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| **smsd-logo_horizontal_black_jpg**Return sealed envelope to:Shawnee Mission Unified SchoolsPurchasing Department8200 W. 71st StreetShawnee Mission, Kansas 66204**ATTN: EVERETT MORGAN****E-MAILED OR FAXED BIDS** **WILL NOT BE ACCEPTED.** | DATE: May 2, 2019 BID NO. **19-022** BID TITLE: **ANNUAL PEST CONTROL SERVICES**Bids will be accepted until and then publicly opened on:Date: **MAY 23, 2019**Day: **THURSDAY** Time: **10:00 a.m. CST****Terms, conditions and specifications under which bids are requested are included. Please review thoroughly.** |

You are invited to bid on **Annual Pest Control Services** for the Shawnee Mission Unified Schools per the enclosed terms, conditions and specifications, F.O.B. Destination, Freight Prepaid and Add. **FREIGHT COSTS MUST BE INCLUDED IN THE BID PRICE(S).**

We are enclosing only one copy of the bid specifications. Please return one (1) original, one (1) copy, for a total of two (2) hardcopies and one (1) electronic copy on a flash drive.

Unit bid price shall govern whenever a discrepancy occurs in the extended bid price on the Bid Summary page. Bid will be awarded: \_\_**X**\_ All-or-None, **\_\_\_\_** Item-by-Item, \_\_\_\_\_ Groups of Items, or \_\_\_\_ Groups & by-Item. Payment will be made **ON COMPLETION** of Purchase Order. DO NOT INCLUDE SALES TAX.

Any questions regarding the specifications and the bid procedures should be directed to **Everett** **Morgan** @ email; everettmorgan@smsd.org. **PHONE: (913) 993-6474.**

**THIS BID IS NOT TRANSFERABLE**

**NOTE:** Bid Number and Name of Bidder must appear on the front of sealed envelope. ***Emailed or Faxed bids will not* *be accepted.*** Bids must be received in the Purchasing Office prior to bid opening. If sending by U.S. Postal Service, please allow a minimum of 24 hours for your bid to be processed and delivered to the Purchasing Office by the Administrative Mail Center. It is the responsibility of the bidder to ensure delivery of bids to the Purchasing Department. Bidders shall hold all bid prices firm for acceptance for 90 calendar days after date of bid opening.

**Bid results will be posted on the smsd.org website within approximately 5 working days after the bid opening. Go to About; Departments; Purchasing/Bidding; Bids and Bid Summaries.** Additionally, you may review the bid results in the Purchasing Office during the hours of 8:00 AM to 4:30 PM.

* A bid security in the amount of 5% of the total bid shall accompany your bid (more details inside).
* There is a pre-bid conference on Thursday, May 16, 2019 (more details inside).
* This bid is for one year of services with the option to renew annually for an additional 4 years (more details inside).

**NOTICE OF “NO RESPONSE FORM”**

**BID NO. 19-022**

**VENDORS WHO RESPOND TO THIS INVITATION**

**WITH A COMPLETED NOTICE OF “NO RESPONSE” FORM**

**WILL REMAIN ON OUR MAILING LIST, IF REQUESTED.**

**VENDORS MAKING NO RESPONSE AT ALL**

**MAY BE REMOVED FROM OUR MAILING LIST.**

**Dear Vendor:**

Please check () the appropriate box below, complete the remainder of this form and return it NO LATER THAN the scheduled Bid/Proposal/or Quote Date and Time.

**Our company cannot provide the products, supplies and/or services** listed in this bid, proposal or

 quote. Please MOVE our name and address to the following category(ies) so that we may bid at a later date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**We have chosen NOT to submit a response at this time**, but would like to remain on your bid list

 for this product category. We did not submit a response because:

 Reason(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please REMOVE our name** from all SMSD bid lists until further notice.

