



## REQUEST FOR QUOTATION (RFQ)

Department: Facilities  
Requisition No.: 139077098

Deliver Completed Bid to:

Tennessee Tech University  
Purchasing and Contracts Office  
Derryberry Hall, Suite 301  
P. O. Box 5144, 1 William L. Jones Dr.  
Cookeville, TN 38505-0001  
[www.tntech.edu/planning-and-finance/purchasing/](http://www.tntech.edu/planning-and-finance/purchasing/)  
Ph: (931) 372-3491 / Fax: (931) 372-3727

Date: January 5, 2021

**RFQ Coordinator:** Tina Girdley  
Phone: 931-372-6350  
Email: [tgirdley@tntech.edu](mailto:tgirdley@tntech.edu)

**Bids must be received in the Purchasing and Contracts Office by 3:00 p.m. Central Time on February 1, 2021.**

**Bid is subject to the [RFQ – Standard Terms and Conditions](#). By submittal of a bid, bidder certifies its agreement to these terms and conditions, which cannot be waived.**

*Special Bid Instructions:*

1. Bid prices are to include all necessary shipping/handling charges to make delivery F.O.B. Cookeville, TN 38501.
2. Indicate any cash/time discounts offered: \_\_\_\_\_
3. Bidders not already registered as a vendor with the University must complete the online supplier registration: <https://www.tbr.edu/purchasing/how-do-business-tbr>
4. To view the bid tabulation after bids have been opened and evaluated, please visit this link: <https://www.tntech.edu/purchasing/bidawards.php> Results are listed according to fiscal year then by date of bid opening.

### ***THIS IS NOT AN ORDER***

#### **REQUEST FOR QUOTATION**

Please bid to provide the following to Tennessee Tech University for a period of one (1) year from date of award; with the option to renew for an additional four (4) years with mutual consent from both, Tennessee Tech and the Contractor.

**\*\*Note:** Prices quoted are to be firm for the contract term. At the time of renewal, Contract may propose a price increase with advance notice prior to contract renewal date. Any request for price increase must include justification regarding the reason(s) for the increase. All request for price increases are subject to Tennessee Tech's approval, and the University may elect to accept the price increase or reject the price increase and re-bid the contract at its sole discretion.

Tennessee Tech is seeking bids from a qualified company to provide Pest Control Services that should include all labor, equipment and materials per specifications outline herein. Pest control is defined as the control and elimination of specific incidents of all nesting and breeding pests and the control treatment of all potential nesting and breeding areas to prevent re-infestation.



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Contractor shall perform pest control over the entire interior areas of all awarded building to include insects (excluding fire ants, carpenter ants, carpenter bees, bedbugs and wood destroying insects) and rodents through a method of control and elimination to include non-chemical and chemical integrated pest management (IPM) procedures. Control methods will also be performed on the exterior of facilities to deny entry of pests. The exterior perimeter for outside coverage shall be 10 feet from building/structure with consideration given for ornamentals, mulch landscaping and around dumpsters.

### **Insect Control – General**

Contractor is to control all types of insects to include, but not limited to: cockroaches, ants (except fire ants and carpenter ants), flies, fleas (inside), crickets, silverfish, ground beetles, spiders, brown recluse and black widow spider infestations, mites, bees (except carpenter bees), wasps, millipedes, centipedes, and other stored product type pests.

### **Insect Control – Brown Recluse and Black Widow Spiders**

Contractor shall determine best method of treatment to eradicate/eliminate brown recluse and/or black widow spiders. Contractor shall treat areas where brown recluse and/or black widow spiders have been seen, found on glue boards or where there have been reports of brown recluse and/or black widow spider bites; their harborage areas and areas of pest entry to building/structure.

Contractor shall vacuum all spiders and their webs found other than those found on glue boards. Contract shall use only low odor type chemicals approved by E.P.A. and the state Department of Agriculture, if chemicals are required to eradicate infestation. Cracks and crevices shall be treated with dusts and have a long residual and will coat the surface of the crack or void. Liquid residual insecticide spot treatments shall be applied to areas where spiders may crawl. In the case of severe infestation and if there is high probability that re-infestation will occur from the outside, the Contractor shall treat the exterior foundation cracks and ground away from the building with an insecticidal dust.

