



THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

REQUEST FOR PROPOSAL#10054283



**THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER
REQUEST FOR PROPOSAL # 10054283**

Issue Date: March 6th, 2017

Proposals Due: March 24th, 2017

SECTION 1 - ADMINISTRATIVE INFORMATION

1.1 Issuing Office/Contact Person

The University of Tennessee Health Science Center
Purchasing Services
847 Monroe, Suite 216
Memphis, Tennessee 38163

Contact Person: Eric L. Richardson
Phone: (901) 448- 5010
Fax: (901) 448-8028
Email: erichar9@uthsc.edu

NOTE 1: This office shall be the sole point of contact for purposes of Information concerning this RFP. Questions should be directed to the contact person listed above.

NOTE 1: The University is not responsible for late, lost, or misdirected bids, regardless of the cause.

NOTE 2: Regarding this RFP: during the RFP process (from the date that the University issues this RFP through the date that the University issues a binding award), all communication must be directed only to staff members in the University's Purchasing department. The University may disqualify any Proposer's RFP if the Proposer communicates with any University employee outside of the Purchasing department.

THIS SECTION INITIALLY LEFT BLANK

1.2 Schedule of Events

The University reserves the right to deviate from the above Schedule of Events.

University Issues RFP	March 6, 2017
Acknowledgment of Receipt and Intention Due from Vendors	March 10, 2017
Campus Tour	March 10, 2017
Written Comments/Questions Due from Vendors to the University	March 15, 2017
University responds to Vendors Written Comments/Questions	March 17, 2017
Sealed Proposals Due	March 24, 2017 at 2:00 p.m. CST
University to Complete Technical Proposal Evaluation	March 28, 2017
University Opens Cost Proposal and Calculates Scores	March 30, 2017
University Issues Intent to Award Letter and Opens RFP Files for Public Inspection	March 31, 2017
Award of Contract	May 1, 2017

SECTION 2 - INTRODUCTION AND SCOPE

2.1 Introduction

The University of Tennessee Health Science Center in Memphis (University) invites interested companies to submit responses to this Request for Technical Proposal (RFP) to provide Pest Management for control of pests in and around the University facilities.

2.2 Scope

The Contractor shall provide a comprehensive plan for Pest Management for the buildings and other areas specified herein. The Contractor shall furnish all supervision, labor, material and equipment necessary to accomplish the surveillance, trapping and the pesticide application components.

2.2.1 Specifications for Pest Control Services

These specifications are intended to establish the basis for rendering pest control service at the University. All necessary insurance, applicable permits, and fees necessary to accomplish this shall be submitted prior to instituting the service. The successful bidder shall have a license with the State of Tennessee for pest control service.

2.2.2 Service to be Rendered

The Contractor is to furnish all professional service, labor, materials, and equipment for the satisfactory accomplishment of insect and pest extermination including flying and crawling insects, spiders, rodents, and similar pests. The Contractor shall also be responsible for minor control of birds in all locations as needed. Pigeon control, however, will only be required at those locations as so indicated on the Pest Control Service Schedule.

The above services will be provided in sensitive places such as animal quarters, research areas, laboratory areas, and those areas adjacent to or near enough to be affected. The various materials and equipment used to service these sensitive areas must be approved by the Comparative Medicine Department at the University even though such equipment and material will be furnished by the Contractor. It is critically important that the Contractor recognizes that many buildings house research space and that incorrect use of insecticides or pesticides could damage or alter research findings. For this reason, the Contractor must exercise extreme care.

2.2.3 Definition of Control

Control and extermination as stated within this contract mean the periodic eradication of any existing infestation of the pest as previously stated and the prevention or limitation of reoccurrence within practical limits. These limits vary depending on the occupant and the usage need. Also, the above limitation is meant to satisfy the University.

2.2.4 Materials

All materials and equipment used shall conform to federal, state, and local ordinances and laws and shall be approved by the University.

Rodenticides, insecticides, and other materials used in the above-mentioned control shall be used with all necessary precautions so as to be harmless to building occupants and/or research projects whether human, animal or otherwise having no permanent or transitory effect.

The surface material of buildings (outside and inside) and all furnishings (furniture and equipment) shall not be damaged by the use of the above materials.

Disposal of all exhausted materials shall be done in accordance with local, federal, and state laws, as well as what is acceptable to the University.

2.2.5 Schedule of Service

The Contractor shall inspect each University facility and establish a preventive treatment plan at the frequency indicated on all structures listed on the enclosed Pest Control Service Schedule.