 Reason(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**COMPANY NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REPRESENTATIVE (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_**

**AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_**

**PLEASE RETURN THIS FORM ONLY TO:**

**Shawnee Mission Unified School District #512**

**Purchasing Department**

**Notice of “NO RESPONSE”**

**8200 W. 71st Street**

**Shawnee Mission, KS 66204**

**OR**

**Fax to: 913/993-6225**

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| --- |
| **SHAWNEE MISSION PUBLIC SCHOOLS** |
|  **ACCOUNTS PAYABLE SCHEDULE** |
|  |  |  |  |
| **School** |  | **Payments** |  |
| **Cut Off** |   | **Released** |  |
|  |  |  |  |
| 5/19/2019 |  | 5/30/2019 |  |
|  |  |  |  |
| 6/14/2019 |  | 6/25/2019 |  |

The successful pest control contractor shall be responsible for providing all pest control services as specified for the following SMSD buildings:

|  |  |  |
| --- | --- | --- |
| East High School | Antioch Middle School | Arrowhead Day School |
| North High School | Hocker Grove Middle School | Broadmoor Technology Center |
| Northwest High School | Indian Hills Middle School | Center for Academic Achievement |
| South High School | Indian Woods Middle School | Indian Creek Technology Center |
| West High School | Westridge Middle School | Operations & Maintenance |
| Horizons High School Apache Elementary | Merriam Elementary |  |
| Belinder Elementary | Mill Creek Elementary |
| Benninghoven Elementary | Nieman Elementary |  |
| Bluejacket Flint Elementary | Oak Park-Carpenter Elementary |  |
| Briarwood Elementary | Overland Park Elementary |  |
| Broken Arrow Elementary | Pawnee Elementary |  |
| Brookridge Elementary | Prairie Elementary |  |
| Pawnee Elementary | Rising Star Elementary |  |
| Prairie Elementary | Roesland Elementary |  |
| Shawanoe Elementary | Rosehill Elementary |  |
| Merriam Park | Rushton Elementary |  |
| Sunflower Elementary | Santa Fe Trail Elementary |  |
| East Antioch Elementary | Shawanoe Elementary |  |
| Highlands Elementary | Sunflower Elementary |  |
| Lenexa Hills Elementary | Tomahawk Elementary |  |
| Marsh Elementary | Trailwood Elementary |
| McAuliffe Elementary | Westwood View Elementary |  |

\*North High School District Stadium, Concession Area & Restrooms

\*Soccer Complex Concession

\*Softball Complex Concession & Restrooms

\*South High District Stadium, Concession Area & Restrooms

\*Each of these 4 sites shall be done three (3) times on an as-needed basis. All other buildings listed shall be done per the specifications as described under “Basic Services”.

Lump Sum Bid for All Buildings Identified Above: The undersigned hereby proposes and agrees to perform the foregoing for the lump sum of:

 Dollars/Year

($ /Year)

Applicable Unit Cost Bids for Added Services:

Cost per linear foot for termite and carpenter ant treatment:

 Dollars/Linear Foot

($ /Linear Foot)

The cost for termite and carpenter ant treatment will not be used in the bid evaluation as it is needed infrequently. SMSD retains the right to seek better pricing for these treatments should the winning bidder’s price be too high.

Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern.

Please provide 3 references where you are currently performing these services under similar conditions (include contact names and phone numbers):

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In submitting this bid, it is understood that the right to reject any and all bids and to waive irregularities in the bidding has been reserved by the owner.

Dated this day of , 2019.

