

REQUEST FOR PROPOSALS

RFP # MASD 21-02

April 14, 2021

MINERSVILLE AREA SCHOOL DISTRICT

Cafeteria Pest Control Contracted Services

SUPERINTENDENT'S OFFICE

1 Battlin Miner Drive

P.O. Box 787

Minersville, PA 17954

Dr. Carl G. McBreen

Superintendent

REQUEST FOR PROPOSAL (RFP)

**Cafeteria Pest Control Contracted Services
RFP # MASD 21-02**

MINERSVILLE AREA SCHOOL DISTRICT

REQUEST FOR PROPOSALS FOR
CAFETERIA PEST CONTROL
CONTRACTED SERVICES

RFP NO. MASD 21-02

ISSUE DATE: April 14, 2021

ISSUING DEPARTMENT: Superintendent's Office

SEALED PROPOSALS WILL BE RECEIVED UNTIL 2:00 P.M. EASTERN STANDARD
TIME ON: May 10, 2021.

DATE OF AWARD: May 24, 2021

One original and one (1) copy for a total of two (2) proposals must be returned in a SEALED
ENVELOPE clearly marked RFP NO. MASD 21-02.

Direct all inquiries / questions to:

Dr. Carl G. McBreen
Superintendent
(570) 544-1400 extension 1009
bconville@battlinminers.com

Proposal should be mailed or hand delivered to:

Superintendent's Office
1 Battlin Miner Drive
P.O. Box 787
Minersville, PA 17954

All questions should be in writing and will be addressed in writing.

Any alterations to the document made by the Proposer may be grounds for rejection of proposal,
cancellation of any subsequent award, or any other legal remedies available to the Minersville Area
School District.

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1.1 Purpose and Objective

The Minersville Area School District (MASD) is soliciting written proposals from a qualified contractor to provide Cafeteria Pest Control Contracted Services for a one-year contract with renewals up to four years. MASD intends to award a contract to the respondent deemed most qualified and responsive to this request and whose proposal best benefits MASD.

1.2 Background

MASD is a school system with a Pre K–12 student population of approximately 1,300 students. The students are educated in three (3) school buildings; which are made up of:

<u>School Building</u>	<u>Grades</u>	<u>Normal School Day</u>	<u>Maintenance</u>
Early Childhood	Pre K to K	9:00 AM to 3:30 PM	7:00 AM to 7:00 PM
Elementary Center	1st to 6th	8:45 AM to 3:20 PM	7:00 AM to 11:00 PM
Jr./Sr. High School	7th to 12th	7:50 AM to 2:50 PM	7:00 AM to 11:00 PM

1.3 Scope of Services

The successful Contractor must provide the following services to each building’s cafeterias monthly:

- Wasps
- Rats
- Millipedes
- Yellow Jackets
- Meadow Voles
- Silverfish
- Hornets
- Earwigs
- House Crickets
- Carpenter Bees
- Pantry Pests
- Ants
- Pillbugs
- Boxelder Bugs
- Ground Beetles
- Stink Bugs
- Sowbugs
- Roaches
- Carpenter Ants
- Clover Mites
- Cluster Flies
- Spiders
- Springtails
- Centipedes
- Mice

The successful Contractor must log visits into a monthly report kept at each site.

1.4 QUALIFICATIONS and REQUIREMENTS OF RESPONDENTS:

- A. Must have experience in providing cafeteria Pest Control Contracted Services to Government agencies and businesses within the State of Pennsylvania. Pennsylvania Public K-12 Schools experience preferred. Provide references.
- C. Must maintain a current office within Schuylkill County, Pennsylvania, for necessary visits to MASD.
- D. Must provide evidence of insurance.
- E. Company must be in business for (10) years or more.