The Contractor is to furnish those treatments considered necessary by the University as many times as needed at no additional cost to accomplish the control of pests, even though the Contractor has performed the general scheduled inspections and treatment has already taken place.

Describe the expected schedule and duration of service visits required to meet management objectives. Except as otherwise agreed upon, all work at properties under this contract should be performed between 8:00 a.m. and 4:30 p.m., Monday through Friday, and should not interfere with daily operations.

This RFP contains requests for certain specific information. However, proposers are encouraged to provide any additional information they believe relevant. For example, Additional Services that may be needed and/or required.

2.2.6 Reports Required

The Contractor shall submit written reports of each inspection and treatment, signed by the service representative and the predetermined building occupant who is acting as a liaison between the building occupants and the Office of Facilities. The report is to be submitted to the Maintenance Dispatcher on a monthly basis. Invoices will be paid only on verification of performance along with signed reports given to the Maintenance Dispatcher.

These reports shall have information that pertains to location, time of treatment, what was used, any special action taken on the part of the service representative other than normal procedures, and any recommendations on improvements that need to be made.

2.2.7 Monthly Invoices

Invoices for services provided shall be on a monthly basis, and service for all buildings shall be itemized on a single invoice.

2.2.8 Management Objectives

Identify key pests to be controlled, the level of control desired (thresholds), and areas of the facility requiring special attention. Include a clear understanding of all guarantees, exclusions, and limitations, including the definitions of high-, medium-, and low infestations.

2.2.9 Monitoring Program

The contractor should describe methods and procedures to be used for a) identifying sites of pest harborage and access, and b) assessing pest populations throughout the term of the contract. This information must include general locations of common area monitoring traps and responsibilities for routinely checking the traps. Differences in pest pressures associated with seasons and preventative action should be addressed. As a general rule, pesticides should not be applied unless monitoring indicates the presence of pests in that specific area.

SECTION 3 - PROPOSALS

3.1 Technical and Cost Proposals

Technical and cost proposals shall be submitted in separate sealed envelopes. Technical proposals will address your proposed technical approach to providing Pest Management Services and general requirements of the RFP document.

A separate cost proposal shall include an itemized cost proposal for the scope of the services and deliverables required by this RFP. Cost information cannot be part of or included in your technical proposal submission. At a minimum, the cost proposal will include an itemized cost proposal for the scope and services required by this RFP. Any cost not accounted for that would be part of your solution must be included in your cost proposal. The cost proposal should include any expenses related to travel, living and per-diem expenses. Statements such as “travel and travel related expenses will be billed at our cost...” may not be considered responsive to our request for complete cost information. Submission of any cost data in any areas other than the cost proposal may be grounds for non-consideration of your proposal. Payment terms will be negotiated and be based on performance. Under no condition will payments be made prior to delivery of any services or products to be furnished.

Late technical offers cannot be considered. The envelope in which technical proposals are submitted should be identified by placing the special label provided on the outside of the envelope. It is imperative that the responding company’s name and address appear in the upper left corner of the envelope and that the bottom portion of the special label attached is filled in and pasted on the lower left corner of the envelope. All sealed offers must be received by the Office of Procurement Services prior to the scheduled opening date and time. Hand-delivered offers must be given to a representative of the Office of Procurement Services immediately upon entering the office.

Pricing MUST NOT be included or submitted with the technical offers. Submission of pricing with the technical offer will render it invalid. Pricing must be presented in a separate sealed pricing proposal.

3.2 Authorized Proposer

The original proposal must be signed and dated by an individual authorized to enter into a binding agreement in the name of the proposer.

3.3 Proposal Format

The proposal should be presented in a format that can easily be incorporated into a contract between the insurer and the campus encompassing the guidelines detailed in the RFP and required by the University. Proposals are to be submitted as a booklet or in notebook form with an appropriate table of contents. The Form of Proposal (Attachment A) should be completed, signed by an authorized official of the proposing company, and included in the front of the proposal. A cover letter may also be included. Each element addressed in Section C must include the element number (e.g., 2.2, etc.). Proposals should be prepared simply and economically, providing a straightforward, concise description of the Vendor’s services, approach and ability to meet the campus’ needs as stated in the RFP.

Technical Proposals must address each element in Section C below and include the information requested. As a minimum, as a statement such as “YES OR NO” must be made for each element that does not request specific information to be provided. By indicating “YES OR NO,” the proposer is positively stating that it is currently performing the stated services or features and is able to provide such services or features to the campus if the proposer is selected as the successful bidder. If your company cannot fully satisfy the requirement stated in the element, an explanation must be given. Failure to comply and include the information requested may result in rejection of the proposal.

