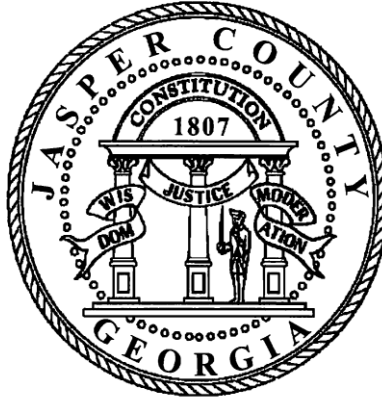


JASPER COUNTY
BOARD OF COMMISSIONERS



SPECIFICATIONS
AND
CONTRACT DOCUMENTS
FOR

JASPER COUNTY

Project Number: 20210411A

Jasper County Board of Commissioners Facilities – Pest Control

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INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDERS

GENERAL

Sealed bids will be received by **Jasper County Board of Commissioners located at 126 W. Greene Street, Suite 18, Monticello, Georgia 31064**, until 10:00 a.m. **Tuesday, April 30, 2024**, for **Jasper County Board of Commissioners Facilities – Pest Control** according to the Specifications. Specifications and proposal forms may be obtained from **Jasper County Board of Commissioners located at 126 W. Greene Street, Suite 18, Monticello, Georgia 31064, ATTN: Sheila Belcher**. Proposals will be considered only from experienced and well-equipped contractors. Prior to beginning of services, the successful Bidder will file with the **County** a Contract and furnish satisfactory proof of carriage of the insurance required.

SUBMITTING BIDS

Bids are to be submitted on the proper form furnished by the **County** and shall be addressed to **Jasper County Board of Commissioners located at 126 W. Greene Street, Suite 18, Monticello, Georgia 31064, ATTN: Sheila Belcher**, sealed, dated and enclosed in an envelope appropriately marked on the outside **Jasper County Board of Commissioners Facilities – Pest Control**, marked with the name of the Bidder and date of submittal.

ADDENDA AND INTERPRETATION

No interpretation of the meaning of the Contract Documents will be made orally to any Bidder. Every request for such interpretation should be in writing addressed to **Jasper County Board of Commissioners located at 126 W. Greene Street, Suite 18, Monticello, Georgia 31064, ATTN: Sheila Belcher**. Each such interpretation shall be given in writing, separately numbered and dated, and furnished to each interested Bidder in sufficient time that all interested parties can be notified, the **County** to be the sole determiner of time. Any request not received in time to accomplish such interpretation and distribution shall not be accepted.

ACKNOWLEDGMENT OF ADDENDA

Addenda may be issued in response to changes in the Invitation to Bid. Addenda must be acknowledged either in a cover letter or by signing and returning the Addendum form. Acknowledgments must be received no later than the bid opening time and date. Failure to properly acknowledge any addendum may result in a declaration of non-responsiveness by the **County**.

AUTHORITY TO SIGN

The name and mailing address must be shown on the proposal. A post office box is not acceptable to Jasper County as a mailing address.

The Bidder should ensure that the legal and proper name of his proprietorship, firm, partnership, or corporation is printed or typed in the space provided on the proposal form.

RIGHTS RESERVED

The County reserves the right to reject any or all bids, to waive informalities and to re-advertise. It is understood, and all bids are made subject to this agreement, that the County reserves the right to decide which bid to be deemed lowest and best, and in arriving at this decision, full consideration will be given to the reputation of the Bidder, his financial responsibility, and work of this type successfully completed.

For consideration as a responsible bidder, the proposed bidder shall have been the general contractor engaged in pest control services of similar character for at least two years. Bidder may be required to submit evidence setting forth qualifications which entitle him to consideration as a responsible bidder. A list of work of similar character successfully completed within the last two years may be required giving the location, size, and listing equipment available for use on this Work.

Any unauthorized additions, conditions, limitations, or provisions attached to the Proposal shall render it informal, and may be cause for rejection. The County reserves the right to waive informalities.

No Bid may be revoked or withdrawn until sixty (60) days after the time set for opening the bids.

