



R-20/21-25

Integrated Pest Management

Issue Date: 3/30/2021

Questions Deadline: 4/12/2021 12:00 PM (CT)

Response Deadline: 4/19/2021 01:00 PM (CT)

Contact Information

Contact: Heather Falls

Address: Purchasing

702 SE 291 Highway

Lee's Summit, MO 64063-4306

Event Information

Number: R-20/21-25
Title: Integrated Pest Management
Type: Request for Proposal
Issue Date: 3/30/2021
Question Deadline: 4/12/2021 12:00 PM (CT)
Response Deadline: 4/19/2021 01:00 PM (CT)
Notes: The Lee's Summit R-7 School District is soliciting proposals for Integrated Pest Management. This contract will include but is not limited to: On-call, as needed Integrated Pest Management. Proposals should reflect not only the expected costs to the Contractor of providing basic pest control services, but also the costs of providing supplementary services such as reporting, emergency treatments, in-service training and quality control. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all responders to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

If you are having difficulty submitting electronically, please contact Heather Falls at (816) 986-2195 or email heather.falls@lsr7.net for instructions.

It is the responsibility of interested firms to check <https://lsr7ebid.ionwave.net> for any addendums or notices of information prior to the opening date and time of this RFP.

Billing Information

Address: 301 NE Tudor Rd
Lee's Summit, MO 64086-5702
Phone: (816) 986 x1000

Bid Attachments

PRICING FORM.pdf

Pricing Form - To be completed.

[View Online](#)

4_-MO_Tax_Exemption_Certificate.pdf

Missouri Tax Exemption Certificate

[View Online](#)

3_-E-Verify-LSR7_(1)(1).pdf

E-Verify

[View Online](#)

1_-Sample_Insurance_Certificate.pdf

Certificate of Insurance

[View Online](#)

Bid Attributes

1 Introduction

The Lee's Summit R-7 School District is soliciting proposals for Integrated Pest Management. This contract will include but is not limited to: On-call, as needed Integrated Pest Management. Proposals should reflect not only the expected costs to the Contractor of providing basic pest control services, but also the costs of providing supplementary services such as reporting, emergency treatments, in-service training and quality control. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all responders to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

2 Instructions to Respondents

1. All questions regarding this RFP shall be submitted online via the "Questions" tab of this bid opportunity. The District reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the proposal(s) deemed most advantageous to the District.
2. It is the responsibility of each respondent before submitting a proposal to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. Requests for clarification must be submitted online via the "Questions" tab.
3. Changes to the specifications will not be allowed except by written addendum issued by the District through this online procurement system. Oral explanations or instructions given prior to award will not be binding.
4. Respondent shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.
5. There will be no public opening of the proposals.
6. Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.
7. The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
8. To be considered, a firm must have at least three (3) proven clients of similar size to our district.

I have read and understand.
(Required: Check if applicable)

3 SELECTION PROCESS

The proposals will be evaluated by a District Selection Committee (DSC) comprised of selected District personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second being the interview phase for the short list of respondents selected for interview, if applicable.

Step One: Evaluation of Proposals

Members of the DSC will review and rate each responsive proposal based on the following criteria:

- a. The firm's experience in providing similar services to school districts or governmental agencies during the past five (5) years.
- b. Key personnel that will be assigned to the District's project, and their experience with similar projects.
- c. Applicable resources offering quality assurances/quality control procedures; as well as adequacy of team/resources to complete the project within the proposed time-frame.
- d. Project approach including project schedule and detailed approach to complete this project, familiarity with this project, identification of unique issues related to project, and the process proposed for communications with District staff.
- e. Cost

The Proposal Ranking Sheet for the evaluation of the proposals is included in this RFP. The DSC may request additional submittals.

4 Responding to Attributes

There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. ****Please select each page from the bottom right-hand side of this list of attributes in order to view the next page of Bid Attributes.****

5 Attachments Required

Be sure to upload all required documents and forms to the "Response Attachments" Tab.

6 Purchase Agreements

Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, lead time, and determined to be in the best interest of the District. The bid award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the bid that is in the best interest of the District.

I have read and understand.

(Required: Check if applicable)

7 Terms of This Bid

The terms of this bid shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period. The District may make additional purchases at the itemized price listed in the bid packet for a period of one (1) year. The District may, at its option, renew the Contract for up to two (2) additional one-year contract periods by giving written notice to the supplier.

