

**TOWN OF WEST HARTFORD  
REQUEST FOR QUALIFICATIONS**

**For**

**PEST ASSESSMENT AND CONTROL  
SERVICES**

**BID # 210003**



**INFORMATION**

REQUEST FOR QUALIFICATIONS  
**PEST ASSESSMENT AND CONTROL SERVICES**  
**Bid #210003**

**PROJECT MANAGER**

WEST HARTFORD/BLOOMFIELD HEALTH DISTRICT  
AIMEE KRAUS  
DIRECTOR

**ALL QUESTIONS TO**

PURCHASING SERVICES  
TAMMY BRADLEY  
SR. BUYER

All questions must be submitted in writing and e-mailed to the Purchasing Office to [Tammyb@westhartfordct.gov](mailto:Tammyb@westhartfordct.gov) or faxed to 860-561-7492 prior to the established timeline for questions per these bidding documents. Please do not call the Engineer/Architect, Project Manager or Purchasing Office with questions.

## **INTENT**

The Town of West Hartford is soliciting proposals from qualified Consultants to submit a Statement of Qualifications for on-call pest control to perform site assessments, prepare remediation plans and perform potential eradication of rodent infestations in Town. The Town will work in cooperation with the West Hartford Bloomfield Health District (WH/BHD) on any infestation issues that are identified within the Town of West Hartford. The Town is not seeking proposals to prepare a Town-wide assessment or action plan concerning the prevention of rodent infestation in general, but rather the Town is seeking a consultant(s) to determine the cause and necessary action to be taken after an infestation has been identified.

The WH/BHD will work with the consultant(s) to inspect the area in question and acquire any necessary permission to access private properties.

## **Consultant Requirements**

- ❖ Once an infestation is discovered by or brought to the attention of the Town or the WH/BHD, the Consultant(s) shall be contacted, inspect the affected area and prepare an overall initial assessment of the scope of the infestation along with remedial action recommended. Depending on the extent of the infestation, the Town may ask multiple Contractors to provide eradication services as well. If more than one Contractor is selected, Consultants shall cooperate in implementing the eradication and/or control plan.
- ❖ Consultant(s) shall have qualifications in providing assessments, mitigation plans and possible remediation recommendations. Samples of such plans conducted for large commercial establishments or government agencies should be submitted for review.
- ❖ Consultant(s) responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment and will be required to provide the necessary staffing upon execution of the contract.
- ❖ Consultant(s) may be asked to present and/or meet with Town staff, WH/BHD staff, and potentially the public. Correspondence shall be confirmed with WH/BHD prior to distribution to residents.
- ❖ Consultant(s) may be asked to assist Town staff with bidding documents, selection and supervision of Contractors in implementing eradication plans.
- ❖ Along with your Letter of Transmittal, Consultant shall include up to five (5) resumes of key personnel, which are limited to two (2) pages each. The Licensed Exterminator must be identified in the proposal. This person will be available as needed throughout the project as an on call contact for emergency consultation.
- ❖ The Consultant(s) must also provide copies of current, applicable licenses and certifications for the proposed exterminators. Proposals must be signed by an authorized representative of the Consultant. Unsigned proposals shall not be considered.

- ❖ The Consultant(s) will be evaluated and selected based on technical competence and the capacity and capability to perform the work efficiently and expeditiously, past record of performance, and knowledge of State, DEEP and Municipal procedures, appropriately weighted in descending order of importance. The selected firm must meet all State and Municipal affirmative action and equal employment opportunity practices.

## **RFP RESPONSES**

### ***A. Submission Requirements***

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the Proposals be organized in the following manner:

1. Title Page: Please indicate the RFP subject, the name of your organization, address, telephone number, name of contact person and date.
2. Table of Contents: Clearly identify the material by section and page number.
3. Letter of Transmittal: Identify the designate contact person for all communication regarding this RFP process and include phone and email contact information. Letter shall also include a statement by the respondent accepting all terms, conditions, and requirements contained in this RFP.
4. Response to Request for Proposal: Please provide an overview of your approach to an eradication plan. Provide a description of the company's total resources and identify the personnel that would be assigned to the project with a description of their background and experience. The proposal shall specifically list the tasks it will accomplish and a list of items the Consultant's proposal shall not include.
5. Provide complete contact information on at least five (5) references for engagements of a similar nature including a summary of the services provided and the dates the services were provided. By similar in nature, the Town means area wide pest eradication planning and services.
6. Include a per diem fee schedule with itemized elements of inspection to be performed. The fee schedule shall be in sufficient detail to include the task, number of hours, unit hourly rates. The Consultant shall also provide an hourly rate for on call emergency consultation. (One rate will be per diem to provide a plan, the second rate is hourly for on call consultations, and a third hourly rate for plan implementation and supervision).
7. Electronic responses will be accepted at the Department of Financial Services until **2:30 on August 11, 2020**. Hard copies of the Proposer's information must be delivered to the following:

Peter Privitera  
Director of Financial Services

Town of West Hartford  
Department of Financial Services  
50 South Main Street  
West Hartford, CT 06107

All RFP packages should be clearly marked and sealed with the Proposer's name and the words "RFP for **PEST ASSESSMENT AND CONTROL SERVICES bid #210003**"

**Due to COVID19, the Town Hall has restricted entry. For this bid, we are allowing for electronic submission along with hard copy submission. All participants must submit both. Hard copy must match electronic submission, the Town maintains the right to reject any bid that does not meet this criteria. Hard copies are to be received in the purchasing office no later than 12:00 noon on August 14, 2020. They can be mailed or delivered. If delivered, the Town Hall has a number posted at its entry to call for receipt.**

**Electronic submissions are still required by August 11, 2020 at 2:30 PM. In order to provide an electronic submission you must be registered in our vendor database. Please see the vendor registration instructions. Once registered, you will gain access to the bid and the bid documents. Please follow the prompts when submitting your price structures. If you have questions regarding electronic submission, please do not hesitate to contact Tammy Bradley via email at [tammyb@westhartfordct.gov](mailto:tammyb@westhartfordct.gov).**

***B. RFP Cost***

Proposers are responsible for all costs incurred in the development and submission of their information packages. The Town assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of information by a Proposer.