3.4 University Rights

The University reserves the right to reject any and all proposals, waive any informalities in the proposals received, and accept any proposal which, in its opinion, will be in the best interest of the campus. The University does not obligate itself to accept the lowest or any other proposal.

3.5 Contract Term

The initial contract/license will be for a one (1) year period with annual renewal for up to five (5) years. Years two (2), three (3), four (4) and five (5) are optional years.

3.6 Proposer Warrants

The proposer warrants that no part of the total contract amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to Contractor in connection with any work contemplated or performed relative to the contract and that no employee or official of the State of Tennessee holds a controlling interest in the Contractor. If the proposer is an individual, the proposer certifies that he/she is not presently employed by the campus or any other agency or institution of the State of Tennessee; that he/she has not retired from or terminated such employment with the past six months and that he/she will not be so employed during the term of this contract.

3.7 Proposer Rights

No persons on the grounds of disability, age, race, color, religion, sex, national origin, veteran status or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this contract. The proposer shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to all employees and applicants, notice of non-discrimination.

3.8 Termination

The University may terminate the contract with a ninety (90) days written notice of intent to cancel.

3.9 Compliance

The Contractor shall comply with all applicable Federal and State laws and regulations in the performance of this contract. The company must be prepared to demonstrate HIPAA compliance.

3.10 Information

The enclosed specifications are not intended to be restrictive. However, respondents should offer their services that most closely conforms to the requirements and specifications stated herein.

3.11 Acceptance and Rejection

The campus reserves the right to reject any all proposals and to waive any informality in the proposals received and to accept any proposals that, in its opinion, are in the best interests of the campus. During the bidding phase of this procurement, the campus does not obligate itself to accept the lowest or any other bid. The campus will be the sole judge as to whether the respondent's proposal is qualified and whether respondent will thereby be eligible to submit bid pricing in phase two of this procurement. This solicitation does not commit the University of Tennessee Health Science Center or the State of Tennessee to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services.

3.12 Evaluation

The campus will use the following criteria to evaluate and determine the acceptability of technical offer based on the categories and points stated on page 8.

- a. Vendor's response to this solicitation
- b. References
- c. Supplemental information submitted by vendor

3.13 Purchase Subject To Tennessee Code Annotated 12-4-103

It is hereby declared unlawful for any state official or employee to bid on, or sell, or offer for sale, any merchandise, equipment or material, or similar commodity, to the State of Tennessee during the tenure of his her office or employment, or for six (6) months thereafter, or to have any interest in the selling of the same to the State. Bidder's signature on this technical offer certifies the fact that bidder is in compliance with T.C.A. 12-4-103.

3.14 Inspection of Bid File

After the bid price evaluation taking place in the second phase of this multi-step process, all data relating to procurement shall be made available for inspection. A reasonable opportunity for such inspection prior to the award shall be provided to each bidder. Purchasing shall have full discretion to determine what a reasonable opportunity under the circumstances is, but shall provide at least five (5) working days for inspection prior

to award when multi-step sealed bidding is utilized. All requests for inspection shall be made in writing to the Office of Procurement Services.

3.15 Interpretations and Addenda

If a bidder finds discrepancies, ambiguities, omissions, or is in doubt as to the meaning or intent of any provisions of this solicitation, the campus should be notified not less than five (5) days of the proposal opening date. Such notifications must be submitted in writing and hand-delivered or sent by facsimile or email to the contact person listed in Section 3 above. Proposers should confirm that such questions or requests are received. All answers will be provided in the form of written addenda and issued simultaneously to all holders of this solicitation. No request for interpretation or clarification will be received or answered less than five (5) days before the due date for technical offers.

3.16 Certification of Debarment Status

The vendor certifies that he/she is not presently debarred, proposed for debarment, suspended, or declared ineligible for covered transactions by any federal agency or department. The vendor also certifies that within the past three (3) years he/she has not been convicted of or had civil judgment rendered against them for a fraudulent contract or transaction, violation of federal or state antitrust laws, or the commission of embezzlement, theft, forgery, bribery, falsifying or destroying records, receiving stolen property, or making false statements.