I have read and understand.

(Required: Check if applicable)

8 Bid Pricing

After the first year, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the bidder and/or to terminate the contract with the bidder based on such price adjustments.

The successful bidder(s) must agree to accept the District's Purchase Order or the District's Mastercard P-card for the work order. These purchases are tax exempt.

The Lee's Summit R7 School District will review all bid submissions with regards to pricing, product performance, equipment features, references and experience. The District plans to award the bid within 60 days after the bid opening.

I have read and understand.

(Required: Check if applicable)

9 Communications Statement

Communications: Contact between vendors and Lee's Summit R7 personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Lee's Summit R7 personnel may result in disqualification. All communication shall go through the Purchasing and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the district will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

I have read and understand.

(Required: Check if applicable)

10 General Terms and Conditions

I have downloaded and read the General Terms and Conditions from the ATTACHMENTS tab. By selecting this box, I agree to the terms and conditions.

I have read and agreed to the T&C

(Required: Check if applicable)

11 Proposal Requirement

PROPOSAL REQUIREMENTS

Scope

Specifications:

Description of Services: The Contractor shall provide a comprehensive Integrated Pest Management (IPM) Plan for the buildings and other areas specified herein. IPM is a process for achieving long-term, environmentally sound pest suppression through the use of a variety of technological and management practices. Control strategies in an IPM Plan should extend beyond the application of pesticides to include structural and procedural modifications that reduce the food, water, harborage and access used by pests.

The contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the surveillance, trapping and pesticide application components of the IPM Plan. The Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications necessary to achieve pest prevention.

Pests Included and Excluded: The Contractor shall adequately suppress the following pests:

- Indoor populations of commensal rodents (e.g., Norway and roof rats, house mice), cockroaches, ants (including, but not limited to, fire ants and pharaoh ants), flies, spiders and any other arthropod pests not specifically excluded from the contract.
- Populations of the above pests that are located outside of the specified buildings, but within areas immediately adjacent to buildings.
- Winged termite swarms emerging indoors.
- Birds, bats, snakes and all other vertebrates other than commensally rodents.
- Pests that primarily feed on outdoor vegetation.

Populations of the following pests are excluded from the general pest control portion of this contract but will be completed for an agreed upon price with this RFP on this contract:

- Termites, carpenter ants and other wood-destroying organisms.
- Mosquitoes.

General Contractor Responsibilities:

Integrated Pest Management Plan and Committee: The Director of Facilities Services is the Lee's Summit School District's IPM program coordinator and will work together with members of LSR7 nutrition services, facilities, building administration, and school nursing to develop and integrated pest management plan. This group forms the district IPM committee and seeks the input, recommendations, and ongoing partnership of the district's pest control contractor regarding the development of effective pest control plans. The contractor will assist in the establishment of pest tolerance levels for the types of pests common to the district. The IPM plan will be reviewed regularly and ongoing recommendations from the contractor will be required. All pest control practices and plans must be in compliance with LSR7 Board Policies EBAC and EBAC-AP1 which cover Integrated Pest Management.

Initial Inspections of Facilities: The Contractor shall conduct a thorough initial inspection of each building or site within 30 days of the initiation date of the contract. The purpose of the initial inspections is for the Contractor to evaluate the pest control needs of all premises and to identify problem areas and any equipment, structural features of management practices that are contributing to pest infestation. Access to building space shall be coordinated with the Assistant Director of Operations. The Assistant Director of Operations will inform the Contractor of any restrictions or areas requiring special scheduling.

Pest Control Plan: Before rendering service, within ten (10) days after the initial inspection, the Contractor shall submit to the District a recommended Pest Control Plan for each building or site. This plan will be reviewed by the IPM committee and the District will decide if the plan is acceptable. If aspects of the Pest Control Plan are incomplete or disapproved, the Contractor shall have a reasonable amount of time to make revisions to submit revisions. The Contractor should be on site to initiate service within five (5) working days following notice of approval.