Contractor shall warrant each treatment for ninety (90) days. Contract shall conduct inspections with the facility administrator or designated personnel to oversee facilities pest control of all glue boards placed in treated areas two (2) weeks after treatment. If it is determined that an active infestation still exists, the Contractor shall be required to retreat areas previously treated for brown recluse and/or black widow spiders at no additional cost to Tennessee Tech.

### **Rodent Control**

Rodent control shall include the effective control of mice and/or rats necessary to maintain complete sanitary standards in and around habitable buildings. When rodenticides are employed, all label restrictions pertaining to their application shall be strictly enforced. The materials used in accessible areas shall be confined to E.P.A. approved tamper resistant bait stations which conform to all existing guidelines for construction and installation.

Rodent bait shall be replaced at regular intervals, not to exceed 90 days, and baits showing evidence of rodent ingestion shall be replaced when 2/3 of the bait has been depleted. Rodent holes (inside and out) will be treated deep enough to be out of reach of people.



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Contractor must keep on hand and make available, if requested, a map detailing the locations of all rodent control devices used in the interior and exterior of each facility where the Contractor places such devices. All devices shall have a date sticker to indicate inspection/service dates and be numbered to correspond with map. Bait station shall remain the property of the Contractor.

### **ULV Fogging**

In addition to any normal treatment for an infestation, additional ultra-low volume (ULV) fogging may be used, only when necessary, only in crawl spaces and above ceilings (as long as it does not contain asbestos). ULV fogging will only be performed when the facility will be closed for an extended period (i.e. weekends, holidays and when building(s) areas are unoccupied) at no additional cost to the University.

### **Site Inspection**

An onsite pre-bid meeting has been scheduled for Monday, January 25, 2021 / 10:00 a.m. at 220 West 10<sup>th</sup> Street, Cookeville, Tennessee 38505. During this meeting prospective bidders will be surveying the jobsite and allowed to ask questions. This meeting is not mandatory but strongly suggested for all interested bidders.

### **Travel Compensation**

The hourly labor rates shall include all costs associated with providing the services outlined herein to the University including, but not limited to, travel, meals, lodging, tools, overhead, and equipment, unless explicitly provided for otherwise herein.

Labor rate charges shall begin at the time Contractor signs in to the job site. Travel time to and from job site is at Contractor's expense, unless otherwise provided for herein

### **RFQ Communications**

Interested parties must direct all communication regarding this RFQ to the RFQ Coordinator, Tina Girdley, who is Tennessee Tech's only official point of contact for this RFQ. Unauthorized contact regarding this RFQ with employees or officials of Tennessee Tech other than the RFQ Coordinator named above may result in disqualification from this procurement process.

### **Invoicing**

Invoices must be separated by building and must include the following information, at minimum:

1. Dates of service with breakdown of services performed.
2. Detailed description of all labor services provided.
3. Building name, room numbers, and name of University Personnel who requested work.
4. PO Number or Contract Number. Contract number will be assigned to you by Purchasing upon award, PO number can be obtained from University personnel placing order. Contract number will always be the same, PO number will vary with each job.

University will work with Contractor to ensure that the exact format and information solicited above is provided correctly by the Contractor.

### **Contractor Check-In**



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Contractor must check-in at Facilities each day before going to jobsite and must check-out before leaving jobsite. For the purposes of this requirement, "jobsite" shall refer to the site where work is being performed at main campus location and/or any satellite campus locations. A Facilities representative may escort Contractor to required jobsite(s) and identify work that must be completed, at the University's sole discretion.

The [RFQ Standard Terms and Conditions](#) are included by reference as a part of this RFQ.

**NOTE:** Failure to provide all requested signatures, initials, references, certifications, licenses, records, or other information OR providing records deemed to be unsatisfactory, at the University's sole discretion, could result in rejection of bid.

### **COMPLETE INFORMATION AND SIGN BID BELOW.**

\_\_\_\_\_  
Bidding Entity's Name

\_\_\_\_\_  
Name of Contact Person (Printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone/Fax

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
**Authorized Signature of Bidder**

\_\_\_\_\_  
**Date**

**Name & Title of Signatory (printed):** \_\_\_\_\_

*Tennessee Tech University is an EEO/AA/Title IX/Section 504/ADA employer.*