3.17 General Proposal Conditions

All proposers must review the General Proposal Conditions found at the link below and state in their proposal their acceptance of or exception to these conditions.

http://purchasing.tennessee.edu/general_proposal_conditions.htm

SECTION 4 – PROPOSAL SUBMISSION

4.1.1 Required Submissions

- a. Each Proposer must submit in a sealed envelope titled “TECHNICAL PROPOSAL.” Within the envelope, there is to be one (1) original of Vendors Technical Proposal along with Technical Proposal on a USB Drive.
- b. Each Proposal must submit in a second sealed envelope titled “COST PROPOSAL.” Within this envelope, there is to be one (1) original of Vendors Cost Proposal along with Cost Proposal on a USB Drive.

4.2 General Information

The University will not evaluate the financial proposal until all technical proposals have been evaluated and scored. The scoring committee will not have access to the cost proposals during the technical evaluation.

SECTION 5 -PROPOSAL REQUIREMENTS

5.1 Project Scope and Deliverables

Please complete the attached Bid form. QUOTING MONTHLY CHARGES FOR EACH LOCATION LISTED. AFTER QUOTING THE MONTHLY CHARGE FOR EACH LOCATION, PLEASE ADD ALL THE MONTHLY CHARGES FOR EACH LOCATION AND PROVIDE THE TOTAL MONTHLY CHARGES IN THE PRICE PER UNIT COLUMN IN ITEM 1 OF THIS RFP DOCUMENT.

5.2 References

Please provide three (3) references on ATTACHMENT B for which the same services are currently being utilized, and briefly describe the type of service provided. Include, at a minimum, the following information:

- Company/School/Business name
- Contact name
- Phone number
- E-mail address
- Brief description of the scope of the business relationship and value
- Current status of business relationship

5.3 Qualification of bidders.

Bids shall be considered only from Bidders who, in the judgment of the University are regularly established in business, financially responsible, able to show evidence of satisfactory past performance and ready, willing and able to render prompt and satisfactory services.

Each contractor shall furnish, with his/her bid, documentation specifically stating: (1) that his/her bid company has been in business for at least five (5) years. A copy of the Tennessee Department of Agriculture issued license will be presented with the bid. Commercial pesticide applicator certification cards for all technicians who will service the account will be furnished to the University within 30 days of being awarded the contract.

5.4 Site Inspection

Call Whitt Sutton at 448-5661.

5.5 OPTION: ORAL PRESENTATION

The University reserves the right but is not obligated, to request and require that a vendor provides a formal oral presentation of its proposal at a date and time to be determined. If required by the University, it is anticipated that such presentation will not exceed two hours including the question/answer session. No vendor will be entitled to be present during the presentation of any other vendor. Vendors shall bear all costs associated with their presentation.

SECTION 6 – BASIS FOR AWARD

The evaluation process is designed to award an agreement not necessarily to the proposer of least cost, but rather to the proposer with the best combination of attributes based upon the evaluation criteria. All qualified proposals will be evaluated and scored on a weighted point method by a committee consisting of representatives from The University of Tennessee Health Science Center.

All proposals will be scored relative to other proposals with regards to prices submitted and to requirements and specification criteria listed in the RFP document. If the University makes an award, the University will award to the Proposer whose proposal scores the highest total points.

6.1 Scoring Schedule

Technical Proposal

- a. Experience of Firm or Individual
 - Overall experience
 - Qualifications of proposed team or individuals dedicated to the
 - Client references

Total – up to 200 points

- b. Work Plan/Approach to Addressing the University’s Needs
Technical Capabilities

Total – up to 500 points

Cost Proposal

- c. Cost Proposal – up to 300 points

The Proposal Evaluation Committee shall first evaluate the written proposals and conduct reference checks. The cost proposals will be opened and evaluated upon completion of scoring the technical proposals.

The University of Tennessee Health Science Center

Request for Proposal # 10054283

ACKNOWLEDGMENT OF RECEIPT AND INTENTION

Please complete this form as soon as possible and fax to the number indicated below.

This is to acknowledge receipt of Request for Proposal# 10054283 for UTHSC dated March 6th, 2017. Acknowledgment Form is due on March 10th, 2017. Sealed proposals are due March 24th, 2017 at 2:00pm Central Time.

Check one:

Our firm intends to submit a proposal and hereby requests to receive any addenda or other correspondence related to this RFP.

Our firm does not intend to submit a proposal and does not wish to receive any addenda or other correspondence related to this RFP.