The Pest Control Plan shall consist of five parts as follows:

- **Proposed methods and equipment service:** The Contractor shall provide a summary of proposed control methods including current labels and Material Safety Data Sheets (MSDS) of all pesticides to be used, brand names of pesticides application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment and any other pest control devices or equipment that may be used to provide service.
- **Proposed methods for monitoring and surveillance:** The Contractor shall describe methods and procedures to be

used for identifying sites of pest harborage and access and for making objective assessments of pest population levels throughout the term of the contract. In addition, the Contractor shall work with the IPM committee to establish population levels that constitute unacceptable levels of pest presence in school facilities.

- Service schedule for each building or site: The Contractor shall provide complete service schedules that include planned frequency of Contractor visits, specific day(s) of the week for Contractor visits and approximate duration of each visit.
- Description of any structural or operational change that would facilitate the pest control efforts: The Contractor shall describe site-specific solutions for observed sources of pest food, water, harborage and access.
- Certified Commercial applicator licenses: The Contractor shall provide a current list of names along with photocopies of the commercial applicator licenses for every employee who may be performing on-site services under this contract. A minimum of 4 certified commercial applicators must be listed to be available to serve the District as needed. Only Certified technicians will be servicing the District and not staff with only a "Technician License".

Record Keeping: The Contractor shall be responsible for maintaining a pest control logbook for each building or site specified in this contract. These records shall be kept in the Building Manager office at each facility and maintained on each visit by the Contractor. Each logbook shall contain the following items:

- Pest Control Plan: A copy of the Contractor's approved Pest Control Plan for the facility, including labels and MSDS sheets for all pesticides used in the building, brand names of all pest control devices and equipment used in the buildings and the Contractor's service schedule for each building. A copy of the plan must also be provided to the Assistant Director of Operations, Facilities Services.
- Service and Complaint Logs: A logbook for recording service visits activities, complaints from staff concerning pest sightings or pesticide applications. Forms should show times in and out and should be signed by the Contractor at each service visit.
- Service Report Forms: Customer copies of the Contractor's Service Report Form, documenting all information on pesticide application, pest sightings, sanitation/environmental status and building maintenance needs.

Notice: Notice of chemical application will be posted prior to application in buildings where the treatment is scheduled, unless an emergency exists. Each notice will include the date of the application, targeted pest, pesticide to be used, applicator name, certification number of applicator, phone number of applicator/company, and the date and time re-entry is authorized. For emergency situations, postings must be placed as soon as practical.

Time of Service: The Contractor shall perform routine pest control services only during times when the District patrons and staff are not expected to be present for normal activities. In the event of a possible need for an emergency treatment the Contractor shall work with the District to determine whether an emergency situation exists before applying any pesticides. In such cases pesticides may be applied only to the local area of infestation if the District customers and staff are present or if less than 12 hours will elapse before the public is expected to be present. In the event of such an emergency treatment, the Contractor will maintain records of the reasons for such treatments and endeavor to keep customers and staff removed from the areas where the treatments are occurring.

Schedule: (Minimum acceptable service)

Regular service calls are to be made every month in the following areas: all food preparation areas, kitchen dry storage areas, public eating areas, break areas, vending areas, concessions areas, concession storage areas, receiving and dock areas, Home Economics Department, all laundry areas, exterior entryways, and other areas upon request.

Regular service calls are to be made quarterly in all locker rooms, basements, boiler rooms, mechanical to include rodent control.

At least one service person will check with the designated contact in the Facilities Services Department office once a week to provide treatment to those specific areas where there have been reported sightings of pests or to provide follow up communication regarding work completed. These contacts may be made over the phone or in person depending on the situation and needs to be discussed. Written notice via email, text message, or web based work order, will be provided to service person indicating time, building, floor, room, and contact person, and if possible, description of pests.

Large areas that need to be treated, such as entire floors or entire buildings are to be coordinated and scheduled with the designated contact person. Service is to be performed within one week after service is deemed necessary.

The Contractor shall respond to the District request for emergency service within 8 hours after notification. Any

calls for repeat service in addition to the monthly service shall be performed at no additional cost to the district. The monthly charge per site includes regularly scheduled monthly service and any other request for service for eradication of pests/rodents/insects.

Safety and Health: The Contractor shall observe all safety precautions throughout the performance of this contract and shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.

Uniforms and Protective Clothing: All Contractor personnel working in or around building designated under this contract shall wear distinctive uniform clothing. The Contractor shall determine and provide additional personal protective equipment required for the safe performance of work. Protective clothing, equipment and devices shall, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used.

