- F. Semi-annual meetings may be scheduled with the Superintendent of Building and Facilities. The purpose of these meetings will be to discuss any changes/additions or to address problems and find resolutions to those problems. Emanuel County reserves the right to call unplanned meetings with the contractor to identify problems and resolve issues.

Wood Destroying Organisms (WDO) Inspections:

- A. The Contractor is required to inform Emanuel County immediately of any detected WDO activity.
- B. The Contractor shall perform routine WDO infestation prevention inspections to adequately control populations of termites, carpenter ants, carpenter bees, and other WDOs to preserve facilities. WDO prevention inspections shall cover possible infestations within 10 feet of building perimeters to include covered walkways and entryways. These services shall be included as part of the IPM program. **Remediation of preventative services, repairs, use of termite bait stations, termite treatment etc., should they be required (due to discovery or recommended prevention), will be addressed through a separate contract or purchase order with selected contractor and is not to be considered within pricing of this pest control contract. The above requirement focuses totally on inspections and not treatment.**
- C. The Contractor shall inspect each building annually for WDOs; Emanuel County anticipates that the initial WDO inspections will be completed within 3 months of receiving this contract. The purpose of the inspections is to determine if buildings are infested with WDO populations and to prevent future infestations.
- D. The Contractor shall advise the Superintendent of Building and Facilities where WDO infestations are observed, provide recommendations for WDO population suppression, and provide recommendations for structural and/or landscaping corrective measure. **Any approved treatments will be performed under a separate contract or purchase order with selected contractor and is not to be considered within pricing of this pest control contract. The above requirement focuses totally on inspections and not treatment.**

Nuisance Animal Controls:

- A. The Contractor is requested to control the occasional nuisance animals such as squirrels, snakes, opossums, raccoons, birds, etc., found in or around County Buildings. Listing of said nuisance animals is provided within attachments. Emanuel County reserves the right to look elsewhere for nuisance animal control services on a case-by-case basis. Any traps used must be properly labeled with the Contractor 's name and contact number and monitored daily.
- B. Emanuel County occasionally experiences problems with abandoned dogs and cats that need to be removed. The selected Contractor will work closely with the Animal Control Department of Emanuel County to have these abandoned animals removed.
- C. In addition to policies and guidelines of the aforementioned, the Contractor should refer to the Georgia Department of Natural Resources for best practices as it pertains to managing nuisance animal populations.

Rodent Control:

- A. As a general rule, rodent control in buildings will be accomplished with live traps, "one-ways" or bait traps. Traps shall be concealed in protected areas not affected by routine cleaning and operations. Traps will be checked, emptied, and cleaned at least three times a week by the Contractor until removed by the Contractor at conclusion of work. Do not use spring loaded kill traps without prior approval from the Superintendent of Building and Facilities. If kill traps are approved, they must also be checked and cleared three times a week by Contractor. Kill traps will only be considered in areas where employees do not have access.
- B. In exceptional circumstances, when rodent poisons are deemed essential for adequate rodent control inside occupied buildings, the Contractor shall obtain approval from the Superintendent of Building and Facilities. All rodent poisons shall be placed in inaccessible locations and in EPA-approved tamper-resistant bait boxes. Frequency of bait box servicing by the Contractor depends on the level of rodent infestation. Bait boxes shall be maintained by the Contractor according to EPA regulations and with an emphasis on protecting non-target organisms.
- C. All bait traps and stations need to be placed out of general view and in locations that will not be disturbed by routine operations. The lids of all bait traps and stations need to be securely locked or fastened. All bait traps and stations should be securely attached or anchored to the floor, ground, wall, or other immovable surface. Bait should always be placed in the baffle-protected feeding chamber and never in the runway of the trap or station.
- D. Bait traps and stations will be placed strategically in kitchen areas for immediate rodent control. Bait traps and/or stations being monitored for activity will be tamper proof (locked) and labeled POISON. Rodents will be removed, properly disposed of off property by the Contractor, and identified on the service weekly report.
- E. The Contractor must not dispose of dead rodents by putting the carcass in adjacent building dumpsters.
- F. Bait traps and stations will be routinely cleaned of rodent hair, decayed matter, urine, and droppings by the Contractor. All infested areas must be sanitized and disinfected by contractor. Removed rodents will be placed in plastic or paper bags and disposed of off property in a sanitary manner by technicians.
- G. Emanuel County will be not responsible for damage or loss of bait traps or stations.
- H. In exceptional circumstances when rodent poisons are deemed essential for adequate rodent control inside occupied buildings, the Contractor shall obtain approval from the Superintendent of Building and Facilities prior to using rodent poison. All rodent poisons, regardless of packaging, should be placed in inaccessible locations and in EPA-approved tamper-resistant bait boxes. The Contractor must comply with all notice provisions.

