

DESSE E. DAVIS, DISTRICT I

KEITH R. THOMPSON, DISTRICT II

HUGH FOSKEY, DISTRICT III

JIM SHERROD, DISTRICT IV

JAMES R. CANADY, DISTRICT V



EMANUEL COUNTY  
• BOARD OF COMMISSIONERS •  
THE PLACE TO GROW

L. GUY SINGLETARY, COUNTY ADMINISTRATOR

HARRIETT S. LAWSON, COUNTY CLERK

RICHARD MCNEELY, COUNTY ATTORNEY

JUSTIN MORRIS, PUBLIC WORKS DIRECTOR

DATE: November 18, 2021

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The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by written addendum from Emanuel County Government.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: **"2022 Emanuel County Pest Control Contract"** and delivered to:

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

No later than **FRIDAY, DECEMBER 17, 2021 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](mailto: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**

**FRIDAY, DECEMBER 17, 2021 AT 3:00 PM, EST**

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

**2022 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: November 18,2021

**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	November 18, 2021
Mandatory Prebid Meeting Location: Commissioner’s Board Room Address: 101 N. Main Street, Swainsboro, GA 30401	December 1, 2021, 8:30 AM
Optional Building Tours Tour departs from: Commissioner’s Board Room Address: 101 N. Main Street, Swainsboro, GA 30401	December 1, 2021, 9:30 AM
Deadline for questions to be submitted to County Building and Facilities Superintendent	December 7, 2021
Addenda Submitted to Requesting Bidders	December 10, 2021
Submittal Deadline	December 17, 2021 by 3:00 PM
Bid Opening Date	December 17, 2021 by 3:15 PM

2) **BID SUBMISSION:**

One (1) original and five (5) copies of the complete signed submittal must be received by **December 17, 2021 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 (**2022 Emanuel County Pest Control Services**) to:

Emanuel County Board of Commissioners  
101 N. Main Street  
P.O. Box 787  
Swainsboro, GA 30401

Hand delivered copies may be delivered to the above address **ONLY** between the hours of 8:30 AM and 4:30 PM EST, Monday through Friday, excluding holidays observed by the Emanuel County Government.

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](mailto: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 bid opportunities except: 1) through the County Building and Facilities Superintendent named herein, or 2) as provided by existing work agreement(s). 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 the official addenda to anyone who requested a copy of the RFP.

**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 to do 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; and
- 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 pest from entering all Emanuel County Buildings

### **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 shall 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. 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 20 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. Subcontracting is not permitted without prior written approval. 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.

**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.
- 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

- 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.
- 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) Control:**

- A. The Contractor is required to inform Emanuel County in writing of any noticeable 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. Control of WDOs shall cover 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 services, should they be required due to discovery during initial inspection are not covered as part of this contract and remediation shall be priced separately upon request from the Superintendent of Building and Facilities.

- 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 modifications to prevent infestations. Sub slab, barrier, void, pipe/utility line, etc., treatments shall be performed after approved by the Superintendent of Building and Facilities. Approval will be based on review of the proposed treatment for the infestation observed, termiticides proposed, and the expected duration of treatment effectiveness.
- E. 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.
- G. After initial WDO inspection and treatment, Contractor will be responsible for any new treatment and repair expenses.

#### **Nuisance Animals Control:**

- 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.
- B. Emanuel County occasionally has dogs and cats that need to be removed. The Contractor will need to remove these animals as the need arises per the policies and guidelines of the Animal Control Department of Emanuel County. 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 on Monday, Wednesday, and Friday, 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 be checked and cleared daily 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. Traps shall be labeled to identify poison being used, date of each service, Contractor's name and Contractor's phone number. 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 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.

#### **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 be made, must be specifically approved by the Superintendent of Building and Facilities.

#### **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 (and/or coat relating to winter attire) at all times while working inside or outside of County Buildings.

## **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
- Feral Cats
- Birds
- Opossums
- Squirrels
- Chipmunks
- Raccoons
- Snakes
- Lice
- Scabies
- Other 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 (e-mail is acceptable) and shall be communicated in the form of an addenda, if the scope specifications are to be affected, and relayed 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 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.**

101 North Main Street P.O. Box 787 Swainsboro, GA 30401 T: 478 237 3881 F: 478 237 2593

[www.emmanuelco-ga.gov](http://www.emmanuelco-ga.gov)



## **ADDENDA ACKNOWLEDGEMENT**

---

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)

**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 PAGE 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 PAGE 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>	Every 4 months	\$_____	\$_____
<u>Jail</u>	Monthly	\$_____	\$_____
<u>Maintenance Building</u>	Quarterly	\$_____	\$_____
<u>DFACS</u>	Every 2 months	\$_____	\$_____
<u>4-H &amp; EMCO Building</u>	Quarterly	\$_____	\$_____
<u>USDA</u>	Quarterly	\$_____	\$_____
<u>Senior Center</u>	Monthly	\$_____	\$_____
<u>4-H Club House</u>	Quarterly	\$_____	\$_____
<u>Sue Stanford Kitchen</u>	Quarterly	\$_____	\$_____
<u>Storage Building (Behind Mitchell)</u>	Every 2 months	\$_____	\$_____
<u>Mitchell Building</u>	Every 2 months	\$_____	\$_____
<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>Fountain Square</u>	Every 6 months	\$_____	\$_____
<u>Transfer Station</u>	Quarterly	\$_____	\$_____

<u>Building Name</u>	<u>Cycle</u>	<u>Cost per cycle</u>	<u>Cost per year</u>
<u>Fire Station</u> , Dellwood	Every 2 months	\$_____	\$_____
<u>Fire Station</u> , Cross and Green	Every 2 months	\$_____	\$_____
<u>Fire Station</u> , Summertown	Every 2 months	\$_____	\$_____
<u>Fire Station</u> , Canoochee	Every 2 months	\$_____	\$_____
<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	\$_____	\$_____

**Total Annual Cost**      \$\_\_\_\_\_
   
 (All buildings)

**THESE TWO PAGES MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET**

## List and addresses - Emanuel County Buildings

<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>Storage Building Behind Mitchell - Voting Machines)</u>	103 E. Main St., Swainsboro, GA 30401
<u>Mitchell Building</u>	101 S. Main St., 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>Fountain Square</u>	102S. Main Street, 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>	37 Summertown Main St, Summertown, GA 30401
<u>Fire Station Canoochee</u>	2567 Canoochee Garfield RD, Swainsboro, GA 30401
<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>	No address
<u>Fire Station Adrian</u>	211 West Main Street Adrian, 31002

101 North Main Street P.O. Box 787 Swainsboro, GA 30401 T: 478 237 3881 F: 478 237 2593