AWARD OF CONTRACT

The Contract, if awarded, will be awarded to that responsible bidder whose bid will be most advantageous to the county, price and other factors considered. The County is to make the determination in its sole discretion.

The Contract between the County and the Contractor shall be executed on the form attached, will be subject to all requirements of the Contract Documents, and shall form a binding contract between the contracting parties.

The Contractor shall be required to furnish the County with satisfactory proof of coverage of the insurance specified in the General Conditions.

FAILURE TO EXECUTE CONTRACT

If the successful Bidder, after having been notified of the acceptance of his Bid, fails to provide within ten (10) days the required Payment and Performance Bonds, Certificates of Insurance, and to sign the Contract, the amount of the Bid Bond shall be paid over to the County as liquidated damages. The acceptance of the payment of the Bid Bond shall not operate to bar any claim the County might otherwise have against the Bidder and the County shall be authorized to pursue any claim against the Bidder for failure to consummate the Contract as may be authorized by law.

TIME AND LIQUIDATED DAMAGES

The Contract Time for completion of the Work for this Contract shall be as stated herein. For failure to complete the Work within this period, the Contractor shall pay the County liquidated damages in the amount of Five hundred Dollars (\$500.00) for each calendar day in excess of the Contract Time unless an extension of the Contract Time has been obtained prior to the expiration date of the Contract.

LOCATIONS AND SITE

The site of the proposed Work is in Jasper County, GA.

The Bidder shall, before submitting his Bid, visit the site and acquaint himself with the actual conditions and the location of any or all obstructions that may exist at each site.

The Contract Documents contain the provisions required for the completion of the Work to be performed pursuant to this Contract. Information obtained from an officer, agent, or employee of the County, or any other person shall not affect the risks or obligations assumed by the Contractor or relieve him from fulfilling any of the conditions of the Contract. Each Bidder, prior to submitting his bid, is responsible for inspecting the site and for reading and being thoroughly familiar with the Contract Documents. The failure or omission of any Bidder to so familiarize himself shall in no way relieve any Bidder from any obligation in respect to his Bid.

PROJECT DESCRIPTION

I. SCOPE OF WORK

1. Scope of work:

Contractor shall provide all services, labor, materials, and equipment required for preventative pest control service in numerous Jasper County Buildings. Pest Control treatment to all locations shall provide prevention and control of **roaches, bugs, ants, spiders, fleas, mites, paper-lice**, and all other insects which may enter or breed within. The control of **rodents**, such as **rats** and **mice**, shall be provided at all locations, as required. The Contractor may not substitute an Integrated Pest Management System in lieu of monthly or quarterly interior preventative treatments.

This contract shall be on a unit pricing basis by identified unit. All treated facilities are expected to be sprayed regularly, on a monthly basis; however, additions and deletions shall be determined on an as needed basis and the service and payments should be so adjusted.

This contract does **not** include termites and flying insects. These services shall be bid separately on the open market process.

If the Contractor maintains that a particular kind of pest does not fall within the provisions of this contract, and an entomologist selected by the County agrees with the Contractor, then the Contractor shall submit a written cost estimate for the control of that pest for the County's consideration.

2. Service Treatments:

- a. All service treatments are to be accomplished at such times so as to create a minimum of interference to County employees or the public.
- b. All service treatments shall be accomplished monthly.
- c. All call back service treatments are to be completed within twenty-four (24) hours of request, at no additional expense to the County. A ten (10) day waiting period on roach treatments will be observed by the County before requesting call-back service.
- d. Contractor shall accept service request only from Board of Commissioners representative.
- e. Five (5) days prior to contract commencement, the Contractor shall provide a treatment schedule for all locations. Permanent changes to the schedule shall be forwarded in writing to the contractor prior to the change. Temporary schedule changes shall be telephoned to the contractor within 24 hours of occurrence, and will include an alternative treatment date.
- f. The service slip/ticket for any regular or requested service shall be signed only by an authorized County employee.
- g. Detailed monthly invoices, indicating service location and service dates, will be submitted, as applicable, to:

**Jasper County Board of Commissioners
126 W. Greene Street, St 18
Monticello, Georgia 31064**

3. Actual Spraying:

Treatment will not only include perimeter spraying of floors and walls, but upon request, thoroughly service of all counters, drawers, cabinets, shelves, etc. Full cooperation will be given to the technician(s) in gaining access for treatment into these locations, providing that the treatment schedule is adhered to and/or adequate notice of schedule change is given.

