



FINANCE

Request for Proposal #: 320-150223AG

City of Rocky Mount Pest and Termite Control Services

Date of Issue: 3/8/2023

Proposal Opening Date: 3/28/2023

At 2:00 PM ET

Contract Term: May 1, 2023 – April 31, 2025

Direct all inquiries concerning this RFP to:

Alicia Gaines

Purchasing Associate III

Email: Alicia.Gaines@rockymountnc.gov

Phone: 252-972-1227



ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

Request for Proposal # 320-150223AG

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.
Failure to do so may subject your bid to rejection.**

ID Number:

Federal ID Number or Social Security Number

Vendor Name

“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”



City of Rocky Mount FINANCE

Refer **ALL** Inquiries regarding this RFP to:
Alicia Gaines
Purchasing Associate III

Request for Proposal # 320-150223AG

Proposals will be publicly opened: 3/28/2023 2:00 PM

Contract Type: Service

EXECUTION

In compliance with this Request for Quote, and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are quoted, at the prices set opposite each item within the time specified herein. By executing this quote, the undersigned Vendor certifies that this quote is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this quote, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or City department. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-contractors for any Contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of any response in this quote, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization. **Do you have a financial interest or tangible personal benefit with a city of Rocky Mount employee, officer, or agent?** Yes No **If yes note the employee, officer, or agent; department; and the perceived or actual conflict of interest.**

Failure to execute/sign quote prior to submittal shall render quote invalid and it WILL BE REJECTED. Late quotes cannot be accepted.

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #11):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

Offer valid for at least 60 days from date of quote opening, unless otherwise stated here: days.

ACCEPTANCE OF PROPOSAL

If any or all parts of this quote are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount shall affix his/her signature hereto and this document and all provisions of this Request for Quote along with the Vendor response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

FOR CITY USE ONLY: Offer accept, and Contract awarded this _____ day of _____, 20__ as indicated on the attached certification, by _____ Purchasing Manager.

PRE-AUDIT: This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

Finance Director Date

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1.0 PURPOSE AND BACKGROUND

Per NCGS 143-131 the City of Rocky Mount is receiving bid price proposals for general pest and termite control services for selected City buildings. The contractor(s) awarded contracts shall be responsible for providing all labor, materials, supplies, insurances and all other requirements for general pest and termite services.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions, the Cities terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 2.4 PROPOSAL QUESTIONS. If the City determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The City may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer. **By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposal as nonresponsive.**

Contact with anyone working for or with the City regarding this RFP other than the City Contract Specialist named on the face page of this RFP in the manner specified by this RFP shall constitute grounds for rejection of said Vendor’s offer, at the City’s election.

2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The city will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	City	Wednesday, 3/8/2023
Pre-Bid Meeting	City	Tuesday, 3/14/2023 10:00 am
Submit Written Questions	Vendor	Friday, 3/17/2023
Provide Response to Questions	City	Wednesday, 3/22/2023
Submit Proposals	Vendor	Tuesday, 3/28/2023 2:00 pm
Contract Award	City	TBD
Contract Effective Date	City	Monday, 5/1/2023

Pre-bid meeting: Contractor representatives are URGED and CAUTIONED to visit the site and apprise themselves of the conditions and requirements which will affect the performance of the work called for by this Request for Proposal. Submission of a proposal shall constitute sufficient evidence of this compliance and no allowance will be made for unreported conditions which a prudent Contractor would recognize as affecting the performance of the work called for in this proposal.

Site visit attendees will meet at 331 S Franklin St, Rocky Mount, NC 27804, 2nd floor, Conference room 3. Submission of a proposal shall constitute sufficient evidence of this compliance and no allowance will be made for unreported conditions which a prudent Vendor would recognize as affecting the performance of the work called for in this proposal.

Vendor is cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this Request for Proposal, must be confirmed by written addendum before it can be considered to be a part of this proposal.

2.4 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to Alicia.Gaines@rockymountnc.gov by the date and time specified above. Vendors should enter "RFP # 320-150223AG: Questions" as the subject for the email. Questions submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the City's response, and any additional terms deemed necessary by the City will be posted in the form of an addendum the City of Rocky Mount Purchasing web-page <http://www.rockymountnc.gov/services-finance-bids/> and/or to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this RFP.