Name of Bidder

Address of Bidder

Signature of Authorized Officer

**Terms and Conditions**

|  |  |
| --- | --- |
| A. | Bid Requirements and Considerations:1. The Board of Education reserves the right to reject any or all bids, to accept any item or items in the bid, and to waive any informality in bids.2. Each bid must be completed on SMSD bid forms.3. Alternate bids will be considered only if the alternate properly meets specifications outlined in the bid.4. Each bid shall be accompanied by bid security in the amount of five percent (5%) of the base bid, made payable unconditionally to the school district. This security will be submitted as evidence of good faith as a guarantee that, if awarded the contract, the bidder will execute required bonds and insurance within ten (10) days after receipt of Notice to Proceed.5. Each bidder shall carefully examine the bidding documents and thoroughly inform himself with all requirements prior to submitting a bid. Should a bidder find discrepancies or ambiguities in, or omission from bidding documents, or should he be in doubt as to their meaning, he will at one and at least three days prior to bid date, notify the school district. Any subsequent addenda sent to bidders will become part of the contract documents.6. Prior to submitting a bid, each bidder shall examine and thoroughly familiarize himself with all existing conditions; including applicable laws, codes, ordinances, rules, and regulations that will affect his work. Bidders shall visit the site, examine the existing conditions, and shall ascertain by reasonable means, all conditions that will in any manner affect the work. Contractors and/or bidders are required to check in with building authorities at the school immediately upon entering the school premises.7. Prices quoted are to be free of all Federal, state, and local taxes, unless otherwise imposed by a governmental body and applicable to the work or material. The school district will obtain from the State of Kansas a sales tax exemption certificate number. The sales tax exemption certificate will permit the contractor to purchase materials for incorporation into this project without paying sales tax, provided that the contractor furnishes the certificate number to the supplier.8. When submitting a substitute article as equal, the full name and illustrated description must be given. The Board of Education reserves the right, however, to decide upon its suitability for the intended use. Upon request, samples of substitute articles must be submitted.9. Envelopes containing bids must be sealed and marked on the lower-left hand corner with the firm name and address of the bidder, bid number, bid opening date, and bid opening time.a. No special effort shall be made to sort incoming mail for potential bids.b. Bids not at the appointed place at time of bid opening will be rejected.c. Faxed Bid/Proposals will not be accepted as sealed bids.10. If bid is accepted, USD #512 must be supplied with seller’s employer identification number of social security number, per IRS regulations.11. Each contractor is responsible for his/her own worker’s compensation and liability insurance coverage. Shawnee Mission Unified School District #512 assumes this COVERAGE IS INCLUDED IN THE PRICE OF EACH BID TOTAL.12. Any catalog, brand name or manufacturer’s reference used herein is intended to be descriptive and not restrictive. Offers on any reputable manufacturer’s regularly produced product which is similar and substantially equivalent will be considered. SMSD reserves the right to make final decisions as to the acceptability of comparable items.13. Vendors who do not bid, but wish to remain on our bid list, should notify the Shawnee Mission USD #512 Purchasing Department in writing using the enclosed “Notice of No Response” form. Failure to do so may result in removal from this list.14. If required by the bid form, the contractor shall submit with his bid a list of subcontractors and other persons or organizations that will perform work on this project. |
| B. | Form and Requirements of the Contract: |
|  | 1. The form of contract will be a Purchase Order issued by Shawnee Mission School District. In submitting his bid for consideration, each bidder agrees to commence work as soon as practical upon receipt of the school district purchase order and subsequent execution of applicable bonds and certificates of insurance.2. The district shall not be responsible for any goods delivered or services performed without its purchase order signed by an authorized representative of the Purchasing Department.3. The contractor shall not commence work under this contract until he has obtained the owner’s approval of a certificate of insurance providing evidence that the has obtained all the insurance required under this section, at least equal to the limits set forth hereinafter, with an insurance company acceptable to the owner. All policies shall provide for ten (10) days written notice to the owner prior to effective date of any changes affecting the policy. Two copies of the certificate of insurance in a form acceptable to the owner shall be delivered to the owner. The contractor shall not allow any subcontractor to commence work until the subcontractor has obtained insurance coverage similar to that required of the contractor.4. For projects with a value of $20,000 or more; subsequent to award, the contractor shall furnish Performance Bond, Labor and Materials Payment Bond, and Kansas Statutory Bond covering the faithful performance of the contract and the payment of all obligations arising thereunder. All such bonds shall be submitted to the school district prior to the commencement of any contract work.5. Contracts entered into on the basis of submitted bids are revocable if contrary to law.6. The laws of the State of Kansas shall govern any contracts resulting from this bid. Actions must be filed in the Johnson County Courthouse in Johnson County, Kansas.7. The seller shall provide the standard patent infringement indemnity clause which shall hold and save the Board of Education and its officers, agents, servants, and employees, harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used, in the performance of the contract, including its use by the Board of Education. |
| C. | General Work Requirements. |
|  | 1. The contractor will be required to start the work per the schedule included herein. Liquidated damages as stated on the bid form will be assessed for each consecutive calendar day which the work is not substantially complete, beginning with the first day beyond the substantial completion time stated. Substantial completion is the owner’s ability to utilize the facility for its intended purpose. Shawnee Mission Public Schools will be the sole judge of substantial completion.2. The owner reserves the right and may delay work if scheduling between school administration and contractor cannot be resolved.3. It will be the contractor’s responsibility to have the approaching licenses and permits required by the state and/or municipality in which the work will be performed. It is also the contractor’s responsibility to make certain all work ad material meets local and state codes. Bidders shall include permit fees in their bid.4. The contractor shall observe and comply with all ordinances, laws, and regulations, and shall protect and indemnify the owner against any claim or liability arising from or based on any violation of the same. The contractor shall comply with all regulations of agencies having jurisdiction with respect to sanitation and safety during construction.5. All items shall be new and unused, unless otherwise specified by the district, and in first class condition.6. Contractor shall be responsible for protection of the adjacent spaces during all phases of the project, demolition material storage and new construction.7. All items furnished must be of their respective kinds, and will be free from defects in material and workmanship. Items will be subject to our inspection and approval at any time. Items furnished must be manufactured in compliance with all existing legal or governmental directives.8. All work shall be of the highest quality. The contractor and subcontractor shall check their work regularly for quality and conformance as the work is in progress. Unsatisfactory work shall be corrected immediately.9. The contractor shall promptly correct work rejected by the owner or failing to conform to the requirements of the contract documents, whether observed before or after substantially completion and whether or not fabricated, installed or completed. The contractor shall bear all costs of correcting such rejected work, including additional testing and inspections and compensation for owner services and expenses made necessary thereby.10. As work is completed by the contractor/subcontractor, it shall be his responsibility to remove all excess material, equipment and debris from the premises.11. Upon substantial completion, a scheduled punchlist inspection shall be conducted by the school district to identify any item(s) requiring additional work. All items noted on the punchlist shall be accomplished by the contractor prior to final payment. |

