



**CENTRAL VIRGINIA RADIO AND COMMUNICATIONS BOARD
SOLICITATION FOR QUOTES
PEST CONTROL PM SERVICES
May 3, 2023**

Purpose:

The purpose of this solicitation for quotes is to obtain cost proposals from qualified vendors/contractors who are licensed in pest control services and related site maintenance to minimize, if not eliminate, insect and rodent infestations at service locations in order to establish a contract for quarterly preventive maintenance services for the Central Virginia Radio and Communications Board (CVRCB), or Radio Board hereafter, a regional emergency service organization serving Amherst County, Bedford County, Bedford Town, Campbell County, and the City of Lynchburg. The eighteen (18) radio communication tower/building sites that are subject to the terms of a contract are located throughout Amherst, Bedford, Campbell counties and the City of Lynchburg.

The Central Virginia Planning District Commission (CVPDC), or Commission hereafter, serves as the financial agent for the Radio Board. The contract will be between the Commission and the successful contractor.

Requirements:

The Vendor/Contractor shall furnish pest control Preventive Maintenance services, related equipment and supplies (including all necessary parts, labor, supervision, and materials) Preventive maintenance shall include all servicing required in maintaining sites, equipment, and shelters as noted, but not limited to, the Scope of Service attached herein as Attachment 1.

Scope of Services / Pricing Proposal:

A. Preventive Maintenance Service Protocol:

Contractor should be prepared to begin quarterly preventive maintenance service for pest control services on or about July 1, 2023 or at such a time mutually agreed to in writing by both parties.

***Contractor shall provide to the Commission with this proposal their service protocol (checklist/guidelines) for preventive maintenance. _____

B. Pricing Proposal:

***Contractor shall provide proposed costs for quarterly preventive maintenance per site in the space provided for in Attachment 2. _____

Award to Multiple Bidders:

The Commission reserves the right to make multiple awards resulting from this solicitation. The Commission reserves the right to remove or add location/sites as deemed in the best interest of the Commission. Final determination of service sites will be part of final contract.

Minimum Insurance Coverage and Limits Required:

The contractor will maintain in force such insurance as will protect him and the Commission from claims which may arise out of, or result from the execution of work, whether such execution be by himself, his employees,

agents, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the Commission and the public from all claims for injury and damage resulting by any actions on the part of the contractor or his forces as enumerated above. The minimum requirements shall be:

Comprehensive General Liability:

Bodily Injury Liability	1,000,000	dollars single limit
Property Damage Liability	1,000,000	dollars single limit

Automobile Liability:

Bodily Injury	250,000	dollars each person
	500,000	dollars each occurrence
<u>Property Damage Liability:</u>	250,000	dollars each occurrence

Contractor's Workman's Compensation Insurance as required by Federal, State, and Municipal laws for the protection of Contractors' employees working on or in connection with the project. The successful contractor shall be required to furnish a copy of the original Certificate of Insurance naming the Commission as additional insured and it shall be stated on the insurance certificates that this coverage is primary to other coverage Commission may possess. Should any of the policies be canceled before the expiration date, the issuing company will mail 30 days written notice to certificate holder.

***Contractors shall submit with this proposal insurance coverage documents (declaration page) indicating coverage levels. _____

Contractor Qualifications:

***Contractors shall submit with this proposal company business license, contractor's license, if applicable, and EPA certifications indicating appropriate designations for the type of work described and solicited herein. _____

Commission reserves the right to request additional information prior to contract award to confirm contractors/vendors qualifications to fulfill contract requirements.

Subcontracts:

No portion of the work shall be subcontracted without prior written consent of the Commission.

Warranty (Commercial):

The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commission by any other clause of this solicitation. Contract to successful contractor shall incorporate this warranty.

Warranty of Materials and Workmanship:

The contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be new, in first class condition, and in accordance with the contract documents. The contractor further warrants that all workmanship shall be of the highest quality and in

accordance with contract documents and shall be performed by persons qualified at their respective trades.

This warranty of materials and workmanship is separate and independent from and in addition to any of the contractor's other guarantees or obligations in this contract.

Work Site Damages:

Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commission's satisfaction at the contractor's expense.

Other Specific Bid Requirements:

Many of the locations referenced herein are remote, mountain top, locations. It should be considered that roads leading to the site are often the type similar to logging trails or remote access roads. The successful proposer should understand that it is their responsibility to access the site. Additionally, any successful proposer shall indemnify, keep and hold harmless the Commission and Radio Board, and all of their agents, officials, and employees from and against all injuries, death, claims, damages, losses, suits, liabilities, judgments, and costs and expenses, including reasonable attorney's fees arising from the granting of a contract or from any such activity in the exercise of the providing or delivering of any action in scope of services detailed herein to the extent allowable by law.

Proposer/Contractor/Vendor may submit any additional information that they deem necessary or that may be helpful in Radio Board understanding, but not limited to, company qualifications and experience.

Evaluation/Selection Criteria:

The Radio Board will evaluate each fully completed proposal by examining bidders understanding of the scope of the work; price; qualifications; ability of contractor to perform successfully under the terms and conditions of a contract and proximity to the Region. References may be requested by Commission. Award of contract may go to the lowest responsive and reasonable bidder; however, price may not be the deciding factor in award determination.

The Commission further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Commission that such bidder is properly qualified to carry out the obligations of a contract or to provide the services and/or furnish the goods contemplated therein.

It is strongly encouraged, but not necessary, for one contractor to service every location. Contractors may bid on only selected locations or may bid on all locations.

Submission Information:

Proposals may be sent via email to Kelly Hitchcock at: kelly.hitchcock@cvpdc.org, email subject line must read "2023 PEST CONTROL PM Service Proposal", or sent by mail to: Central Virginia Planning District Commission, Attn: Kelly Hitchcock - Radio Board, 828 Main Street, 12th Floor, Lynchburg, VA 24504.

Proposals must be received on May 24, 2023 by 4:00 p.m. EST. Proposals received after this date and time will not be considered.

Questions concerning this solicitation shall be directed in writing to Kelly Hitchcock, Deputy Director of Planning, Central Virginia Planning District Commission, 828 Main Street, 12th Floor, Lynchburg, VA 24504, or by email to kelly.hitchcock@cvpdc.org by May 11, 2023 by 4:00 p.m. EST. All questions and responses

received will be posted to the CVPDC website at: <https://www.cvpdc.org/procurements.html> by 4:00 p.m., May 15, 2023.

All bids must be signed and dated where indicated. Incomplete submissions will not be considered. This solicitation document in its entirety, including Attachment 2, and the requested information (indicated by “***) must be returned to be considered as a complete submission.

Contact initiated by a contractor concerning this solicitation with any other representative of the Radio Board or Commission, not expressly authorized elsewhere in this document, is prohibited.

Nothing herein is intended to exclude any responsible vendor, their product or service or in any way restrain or restrict competition. All responsible vendors are encouraged to bid.

Contract Information:

Once the Radio Board has decided on an award to the successful contractor, a contract will be issued. In the event an agreement cannot be reached within 30 days of the Radio Board’s decision, the Radio Board may elect to select another contractor in which to enter into an agreement.

The initial term of the established contract between Contractor and Commission shall be for one year, with the option of up to four (4) additional one-year renewals as determined by the Radio Board.

Proposer’s Contact Information and Proposal Authorization:

Company Full Legal Name: _____

Company Address: _____

Phone: (_____) _____ Federal ID No.: _____

Primary Contact Name: _____

Email: _____ Phone: (_____) _____

Are you a subsidiary firm? Yes No

If yes, list the name and location of your parent affiliation.

Authorizing Signature: _____

Printed Name / Title: _____

Date: _____

Items denoted by () indicate required submissions with returned proposal.***

ATTACHMENT 1
PEST CONTROL REQUIREMENTS AND SCOPE OF SERVICE

Requirements:

The contractor shall furnish all labor, materials, and tools necessary for rodent and pest control and exterminating services for the Radio Board. The contractor shall be duly licensed by the State and Local health authorities and shall strictly conform to all Federal, State, Local, and OSHA requirements and all existing E.P.A. labeling and the use requirements under the Federal Insecticide, Fungicide, and Rodenticide Act (as amended).

Scope of Services, including, but not limited to:

1. Contractor shall provide quarterly pest control services. Additional services may be required if circumstances dictate or as warranted.
2. Contractor shall report to the Radio Board any conditions which may exist which could be potential rodent and insect nesting places or harborages.
3. Regular service shall include, but shall not be limited to: Inspection, treatment, cleanout and control of rats, mice, roaches, weevils, lice, fleas, ants, silverfish, wasps, crickets, spiders (including black widow), scorpions, bees, mites, beetles, moths and all other insects in buildings and immediately surrounding the exterior of all buildings. Rat and mouse infestations located in burrows in the ground adjacent to the building shall be included in this contract. The agreement does not include treatment of trees, lawns or shrubs.
4. Rodents shall be eliminated by application and use of devices such as traps, glue boards, toxic bait, or other approved rodent control devices that will be used to provide preventive treatment between scheduled treatments.
5. All dead or dying rodents shall be removed and disposed of by the contractor.
6. Work shall be performed between the hours of 8:00 A.M. –5:00 P.M. EST Monday through Friday. Pest control service personnel shall notify the appropriate jurisdictions communications director or the authorized representative before any work is started.

7. An initial full crack and crevice spraying shall be performed at all facilities.
8. The service shall be provided on a schedule agreeable to the jurisdiction's communications director or the authorized representative and with a written copy of said schedule maintained by both parties. The schedule will contain day of week as well as time of day for service to cause the least interference with work schedules.
9. Repeat visits, required due to lack of effectiveness of treatment as determined the Radio Board or Commission, communications director or any authorized representative, must be made within forty-eight (48) hours of notification to the contractor to eliminate infestations. Such visits shall be performed by the contractor at no additional charge to Commission and until the situation is resolved to Commission's satisfaction.
10. A report shall be furnished to the appropriate communications director or authorized representative no greater than three (3) business days after site visit. This report shall indicate the site location, date of site visit, report of any problem, explanation of treatment (type, quantity, method of treatment), description of any corrective action taken by contractor and any other special notes deemed appropriate and/or necessary.
11. The selected contractor shall be responsible for, and the correction of, any damage(s) due to the chemical(s) used and/or applied in the course of treatment.
12. No pesticide shall be used in the performance of the agreement unless it will be used in strict compliance with the manufacturer's instructions as they appear on the label and as approved by the Environmental Protection Agency. No pesticide shall be left unattended and no pesticide will be stored on the premises of any CVPDC location owned and operated by the Commission. All chemicals and pesticides used shall comply with federal, state and local ordinances and laws.
13. Upon an award of contract the contractor shall provide a list, with corresponding MSDS data sheet(s) of all chemicals, pesticide formulas and rodenticides to be used for the control of insects and vermin in the execution of this contract.

14. The Commission shall be the sole judge concerning the merits of products, materials, and/or services(s) provided in accordance with specifications set forth in Invitation for Bids solicitation, or if it is determined the contractor is operating in violation of the federal, state and local applicable laws and ordinances. The Commission reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specifications.

ATTACHMENT 2
PEST CONTROL Preventative Maintenance Service Locations
Central Virginia Radio and Communications Board *(as of April, 2023)*

Site Name	County/City	Site Location	Proposed Cost Per Site for Quarterly PM Service
High Peak	Amherst County	1915 Mistover Dr Monroe, VA 24574	
Larkin Mountain <i>(aka: Buffalo Ridge)</i>	Amherst County	1589 Larkin Mountain Rd Amherst, VA 24521	
Rocky Mountain	Amherst County	2821 Wiggins Spring Road Vesuvius, VA 24483	
Panther Mountain	Amherst County	1241 Franklin Creek Rd Amherst, VA 24521	
AEP/Stewartsville	Bedford County	7064 Jeter's Chapel Rd Vinton, VA 24179	
Penhook	Bedford County	1895 Jasmine Rd Sandy Level, VA 24161	
WSET	Bedford County	2968 Flat Top Rd Thaxton, VA 24174	
Helm Street	Bedford County	904 Helm St Bedford, VA 24523	
Bedford Control Point	Bedford County	1191 Falling Creek Rd Bedford, VA 24523	
No Business Mountain	Bedford County	3523 No Business Mountain Rd Big Island, VA 24526	
Dumpling Mountain	Bedford County	1964 Headen's Bridge Rd Bedford, VA 24523	
Foster's Knob	Bedford County	3829 Mountain View Church Rd Blue Ridge, VA 24064	
Campbell Dispatch	Campbell County	74 Communications Lane Rustburg, VA 24588	
Altavista	Campbell County	1620 Melinda Drive Altavista, VA 24517	
Brookneal	Campbell County	191 Booker Rd Brookneal, VA 24528	
Long Mountain	Campbell County	1336 Tower Hill Rd Rustburg, VA 24588	
Johnson Mountain	Campbell County	1850 Uphill Trail Evington, VA 24550	
Candler's Mountain	Lynchburg City	2550 Candler's Mountain Rd Lynchburg, VA 24502	
TOTAL			

Company Name: _____

Authorizing Signature: _____

Printed Name / Title: _____

Date: _____