

DISTRICT BOARD OF TRUSTEES
PENSACOLA JUNIOR COLLEGE
1000 COLLEGE BOULEVARD
PENSACOLA, FL 32504-8998

RFQ P7-2009/2010

May 11, 2010

REQUEST FOR QUOTATIONS (RFQ) FOR PEST CONTROL SERVICES
FOR
PENSACOLA JUNIOR COLLEGE

Pensacola Junior College hereby extends an invitation to quote for Pest Control Services for Pensacola Junior College, as specified in this quotation request.

All terms and conditions, included hereafter, are part of this quotation request. Any quotation failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all quotations and to waive any and all technicalities.

Directions for submitting quotations include the following:

1. All quotations must be mailed, faxed, or delivered to the attention of the **Director, Purchasing and Auxiliary Services**, and be received in the Purchasing and Auxiliary Services Office, Pensacola Junior College, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998 (Fax No. 850-484-1839), no later than **4:00 PM, local time, Wednesday, June 2, 2010**, and shall be clearly marked: **RFQ P7-2009/2010 – Pest Control Services**
2. Price, quality, specifications and time of guaranteed delivery will be determining factors in the awarding of this quotation.
3. All quotation prices shall include Delivery to Pensacola Junior College 1000 College Boulevard, Pensacola, Florida 32504-8998.
4. All quotation prices will be considered firm until order is placed, unless otherwise indicated in the quotation response.
5. Quotations may be awarded or rejected at the discretion of Pensacola Junior College. Pensacola Junior College reserves the rights to reject any and all quotes, to waive informalities in bidding and to accept the quote that embraces such combination of proposals and alternates as may promote the best interest of Pensacola Junior College.

6. Sales to Pensacola Junior College are exempt from state sales tax. A Certificate of Exemption will be issued upon request. **Exemption No: 85-8012557294C-2**
7. Unless otherwise indicated herein, when manufacturer's names, trade names, and/or catalog numbers are listed in a specification, they are provided for information and are not intended to limit competition. The bidder may offer any brand for which he/she is an authorized representative which meets or exceeds the specification(s) for any item(s). If equivalent products are offered, the manufacturer's name and model number shall be clearly indicated on the quotation form. Any item(s) offered as equivalent to that which is specified must be equivalent in quality of materials, workmanship, and effect and shall be corresponding in function and performance. Descriptive literature and/or complete specifications shall be included for any item(s) as approved equivalent(s). Quotations lacking any written indication of intent to quote an alternate product or brand will be considered to be in complete compliance with the specifications of the quotation form. Pensacola Junior College shall retain the right to determine the acceptability of any item(s) offered as equivalent to any item(s) specified.
8. **ALL QUOTATIONS SHALL BE SUBMITTED ON THE QUOTATION FORM, HEREIN INCLUDED, AND SHALL BE PROPERLY SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE FIRM OR ENTITY SUBMITTING THE QUOTATION, WITH DELIVERY OR COMPLETION DATE CLEARLY INDICATED, IN ORDER TO BE CONSIDERED. ATTACH ALL AMPLIFYING INSTRUCTIONS AND DOCUMENTS TO THIS QUOTATION FORM.**
9. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.
10. The successful bidder shall provide appropriate insurance as indicated hereafter:
 - (a) Workmen's compensation insurance as required by FS 440 covering the successful firm's employees;
 - (b) General public liability insurance against bodily injury, personal injury, and property damage, in limits of not less than \$1,000,000 per claimant, and \$2,000,000 per incident or occurrence. The District Board of Trustees, Pensacola Junior College, Florida shall be named as an additionally insured.
 - (c) Automotive liability for all owned, hired & non-owned autos against bodily injury and property damage, in the amount not less than \$1,000,000.00 per claimant, and \$2,000,000.00 per occurrence.

(d) Certificates evidencing that all of the above listed insurance(s) are in force and that the District Board of Trustees, Pensacola Junior College is listed as an additional insured. Failure to maintain the required insurance may result in termination of the contract at the Certificate Holder's option.

11. In the event that you are unable to submit a quotation, written notification should be submitted to the Purchasing and Auxiliary Services Office in order for your firm's name to remain on the mailing list.

NOTE: Any and all special conditions and specifications attached hereto which vary from these general conditions shall have precedence and shall control.