Firm Name	Mailing Address
Contact Person	City, State Zip
Signature	Phone Number
Date	Fax Number
Email address	Website

PLEASE FAX or email THIS ACKNOWLEDGMENT BY TO:

The University of Tennessee Health Science Center
Purchasing Services Office
Attention: Eric L. Richardson
Fax No. (901) 448-8028
Email: erichar9@uthsc.edu

ATTACHMENT A

**TECHNICAL
FORM OF PROPOSAL**

Pest Control Services for UTHSC Campus

RFP# 10054283

In response to Request for Proposal (RFP), the undersigned presents this Technical Proposal to provide a Pest Control Services to the University of Tennessee Health Science Center in accordance with the RFP documents contained herein. The proposer agrees to be bound by all terms and conditions of the RFP and to enter into a contract for the proposed services if selected as the successful bidding during the bidding phase. The inclusion of Price Proposal dollar amounts in the Technical Proposal shall make the entire Proposal non-responsive.

Firm Name

Signature

Street Address

Typed Name

City/State/Zip Code

Title

Phone No.

Date

Fax No.

Federal ID Number

Email Address

NOTE: ONE ORIGINAL AND USB DRIVE OF THE COMPLETE TECHNICAL PROPOSAL, UNDER SEAL, SHOULD BE SUBMITTED.

ATTACHMENT B

REFERENCES

Reference 1

Institution	
Contact Person	
Address	
Phone	
Fax	
Email	
Dates of Contract	

Reference 2

Institution	
Contact Person	
Address	
Phone	
Fax	
Email	
Dates of Contract	

Reference 3

Institution	
Contact Person	
Address	
Phone	
Fax	
Email	
Dates of Contract	

ATTACHMENT C

**THE UNIVERSITY OF TENNESSEE
ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE
REQUEST FOR PROPOSAL# 10054283**

ITEM OR SERVICE:	
CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)	

In compliance with the requirements of Chapter 878, Tennessee Public Acts of 2006, the Bidder hereby attests that, if awarded this bid requirement, the Bidder shall not knowingly utilize the services of an illegal immigrant in the performance of the Contract or Purchase Order and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of the Contract or Purchase Order.

SIGNATURE & DATE: _____

NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor.

NOTE: The bidder should enter the company's legal name and Federal Employer Identification Number or Social Security Number in the appropriate space and then sign and date this form.

**ATTACHMENT D
PRICING
FORM OF PROPOSAL**

Pest Control Services

RFP #10053985

In response to Request for Proposal (RFP), the undersigned presents this Technical Proposal to provide a Pest Control Services to the University of Tennessee Health Science Center in accordance with the RFP documents contained herein. The proposer agrees to be bound by all terms and conditions of the RFP and to enter into a contract for the proposed services if selected as the successful bidding during the bidding phase.

Firm Name

Signature

Street Address

Typed Name

City/State/Zip Code

Title

Phone No.

Date

Fax No.

Federal ID Number

Email Address

NOTE: ONE ORIGINAL AND USB DRIVE OF THE COMPLETE COST PROPOSAL, UNDER SEAL, SHOULD BE SUBMITTED.

ATTACHMENT E

UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

COST PROPOSAL

- A. Total Monthly Charges \$ _____
- B. Hourly Rate for Additional Work, if required \$ _____
- C. Total Costs of Monthly Pest Station Monitoring \$ _____
- D. Over Time Rate, if required \$ _____
- E. Provide any other costs associated with this type of Service,
which the University may need, but is unaware of.
Please provide additional information along with
explanation of said Service. \$ _____

Note: In accordance with the RFP, this Cost Proposal must be submitted in a separate sealed envelope. A narrative explaining the fees and costs quoted above should be attached to this form. See Attachment E for Sealed Proposal Labels.

ATTACHMENT F

SEALED PROPOSAL LABELS

The Sealed Price Proposal and the Sealed Technical Proposal must be contained in separate envelopes. These separately sealed and labeled envelopes may be sent together in a larger envelope or box. Please cut out these labels, highlight the border in red and affix to the lower left corner of the envelopes in which the Cost Proposal and Technical Proposal are submitted. Your company's name and address should appear in the upper left corner of the envelopes.

SEALED TECHNICAL PROPOSAL

**The University of Tennessee Health
Science Center, Memphis**

RFP # 10054283

Date of Opening: March 24th, 2017

Time of Opening: 2:00 pm Central

Proposal for Pest Control Services

SEALED COST PROPOSAL

**The University of Tennessee Health
Science Center, Memphis**

RFP #10054283

Date of Opening: March 24th, 2017

Time of Opening: 2:00 pm Central

Proposal for Pest Control Services