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| D. | Miscellaneous Requirements |
|  | The law requires that Section 1 through 5 of KSA 44-1030 (as follows) are to be included in all contracts to which our agency is a party: Except those with contractors, vendors or suppliers whose cumulative dollar total in any fiscal year is $5,000.00 or less, or who have fewer than four (4) employees:1. The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, physical handicap unrelated to such person’s ability to engage in the particular work, national origin or ancestry;2. In all solicitations or advertisements for employees, the contractor shall include the phrase, “equal opportunity employer” or similar phrase to be approved by the commission;3. If the contractor fails to comply with the manner in which the contractor reports to the commission in accordance with the provisions of KSA 1976 Supp .44-1030, as amended, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency;4. If the contractor is found guilty of violation of the Kansas act against discrimination under a decision or order of the commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency; and5. The contractor shall include the provisions or paragraphs one (1) through (4) inclusively of this subsection (a) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor. |
| E. | Payments to the Contractor: |
|  | In order for payment to occur on the “Payment Release Date”, the vendor’s INVOICE and the “BLUE” receiving copy of the Shawnee Mission purchase order must be received into the Business Office by the school cut-off date (preferably earlier) so that sufficient time is allowed for the payment to actually be processed through the Accounts Payable system.**INVOICES MUST BE SUBMITTED TO THE APPROPRIATE PROJECT MANAGER THREE DAYS PRIOR TO THE SCHOOL CUT-OFF DATE.** |

**CONTRACTOR AND VENDOR CODE OF CONDUCT**

Shawnee Mission School District requests that all contractor and vendor employees conduct themselves in an acceptable manner while performing work on school district property. The following items are prohibited on school district properties:

1. Physical or verbal contact with students or non-designated staff.
2. All school district properties are tobacco free. All tobacco, including smokeless tobacco, is prohibited. There are no designated areas for tobacco use. Contractors are required to post no tobacco signs. Smoking will not be permitted inside private vehicles which are on school district property. Workers may be required to sign a consent form acknowledging no tobacco use on the property. Violators may be required to leave the work site.
3. Drugs and/or alcohol consumed or present on district properties.
4. Firearms and hunting items.
5. Foul or abrasive language.

Additionally, all workers shall wear appropriate clothing on all parts of the body. All workers shall utilize areas for vehicle access and parking, material storage, etc. All workers shall wear nametags identifying their name and the name of the company they are representing.