2.5 PROPOSAL SUBMITTAL

If applicable to this RFP, sealed proposals, subject to the conditions made a part hereof and the submission requirements described below, shall be delivered to the physical address indicated in the table below, for furnishing and delivering those items or Services as described herein.

Vendors shall deliver to the address identified in the table above: one (1) paper, one (1) photocopy.

All proposals shall be submitted in a sealed envelope. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table, below. File contents **shall NOT** be password-protected but shall be in .PDF or XLS format and shall be capable of being copied to other sources.

Proposal shall be marked on the outside of the sealed envelope with the Vendor's name, RFP number and date and time of opening. If Vendor is submitting more than one proposal, each proposal shall be submitted in separate sealed envelope and marked accordingly. For delivery purposes, separate sealed proposals from a single Vendor may be included in the same outer package. Do not include proposals for more than one solicitation in the same package.

MAILING ADDRESS FOR DELIVERY OF PROPOSAL VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, HAND DELIVERY, OVERNIGHT DELIVERY OR BY ANY OTHER CARRIER
PROPOSAL NUMBER: 320-150223AG Attn: Alicia Gaines, Purchasing Associate III City of Rocky Mount PO BOX 1180 Rocky Mount, NC 27802	PROPOSAL NUMBER: 320-150223AG Attn: Alicia Gaines, Purchasing Associate III City of Rocky Mount 331 S. Franklin Street Rocky Mount, NC 27804

All Vendors are urged to take the possibility of delay into account when submitting a proposal. **Attempts to submit a proposal via facsimile (FAX) machine, email or telephone, in response to this RFP shall NOT be accepted.**

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor’s proposal(s).

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding on this RFP periodically check the City’s IPS website for any Addenda that may be issued prior to the proposal opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

Contact with anyone working for or with the City of Rocky Mount regarding this RFP other than the City of Rocky Mount Purchasing Office Contract Lead named on the face page of this RFP in the manner specified by this RFP shall constitute grounds for rejection of said Vendor’s offer, at the City of Rocky Mount Purchasing Office election.

Proposal Opening:

Proposals will be opened and read aloud at the Frederick E. Turnage Administrative Services Complex, first floor atrium, 331 South Franklin Street, Rocky Mount, North Carolina 27804 at the date and time specified on the cover sheet and RFP schedule.

2.6 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items and those attachments should be arranged in the following order:

- a) Cover Letter
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of EXECUTION PAGES, along with the body of the RFP and signed receipt pages of any addenda released in conjunction with this RFP (if required to be returned).
- d) Completed version of ATTACHMENT A: PRICING
- e) ATTACHMENT B: INSTRUCTIONS TO BIDDERS
- f) ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS AND CONDITIONS
- g) Completed and signed version of ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION
- h) ATTACHMENT E: LOCATIONS AND DUTIES

2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City or Other Eligible Entity that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the City of Rocky Mount Purchasing Office who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City and who will administer this contract for the City.
- c) **QUALIFIED PROPOSAL:** A responsive proposal submitted by a responsible Vendor.

- d) **RFP:** Request for Proposal
- e) **SERVICES or SERVICE DELIVERABLES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.
- f) **VENDOR:** Supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Proposal.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

Pursuant to North Carolina General Statutes Section 143-131, “award shall be made to the lowest responsible, responsive bid or bidders, taking into consideration quality, performance and the time specified in the proposals for the performance of the contract.”

While the intent of this RFP is to award Contracts to multiple Contractors for different properties, the City reserves the right to make a single award to one Contractor, to not award one or more properties or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the City to do so.

The City reserves the right to waive any minor informality or technicality in proposals received.