Special care is to be taken in kitchen/lounge areas, storage rooms, janitorial closets, garbage/trash rooms and other areas likely to be problem sites. Cobweb eliminator shall be applied as needed on an extra basis.

4. Chemicals:

Chemicals used shall adhere to all rules and regulations set forth by the Federal, State, and County governments. An itemized list shall be forwarded to the Human Resources Director prior to commencement of the contract for evaluations and approval. Any material changes to an area will be forwarded in writing to the Human Resources Director prior to use of said chemical.

No pesticide is to be diluted/mixed on County property, except in or at the service vehicle.

The Contractor is to provide Material Safety Data Sheets (MSDSs) for all chemicals to be used on this contract.

5. Receipt of Service:

It shall be the option of Jasper County to assign an individual at each location to acknowledge the receipt of service.

6. Additional Information:

Further information required concerning specifications and building inspection arrangements may be obtained from:

Sheila Belcher, Human Resources Director, County Clerk
706-468-4900 or sbelcher@jaspercountygva.org

II. SPECIAL CONDITIONS

1. Purpose

The purpose of this bid is to establish a contract for professional Pest Control Services at numerous County-owned facilities.

2. Building Inspections

Bidders are required to visit each building, compare the specifications with the services to be done, and acquaint themselves as to all conditions. Failure to do so will in no way relieve the successful bidder from the necessity of furnishing any materials or performing any work that may be required to carry out the contract in accordance with detailed bid specifications and proposal form.

3. Document Required

All bidders will be required to furnish copies of the following items:

- a. Business license,
- b. Registered business location,
- c. List of certified operators,
- d. List of technicians to be assigned to the County, and
- e. Adequate insurance.

4. Bidders' Credibility

Before award of contract, the successful bidder (also referred to in this Invitation to Bid as the Contractor) may be required to show to the satisfaction of the County that he has the necessary facilities, equipment, ability and financial resources to perform the work in a satisfactory manner and within the time specified, that he has had experience in work of the same or similar nature, and that he has references that will satisfy the County.

The County reserves the right to cancel this contract at any time after award, if it is deemed that the Contractor is unable to meet the conditions and specifications as set forth in this document.

5. Award of Contract

Award will be made on the aggregate basis (total of units listed) to the lowest and best bidder meeting specifications, and whose bid is believed to be in the best interest of Jasper County, Georgia. For bids to be considered, all locations must be bid.

6. Period of Contract

Contract shall be in effect one year from date of agreement for a period of thirty-six (36) months (3 years).

7. Renewal Option:

The Contract may be extended, subject to written notice of agreement from the County and successful bidder, for up to two (2) additional twelve (12) month periods beyond the primary contract period. Said extension shall be subject to the same terms and conditions as the present contract.

8. Cancellation of Contract

The County reserves the right to cancel any location from the contract, if it is felt to be in the best interest of the County to do so, by giving thirty (30) days prior notice in writing.

9. Payment

Payment will be made monthly of the amount due under contract for services performed the preceding month, pending receipt of all corresponding service slips/tickets, and provided that services performed are satisfactory. If the service is not satisfactory, a minimum of 25% of the total monthly amount due may be retained by the County until the necessary corrections are made.

All service slips/tickets shall clearly indicate the following:

- a. Service location,
- b. Date/Time of service,
- c. Type of treatment (i.e., regular, call-back, or special treatment)
- d. Chemical(s) used,
- e. County service acceptance signature, and
- f. Technician's signature.

All service slip/tickets and any other appropriate correspondence shall be forwarded to:

**Jasper County Board of Commissioners
126 W. Greene Street, St 18
Monticello, Georgia 31064**

10. Employee Identification

Company identification card must be worn in plain sight at all times by the service technician while on County property. Employees must pass background checks as outlined by the Sheriff's Department in order to work in restricted areas.