***C. Prime Respondent Responsibility & Third Party Relationships***

The Proposer should clarify its relationships with parties supplying portions of the RFP solution and specify the portions that each party is providing.

***D. Instructions to Proposers***

1. At the date of opening, it will be presumed that each Proposer has made a thorough examination of all information relative to the services to be performed under this contract; is satisfied as to the actual conditions and requirements of the services; and has read and become familiar with the RFP documents.
2. The Town reserves the right to reject proposal for any reason the Town deems advisable and to award a contract to any of the Proposers of service at the sole discretion of the Town. Any item required in this request for Proposal that is not included in a respondent's Proposal shall be specifically noted. If there are no specifically noted exclusions in a Proposal it will be assumed that the Proposer accepts and understands all of the requirements of this RFP.
3. Questions/Inquiries: Any questions or clarifications about this RFP should be



addressed to Tammy Bradley, Sr. Buyer, Town of West Hartford, 50 South Main Street, West Hartford, Connecticut 06107 at [tammyb@westhartfordct.gov](mailto:tammyb@westhartfordct.gov).

4. All RFP responses will be considered confidential information and will not be available for public viewing until a contract award is made.
5. Any proposals must be valid for a period of 120 days from the due date.
6. Vendors who are furnished a copy of this RFP are requested to submit a receipt acknowledgement as soon as possible indicating their intention to participate in the RFP process to ensure timely receipt of potential corrections, cancellation and addenda. Acknowledgements shall be emailed to Tammy Bradley, Sr. Buyer, Town of West Hartford, at [tammyb@westhartfordct.gov](mailto:tammyb@westhartfordct.gov).

***E. Taxes***

The Town is a qualified tax-exempt institution and as such is not liable for any federal, state, or local excise, sales, use, property or other taxes that Proposer may incur as a result of this agreement. The successful Proposer will be obligated to pay property taxes to the Town with respect to any of the Proposer's taxable personal property, motor vehicles or real estate within West Hartford which may be used in conjunction with the performance of this agreement.

***F. Indemnification and Insurance***

Proposers accept and agree to the attached Indemnification and Insurance Exhibit.

***G. Compliance with Laws***

Proposer shall operate and maintain all properties and perform all of the services required in the RFP in full compliance with all appropriate federal, state and local laws and regulations.

***H. Non-Discrimination***

The Proposer in performing under this agreement shall not discriminate against any workers, employee or applicant or any member of the public because of race, creed, color, religion, age, sex, marital status, national origin, mental retardation or physical disability, including but not limited to blindness, unless it is shown by Proposer that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut, nor otherwise commit an unfair employment practice. Proposer will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, religion, age, sex, marital status, national origin mental retardation or physical disability, including but not limited to blindness, unless it is shown by Proposer that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut, nor otherwise commit an unfair employment practice. Proposer agrees that this non-discrimination clause will be incorporated in all contracts entered into by it with suppliers of services or materials, contractors and sub-contractors and all labor organizations furnishing

skilled, unskilled and craft unions skilled labor or whom may perform any such labor or services in connection with this agreement.

***I. Contract for Services***

The Town and Proposer expressly agree that this is an agreement for the provision of the specific services herein described; that Proposer is to perform those services for the term set forth herein and pursuant to the provisions of this agreement; that the Proposer(s) are independent Consultants, not employees of the Town, for these purposes and as such neither they nor their employees are entitled to any Town employment benefits, including without limitation, life and health insurance, vacation and sick leave, pension rights or workers compensation.

***J. Public Information & Ownership of Documents***

All proposals submitted and information included therein or attached thereto shall become public records upon their delivery to the Town. All documents created by the Proposer during the completion of their contract requirements shall become the property of the Town, including any data bases and information systems that are created.

***K. Examination of Documents***

Proposers shall thoroughly examine and be familiar with these Proposal documents. The failure or omission of any Proposer to examine these documents shall in no way relieve any Proposer of obligations with respect to this Request for Proposal. The submission of a Proposal shall be taken as prima facie evidence of compliance with this paragraph. The response and the Request for Proposal shall become part of any agreement by reference.

***L. Selection Process and Evaluation Criteria***

The responses to this RFP will be evaluated using the following criteria:

1. The Consultant(s) will be evaluated and selected based on technical competence and the capacity and capability to perform the work within the time allotted, past record of performance, and knowledge of State, DEEP and Municipal procedures, appropriately weighted in descending order of importance. The selected firm must meet all State and Municipal affirmative action and equal employment opportunity practices.
2. Responsiveness and approach to RFP requirements.
3. Cost

The Proposal will be evaluated by a Selection Committee who will select a group of finalists. The finalists shall be interviewed to determine, all factors considered, the most qualified and capable firm to provide services to the Town to recommend to the Town's Purchasing Agent for contract award.