Local Preference Policy. *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsible, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsible, responsive Non-Local Bidder's price. An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://rockymountnc.gov/services-finance-vendor-registration/>*

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

During the evaluation period—from the date proposals are opened through the date the contract is awarded—each Vendor submitting a proposal (including its representatives, sub-contractors and/or suppliers) is prohibited from having any communications with any person inside or outside the using department, issuing department, other government department office, or body (including the purchaser named above, department secretary, department head, members of the general assembly and/or governor’s office), or private entity, if the communication refers to the content of Vendor’s proposal or qualifications, the contents of another Vendor’s proposal, another Vendor’s qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals and/or the award of the contract. A Vendor not in compliance with this provision shall be disqualified from contract award, unless it is determined in the City’s discretion that the communication was harmless, that it was made without intent to influence and that the best interest of the City would not be served by the disqualification. A Vendor’s proposal may be disqualified if its sub-contractor and supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement to the date of contract award). Only those discussions, communications or transmittals of information authorized or initiated by the issuing department for this RFP or general inquiries directed to the purchaser regarding requirements of the RFP (prior to proposal submission) or the status of the contract award (after submission) are excepted from this provision.

3.3 INTERPRETATION OF TERMS AND PHRASES

This Request for Proposal serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Proposal shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department’s needs as described in the Request for Proposal. Except as

specifically stated in the Request for Proposal, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the City to receive a better proposal, the Vendor is urged and cautioned to submit these items in the form of a question during the question-and-answer period in accordance with Section 2.5.

4.1 CONTRACT TERM

The Contract shall have an initial term of **two (2) years**, beginning on May 1, 2023-April 31, 2025. The city reserves the right to extend the contract no more than **two (2) years** if all parties are in agreement based on an acceptable level of service being provided during the contract period and there are no increases in costs.

The Vendor shall begin work under the Contract within 30 business days of the Effective Date.

4.2 PRICING

Proposal price shall constitute the total cost to Buyer for complete performance in accordance with the requirements and specifications herein, including all applicable charges handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this RFP. Complete ATTACHMENT A: PRICING FORM and include in Proposal. The amount bid for the initial annual term is subject to negotiation and adjustment considering CPI after the first year and agreed to by the City.

4.3 INVOICES

- a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.
- b) Invoices must be submitted to the following address: City of Rocky Mount Attn: Accounts Payable
PO BOX 1180
Rocky Mount, NC 27802
 Or
acctpayable@rockymountnc.gov
- c) Payment amounts will be made on a NET 30 day pay period upon submission of an invoice and appropriate trip tickets to support such invoice.

4.4 MINORITY BUSINESS PARTICIPATION

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders even MWBE/HUBs to obtain the aspirational goal where sub-contracting and supplier opportunities exist. Use the table below to note the MWBE businesses that will be used as suppliers or subcontractors for this contract.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE

If the goal of 10% participation by HUB Certified or minority businesses is not achieved, the Bidder shall provide the following documentation to the City of his/her good faith efforts:

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- a) Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- b) Copies of quotes or responses received from each MWBE responding to the solicitation.
- c) A telephone log of follow-up calls to each firm sent a solicitation.
- d) For subcontracts where a minority business is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- e) Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- f) Copy of pre-bid roster
- g) Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- h) Letter detailing reasons for rejection of minority business.
- i) Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in a non-responsive bid.

4.5 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the City of Rocky Mount. Vendor shall provide information as to the qualifications and experience of all executives, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

4.6 REFERENCES

Vendors shall provide at least three (3) different references for which your company has provided Services of similar size and scope to that proposed herein. The city of Rocky Mount shall contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Contractor's performance has been satisfactory. The information obtained shall be considered in the evaluation of the quote. If city of Rocky Mount references is provided it cannot be counted towards your three (3) required references but may be included in addition to.

COMPANY NAME	CONTACT NAME	COMPANY EMAIL	TELEPHONE NUMBER

Optional: City of Rocky Mount			

4.7 PERSONNEL

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The city will approve or disapprove the requested substitution in a timely manner. The City may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the City may request acceptable substitute personnel or terminate the contract services provided by such personnel.