Company Cooperation:

- A. Emanuel County shall extend all necessary cooperation to ensure effective results with the Contractor and from the IPM program.
- B. Whenever building conditions are conducive to the breeding and harborage of pests covered by this contract, it is understood that Emanuel County shall promptly take steps to correct the conditions once notified by Contractor.

Additional Services:

- A. This contract includes all services set forth above. Any additional services not included in these specifications for which an additional charge will need to be made, must be specifically

approved by the Superintendent of Building and Facilities in advance.

Areas of Service:

- A. It is understood that all of the above stated services shall be performed and confined to the said premises of Emanuel County.
- B. The Contractor agrees that any new or existing structure can be added to the contract upon execution of any mutually satisfactory adjustments to the contract by the parties, and the coverage of the added buildings will be the exact same as the terms of this contract and is to be incorporated herein by reference. The Contractor further agrees that any building(s) may be deleted from the list of structures covered by this agreement and likewise the monthly billing and the base bid shall be decreased by the amount delegated as their cost of coverage.

General Conditions:

- A. Contractor employees shall always conduct themselves in a professional manner while in or on any Emanuel County property. Emanuel County retains the right to remove any Contractor employee whose conduct is questionable.
- B. The Contractor shall abide by all generally accepted industry safety standards and practices for his/her trade during the performance of their duties. The Contractor will also take all reasonable precautions to ensure the safety of all Emanuel County personnel and property, including the grounds.
- C. The Contractor shall allow no trash or used material to accumulate and shall remove same from areas serviced at the close of each working day.
- D. The Contractor is hereby made aware that the buildings being treated will remain occupied. All routes in ingress and egress shall always remain in use and kept passable and free of debris and material.
- E. Emanuel County does not allow smoking inside of any buildings.
- F. Contractor employee will wear company uniform at all times while working inside or outside of County Buildings. Only coats, sweaters and hats with company logos can be worn.

PESTS TO BE TREATED/REMOVED/CONTROLLED

If additional pests are discovered by either Contractor or the Emanuel County, they shall be added to this list.

- Moisture ants
- House ants
- Fleas
- Spider Mites
- Indoor Spider Control
- Outdoor Spider Control
- Carpet Beetles
- Ticks (Indoor)
- Ticks (Outdoor)
- Silverfish
- Rats
- Mice
- German Cockroaches
- American Cockroaches
- Brown-Banded Cockroaches
- Oriental Cockroaches
- Smokey-Brown Cockroaches
- Bees
- Yellow Jackets
- Crickets
- Wasps
- Hornets
- Mud Daubers (Dirt Daubers)
- House Crickets
- Clothes Moths
- Asian Beetles
- Earwigs
- Bed Bugs
- Mosquitoes
- Flies
- Fruit Flies
- Beetles
- Millipedes
- Crawling Arthropods
- Slugs/Snails
- Birds and Nests (when in buildings and/or breezeways)
- Bats
- Gnats
- Centipedes
- Birds
- Opossums
- Squirrels
- Chipmunks
- Raccoons
- Snakes
- Lice
- Scabies
- Wood-Destroying Organisms not otherwise listed
- Other Vermin not otherwise listed
- Other Flying Pests not otherwise listed