**INSURANCE REQUIREMENTS**

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| A. | Worker’s Compensation Insurance: Worker’s Compensation and Employer’s Liability Insurance as required by law to cover fully all employees. |
|  |  |
| B. | Bodily Injury and Property Damage Insurance: A comprehensive general bodily injury and property damage policy, including automobiles, covering the work to be performed. The policy shall be written to provide damage arising from one accident, with not less than $1,000,000 aggregate damages to, or destruction of property during the policy period; except, in case of automobile damage coverage, the minimum provided shall be not less than $1,000,000 bodily injury and $1,000,000 property damage per accident for any vehicle used on the project, whether owned, hired or non-owned. |
|  |  |
| C. | Special Insurance: Contractor for General Construction work shall take out and maintain insurance providing a minimum coverage of $1,000,000 for the following hazards: |
|  |  |
|  | Where the work to be performed involves excavation or other underground work or construction, the property damage insurance provided shall cover all injury to or destruction of property below the surface of the ground, such as wires, conduits, pipes, mains, sewers, etc., caused by the contractor’s operations, or injury to or destruction of property above or below ground resulting therefrom.Property damage insurance shall also cover the collapse of, or structural injury to, any building or structures on or adjacent to the owner’s premises, or the injury to or destruction of equipment and/or property resulting therefrom, caused by the removal of other buildings, structures, or supports, or by excavation below the ground, where the construction of a new structure or the demolition of any existing structure involves any of the foregoing designated hazards and in all cases where the contract provides for alterations in, additions to, or the underpinning of, and existing structure or structures. |
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| D. | Subcontractor’s Insurance: If a part of this contract is sublet, the contractor shall either cover any or all subcontractors in his insurance policies; **or** require each subcontractor to secure insurance which will protect him against all applicable hazards not covered by the contractor’s insurance. |
|  |  |
|  | Certificate and Maintenance of Insurance: The contractor shall submit three (3) copies of Certificate of Insurance to the owner. The required insurance shall be maintained in force until the project is completed. |

**SHAWNEE MISSION PUBLIC SCHOOLS**

**8200 W. 71st Street**

**SHAWNEE MISSION, KS 66204**

**5% BID SECURITY FORM**

**Bid Security issued to:** Shawnee Mission Public Schools, in the amount of **5%** of the total amount of your Bid shall accompany your Bid as a guarantee that, if awarded all or part of the Bid, your firm will enter into contract to supply the items per the Bid Specifications. **Cashier checks & certified checks should be made payable to Shawnee Mission USD #512.**

This Bid Security is to be made payable to Shawnee Mission Public Schools. If the firm awarded the Bid defaults in entering into a contract for the purchase of those items as specified, the Bid Security will become the property of the School District. Bids not accepted within ninety (90) days after the time set for submission will have their Bid Securities returned.

**PLEASE NOTE:** Should you submit a cashiers or certified check instead of a bid bond, the following steps will be used by SMSD in the handling of that check:

1. SMSD will deposit your check into a SMSD bank account within 2-3 days after bid opening.
2. Within four (4) weeks after board approval of the bid, a district check shall be mailed to the non-successful bidder(s) to reimburse them for the exact amount of their cashiers/certified check.
3. Within four (4) weeks after the completion of a formal written and properly signed contract, or the issuance of a SMSD purchase order, a district check shall be mailed to the successful bidder(s) for the exact amount of their cashiers/certified check.

**NOTE: IF SUCH SECURITY IS NOT ENCLOSED WITH THE BID, IT WILL BE CAUSE FOR REJECTION OF THE BID.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Amount of Total Bid**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address Amount of Bid Bond**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, State, Zip Code**

**\_\_\_\_\_\_\_\_Bid Security attached to this form. (Please send the two together.)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Authorized Rep. Phone**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please Print Name Position**

Pest Control Bid Specifications

Basic Services:

Pest control services are to be performed for the total building and includes insect and rodent control (see “Added Services” below). The basic service shall include a minimum of two service visits per building per month. Basic service shall include additional service visits as may be necessary to correct specific infestations or emergencies. Emergency calls by the owner will be responded to within a minimum of twenty-four (24) hours from the time the emergency call was placed, except for Saturdays, Sundays and holidays.