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1.4 Inquiries

- A. Questions concerning this RFP **MUST** be submitted in writing no later than April 30, 2021 by 3:00 P.M. EST and sent via e-mail:
Dr. Carl G. McBreen, Superintendent
1 Battlin Miner Drive, Minersville, PA 17954
Office: (570) 544-1400 extension 1009; Fax: (570) 544-6162
bconville@battlinminers.com
- C. On-site visits of the cafeterias can be scheduled with Greg, Head of Maintenance by calling (570) 527-5062.
- B. MASD Schools reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- C. MASD reserves the right to waive minor irregularities in response proposals, provided action is deemed in MASD best interests.

1.5 Projected Timetable

Use the following timetable as a guide for planning purposes. MASD reserves the right to adjust the timetable as necessary during the RFP process.

<u>Event</u>	<u>Date</u>
RFP Issued	April 14, 2021
Deadline for submitting questions	April 30, 2021 by 3:00 P.M. EST
Proposals Due at District Administration	May 10, 2021 by 2:00 P.M. EST
RFPs opened at District Administration	May 10, 2021 at 2:01 P.M and open.
Board Decision	May 24, 2021

1.6 Terms and Conditions

- A. The contract resulting from this RFP shall be a one-year term, July 1, 2021 through June 30, 2022 with automatic renewals up to four (4) years. MASD reserves the right to terminate this agreement at any time if service is not completed as specified.
- B. Upon notification of contract award, the successful respondent shall sign and execute a formal contract agreement with MASD as well as provide the following documentation:

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- Professional Liability Certificate listing MASD as an additional insured
- Verification your company has no criminal history and is valid to operate in Pennsylvania
- Workmen's Compensation Insurance
- W-9
- Agree to indemnification and hold harmless the MASD

1.7 Instructions for Proposal

A. Compliance with the RFP

1. Proposals must be in strict compliance with this Request for Proposals and in the proposal response format contained herein. Failure to comply with all provisions of the RFP may result in disqualifications. All information requested must be submitted, or a statement giving the rationale of the proposer for not submitting requested information.

B. Delivery of Proposals

1. All proposals are to be delivered before 2:00 P.M. Eastern Standard Time on: May 10, 2021 to:

Superintendent's Office
1 Battlin Miner Drive
P.O. Box 787
Minersville, PA 17954

MASD will not accept any proposals received after 2:00 P.M. EST or delivered to a location other than what is listed above. Late or incorrectly delivered proposals will be returned to the Offeror at their expense or destroyed after 30 days.

Proposers must submit one (1) original, and one (1) exact duplicate, copy of the proposal response.

List the Proposal Number on the outside of the sealed box or sealed envelope and note, "Request for Proposal enclosed".

C. Proposal Response Format

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1. All proposals shall include the fee schedule at the end of this RFP in addition to other information requested or that you wish to provide.

D. Evaluation of Proposals

1. MASD will evaluate the proposals as deemed fit. It is the intent of the MASD to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.
2. MASD reserves the right to modify these specifications as deemed necessary. All modifications will be posted on our website.

E. Acceptance of Proposals

1. The MASD Agent shall accept all proposals that are submitted properly. However, MASD, or designee, reserves the right to request clarifications or corrections to proposals.

F. Validity of Proposals

1. All proposals shall be valid for a period of sixty (60) days from the opening date of the request for Proposal.

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Company information / Fee Schedule

Company Name: _____

Address: _____

Federal EIN: _____ Phone No. _____

E-mail: _____

Website: _____

Company Representative and Title: (Print Clearly) _____

Company Rep Signature: _____ Date: _____

Were you or your company ever convicted of a crime? _____

Years in Business: _____ Number of Business Locations: _____

Please provide a monthly cost for the following:

Early Childhood Center \$ _____

Elementary Center \$ _____

Jr./Sr. High School \$ _____

Total \$ _____

*Please note payment options as a total for all three locations:

Monthly \$ _____ Due _____

Quarterly \$ _____ Due _____

Yearly \$ _____ Due _____

(Initial) _____ Verify you have read and understand this RFP in its entirety. Any questions you have will be emailed for a response.