4.8 VENDOR’S REPRESENTATIONS

- a) Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the City under this Contract. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractors that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor’s proper performance, provision and delivery of the service and deliverables under this Contract or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and Deliverables.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

5.0 SCOPE OF WORK

5.1 SCOPE SPECIFICATIONS

PEST CONTROL

Pest control services are to be rendered covering the actual performance of insect and rodent control work in accordance with the following specifications:

- a) The control of roaches, ants, silverfish, fleas and spiders.
- b) The control of rats and mice.
- c) The control of flies in and adjacent to food areas and snack bars.
- d) The word “CONTROL” is defined as the periodic eradication of existing infestation within practical limits. Callback service if necessary is to be provided at no additional charge.

TERMITE CONTROL

Services are to be rendered covering the actual performance of termite control and prevention work in accordance with the following specifications on an as needed basis.

- a) Treatment of all undersides of all buildings noted.
- b) Drilling of all brick walls, foundations, pillars, and steps, etc., that serve as termite harborage and activity where required and where possible based on blueprints.
- c) Trench all areas both within and outside buildings listed according to Federal and State specifications.
- d) Drill and treat all areas with concrete slabs and inject chemicals under same where possible based on blueprints.

MATERIALS

- a) The pest control supplies and materials used in the pest and termite control work shall conform to EPA, Federal, State and Local ordinances laws and ordinances, and shall be acceptable to the City of Rocky Mount.
- b) Rodenticides and all other chemicals used shall be used with all due precaution to prevent the possibility of accidents to humans, domestic animals and pets. An odorless chemical is preferred and shall be used when possible.
- c) Special care shall be exercised in the use of liquid insecticides in areas having an asphaltic, mastic, carpet or linoleum floor surface shall not cause damage to same.
- d) Each regular service will consist of a maximum properly applied product, crack and crevice, or general treatment of a pesticide designed to eliminate mature insects coupled with and insect regulator.

5.2 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

5.4 ACCEPTANCE OF WORK

All the above specifications for Residuals hauling and removal are subject to daily inspections by either the Director of Water Resources or the designated city representative. Failure to meet the standards set forth in these specifications will be noted and discussed with the vendors designated project manager. Failure to remedy issues shall be grounds for the cancellation of this contract. Ongoing failure to consistently meet specifications noted in this RFP shall also be grounds for the cancellation of this contract.

In the event acceptance criteria for any work or deliverables is not described in contract documents or work orders hereunder, the City shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the City shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation or testing, as applicable of the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any requirements, acceptance criteria or otherwise fail to conform to the contract, the City may exercise any and all rights hereunder, including, for deliverables, such rights provided by the Uniform Commercial Code as adopted in North Carolina.

5.5 LIQUIDATED DAMAGES

The parties agree that calculation of actual damages resulting from failure to meet the following performance standards is extremely difficult, if not impossible, to calculate accurately, and the parties also agree that the compensation identified

for such failures are a reasonable estimate of damages resulting from a failure to meet the performance standard described.

Notwithstanding any other provision herein, liquidated damages shall not be subject to a limitation on damages or limit of liability for damages that otherwise may be applicable to recoverable damages.

5.6 TRANSITION ASSISTANCE

If this Contract is not renewed at the end of this term, or is canceled prior to its expiration, for any reason, Vendor shall provide, at the option of the City, up to 3 months after such end date all such reasonable transition assistance requested by the City, to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the City or its designees. If the City exercises this option, the Parties agree that such transition assistance shall be deemed to be governed by the terms and conditions of this Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The City shall pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.0 CONTRACT ADMINISTRATION

6.1 PROJECT MANAGER AND CUSTOMER SERVICE

The Vendor shall designate and make available to the City a project manager. The project manager shall be the City's point of contact for contract related issues and issues concerning performance, progress review, scheduling, and service.

6.2 DISPUTE RESOLUTION

The parties agree that it is in their mutual interest to resolve disputes informally. A claim by the Vendor shall be submitted in writing to the City's Contract Lead for resolution. A claim by the City shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to exercise any other remedies available under this Contract, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.3 CONTRACT CHANGES

Contract changes, if any, over the life of the contract shall be implemented by contract amendments agreed to in writing by the City and Vendor.