WOOD DESTROYING ORGANISMS FOR INSPECTIONS

- Termites
- Carpenter Ants
- Carpenter Bees
- Other WDO not otherwise listed

18) PRICING

Vendors must provide pricing on the provided **Emanuel County Bidder Pricing Response Form.**

19) BONDS

Bid Bonds: *Not Required*
Payment Bonds: *Not Required*
Performance Bonds: *Not Required*

20) PROCEDURES AND MISCELLANEOUS ITEMS:

- A. All questions shall be submitted in writing (via e-mail) as posted above. Any changes to bid document or scope specifications (based on questions) will be communicated in the form of an addenda to all bidders.
- B. All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of Emanuel County Board of Commissioners. All such material shall remain the property of the Emanuel County Board of Commissioners and will not be returned to the respondent.
- C. All respondents to the RFP shall hold harmless the Emanuel County Board of Commissioners, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to submit a proposal. The Emanuel County Board of Commissioners reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in the RFP. The Emanuel County Board of Commissioners also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any and all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or there is a need to cancel the contract services for any reason, the Emanuel County Board of Commissioners shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.
- D. Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the bid package. However, Emanuel County reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.
- E. Emanuel County pays on Net 30; any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice

or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 day, however.

- F. In case of failure to deliver goods or services in accordance with the contract terms and conditions, Emanuel County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Emanuel County may have.
- G. By submitting a response package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia
- H. Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with the applicable federal, state, and local laws and regulations.
- I. It is understood and agreed between the parties herein that Emanuel County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

21) PROPOSAL CHECKLIST

The following checklist is provided to ensure all required documents are included in your proposal:

- Bidder's Information Form
- Addenda Acknowledgment Form (*required even if no addenda posted*)
- Contractor's Affidavit (*if applicable*)
- Statement of Non-Collusion
- Bidder's Pricing Response Form
- Proof of Insurances
- Bidder's current W-9
- Provide a one-page narrative addressing vendor qualifications list on page 9 and 10 of this bid document

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET.

Bidder's Information Form
RFP – Pest Control

Legal Name of Bidder: _____

1. Company Name _____
2. Street Address _____
3. City, State & Zip _____
4. Type of Business: (Corporation, Partnership, etc.) _____
5. Name & Title of Authorized Signer _____
6. Primary Contact _____
7. Phone: _____ FAX _____
8. Email _____
9. Company Website _____
10. Tax ID and State where issued _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET.

ADDENDA ACKNOWLEDGEMNET

The vendor has examined and carefully studied the RFP and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Authorized Representative/Title (Print or Type)	Authorized Representative (Signature)	(DATE)
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Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the County's requirements.

THIS TWO PAGE DOCUMENT MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET.

**Emanuel County E-Verify Contractor Affidavit
Under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Emanuel County has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provision and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Emanuel County

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON

THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

This Affidavit is required by order of the **Georgia General Assembly**.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET.

Statement of Non-Collusion
RFP – Pest Control Contract

I _____ certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damages awards.

I certify that this bid has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the bidder or the bidder's associates with any County staff, or elected officials since the date this RFP was issued except: 1) through the Purchasing Department 2) at the Pre-Proposal Conference or 3) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any proposer violating this provision.**

I agree to abide by all conditions of this bid and certify that I am authorized to sign for the bidder.

COMPANY NAME: _____

Authorized Signature

Title

Print Name

Date

THIS TWO PAGE DOUMENT MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET.