We look forward to your participation in submitting a quote for consideration. Any questions or concerns should be addressed to the Director, Purchasing and Auxiliary Services at (850) 484-1794 or acjones@pjc.edu.

Angie C. Jones, Director
Purchasing and Auxiliary Services

SCOPE

Pensacola Junior College is considering the potential of a multiple year agreement for pest control services, for the Pensacola Campus, Warrington Campus, Milton Campus, Downtown Center, and other various locations of the College. The agreement will be renewable, upon mutual consent on an annual basis, with the first term effective July 1, 2010 to June 30, 2011. Interested bidders should submit bids based on the specifications.

SPECIFICATIONS

- 1.01 The services to be provided shall include all supervision, labor, materials and equipment necessary to protect against and control the following but not limited to squirrels, rats, mice, roaches, water bugs, ants, spiders, earwigs, wasps, crickets, and fleas, on the Pensacola Campus, Warrington Campus, Milton Campus, Downtown Center, and other various locations of the College.
- 1.02 In providing pest control services, for Pensacola Junior College, the successful bidder shall be responsible for spraying each of the areas, as identified herein, at least once, each month, during the period July 1, 2010 through June 30, 2011. In the event that persistent infestations exist or develop, the successful bidder shall provide special services or additional sprayings until condition is under control, at no additional cost to Pensacola Junior College.
- 1.03 All services, regular and/or special, shall be performed at the convenience of the College, in a manner that will not interrupt the College's normal operations.
- 1.04 The successful bidder will be responsible for providing a proposed spray/treatment schedule and material safety data sheets for all chemicals to be used, with bid response. A copy of the proposed spray/treatment schedule will also be submitted to the Director of Purchasing and Auxiliary Services and to the Director of Physical Plant, by the successful bidder, prior to beginning services. **Note: No spraying will be scheduled during the hours 11:30 A.M. through 1:30 P.M., in any building.**
- 1.05 Prior to each service visit, regular and/or special, the successful bidder will contact the Office of the Director of Physical Plant, concerning the areas to be treated. Upon completion of all work scheduled for a service visit, the contractor will again contact the Director of Physical Plant for verification of completed work.
- 1.06 Signed treatment acknowledgement forms, as verified through the Office of the Director of Physical Plant, will be submitted with each monthly invoice.
- 1.07 The following provisions will be applicable to the materials to be used in providing pest control services, for Pensacola Junior College, and will be the responsibility of the successful bidder:
 - (a) The materials used in pest control will conform to any and all applicable federal, state, and local ordinance, and laws; and will be acceptable to Pensacola Junior College. A copy of the current MSDS for each

chemical used will be provided to the Manager, Building Services before the start of work and any time a chemical product is changed.

- b) Rodenticide will be used in a manner that will avoid injuries to humans and domestic animals.
- (c) Special care will be exercised in the use of liquid insecticides in areas having asphaltic, mastic, and/or linoleum floor surfaces.
- (d) All pest control work will be performed in a safe manner and will be performed in accordance with the most modern and effective scientific pest control procedures.

1.08 Personnel used to apply chemicals under the terms of any agreement resultant hereof will comply with any and all applicable state and local licensing requirements.

1.09 Pensacola Junior College will reserve the right to cancel any agreement, resultant of this quote, upon thirty (30) days written notice.

1.10 Pensacola Junior College reserves the right to determine whether to award and/or reject quotes, on an item by item basis, in subgroup(s), or in whole, at the discretion of the College.

1.11 All pricing will remain firm through June 30, 2011. The College reserves the right to terminate the agreement at the end of one (1) year period as per Florida State Statutes Section 237.161 or to renew the contract for successive one (1) year periods, for a total of four (4) additional years, at its option. Any price adjustment requests must be submitted in writing by April 1, of each school year, to the Director of Purchasing and Auxiliary Services, in order to be considered for the following fiscal year.

1.12 **Interested bidders may arrange for a walk through tour of the areas, by contacting the Building Services Manager, in the Office of the Director of Physical Plant, at (850) 484-1909.**

COST PROPOSAL

Provide all supervision, labor, materials and equipment necessary to protect against and control the following but not limited to squirrels, rats, mice, roaches, water bugs, ants, spiders, earwigs, crickets, wasps, and fleas, on the Milton, Pensacola, Downtown Center, Warrington Campus, and other various locations of Pensacola Junior College, during the period July 1, 2010 through June 30, 2011, as per specifications and the areas listed below.