Licensing: Throughout the term of this contract, all Contractor personnel providing on-site pest control service must maintain licensing (in categories appropriate to the work being performed) as certified commercial applicators. Uncertified applicators will not be permitted to provide service to the District under this contract.

Complaints: Should at any time the District become dissatisfied with pest control service, the successful Contractor shall be notified in writing by the District regarding problems that occurred. The notice will detail the problem and site(s) that is experiencing the problems. The contractor will be required to contact the Facilities Services Department to discuss possible solutions and the contractor will be given a date by which a written response with the proposed solutions must be submitted.

Structural Modifications and Recommendations: The Contractor shall be responsible for advising the District about any structural, sanitary or procedural modifications that would reduce pest food, water, harborage or access. The District will not hold the Contractor responsible for carrying out structural modifications as part of the pest control effort. However, minor applications of caulk and other sealing materials by the Contractor to eliminate pest harborage or access may be approved by the District on a case-by-case basis. The Contractor shall obtain the approval of the Facilities Department at the District prior to any application of sealing materials or other structural modifications.

Use of Pesticides: The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the U.S. Environmental Protection Agency (EPA) and by the State of Missouri. Transport, handling and use of all applicable Federal, state, and local laws and regulations.

Non-pesticide Products and Their Use: The Contractor shall use non-pesticide methods of control wherever possible. For example:

- Portable vacuums rather than pesticide sprays shall be used for initial clean-outs of cockroach infestation, for swarming (winged) ants and termites and for control of spiders in webs wherever appropriate.
- Trapping devices rather than pesticide sprays shall be used for indoor fly control wherever appropriate.

Application by Need: Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area. Preventive pesticide treatment of areas where surveillance indicates a potential insect or rodent infestation, are acceptable on a case-by-case basis, as approved by The District.

Pesticide Products and Their Use: When it is determined that a pesticide must be used in order to obtain adequate control, the Contractor shall employ the least hazardous material, most precise application technique and minimum quantity of pesticide necessary to achieve control.

Containerized and other types of crack and crevice-applied bait formulations, rather than sprays, shall be used for cockroach and ant control wherever appropriate. As a general rule, liquid aerosol or dust formulations shall be applied only as crack and crevice treatments with application devices specifically designed or modified for this purpose. "Crack and crevice treatment" is defined in this contract as an application of small amounts of insecticides into cracks and crevices in which insects hide or through which they may enter a building.

Application of pesticide liquid, aerosol or dust to exposed surfaces and pesticide space sprays (including fogs, mists

and ultra-low volume applications), shall be restricted to unique situations where no alternative measures are practical.

The Contractor shall take all necessary precautions to ensure student and staff safety and all necessary steps to ensure the containment of the pesticide to the site of application.

Pesticide Storage/Disposal: The Contractor shall not store or dispose of, any pesticide product on the District property.

Pesticide Sales and Distribution: The Contractor shall not sell, share or make available any pesticide products to any District employee.

Rodent Control: As a general rule, rodent control inside occupied buildings shall be accomplished with trapping devices. All such devices shall be concealed out of the general view and in protected areas so not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule approved by the District. Trapping shall not be performed during periods when maintenance will be delayed by holidays, weekends, etc. The Contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in appropriate and timely manner.

In circumstances when rodenticides are deemed essential for adequate rodent control inside occupied buildings, the Contractor shall obtain the approval of the District prior to making any interior rodenticide treatment. All rodenticides, regardless of packaging, shall be placed either in locations inaccessible to children, pets, wildlife and domestic animals or in EPA approved, tamper-resistant bait boxes.

Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The Contractor shall adhere to the following rules:

- All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine operations.
- The lids of all bait boxes shall be securely locked or fastened shut.
- All bait boxes shall be securely locked, attached to a block or anchored to the floor ground, wall or other surface, so that the box will stay in place and not be easily moved.
- Bait shall always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box.
- All bait boxes shall be labeled with the Contractor's business name and address and dated by the Contractor's technician at the time of installation and at each servicing.
- Bait boxes must be checked and serviced on at least a quarterly basis routinely. If infestations of rodents occur the bait boxes should be checked and serviced at least monthly.