**Emanuel County Bidder’s Pricing Response Form
RFP- PEST CONTROL**

<u>Building Name</u>	<u>Cycle</u>	<u>Cost per cycle</u>	<u>Cost per year</u>
<u>Coleman Hotel</u>	Quarterly	\$_____	\$_____
<u>Health Department</u>	Monthly	\$_____	\$_____
<u>Farm and Home Museum</u>	Quarterly	\$_____	\$_____
<u>Jail</u>	Monthly	\$_____	\$_____
<u>Maintenance Building</u>	Quarterly	\$_____	\$_____
<u>DFACS</u>	Every 2 months	\$_____	\$_____
<u>4-H & EMCO Building</u>	Monthly	\$_____	\$_____
<u>USDA</u>	Quarterly	\$_____	\$_____
<u>Senior Center</u>	Monthly	\$_____	\$_____
<u>4-H Club House</u>	Monthly	\$_____	\$_____
<u>Sue Stanford Kitchen</u>	Monthly	\$_____	\$_____
<u>Radio Communication Tower</u>	Every 6 months	\$_____	\$_____
<u>Fairgrounds Shed/Show Barn</u>	Every 6 months	\$_____	\$_____
<u>Courthouse/Sheriff’s Office</u>	Monthly	\$_____	\$_____
<u>Transfer Station</u>	Quarterly	\$_____	\$_____
<u>Fire Station, Dellwood</u>	Every 2 months	\$_____	\$_____
<u>Fire Station, Cross and Green</u>	Every 2 months	\$_____	\$_____
<u>Fire Station, Summertown</u>	Every 2 months	\$_____	\$_____
<u>Fire Station, Canoochee</u>	Every 2 months	\$_____	\$_____

<u>Building Name</u>	<u>Cycle</u>	<u>Cost per cycle</u>	<u>Cost per year</u>
<u>Fire Station</u> , Garfield	Every 2 months	\$ _____	\$ _____
<u>Fire Station</u> , Twin City	Every 2 months	\$ _____	\$ _____
<u>Fire Station</u> , Stillmore	Every 2 months	\$ _____	\$ _____
<u>Fire Station</u> , Oak Park	Every 2 months	\$ _____	\$ _____
<u>Fire Station</u> , Nunez	Every 2 months	\$ _____	\$ _____
<u>Fire Station</u> , Norristown	Every 2 months	\$ _____	\$ _____
<u>Fire Station</u> , Adrian	Every 2 months	\$ _____	\$ _____
<u>Fire Station</u> , Red Oak	Every 2 months	\$ _____	\$ _____
EOC/911, Swainsboro	Monthly	\$ _____	\$ _____
Summertown Motorola Tower	Every 6 months	\$ _____	\$ _____
Norristown Motorola Tower	Every 6 months	\$ _____	\$ _____
EMC Motorola Tower Swainsboro	Every 6 months	\$ _____	\$ _____
EMC Motorola Tower 297	Every 6 months	\$ _____	\$ _____
Twin City Motorola Tower	Every 6 months	\$ _____	\$ _____
New Admin Building (4/2025)	Every 2 months	\$ _____	\$ _____
Recreation Center Main Building	Quarterly	\$ _____	\$ _____
Splash Pad	Every 6 months	\$ _____	\$ _____
Maintenance Shop-Main	Every 6 months	\$ _____	\$ _____
Maintenance Shop-Baseball Complex	Every 6 months	\$ _____	\$ _____
Walking Trail Restrooms	Every 6 months	\$ _____	\$ _____
Baseball Complex Buildings	Quarterly	\$ _____	\$ _____
Softball Complex Buildings	Quarterly	\$ _____	\$ _____
Fountain Square (exterior only)	Every 6 months	\$ _____	\$ _____
DYL Complex-Dixie Youth Buildings	Every 6 months	\$ _____	\$ _____
Cross and Green Park Restrooms	Every 6 months	\$ _____	\$ _____
Temp Space, BOC	Every 2 months	\$ _____	\$ _____

Total Annual Cost \$ _____
(All buildings)

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Emanuel County Building List and Addresses

