



BID SOLICITATION

The City of Rock Hill, South Carolina is seeking competitive sealed bids from qualified firms to provide interior Pest Control Services at specified city locations, in accordance with local laws, standards and requirements.

Interested parties can download a bid package from the City of Rock Hill website at www.cityofrockhill.com. Or you may contact the City Purchasing Office @ (803) 329-7070 to obtain a copy of the bid package.

A Mandatory Pre-Inspection of all locations will take place on March 8, 2010. This **Mandatory** meeting will take place in the Operations Center located at 349 Columbia Ave @ 9:00 AM. After review of the RFP we will visit each of the 33 locations (city will provide transportation). Plan on spending several hours on this tour.

The public bid opening is scheduled for 10:00 A.M. EST on March 19, 2010 at the City of Rock Hill, Operations Center Conference Room located at 349 Columbia Avenue Rock Hill, South Carolina 29730. All bids must be in a sealed envelope and marked **“SEALED BID; PEST CONTROL”**

This agreement is scheduled to begin on April 01, 2010.

Bids may be mailed to the Purchasing Division, City of Rock Hill, P.O. Box 11706, Rock Hill, South Carolina 29731 or hand delivered to the Purchasing Office, located in the Warehouse/Garage Complex, 349 Columbia Avenue Rock Hill, South Carolina, at least thirty (30) minutes prior to the appointed time of the bid opening.

The City of Rock Hill reserves the right to accept or reject any and all bids, waive technicalities, and make decisions as it deems in its own best interest.

All prices quoted must be valid for the duration of the contract.

BID REQUEST

Sealed bids will be received by the Purchasing Division of the City of Rock Hill, South Carolina until **10:00 A.M.** local time on **March 19, 2010** at which time they will be opened publicly and read aloud.

The bid opening will begin at the appointed time in the Operations Center Conference Room, 349 Columbia Avenue, Rock Hill, South Carolina. No bid may be submitted after the bid opening begins. The bidder is solely responsible for the timely submission of his/her bid.

No bid may be withdrawn for a period of sixty (60) calendar days after the bid opening.

The contract period will begin on the designated date and continue for one thirty-six (36) month period with the option to renew for two additional twelve (12) month periods.

The City of Rock Hill reserves the right to accept or reject any and all bids, waive technicalities, and make decisions as it deems in its own best interest.

All prices quoted must be valid for the duration of the contract.

Insurance forms will be supplied to the successful bidder. These forms are to be completed and submitted to the City after receiving notification of award. Should the successful bidder be unable, for any reason, to submit forms that are approved by the City, the City may declare the bid invalid. At such time, the City would then award the contract to the next most suitable bidder, to whom the same requirements would apply. Insurance forms other than those provided by the City will not be accepted. Any questions pertaining to insurance should be directed to the City Risk Manager, Dot Archie @ (803) 329-7025.

All bidders must comply with all State, Federal and local laws during the term of this contract. All licensing must also be kept current for the term of the contract.

All amounts quoted are to include all materials, supplies, equipment, and labor to perform the stated task in a workman like manner.

If an award is made, it will be made to the lowest responsible and responsive bidder meeting all specifications, terms, and conditions.

The City reserves the right to negotiate in good faith with the low bidder. Failing an agreement the City may elect to reject all bids and submit for new bids or make any other decision it deems to be in its own best interest.

Submission of Proposals: Please include three copies of your quotation
Submit one (1) original Proposal signed in ink by an authorized company official plus two (2) copies of the Proposal by March 19, 2010 at 10:00 A.M. EST to the address below.

Marty Burr

Performance Manager

PO Box 11706

Rock Hill, South Carolina 29731

349 Columbia Ave

Rock Hill, SC 29730

WMBE Statement

It is the policy of the City of Rock Hill to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina. It is further the policy of the City of Rock Hill to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status. It is further the policy of the City of Rock Hill to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

Local Purchasing

It is the intent of the City of Rock Hill to promote the use of local businesses and hiring citizens living within the local Rock Hill/York County area when possible. Contractor and or business must make every reasonable attempt to hire local Rock Hill/York County residents. Selected contractor(s) must make every reasonable effort to purchase/lease all material, equipment and supplies associated with the awarded bid to a local business with a valid City of Rock Hill Business License. Contractor(s) receiving award must supply City with a list of their employees working on the project which include the city/town in which they reside along with a list of all equipment, material, suppliers and subcontractors and their addresses. Special consideration may be given to companies that have products produced and/or manufactured in the United States.