Program Evaluation: The IPM committee will continually evaluate the progress of this contract in terms of effectiveness and safety and will require such changes as are necessary. The Contractor shall take prompt action to correct all identified deficiencies. The IPM Plan will be reviewed at least annually by the IPM committee.

Failure to deliver services in accordance with this agreement and the agreement terms and conditions, may result in the District, after due oral or written notice, contacting another respondent and requesting the service be performed by them. In this circumstance, the selected respondent shall not be entitled to any payment or damages and shall pay the District for any additional costs incurred. Failure to respond or report to the job site within the agreed time frame, may be construed as a breach of this agreement, and at the District's discretion, this agreement may be terminated upon written notice by the District.

Right of Owner to Terminate Agreement: The District, upon written notice, may terminate this agreement, or any part thereof, as a result of the selected respondent's failure to render to the satisfaction of the District, the material, work and/or services required of it, including progress of the work and such abandonment or termination shall not be deemed a breach by the District. The District shall be the sole determinant in all termination for cause issues. The selected respondent shall not be entitled, nor shall the District give any consideration to claims for this agreement, or any part hereof, by the District for cause. Such termination may come about for the sole convenience of the

District. Upon receipt of written notification from the District that this agreement or any part hereof, is to be terminated, the selected respondent shall immediately cease operation of the service stipulated. The selected respondent and District's evaluation shall be entitled to just and equitable payment in accordance with this agreement for any uncompensated service satisfactorily performed prior to such notice.

I have read and understand.
(Required: Check if applicable)

**1
3** **SPECIFIC REQUIREMENTS OF RFP:**

1. Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, and service, and determined to be in the best interest of the District. The RFP award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the proposal that is in the best interest of the District.
2. The terms of this RFP shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period.
3. After a year, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the respondent and/or to terminate the contract with the respondent based on such price adjustments.
4. The successful respondent(s) must agree to accept the District's Purchase Order or the District's Mastercard P-card for the order. These purchases are tax exempt.
5. **Site Visits.** Contractor is encouraged to inspect all premises to be covered in the contract and render a proposal detailing specific charges for each of the listed sites/facilities. Contractors may examine the facilities Monday through Friday between the hours of 7:00 AM – 3:30 PM.
6. Evaluation: An evaluation will be made of each application as to whether it satisfies the District's needs. It is the intent of this agreement to be awarded to one respondent based on all relevant considerations including, but not necessarily limited to: longevity of the firm (in business 5 years or more), Services/ Staffing offered, proven techniques, references of other school districts similarly sized, adequate number of qualified staff capable of responding to the District in a timely manner, cost, and any other evaluative aspect which may impact this agreement. The selected respondent's first and major concern shall be service. An example of the evaluation score sheet is attached to this RFP for your reference.
7. Licenses and Permits: The selected respondent shall secure licenses imposed by law and ordinance and pay all charges and fees, which shall include a copy of their current business license recognized by the State of Missouri and a current City of Lee's Summit, MO, business license. The contractor shall provide a Before issuance of an agreement to the selected respondent, proof of the licenses (i.e. xerographic copy of the paid receipt or xerographic copy of the actual license) shall be provided to Purchasing & Distribution Services to be kept in the file as part of the permanent record. It shall be the responsibility of the selected respondent to contact the Treasury Division of the City of Lee's Summit at 816-969-1125, for information to obtain business licenses.
8. The contractor shall not have violated any local, State, or Federal Laws in the past 5 years while providing pest control services.
9. The contractor shall provide upon submittal of this proposal a summary of proposed control methods including current labels and all Safety Data Sheets (SDS) of all pesticides to be used, brand names or pesticides application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment and any other pest control devices or equipment that

may be used to provide service.