ATTACHMENT A: PRICING

I have reviewed the requirements for performing this contract and my total cost price to provide pest and termite control services for selected City buildings per City of Rocky Mount bid requirements is as follows:

TOTAL BASE PROPOSAL	Dollars \$
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ATTACHMENT B: INSTRUCTIONS TO BIDDERS

City of Rocky Mount Instructions to Bidders Review <https://rockymountnc.gov/services-finance-vendor-registration/>

ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS & CONDITIONS

Review Terms and Conditions: General at <https://rockymountnc.gov/services-finance-vendor-registration/> Terms and conditions on the vendor webpage that do not apply to this bid: [Federal UG Terms](#), [FEMA Contract Provisions](#), [Sample Contract Terms](#).

- Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.

ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFP. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business? Yes No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? Yes No

If so, state HUB classification: [REDACTED]

NEW VENDOR REGISTRATION

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update your vendor information you may also complete the online vendor registration form. Once registration is complete email a copy of your W9 an E-Verify Affidavit to the contact person listed on the coversheet.

rockymountnc.gov/services-finance-vendor-registration/

SUSTAINABILITY

According to G.S. 143-58.2, it is the policy of this State to encourage and promote the purchase of products with recycled content and to purchase items that are reusable, refillable, repairable, more durable and less toxic to the extent that the purchase or use is practicable and cost effective.

Do the items offered have any recycled content? Yes No
If yes, what is the post-consumer recycled content? [REDACTED]% What is the total recycled content? [REDACTED]%

Other sustainable properties:

HOW TO DO BUSINESS WITH THE CITY OF ROCKY MOUNT

Becoming a Vendor <https://youtube/MGOjZxI4iQc>
Competing in the Bid Process <https://youtu.be/yy8dYzPOCUs>
Purchase Order, Payment and Performance <https://youtube/wA5zVTizZQM>

ATTACHMENT E: LOCATIONS AND DUTIES

Building locations, contract persons and duties:

GROUP 1

I. Frederick E. Turnage Administrative Complex

Floors 1-5 - **CONTACT PERSON:** Brad Lewis **TELEPHONE:** 252-972-1264

DUTIES

- Entire entrance and Atrium area on 1st floor
- Hallways and office areas on 1st floor
- Breakroom, TV Room & Vending Machine Area on 3rd floor
- Atrium area and hallways, floors 2 - 5
- Restrooms – Floors 1 through 5
- Offices for floors 1 through 5 - On an as needed basis when requested

II. Frederick E. Turnage Administrative Complex – Police Department

Floors 1-3 - **CONTACT PERSON:** Brad Lewis **TELEPHONE:** 252-972-1264

DUTIES

- Entire entrance and atrium area on 1st floor
- Hallways and office areas on 1st floor
- Communications Center on 2nd floor
- Restrooms – Floors 1 through 3
- Hallways -- Floors 2 & 3
- Offices for floors 1 through 3 -- On an as needed basis when requested

III. REA/Bus Station – 411 East Coast Line Street

CONTACT PERSON: Brad Lewis **TELEPHONE:** 252-972-1264

DUTIES

- Entire lower and upper level of the lobby areas
- Ticket baggage information office
- Restrooms
- Office

IV. Train Station – 101 Hammond Street

CONTACT PERSON: Brad Lewis **TELEPHONE:** 252-972-1264

DUTIES

- Restrooms, hallways and lobby area
- 1st floor – except Nash County Visitor’s Bureau
- Second floor – hallways
- Third floor – hallways

V. Weaver Building – 231 Hammond Street

CONTACT PERSON: Brad Lewis **TELEPHONE:** 252-972-1264

DUTIES

- Entire downstairs areas only on both sides of the building

VI. Animal Shelter – 1101 North Church Street

CONTACT PERSON: Brad Lewis **TELEPHONE:** 252-972-1264

DUTIES

- Offices
- Hallway
- Restrooms
- Kennel Area
- Back Patio

* Bid price for this area shall also include a onetime per year spraying of grass areas around the building for ants and fleas.