Mailing address for Board of Commissioners	PO Box 787, Swainsboro, GA 30401
<u>Coleman Hotel</u>	101 N. Main Street, Swainsboro, GA 30401
<u>Health Department</u>	50 Ga Hwy 56 N., Swainsboro, Ga 30401
<u>Farm and Home Museum</u>	161 Museum Rd., Swainsboro, GA 30401
<u>Jail</u>	769 GA Hwy 57 W., Swainsboro, GA 30401
<u>Maintenance Building</u>	771 GA Hwy 57 W., Swainsboro, GA 30401
<u>DFACS</u>	143 North Anderson Rd., Swainsboro, GA 30401
<u>4-H/Behavioral Services Ed. Building/EMCO</u>	129 N. Anderson Rd., Swainsboro, GA 30401
<u>USDA</u>	145 N. Anderson Rd., Swainsboro, GA 30401
<u>Senior Center</u>	42 GA Hwy 56 N., Swainsboro, GA 30401
<u>4-H Club House</u>	220 South Cir. Dr., Swainsboro, GA 30401
<u>Sue Stanford Kitchen (behind 4 H Club House)</u>	220 South Cir. Dr., Swainsboro, GA 30401
<u>Radio Communication Tower</u>	15 Blackberry Rd., Swainsboro, GA 30401
<u>Fairgrounds Shed/Show Barn</u>	324 Fairground Rd., Swainsboro GA 30401
<u>Courthouse/Sheriff's Office/Old Federal Building</u>	125 S. Main St., Swainsboro, GA 30401
<u>Transfer Station</u>	8799 Hwy 297 S. Swainsboro, GA 30401
<u>Fire Station Dellwood</u>	191 Bird Flanders Rd., Swainsboro, GA 30401
<u>Fire Station Cross and Green</u>	22 Cross and Green Road, Midville, GA 30441
<u>Fire Station Summertown</u> 30401	37 Summertown Main St, Summertown, GA
<u>Fire Station Canoochee</u> 30401	2567 Canoochee Garfield RD, Swainsboro, GA
<u>Fire Station Garfield</u>	302 Monroe Street, Garfield, GA 30425
<u>Fire Station Twin City</u>	105 Circle Drive, Twin City, GA 30471
<u>Fire Station Stillmore</u>	309 N 2nd St, Stillmore, GA 30464
<u>Fire Station Oak Park</u>	3861 Harrington St, Lyons, GA 30436
<u>Fire Station Nunez</u>	17 Alcott Dr, Swainsboro, GA 30401
<u>Fire Station Norristown</u>	3 Hwy 221, Adrian, GA 31002

<u>Fire Station Adrian</u>	211 West Main Street Adrian, GA 31002
<u>Fire Station Red Oak (new)</u>	865 Lawrence Sherrod Rd, Midville GA 30441
<u>911 Center (new)</u>	110 East Moring Street, Swainsboro, GA 30401
<u>Summertown Motorola Tower</u>	HWY 56 & Main, Midville, GA 30441
<u>Norristown Motorola Tower</u>	78 HWY 221 N., Adrian, GA 31002
<u>EMC Motorola Tower Swainsboro</u>	322 Scott Ave., Swainsboro, GA 30401
<u>EMC Motorola Tower 297</u>	40-Wheeler Way, Nunez, GA 30448
<u>Twin City Motorola Tower</u>	105 Circle Dr., Twin City, GA 30471
<u>New Admin Building (3/2025)</u>	223 W. Moring Street, Swainsboro, GA 30401
<u>Recreation Center Main building 30401</u>	632 McLeod Bridge Road, Swainsboro, GA
<u>Splash Pad 30401</u>	632 McLeod Bridge Road, Swainsboro, GA
<u>Swimming Pool 30401</u>	632 McLeod Bridge Road, Swainsboro, GA
<u>Maintenance Shop-Main 30401</u>	632 McLeod Bridge Road, Swainsboro, GA
<u>Maintenance Shop-Baseball Complex 30401</u>	534 McLeod Bridge Road, Swainsboro, GA
<u>Walking Trail Restrooms 30401</u>	632 McLeod Bridge Road, Swainsboro, GA
<u>Baseball Complex 30401</u>	534 McLeod Bridge Road, Swainsboro, GA
<u>Softball Complex 30401</u>	632 McLeod Bridge Road, Swainsboro, GA
<u>Fountain Square</u>	102 S. Main Street, Swainsboro, GA 30401
<u>Old DYL Complex-Dixie Youth Complex</u>	770 Empire Expressway, Swainsboro, GA 30401
<u>Cross and Green Park</u>	24 Cross and Green Road, Midville, GA 30441
<u>Temp Space, Board of Commissioners</u>	124 N. Main Street, Swainsboro, GA 30401