10. The contractor shall provide upon submittal of this proposal methods and procedures to be used for identifying sites of pest harborage and access and for making objective assessments of pest population levels. Include with this explanation your definition of Integrated Pest Management and how you will use this approach to providing pest control services to the Lee's Summit School District.
11. The contractor shall provide upon submittal of this proposal a current list of names along with photocopies of the commercial applicator licenses for every employee who will be performing on-site services under this contract. A minimum of 4 Certified Commercial Pesticide Applicators must be listed to be available and must be current at the time of your response to this proposal to serve the District. Only Certified Commercial Pesticide Applicators are permitted to provide service to the District and not staff with only a "Technician License". All copies of certifications must be current and must be employees of your company.
12. Board Certified Entomologist: The successful contractor must have a Board Certified Entomologist on staff or access to one as a consultant. Please indicate in a separate attachment whether your company has a Board Certified Entomologist on staff. If yes, please provide the name of the entomologist(s) and a copy of his/her entomology degree and license to operate in the state of Missouri and must be current at time of your response to this proposal. If no, please provide the name and address of the consulting entomologist that your company uses.
13. The contractor shall provide information regarding their web based technology for tracking treatments completed. The district requires up to date web-based reports regarding services performed in district facilities for review online.
14. The District may request other information sufficient to determine bidder's ability to meet the minimum standards listed above. Request for information contained in this section also may occur at any other time during the effective period of this contract or any extension/renewal thereof.
15. Insurance: The contractor shall provide upon submittal of this proposal a \$2,000,000 Certificate of Insurance against chemical misapplication. See requirements listed in this RFP.
16. Work Authorization Affidavit: As a condition for the award of any agreement in excess of five thousand dollars (\$5,000), the selected respondent, as defined in § 285.530, RSMo, shall, by sworn affidavit affirming that it does not knowingly employ any person who is an unauthorized alien and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this agreement. The required documentation must be from the federal work authorization program provider. The Department of Homeland Security, U.S. Citizenship and Immigration Services, (USCIS) in partnership with the Social Security Administration (SSA) operate an FREE internet-based program called E-Verify that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien, including suspension of the vendor's business license, termination of the agreement, and debarment from work for a period of three years or permanently, and withholding 25% of the total amount due the selected respondent.

1 **Schedule of RFP Process**

4 Timeline for RFP Process:

The timeline listed below is the District's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.

RFP Notification 3/30/21
Receive Proposals 4/19/21
School Board 5/20/21
Notice to Proceed 7/1/21

The District desires the execution of the contract to meet the following dates: Services need to begin after 6/30/21.

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No Deviations or Exceptions

Bidders are expected to bid on the items as listed on the Equipment Specifications List, or Scope of Work. If there are any deviations from the specifications or scope of work listed, the bidder is expected to make note, along with a brief description in the next below. The District reserves the right to determine the successful bidder and will make that decision based on the best interest of the District.

I have read and agree.
(Required: Check if applicable)

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Deviations and Exceptions

If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The District will consider any deviations or exceptions in its bid award decisions. The District reserves the right to accept or reject any proposals based upon any deviations indicated below.

If none, please enter N/A (Not Applicable).

(Required: Maximum 4000 characters allowed)

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Cooperative Procurement with Other Jurisdictions

This section is optional; it will not affect the agreement.

1) Sales will be made in accordance with the prices, terms, and conditions of the Request for Proposals and any subsequent term agreement.

2) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the proposal or agreement unless they are specifically named in the Request or Proposals as a joint respondent.

3) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other agreement administration will be the responsibility of the ordering jurisdiction.

4) Each jurisdiction that is a party to the joint proposal has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

If the District awarded you the proposed agreement, would you sell under the prices and terms of this agreement to any public school district or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the greater Kansas City metropolitan trade area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this agreement).

Yes No
(Optional: Check only one)

1
8 **Consultant Profile**

CONSULTANT PROFILE

1
9 **Lead Consultant Name**
Enter the Lead Consultant Firm(s) (or Joint Venture) name.

(Required: Maximum 1000 characters allowed)

2
0 **Lead Consultant Address**
Enter the Lead Consultant Firm(s) (or Joint Venture) address.
street
city, state zip

(Required: Maximum 4000 characters allowed)

2
1 **Lead Consultant Provider**
Please designate the service area provided by the lead consultant.

Local Regional National

(Required: Check only one)

2
2 **Year Provider Firm Established**
Please enter the year the provider's firm was established.

(Required: Numbers only)

2
3 **Years of Experience**
Please enter the number of years of experience providing this service.

(Required: Numbers only)

2
4 **Licensed in Missouri**
Are you licensed to do business in the State of Missouri?

Yes No

(Required: Check only one)

25 **Principal Contact**
Please provide name, title, telephone number and email address of Principal contact

(Required: Maximum 4000 characters allowed)

26 **Address of Office to Perform Work**
Please provide address of office to perform work if different than Lead Consultant Firm address.