**VII. Judicial Center & Judicial Center Courtroom – 305 Cokey Road –
Judicial Center Contact Person: Brad Lewis – 252-972-1264**

CONTACT PERSON: Officer Jeremy Winners **TELEPHONE:** 252-822-2767

****NOTE:** Due to court sessions held at the Judicial Center viewing of the Courtroom must be done on **FRIDAY, March 17, 2023** by contacting Officer Jeremy Winners to schedule viewing between the hours of 9:00 a.m. – 4:00 p.m.

DUTIES

- 1st floor – Offices, hallways and restrooms.
- 2nd floor – Offices, hallways, and restrooms

*Courtroom and back-office areas can only be treated on Friday when court is not in session. *

**VIII. Pistol Range Building – Located on Highway 97 East, behind the
Regional Wastewater Treatment Facility**

CONTACT PERSON: Brad Lewis **TELEPHONE:** 252-972-1264

DUTIES

- Entire classroom and kitchen areas of the building are to be treated.

**IX. Business Service Center- 224 South Franklin Street- 1st and 2nd Floors
CONTACT PERSON: Brad Lewis TELEPHONE: 252-972-1264**

DUTIES

- Entire entrance and Atrium area on 1st floor
- Hallways and office areas on 1st floor
- Breakroom, TV Room & Vending Machine Area on 2nd floor
- Atrium area and hallways, 1st and 2nd floors
- Restrooms – 1st and 2nd Floors
- On an as needed basis when requested

GROUP 2

**I. South Rocky Mount Community Center – 719 Recreation Drive
CONTACT PERSON: Brad Lewis TELEPHONE: 252-343-3110**

ALTERNATE CONTACT: Janie Evans **TELEPHONE:** 252-467-4925

DUTIES

- Offices
- Exercise Room
- Breakroom
- Gym

- TV Rooms
- Kitchen
- Game Rooms
- Restrooms
- Hallways

II. Booker T. Wilson Community Center & Gym – 727 Pennsylvania Ave.

CONTACT PERSON: Brad Lewis **TELEPHONE:** 252-343-3110

DUTIES

- 1st and 2nd floors
- Offices
- Games Rooms
- Lounge Areas
- TV Room
- Kitchen Area
- Hallways
- Exercise Rooms
- Gym Area
- Offices
- Restrooms
- Foyer
- Locker rooms

III. Rocky Mount Wilson Gym –

CONTACT PERSON: Alex Langley

301 Hill Street

TELEPHONE: 252-972-1162

DUTIES

- Offices
- Gym Area
- Restrooms
- Foyer

IV. Rocky Mount Senior Center –

CONTACT: Brian Harrell

420 Church Street

TELEPHONE: 252-972-1562

DUTIES

- 1ST and 2nd Floors
- Offices
- Hallways
- Restrooms
- Kitchen Area
- Activity Room
- Exercise Rooms
- Classrooms

V. Parks Maintenance Building –

CONTACT: Kelvin Yarrell Ricks

726 Albemarle Avenue

TELEPHONE: 252-467-4927

DUTIES

- Offices
- Restrooms

- Breakroom
- Shower

VI. Cemetery Maintenance Building – 432 Pineview Street
CONTACT: Major Kay **TELEPHONE:** 252-972-1428

DUTIES

- Breakroom
- Restroom
- Open Storage Area

VII. Rocky Mount Sports Complex & Football Stadium – 600 Independence Dr.
CONTACT: Lynn Driver **TELEPHONE:** 252-467-6483 or Brad Lewis 252-467-6482

DUTIES

- All Offices
- Restrooms
- Concession Stands

VIII. Imperial Centre for the Arts and Sciences – 270 Gay Street
CONTACT: Adrienne Lynch **TELEPHONE:** 252-972-1266 or 252-972-1177

DUTIES

- Spray around the exterior of the Imperial Centre, Theatre, Education Building
- Interior extermination services upon request in identified areas

IX. Sunset Park Concession Stand – 550 North Taylor Street
CONTACT: Lynn Driver **TELEPHONE:** 252-467-6483 or Brad Lewis **TELEPHONE: 252-343-3110**