11. New Locations

Contractor will submit a price for any additional locations as need arises. Price will be evaluated against other similar-sized buildings, and if approved, will be added to the contract.

12. Contract Assignment

The successful bidder will be required to perform this contract. No assignment of the contract will be allowed.

13. Worker's Compensation and Insurance

The successful Contractor shall furnish a certificate of insurance for Comprehensive General Liability to include complete operations, automobile liability (bodily injury and property damage) insurance, and products liability insurance, with limits of **no less than Five Hundred Thousand Dollars (\$500,000.00) COMBINED SINGLE LIMITS**. The Contractor shall at **ALL TIMES** maintain and keep in force Worker's Compensation and provide proof of same. The Jasper County Board of Commissioners must be named as additional insured on the general and automobile liability insurance policies. The Contractor must provide a valid certificate(s) of insurance to the County, which includes acknowledgment that the County, as an additional insured, is entitled to thirty (30) days notice, prior to the cancellation or termination of the policy(s).

14. References

Reliability of the Contractor's past service will be evaluated to determine the lowest responsible bidder. Bidders **must** furnish with their proposal a reference list of at least three (3) customers that have received similar services.

15. Additional Information

Further information relative to this invitation may be obtained by contacting the County Clerk at 706-468-4900 or sbelcher@jaspercountyga.org

16. Proposal Protest Procedure

- A. Any Proposer that has submitted a formal proposal to Jasper County, and who is adversely affected by the decision with respect to the award of the formal proposal, may file with the Jasper County Board of Commissioners 126 W. Greene Street, Monticello, Georgia 31064, a **written Protest** no later than forty-eight (48) hours (excluding Saturdays, Sundays and Legal Holidays) of the decision of the Jasper County Board of Commissioners to award the proposal.
- B. The "Notice of Intent to File a Protest" document shall be in the form of a letter stating all grounds claimed for the Protest. Failure to do so shall constitute a waiver of all rights to seek any further remedies provided for under this Protest Procedure.

17. Exceptions

Any exceptions, substitutions, deletions, or deviations from these specifications shall be explained in detail on a separate page entitled "EXCEPTIONS". Sellers must show proof that any exceptions are equal and superior to those specified.

18. Rejections of Bids

The County may add or delete projects based on unit prices.

The County may reject a Bid if:

- a. The Bidder mistakes or conceals any material fact in the Bid, or if;
- b. The Bid does not strictly conform to the law or requirements of the Bid, or if;
- c. The Bid is conditional, except that the Bidder may qualify his Bid for acceptance by the County on an "All or None" basis. Bid must include all items upon which Bids are invited.
- d. The County may, however, reject any or all Bids, whenever it is deemed in the best interest of the County to do so and may reject any part of a Bid. The County may also waive any minor informalities or irregularities in any Bid.

19. General Conditions

1. The contract price constitutes the total compensation payable to the contractor for performing the work.
2. The contract price may only be changed by a written change order.

20. Description of Supplies

1. Any manufacturer's names, trade names, brand name or catalog numbers used in Specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the Specifications listed for any items.
2. Bidders are required to state exactly what they intend to furnish. Otherwise, they shall be required to furnish the items specified.
3. Bidders will submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are bidding.
4. Bidders will submit any warranties and guarantees customary with this service.

21. Anti-Collusion

The Bidder must certify that he has not divulged to, discussed, or compared their Bid with other Bidders and has not colluded with any other Bidder or parties to a Bid whatsoever.

22. Payments

Payments shall be submitted on a monthly basis, after service. Payment will be made to the vendor as soon as practical.

23. Withdrawal of Bids

1. Bids may not be withdrawn after the time for the bid opening for a period of sixty (60) days.
2. Bids may be withdrawn prior to the time set for the bid opening. Such request must be in writing.