(Optional: Maximum 4000 characters allowed)

27 **Number of Persons Committed to District's Project**
Please list the number of persons by discipline that your Firm/Joint Venture will commit to the District's project

(Required: Numbers only)

28 **Joint Venture Areas of Responsibility**
If submittal is by Joint Venture or utilizes subcontractors, list participating firms/providers and outline specific areas of responsibility (including administrative and technical) for each firm.

(Optional: Maximum 4000 characters allowed)

29 **Has This Joint Venture Previously Worked Together?**
Has This Joint Venture Previously Worked Together?
 Yes No
(Optional: Check only one)

30 **Key Outside Consultants**

Key Outside Consultants

(Optional: Maximum 1000 characters allowed)

3 1	Subcontractor #1 Name
	Please provide name of Subcontractor.
	<hr/> <hr/> <hr/> <i>(Optional: Maximum 1000 characters allowed)</i>

3 2	Subcontractor #1 Address
	Please provide address of Subcontractor.
	<hr/> <hr/> <hr/> <i>(Optional: Maximum 1000 characters allowed)</i>

3 3	Specialty/Role with this Project
	Provide Subcontractors Specialty/Role with this Project.
	<hr/> <hr/> <hr/> <i>(Optional: Maximum 1000 characters allowed)</i>

3 4	Worked with Lead Firm Before?
	Worked with Lead Firm Before? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Optional: Check only one)</i>

3 5	Year Firm Established
	Year Firm Established <input type="text"/> <i>(Optional: Numbers only)</i>

3 6	Years of Experience
	Please provide number of years experience providing this service. <input type="text"/> <i>(Optional: Numbers only)</i>

3 7	Subcontractor #2 Name
	Please provide name of subcontractor #2.
	<hr/> <hr/> <hr/> <i>(Optional: Maximum 1000 characters allowed)</i>

3 8	Subcontractor #2 Address
	Please provide address of subcontractor #2
	<hr/> <hr/> <hr/> <i>(Optional: Maximum 1000 characters allowed)</i>

39 **Specialty/Role with this Project**
Please provide subcontractors specialty/role with this project

(Optional: Maximum 1000 characters allowed)

40 **Worked with Lead Firm Before?**
Has this Subcontractor worked with the lead firm before?
 Yes No
(Optional: Check only one)

41 **Year Firm Established**
Please provide year Subcontractors firm was established.

(Optional: Numbers only)

42 **Years of Experience**
Please provide subcontractors number of years of experience.

(Optional: Numbers only)

43 **Resume of Key Personnel**

Resume of Key Personnel

(Optional: Maximum 1000 characters allowed)

44 **Name of Key Personnel**
Provide name of key persons, specialists, or certified staff that shall be assigned to the District's project.

(Optional: Maximum 1000 characters allowed)

45 **Title of Key Personnel**
Provide job title of key personnel assigned to District's project.

(Optional: Maximum 1000 characters allowed)

46 Assignment
Experience of Key Personnel: Provide previous or current assignment of key personnel related to this service.

(Optional: Maximum 4000 characters allowed)

47 Name of Firm with which Associated
Experience of Key Personnel: Provide name of firm which assignment was/is associated with.

(Optional: Maximum 4000 characters allowed)

48 Years of Experience with this Firm
Please provide assigned key personnel's experience with this firm.

(Optional: Numbers only)

49 Years of Experience with Other Firms
Please provide assigned key personnel's experience with other firms.

(Optional: Numbers only)

50 Education
Degree(s) or Certification(s)/Year/Specialization

(Optional: Maximum 4000 characters allowed)

51 Current Registration(s)
Please provide current registration(s)

(Optional: Maximum 4000 characters allowed)

5
2

Other Experience & Qualifications

Please provide other Experience & Qualifications relevant to the proposed project

(Optional: Maximum 4000 characters allowed)

5
3

Project Narrative

Use this space to provide a detailed project approach OR upload a response in the response attachments section.