PENSACOLA CAMPUS

ITEM	QTY/UNIT	AREAS TO BE TREATED	MONTHLY TOTAL	YEARLY TOTAL
1	12 Months	Baars Building 1 Entire Building		
2	12 Months	Registration Center Building 2 Entire Building		
3	12 Months	Ross Health and Sports Center Building 3 Entire Building		
4	12 Months	Allen Liberal Arts Building 4 Entire Building		
5	12 Months	Student Center Building 5 Entire Building		
6	12 Months	Student Affairs Building 6 Entire Building		
7	12 Months	Barfield Administration Building 7 Entire Building		
8	12 Months	Ashmore Fine Arts Center Building 8 Entire Building		
9	12 Months	Facilities and Operations Building 9 Entire Building		
10	12 Months	Business Education Building 10 Entire Building		
11	12 Months	Hobbs Center Building 11 Entire Building		
12	12 Months	Cosmetology Building 12 Entire Building		
13	12 Months	Computer Center Building 13 Entire Building		
14	12 Months	Spears Behavioral Sciences Building 14 Entire Building		
15	12 Months	Visual Arts Building 15 Entire Building		
16	12 Months	MIS Building 16 Entire Building		
17	12 Months	Baroco Center for Science and Advanced Technology Building 17 Entire Building		
18	12 Months	Automotive/Manufacturing Technology Building 18 Entire Building		

19	12 Months	Gymnasium Building 19 Entire Building		
20	12 Months	Edward M. Chadbourne Library Building 20 Entire Building		
21	12 Months	Baroco Center for Science and Advanced Technology Building 21 Entire Building		
22	12 Months	Kugelman Center WSRE-TV Building 23 Entire Building		
23	12 Months	College Centre Building 96 Entire Building		
24	12 Months	College Centre Building 97 Entire Building		
25	12 Months	College Centre Building 98 First Floor		
26	12 Months	College Centre Building 99 Entire Building Including Apartments, Laundry and TV Room		
SUBTOTAL ITEMS 1 THROUGH 26				

WARRINGTON CAMPUS

ITEM	QTY/UNIT	AREAS TO BE TREATED	MONTHLY TOTAL	YEARLY TOTAL
27	12 Months	Simon William Boyd Health Related Education Building 3100 Entire Building		
28	12 Months	Educational Technical Building 3200 Entire Building		
29	12 Months	Administration Building 3300 Entire Building		
30	12 Months	Arts and Sciences Building 3400 Entire Building		
31	12 Months	Library Building 3500 Entire Building		
32	12 Months	T. Felton Harrison Student Affairs Building 3600 Entire Building		
33	12 Months	Charles Atwell Building 3700 Entire Building		
SUBTOTAL ITEMS 27 THROUGH 33				

MILTON CAMPUS

ITEM	QTY/UNIT	AREAS TO BE TREATED	MONTHLY TOTAL	YEARLY TOTAL
34	12 Months	Life Fitness Building 4000 Entire Building		
35	12 Months	Library Building 4100 Entire Building		
36	12 Months	Massey Administration / Student Services Building 4200 Entire Building		
37	12 Months	Classroom Building 4300 Entire Building		
38	12 Months	Classroom Building 4400 Entire Building		
39	12 Months	Natural Resource Studies Building 4800 Entire Building		
40	12 Months	Natural Resource Studies Building 4900 Entire Building		
SUBTOTAL ITEMS 34 THROUGH 40				

OTHER LOCATIONS

ITEM	QTY/UNIT	AREAS TO BE TREATED	MONTHLY TOTAL	YEARLY TOTAL
41	12 Months	Downtown Center 418 W. Garden Street Entire Building		
42	12 Months	Auction Building 2200 Douglas Ave Entire Building		
43	12 Months	Varona Building 1018 Underwood Ave Entire Building		
SUBTOTAL ITEMS 41 THROUGH 43				
GRAND TOTAL ITEMS 1 THROUGH 43				

COMPANY: _____

ADDRESS: _____

TYPED OR PRINTED NAME OF REPRESENTATIVE: _____

SIGNATURE OF REPRESENTATIVE: _____

FAX NUMBER: _____ PHONE NUMBER: _____

EMAIL: _____ DATE: _____

FEDERAL TAX NUMBER: _____