The total building service is defined as follows: The pest control contractor is responsible for maintaining an insect and rodent free building. The pest control contractor shall establish a unique program for each building, which includes minimum twice per month service visits. The pest control contractor will maintain a pest control report which identifies services performed, date performed, area(s) serviced, pests controlled, and treatment applied. The pest control contractor will maintain a pest control sighting log which identifies the location of insects or rodents and date(s) observed. The pest control contractor will be responsible for determining the extent, type, frequency, and location of treatment necessary to control the pest. The necessary treatment frequency may exceed the minimum twice-monthly service treatment, but shall be performed as part of the basic service. The building pest log will be provided by the pest control contractor and will be used by building staff for pest location and type of pest.

Crack and crevice treatment for roaches (as well as spot and space spraying), use of baits, etc., will be as specified by manufacturer’s label directions. Bait stations must be tamper resistant containers. The following may also be used: ketch-alls, glue boards, and snap traps in areas considered safe by owner and contractor.

Applications of insecticides and rodenticides: The contractor will perform all work in a safe manner and in accordance with the most recent, modern and professional pest control procedures and in accordance with all Federal, state and local laws governing such applications and products.

Added Services (as needed):

Basic service excludes the treatment for termites and carpenter ants. Treatment for termites and carpenter ants shall be provided on an as called basis with prior approval from the Operations and Maintenance representative. The costs associated with this non-basic service will be determined based on a unit cost basis. The unit cost is identified in this bid and is subject to the same provisions for cost increase as the basic service.

Basic services also exclude the treatment for bees and flies. Treatment for bees and flies shall be provided on an as called basis with prior approval from Operations and Maintenance contact representative. Costs shall be mutually agreed to prior to performance of service. No unit costs are identified in this bid.

U.L.V. treatment or fogging are considered non-basic services and will be provided on an as called basis with prior approval from the Operations and Maintenance contact representative. Costs associated with U.L.V. or fogging shall be determined on a specific treatment basis and shall be mutually agreed to prior to performance of service. No unit costs are identified in this bid.

All basic services and/or added services will be provided Monday through Friday between the hours of 3:00 p.m. and 11:00 p.m., C.S.T., unless otherwise specifically agreed to by the Operations and Maintenance contact representative.

Post Treatment Requirements:

Upon completion of each service call, the contractor’s service technician shall complete a report indicating areas serviced, pest to be controlled (infestation and type of chemicals and amounts used). All reports are to be sent to the Operations and Maintenance office to the attention of the Maintenance Supervisor, and a copy of the report is to be left at the school with pest log. These reports are to be sent to O & M after every visit to include emergency calls.

As part of the bid requirements, the pest control contractor shall submit an example report outlining the specified areas noted above. The school district reserves the right to utilize the format of the sample report submitted; or further develop a standardized report to be utilized for reporting.

Material Safety Data Sheets:

The pest control contractor is responsible for maintaining a complete and accurate log of MSDS for all applications. The pest control contractor shall provide a copy of all MSDS to Operations and Maintenance Department, Attention Maintenance Supervisor.

Contract Award:

This bid is let to establish prices for basic pest control services. The award of contract for all buildings of the school district will be made on the basis of the lowest responsible bid, and the associated unit costs submitted for possible added services. It is in the best interest of the district and the successful bidders to make themselves aware of the condition, type, and area of each building included in this bid document.

This bid shall be good for one (1) year and will be renewable annually for 4 additional years, not to exceed a total of five years. The first year of award shall cover the period of July 1, 2019 through June 30, 2020. Subsequent renewals (if approved) shall cover the periods of:

2nd year/1st renewal July 1, 2020 – June 30, 2021

3rd year/2nd renewal July 1, 2021 – June 30, 2022

4th year/3rd renewal July 1, 2022 – June 30, 2023

5th year/4th renewal July 1, 2023 – June 30, 2024

A renewal shall be determined not later than May 1 of each renewal year. Renewal shall be made at the discretion of the school district on the basis of performance. If deemed necessary, a notice of non-renewal will be issued to the pest control contractor not later than May 1 of any renewal year.