City Business License

The successful contractor, prior to execution of the contract, must possess or obtain a City of Rock Hill Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the contractor is not currently doing other business inside the City Limits. If the contractor is currently doing other business within the City limits of Rock Hill, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the city limits. Contact City Business license Office at 803-329-7042 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Rock Hill.

Insurance

Company agrees that Company shall keep and maintain general automobile liability insurance in the amount of \$ 1,000,000 per occurrence for each vehicle and \$1,000,000 in aggregate for all vehicles which Company brings onto City property or use in any manner in the provision of services, including transportation to and from the site (s) where the services are rendered; and Company further agrees that Company shall maintain general liability insurance in the amount of at least \$1,000,000 per incident/occurrence and \$1,000,000 in aggregate for all incidents/occurrence during the policy period; and Company agrees that Company shall maintain Worker's Compensation Insurance on all of the Company's employees. In no event shall Company serve as self-insurer for the purpose of Workers Compensation Insurance. Company also agrees that Company shall provide, in a form acceptable to City, certificates of Worker's Compensation Insurance, Automobile Liability Insurance and General Liability Insurance.

Uniforms / Identification

Field technicians shall wear a uniform identifying the firm they represent and an ID badge with their picture and name. The City reserves the right to exclude anyone from entry into the City buildings proper for noncompliance with this requirement.

Illegal Immigration Reform Act Compliance

“The contractor certifies that the contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled **Unauthorized Aliens and Public Employment** and agrees to provide to the City of Rock Hill any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub-subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors.”

Indemnification

Company agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by the City, arising from or related to Company's negligent performance under this Agreement.

S.C. Code of Laws

The state of S.C. Code of Laws Section 12-9-310 (A) requires that any entity within the state having a contract with a nonresident taxpayer conducting business or performing services of a temporary nature within this State, with such contract amounts exceeding the payment of ten thousand dollars (\$10,000.00) during any one (1) calendar year, must withhold two (2) percent of each payment to these nonresidents.

This does not apply to a nonresident which has registered with the Secretary of State or the Department of Revenue and by that registration has agreed to be subject to the jurisdiction of the department and the courts of the State to determine its SC tax liability, if any. Such registration is not an admission of tax liability nor must it be construed to require the filing of an income tax return.

If the entity having a contract with a nonresident obtains an affidavit from the nonresident stating that the nonresident is registered with the department or with the Secretary of State, then the entity is not responsible for withholding.

Business tax application is included herein. The successful bidder, if a nonresident, must fill in front side and section “C” on reverse side. Nonresident successful bidder must also submit form I-312 (enclosed). Failure to complete these two forms by nonresident will require the City to withhold 2% of all requested payments.



No Idling Policy

1. All City vehicles and or equipment must be turned off when not being used for emergency purposes that require the vehicle/equipment to run or maintain power for attached equipment, or when the vehicle/equipment must remain running to operate hydraulic lifts, generators, etc.
2. Running vehicles or equipment should not be left unattended.
3. Vehicles/equipment should not be started longer than necessary to clear ice from windows.
4. The City will facilitate an ozone email warning system, in conjunction with the state of South Carolina, by providing the email addresses of the appropriate persons in each department to receive such warnings as they are made. These persons will then act as an agent to post ozone warnings each day to alert City employees of the particular need to not run vehicles unnecessarily; a standard warning symbol should be posted in prominent locations throughout City facilities.

INDEMNITY PROVISION

CONTRACTOR (or Lessee or Vendor) assumes entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of City or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work/service by the Contractor, his subcontractors, agents, and employees, including losses, expenses, damages sustained by City, and agrees to indemnify and hold harmless the City, its officials, employees or volunteers from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting therefrom. As an integral part of this agreement, contractor agrees to purchase and maintain during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof.