Including but not limited to:

- Schedule and detailed approach is reasonable/responsive to District’s needs
- Describe Services offered
- Identify any and all proven techniques used
- Roles of all involved parties clearly identified
- Familiarity with project location as evidenced by proposal/interview (if applicable)
- Identify/recognize critical or unique issues specific to the project and unique approaches used elsewhere
- Proposed timeline for implementation of contract
- Proposed communication process

(Required: Maximum 4000 characters allowed)

5
4

PROPOSAL SCORING CRITERIA

PROPOSAL SCORING CRITERIA

5 Evidence of Experience & References with Similar Accounts (Ref & Exp)

5 Evaluation Criteria

Evidence of Experience & References with Similar Accounts (Ref & Exp)

Consider experience and references listed by the firm/provider. Is the firm/provider experienced in providing services similar to that requested in this RFP?

- Familiarity and experience with similar projects.
- Consider the number of years of experience the firm/provider has.
- Consider the number of years the firm has been in business.
- Consider the references given by the firm/provider.

5 Applicable Resources (Personnel Qualifications)

6 Evaluation Criteria

Applicable Resources (Personnel Qualifications)

Evaluate the extent of applicable resources available to the provider to execute the contract.

- Adequacy of proposed number of staff for the district's need.
- Consider experience of person(s) assigned to service the district's contract.
- Consider the qualifications of the staff proposed.

5 Approach and Understanding of Scope

7 Evaluation Criteria

Approach and Understanding of Scope

Evaluate the provider's approach to and understanding of the scope of services required in the RFP as evidenced by the vendor's proposal:

- Detailed approach is reasonable /responsive to District's needs.
- Familiarity with project locations as evidenced by proposal.
- Identify/recognize critical or unique issues specific to the project.
- Unique approaches that have been successful elsewhere.

5 8	<p>Cost Evaluation Criteria</p> <p>Cost</p> <p>Determination of cost and pricing data:</p> <ul style="list-style-type: none"> - Consider the amount of time estimated for supplying staff and the fees associated with it. - Consider whether all elements of pricing conform to the requirements of the RFP. - Consider the variety of staffing offered.
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5 9	<p>REFERENCES</p> <p>REFERENCES</p>
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6 0	<p>How many years has your company been in business?</p> <p><input type="text"/></p> <p><i>(Required: Numbers only)</i></p>
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6 1	<p>References</p> <p>List multiple references and prior experience; preferably with other school districts or governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed. Please list the following information for each school district:</p>
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6 2	<p>Reference 1</p> <p>Reference 1</p>
----------------	---

6 3	<p>Reference #1 Contact Person's Name</p> <hr/> <hr/> <hr/> <p><i>(Required: Maximum 1000 characters allowed)</i></p>
----------------	--

6 4	<p>Reference #1 - Contact Person's School District/Business</p> <hr/> <hr/> <hr/> <p><i>(Required: Maximum 1000 characters allowed)</i></p>
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6 5	<p>Reference #1 Address</p> <p>Enter Street address, city, state, zip code</p> <hr/> <hr/> <hr/> <p><i>(Required: Maximum 1000 characters allowed)</i></p>
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66 Reference #1 Phone Number
 ext:
(Required)

67 Reference #1 Email

(Required: Email address)

68 Reference #1: Description of services performed and completion date
Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

69 Reference 2
Reference 2

70 Reference #2 - Contact Person's Name

(Required: Maximum 1000 characters allowed)

71 Reference #2 - Contact Person's School District/Business

(Required: Maximum 1000 characters allowed)

72 Reference #2 Address: Street, City, State, Zip Code

(Required: Maximum 1000 characters allowed)

73 Reference #2 Phone Number
 ext:
(Required)

74 Reference #2 Email

(Required: Email address)

75 Reference #2: Description of services performed and completion date
Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

76 Reference #3
Reference #3

77 Reference #3 Contact Person's Name

(Required: Maximum 1000 characters allowed)

78 Reference #3 - Contact Person's School District/Business

(Required: Maximum 1000 characters allowed)

79 Reference #3 Address: Street, City, State, Zip Code

(Required: Maximum 1000 characters allowed)

80 Reference #3 Phone Number

() - ext:

(Required)

81 Reference #3 Email

(Required: Email address)

82 Reference #3: Description of services performed and completion date
Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

Additional References**Additional References**

Additional reference information can be submitted as document. The document can be uploaded to the "Response Attachments" tab within the bid event.

Be sure to include the following information:

- Reference Contact Name
- Reference contact's school district/business
- Reference address (street, city, state, zip)
- Reference phone number
- Reference email address
- Description of services performed and completion date

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature