



Prepared May 13, 2019

**REQUEST FOR PROPOSAL  
PEST CONTROL**

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## INTRODUCTION AND BACKGROUND PURPOSE OF THE REQUEST FOR PROPOSAL

Mid Michigan Community Action (MMCAA) is requesting and accepting proposals to perform regular Pest Control services at several of their buildings located in Clare, Gladwin, and Bay Counties. Services shall be performed monthly and quarterly as specified in the scope of services. Services shall also include on call services to be provided upon request.

## ADMINISTRATIVE POINT OF CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

**Name:** Terry Ellenwood, Facilities Manager  
**Address:** 1574 E. Washington Road, PO Box 768, Farwell, MI 48622  
**Phone:** 989-339-4656  
**Email:** [tellenwood@mmcaa.org](mailto:tellenwood@mmcaa.org)

## DUE DATES

All proposals are due by 4 PM on May 29, 2019. Bids may be emailed, mailed or faxed to 989-386-3277. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

## SCHEDULE OF EVENTS

1. RFP Distribution to Contractors – 05/15/2019
2. **Requested** Walk Through – 05/21/2019 to 05/23/2019 at 10:00 AM. **By request only!**
3. Proposal Due Date – 05/29/2019
4. Anticipated decision and selection of Contractor(s) – 05/31/2019
5. Anticipated commencement date of work – 06/10/2019

## GUIDELINES FOR PROPOSAL PREPARATION

### PROPOSAL SUBMISSION

Award of the contract(s) resulting from this RFP will be based upon the most responsive bidder(s) whose offer(s) will be the most advantageous to MMCAA in terms of cost and quality.

MMCAA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Contractor
- Accept other than the lowest priced offer
- Award a contract on the basis of initial bids received, without discussions or requests for best and final offers
- Award more than one contract

Bidders shall submit bid packages containing several parts as set forth below. Bidders will confine submission to those matters sufficient to respond to this RFP and to provide adequate basis for MMCAA to evaluate a bidder's qualifications.

Successful bidder's submission in response to this RFP will be incorporated into the final agreement between MMCAA and the selected bidder(s). Complete submissions must contain the following:

- **Title Page:** Show the submittal subject, name of firm, local address, telephone number, contact person and date.
- **Company Profile:** Provide an overview of the company including location, number of staff, and describe the services, materials and products the firm provides.
- **Pricing:** Indicate the firm's pricing, caps and other requirements for each requested service, material and/or product that the bidder is responding to.

The detailed requirements for each of the above mentioned sections are outlined in this RFP. Bid packages should consist of single copies of each required document (no duplicates necessary). Bids submitted that lack any of the required information or documentation may be deemed incomplete and may not be considered for selection, at MMCAA's discretion.

Submissions must be received no later than 4:00 p.m. May 29, 2019 at the offices of MMCAA. Submissions should be addressed to:

Mid Michigan Community Action Agency  
Terry Ellenwood, Facilities Manager  
1574 E. Washington Road  
PO Box 768  
Farwell, MI 48622  
Fax: 989-386-3277 Attention Terry  
[tellenwood@mmcaa.org](mailto:tellenwood@mmcaa.org)

## SCOPE FOR CONTRACTORS

Outlined below is the scope of work that MMCAA requires from the Contractor:

- Contractor will supply all tools, equipment, materials, and supplies.
- Contractor will provide a copy of liability insurance and workers' compensation policy, including amounts. No work may commence until MMCAA receives these. If they expire at any time during the contracted period, all work will stop until MMCAA receives updated copies.
- Services will be provided June 10, 2019 to June 01, 2022, with a possible two year renewal if both parties agree to the terms. MMCAA may, at their discretion and without explanation to the prospective Contractors, at any time choose to discontinue the contract without obligation upon a minimum of two week notice.
- This will be a four year contract, with the possibility at the end of the contracted period to renew for the contract for two more years if both parties agree to the terms.

## Scope of Services

1. Contractor will supply copies of their Pesticide License.
  2. Pest Control will occur at the following locations:
    - A. MMCAA Administrative Building, 1574 East Washington Rd., Farwell, Michigan 48622 – 22,500 square foot building.
    - B. MMCAA Gladwin Building, 1302 Chatterton, Gladwin, Mi. 48624 – 8,740 square feet building – only 6020 square feet require pest control.
    - C. MMCAA Farwell Building, 2050 W. Cadillac Dr. Farwell, Mi. 48622 – 3,000 square foot building.
    - D. MMCAA Bay City Building, 111 Washington Ave. Bay City, Mi. 48708 – 2600 square feet building.
  3. For all building except the Food Warehouse the contractor will provide pest control once monthly for the months of April, May, June, July, August, September, October, December and February. (Nine (9) applications.) **See line #2 for locations**
  4. On Call pest control during the months of November, January, and March. **See line #2 for locations**
  5. Pest Control will occur at the following location:
    - A. MMCAA Food Warehouse, 2300 East Ludington Dr. Clare Michigan 48617 – 21,248 square foot building.
      - a. At the MMCAA Food Warehouse the contractor will provide pest control once monthly in the months of February, May, July, August, and November. (Five (5) applications.)
      - b. On Call pest control during all other months of the year.
- **At all locations Pest Control will consist of the following:**
    1. Pest Control will include but is not limited to the following items: Ants, spiders, mill bugs, silverfish, cock roaches, sow bugs, crickets, ear wigs, centipedes, millipedes, earth worms, and other creepy and crawling pest.
    2. Pest Control of mice, moles, weasels, and other rodents.
    3. Pest Control of Wasps and Hornets along the perimeter of each building, in the covers of all outside electrical outlets on the buildings or light poles, and within any playground and playground structure.

4. Contractor will supply all paper work required by the State of Michigan and/or Federal Department of Education for Pest Management within school facilities. This will include but is not limited to the following items: Schedule of application dates, Work Log, Pesticide Records, Parental Notification Letters, and Material Safety Data Sheets (MSDS)
5. Any other paper work that may be required or requested by State or Federal mandates, licensing, or other officials within the State of Michigan government or the United States government.
6. Contract is for the service year beginning June 10, 2019 and expires on June 01, 2022

## DELIVERABLES

### Company Profile

Provide the following for your company:

- Official registered name (Contractor's Board, D.B.A., Partnership, etc.), address, main telephone number, toll-free numbers, **email addresses**, and facsimile numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been in the industry.

### Pricing

- **Prices will be separate and price must be broken down for each address. See Last Page – page #7**
- Mid Michigan Community Action Agency reserves the right to award all or part of the contract to one or more contractors.
- Services will be from June 10, 2019 to June 01, 2022. MMCAA may, at their discretion and without explanation to the prospective Contractors, at any time choose to discontinue the contract without obligation upon a minimum of two week notice.

### Award Criteria

Any award made pursuant to this RFP will be based upon the proposal with proper consideration given to operational, cost, and management requirements. Evaluation of offers will be based upon the Contractor's responsiveness to the RFP and the total price quoted for items covered by the RFP. The following elements will be the primary factors in evaluating all proposals and in the selection of a Contractor or Contractors:

- Overall cost of Contractor's proposal
- Capacity to provide service

MMCAA may, at their discretion and without explanation to the prospective Contractors, at any time choose to discontinue this RFP without obligation to such prospective Contractors.

## Pricing Sheet

### Pricing Sheet – Administration Building 1574 E. Washington Rd., Farwell 48622

The 'Unit Price' is the price per occasion/service.

Description	Monthly Price	Yearly Price
Monthly Service 9 visits per year April, May, June, July, August, September, October, December and February		
On Call Charge		

### Pricing Sheet – Farwell Building 2050 W. Cadillac Drive, Farwell 48622

The 'Unit Price' is the price per occasion/service.

Description	Monthly Price	Yearly Price
Monthly Service 9 visits per year April, May, June, July, August, September, October, December and February		
On Call Charge		

### Pricing Sheet – Gladwin Building 1302 Chatterton, Gladwin 48624

The 'Unit Price' is the price per occasion/service.

Description	Monthly Price	Yearly Price
Monthly Service 9 visits per year April, May, June, July, August, September, October, December and February		
On Call Charge		

### Pricing Sheet – Bay City Building 111 Washington Ave, Bay City 48708

The 'Unit Price' is the price per occasion/service.

Description	Monthly Price	Yearly Price
Monthly Service 9 visits per year April, May, June, July, August, September, October, December and February		
On Call Charge		

### Pricing Sheet – MMCAA Food Warehouse 2300 East Ludington Drive, Clare 48617

The 'Unit Price' is the price per occasion/service.

Description	Monthly Price	Yearly Price
Monthly Service 5 visits per year February, May, July, August, November		
On Call Charge		