PROPERTY NAME	SQ. FOOTAG	PROPERTY ADDRESS
Sheriff's Department	17,587	
Public Works	4,885	199 Mac Tillman Drive
Senior Center	3,920	26 Mac Tillman Drive
E911/EMA Building	2,800	
Recreation Department	1,904	246 Ted Sauls Road
Landfill	240	
Courthouse	23,440	126 W. Greene Street
Courthouse Annex	1,656	162 N. Warren Street
Library	6,767	
Southern Crescent Technical College	10,200	112 Industrial Park Boulevard
Fire Station #1	4,000	4431 Jackson Lake Road
Fire Station #3	4,800	185 Hwy 212
Fire Station #4	1,800	1859 Hwy 11 S.
Fire Station #5	4,500	3061 Smithboro Road
Fire Station #6	6,000	104 Alcovy North Drive (2 Bldgs.)
Fire Station #7	4,400	8994 Hwy 142 (2 Bldgs.)

PROPOSAL

PROPOSAL

TO: **Board of Commissioners Jasper County**

The bidder must choose to bid on all options provided below.

The undersigned, as Bidder, declares that they have carefully examined an annexed proposed form of contract and the specifications therein contained and that he proposes and agrees that if the proposal is accepted, to provide the necessary tools and apparatus, and will furnish all materials and labor specified in the contract, or called for by the specifications, or necessary to complete the work in the manner therein specified within the time specified, as therein set forth for the following unit prices, to wit:

Jasper County Board of Commissioners Facilities – Pest Control

ITEM NO.	ITEM	Sq. Ft.	FREQUENCY	AMOUNT
01	Sheriff's Department	17,587	Monthly	
02	Public Works	4,885	Monthly	
03	Senior Center	3,920	Monthly	
04	E911/EMA Building	2,800	Monthly	
05	Recreation Department	1,904	Monthly	
06	Landfill	240	Monthly	
07	Courthouse	23,440	Monthly	
08	Courthouse Annex	1,656	Monthly	
09	Library	6,767	Monthly	
10	Southern Crescent Technical College	10,200	Monthly	
11	Fire Station #1	4,000	Monthly	
12	Fire Station #3	4,800	Monthly	
13	Fire Station #4	1,800	Monthly	
14	Fire Station #5	4,500	Monthly	
15	Fire Station #6 – 2 Bldgs	6,000	Monthly	
16	Fire Station #7 – 2 Bldgs	4,400	Monthly	
	CONTINGENCY			
	TOTAL			

TOTAL BID: \$ _____

These quantities are approximate and may be increased or decreased as to any and all units as necessary to complete the services without entitling the Contractor to any claim for extra compensation because of any injury, damage or delay he may sustain on account of such increase or decrease. The Contractor shall be entitled to compensation on the foregoing unit prices only on the quantities of materials actually furnished and work actually done as determined and approved in writing by the County through an inspection of the work completed. In no event shall the County be liable for payment in excess of the total Bid amount without proper prior written authorization via Change Order from the County.

Bidder has examined the site of the proposed work and all documents comprising the Contract Documents, and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the Contract Documents.

No bid may be revoked or withdrawn until sixty (60) days after the time set for opening the bids.

If this Proposal shall be accepted by Jasper County and the undersigned shall fail to execute a satisfactory contract in the form of said proposed Contract, give satisfactory proof of the insurance required, as stated in the Instructions to Bidders attached hereto within ten days from the Notice of Award of the Contract, then the County may at its option, determine that the undersigned abandoned the Contract and thereupon this Proposal shall be null and void.

Bidder declares that the full name and residence address of all persons and parties interested in the foregoing Bid as Principals are as follows:

Signed, sealed, and dated this _____ day of _____, 20_____.

_____(Seal)
Bidder

By:_____

Name (Typed or Printed)

Title

Bidder's Mailing Address

Phone Number

Fax Number

E-Mail Address

CONTRACTOR AFFIDAVIT

O.C.G.A §13-10-91(b)(1)

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, or corporation which is engaged in the physical performance of services on behalf of Jasper County Board of Commissioners has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Project Number: 20240411A Pest Control Jasper County Board of Commissioners
Name of Project **Name of Public Employer**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on, _____, _____, 2024 in _____, _____ .
 (Month) **(Day)** **(Year)** **(City)** **(State)**

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 2024.

NOTARY PUBLIC
My Commission Expires: _____