DUTIES

Exterminating services to be provided during June, July & August only

GROUP 3

I. Fleet Maintenance Building – 106 E. Grand Avenue
CONTACT PERSON: Michael Shaw **TELEPHONE:** 252-467-4889

DUTIES

- Offices
- Breakroom
- Restrooms
- Hallways
- Parts Room
- Vending Machine Area

II. Street/Stormwater Division Building – 208 East Grand Avenue
CONTACT PERSON: Reginal Pullen **TELEPHONE:** 252-467-4907

DUTIES

- Offices Training/Breakroom
- Restrooms
- Vending Machine Area
- Hallways

III. Environmental Services Office Complex – 1221 Thorpe Road
Transfer Station Trailer and Control Booth – 1211 Thorpe Road
Scale House Trailer – 1181 Thorpe Road

CONTACT PERSON: Andrew Martin TELEPHONE: 252-467-4956

ALTERNATE CONTACT: Jacob Parker TELEPHONE: 252-467-4953

DUTIES

- Offices
- Hallways
- Restrooms
- Small Conference Room
- Breakroom
- Control Booth
- Large Meeting Room
- Modular Unit beside old Transfer Station
- Entire Scale House Trailer

IV. Water and Sewer Division – 724 Albemarle Avenue
CONTACT PERSON: Nate Williams TELEPHONE: 252-467-4919

DUTIES

- Offices
- Vending Machine Area
- Map Room
- Restrooms
- Breakroom
- Hallways

GROUP 4

I. Energy Resources Operations Center & Gas Meter Storage Area – 628 Albemarle Ave.
CONTACT PERSON: Bradley Walters TELEPHONE: 252-467-4827

DUTIES

- All Offices on First & Second Floor
- Hallways
- Restrooms
- Classroom
- Vending Machine Area
- Electric & Gas Meter Shop

II. Transformer Shop Building – 1251 Thorpe Road
CONTACT PERSON: Joey Cascell TELEPHONE: 252-467-6496

DUTIES

- Offices
- Restrooms

III. Engineering Sign Shop – 720 Albemarle Avenue

CONTACT PERSON: Kelvin Davis

TELEPHONE: 252-467-4939

DUTIES

- Offices
- Restroom

IV. Engineering Offices –

CONTACT PERSON: Bill Pridgen

720 Albemarle Ave. (In Water & Sewer Building)

TELEPHONE: 252-343-3156

DUTIES

- Offices
- Restroom
- Breakroom
- Hallways

V. Utility Operations Annex –

CONTACT PERSON: Brad Lewis

231 South Church Street

TELEPHONE: 252-343-3110

DUTIES

- Offices
- Restroom
- Radio Room
- Breakroom

VI. Substation 8 Office Building –

CONTACT PERSON: Ronald Lee

810 Grayson Road

TELEPHONE: 252-343-3126

DUTIES

- Offices
- Restroom

GROUP 5

****NOTE: Chief Malinowski will be the contact for all Fire Department locations. The viewing of the Fire Departments must be done on Monday, March 20, 2023 or Tuesday, March 21, 2023 between the hours of 8:00 a.m. – 12:00.**

CONTACT PERSON: Chief Jonathan Malinowski

TELEPHONE: 252-382-4304

- Fire Administration - Fire Station #1 – 375 East Raleigh Boulevard
- Fire Station #2 – 824 South Grace Street
- Fire Station #3 – 900 South Winstead Avenue
- Fire Station #4 – 2054 Fenner Road
- Fire Station #5 – 900 Springfield Road
- Fire Station #6 – 105 Rowe Drive
- Fire Station #7 – 9914 NC Highway 4, Battleboro, NC 27809
- Fire Life Safety/Emergency – 404 South Church Street
- Fire Department Logistics Building – 180 Cokey Road

DUTIES

- Due to Fire Station #1 through Fire Station #7 being 24/7 living quarters they are to receive exterminating services throughout the Fire Stations, including the Engine Rooms, and outside around the buildings.

- **FOGGING** - Bid prices for Fire Stations 1 – 7 and the Logistics Building are to include fogging of the Engine Rooms at each location two (2) times per year. The fogging schedule is to be coordinated with Chief Malinowski.

- For the **Fire Life Safety/Emergency Building** services are to be provided in the offices, hallways, restrooms, museum area and conference rooms.