Cost Increases:

Annual increases for years 2-5 shall not exceed the All Urban Consumers Price Index (CPI), as published by Bureau of Labor Statistics for the month of April in each preceding year. SMSD retains the right to request and receive a decrease equal to the same percentage should the CPI be negative. The contract shall automatically renew on each anniversary date unless either party notifies the other in writing 90 days prior to renewal.

Cancelation:

SMSD retains the right to cancel services without incurring any additional expenses beyond the date that is designated as the last day to receive services, and under the following conditions:

SMSD shall notify the vendor that services received are unacceptable. The service provider shall have 30 days to resolve the problem. Should the problem not be resolved within the 30 day period, SMSD shall have the right to cancel.

During the course of any contract period, the school district may add or delete building(s) on the basis of building openings or closings. Corresponding cost additions or deductions will be determined and jointly agreed to in writing by the school district and the pest control contractor, prior to initiation of services for added or deleted areas.

Other Conditions:

Final results of the bids are available for reviewing in the Business Office during the hours of 8:00 a.m. and 4:30 p.m. the day after the bid opening.

Note: Bid number and name of bidder must appear on the front of the sealed envelope.

A pre-contract meeting will be held with the successful bidder to review all procedures and conditions.

Attached is a list of each district building and its corresponding approximate interior building area.

**PRE-BID CONFERENCE:**

There shall be a pre-bid conference held on Thursday, May 16, 2019, 10:00 a.m. at

O & M, 6445 Carter Ave., Merriam, KS 66203.**District Site Building Information**

|  |  |
| --- | --- |
| **Buildings** | **Total Building Square Feet** |
| Broadmoor Technology Center | 70,146 |
| Center for Academic Achievement | 128,200 |
| Indian Creek Technology Center | 103,405 |
| Operations & Maintenance | 55,000 |
| Career Technical Campus  | 34,591 |
| East High School | 345,369 |
| Horizons High School | 62,816 |
| North High School | 355,732 |
| Northwest High School | 355,697 |
| South High School | 344,860 |
| West High School | 363,222 |
| Hocker Grove Middle School | 117,236 |
| Indian Hills Middle School | 124,462 |
| Indian Woods Middle School | 130,336 |
| Trailridge Middle School | 131,377 |
| Westridge Middle School | 135,597 |
| North District Stadium, Concession Area & Restrooms | 17,600 |
| South District Stadium, Concession Area & Restrooms | 4,353 |
| Soccer Complex Concession Area & Restrooms | 3,911 |
| Apache Elementary | 87,762 |
| Arrowhead Day School | 36,436 |
| Belinder Elementary | 69,319 |
| Benninghoven Elementary | 55,323 |
| Bluejacket Flint Elementary | 81,989 |
| Briarwood Elementary | 65,269 |
| Broken Arrow Elementary | 68,064 |
| Brookridge Elementary | 71,236 |
| Brookwood Elementary | 47,610 |
| Comanche Elementary | 68,731 |
| Corinth Elementary | 67,892 |
| Crestview Elementary | 48,979 |
| Diemer Elementary | 49,547 |
| East Antioch Elementary | 55,542 |
| Highlands Elementary | 76,971 |
| Lenexa Hills Elementary | 74,305 |
| Marsh Elementary | 72,068 |
| McAuliffe Elementary | 73,108 |
| Merriam Park Elementary | 69,591 |
| Mill Creek Elementary | 62,818 |

**District Site Building Information**

|  |  |
| --- | --- |
| **Buildings** | **Total Building Square Feet** |
| Nieman Elementary | 70,695 |
| Oak Park Carpenter Elementary | 78,827 |
| Overland Park Elementary | 69,525 |
| Pawnee Elementary | 61,691 |
| Prairie Elementary | 64,979 |
| Rising Star Elementary | 89,805 |
| Roesland Elementary | 70,715 |
| Rosehill Elementary | 82,146 |
| Rushton Elementary | 49,374 |
| Santa Fe Trail Elementary | 58,551 |
| Shawanoe Elementary | 51,435 |
| Sunflower Elementary | 80,961 |
| Tomahawk Elementary | 55,219 |
| Trailwood Elementary | 64,518 |
| Westwood View Elementary | 39,745 |
| SM Softball Complex, Concession Area, Restrooms & Media Building | 4,572 |
| **GRAND TOTAL** | **5,179,228** |