Above provision specifically applies to the contract dated _____
between the City of Rock Hill and _____ for

(contractor)

(service or products)

NAME _____

PRINT NAME _____

TITLE _____

COMPANY _____

Scope of work to be performed

Each location is to be treated once a month for general pest control.

If re-treatment is need it will be at the sole responsibility of the contractor.

Termite treatment is not included in this RFP and if needed will be addressed on a case by case issue.

Contractor must be DHEC approved and maintain state approved pest control license along with a City of Rock Hill Business License.

Each of the 33 locations is to be invoiced separately.

Hours of operation for most locations are 8:00 AM – 4:00 PM Monday- Friday.

LOCATIONS

CITY HALL – EAST WING	\$ _____	MONTHLY
CITY HALL – WEST WING	\$ _____	MONTHLY
MUNICIPAL COURT	\$ _____	MONTHLY
POLICE DEPARTMENT	\$ _____	MONTHLY
HOUSING & NEIGHBORHOOD SERVICES	\$ _____	MONTHLY
AIRPORT TERMINAL	\$ _____	MONTHLY
FIRE DEPT HEADQTRS– ELIZABETH LANE	\$ _____	MONTHLY
FIRE STATION #1 – ALBRIGHT ROAD	\$ _____	MONTHLY
FIRE STATION #2 – CHERRY ROAD	\$ _____	MONTHLY
FIRE STATION #3 – AUTOMALL PARKWAY	\$ _____	MONTHLY
FIRE STATION #4 – HECKLE BLVD	\$ _____	MONTHLY
FIRE STATION #5 – SPRINGDALE ROAD	\$ _____	MONTHLY
FIRE STATION #6 – AIRPORT ROAD	\$ _____	MONTHLY
GETTY’S BUILDING (OLD POST OFFICE)	\$ _____	MONTHLY
CHERRY PARK TOWER	\$ _____	MONTHLY
CHERRY PARK ENCLOSED SHELTER	\$ _____	MONTHLY
HARGETTS CONCESSION & REST ROOMS	\$ _____	MONTHLY
NORTHSIDE CENTER	\$ _____	MONTHLY
BOYD HILL CENTER	\$ _____	MONTHLY
EMMETT SCOTT CENTER	\$ _____	MONTHLY
FEWELL PARK CENTER	\$ _____	MONTHLY
TENNIS CENTER	\$ _____	MONTHLY
MANCHESTER SOCCER COMPLEX	\$ _____	MONTHLY
RIVER PARK MAINTENANCE BLDG	\$ _____	MONTHLY
CITY WAREHOUSE	\$ _____	MONTHLY
CITY GARAGE	\$ _____	MONTHLY
UTILITIES DEPARTMENT	\$ _____	MONTHLY
PUBLIC WORKS – 4 SECTION	\$ _____	MONTHLY
BUILDING & GROUNDS	\$ _____	MONTHLY
TRAFFIC SHOP	\$ _____	MONTHLY
WATER TREATMENT PLANT (CHERRY RD)	\$ _____	MONTHLY
MANCHESTER WWTP	\$ _____	MONTHLY
CEMETERY OFFICE	\$ _____	MONTHLY
TOTAL	\$ _____	MONTHLY

THIS FORM MUST BE COMPLETED.

BID SHEET

WE THE UNDERSIGNED DO HEREBY AFFIRM THAT WE HAVE READ AND DO UNDERSTAND THE ENCLOSED BID REQUIREMENTS AND SPECIFICATIONS, AND DO SUBMIT THIS BID TO PERFORM THE PRESCRIBED WORK FOR PAYMENT OF THE SUM OF:

TOTAL BID FOR ALL 33 LOCATIONS LISTED
ON PREVIOUS PAGE

AMOUNT: \$ _____

COMPANY NAME _____

ADDRESS _____

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____

DATE _____ TELEPHONE # _____

E-MAIL _____ FAX # _____