

Request for Quotes – Pest Control Services

January 2019

Agency: Potomac Job Corps Center
1 DC Village Lane, SW
Washington, D.C. 20032



This is a Subcontracting Opportunity

I. SOLICITATION:

This Request for Quote is to establish a firm fixed price for all management, supervision, monitoring, personnel, transportation, tools, equipment, labor, parts and materials necessary to provide monthly internal & external commercial pest control services as set forth below in the SOW for the Potomac Job Corps Center (PJCC) operated by Exceed Corporation under Contract number DOL-ETA-17-C-0006 with the United States Department of Labor. The extent of the work is described in Section II - Scope of Work. The general conditions of the contract for this project shall be consistent with the Federal Acquisition Regulation (FAR) except as modified or amended herein. A copy of the FAR can be obtained on-line at <http://farsite.hill.af.mil/vmfara.htm>.

If it becomes necessary to make changes in quantity, specifications, delivery schedules, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by amendment of the request for quotes. Amendments shall be sent to everyone to whom invitations have been furnished.

To be considered for award, a Quote must comply in all material respects with the Request for Quotes. Such compliance enables bidders to stand on an equal footing. Bidders who do not provide the requested responses will be considered non-responsive.

Quotes should be filled out, executed, and submitted in accordance with the instructions in the invitation. If a bidder uses its own bid form(s) or a letter to submit a Quote, the Quote will be considered only if --

- (1) The bidder accepts all the terms and conditions of the invitation to quote; and
- (2) Award on the Quote would result in a binding contract with terms and conditions that do not vary from the terms and conditions of the invitation.

Quotes submitted by electronic commerce shall be considered, provided they are timely. Electronic Quotes must reference the solicitation and be sent to Phillips.Jennifer@jobcorps.org.

1. REPRESENTATION

A. Codes

1. The contractor shall research, and be responsible for obtaining, all regulatory, permitting, and licensing requirements.
2. All conflicts and requests for interpretation or clarification shall be submitted to the Potomac Job Corps Center Director.
3. The contractor shall maintain compliance with all the latest applicable codes, ordinances, and regulations including the national building code used in the local area, laws and local ordinances. All work shall conform to the current regulations of the Environmental Protection Agency (EPA), and the Occupational Safety and Health Administration (OSHA). The regulations of the District of Columbia shall prevail, if they are more stringent than those of the Federal Government. Deviations and interpretations shall be subject to the approval of the Potomac Job Corps Center Director and the Department of Labor.
4. The contractor shall not submit plans, documents, or specifications to any authority or regulatory body without the prior approval of the Potomac Job Corps Center Director or designated representative.

B. Specific Requirements

The prospective offerors must take such steps as may be necessary to ascertain the nature and condition of the work, and the general and local conditions which can affect the work or cost thereof. Failure to do so shall not relieve offerors from the responsibility for estimating properly the difficulty or cost of successfully performing the work.

1. **Quotes must be submitted no later than 4:00pm ET on February 5, 2019.**
2. Bidders, if applicable, will be responsible for submitting any questions to the Buyer in writing by January 29, 2019 at 2pm.
3. Once awarded, Contractor must be able to start within 5 calendar days.
4. In accordance with FAR 8.405-4, PJCC is requesting additional price reductions to the BPA prices.
5. For work scheduling, the contractor shall provide a proposed sequenced schedule to the center as part of the proposal submission. Once awarded, Contractor will work with the Maintenance Manager to develop monthly schedule and make arrangements for on-call services.
6. Contractor will be financially liable for all damages and/or service interruptions resulting from work being performed by Contractors employees. Potomac Job Corps Maintenance Manager must be notified immediately of damages or service interruptions. Any subcontractor used to make repairs or provide service on the Contractor's behalf must be approved in advance by Potomac Job Corps Center Director, or designated representative.
7. The contractor shall ensure the security of operations and storage areas to preclude all breaches of security including, but not limited to vandalism and/or theft. Routine and ongoing center operations will be continuing during the period of performance, and the contractor shall not rely on any aspect of Center Security to guard aspects of their operation. At no time during this period of performance, up to and including the acceptance of the substantial completion walk-through, will the Potomac Center accept requests for additional security measures. Exceed Corporation/Department of Labor shall not be held to have incurred any liability for loss of, and/or damage to, materials, tools, and equipment of the contractor by contract or otherwise. Exceed/Department of Labor shall not in any way be liable or responsible for damage or loss due to trespass or theft.
8. The contractor shall be responsible for receiving, storing, and securing of all materials, chemicals, equipment and other items to be used in accomplishing the work. Contractor's supplies and equipment may not be stored on the center unless expressly permitted by Potomac Job Corps Maintenance Manager. The contractor shall be responsible for all equipment, chemicals and materials brought onto the center to support this SOW, and shall replace lost, damaged or stolen items at its own expense.
9. The contractor and all persons employed under the contract:
 - a) Shall observe all security regulations in effect at the center;
 - b) Shall not fraternize with the students or staff of the center;
 - c) Shall not consume or transport any alcoholic beverages or drugs on the center;
 - d) Shall not transport any firearms on the center;
 - e) Shall not use the center's dumpsters
10. Persons violating the above shall be dealt with in an appropriate manner.
11. The contractor shall maintain a clean and safe work area throughout the period of performance. The contractor shall, at the end of each work day, remove and secure all debris, tools, equipment and materials used. The contractor shall collect used or excess chemicals frequently and dispose of chemicals and refuse away from the center in a lawful manner. The contractor shall be responsible for all fees, permits, etc., required for waste disposal for the duration of this contract. If Contractor fails to comply with the daily removal of debris, trash, chemicals, etc. as required, Potomac may remove and charge the Contractor the entire cost. Contractor shall not utilize Potomac trash receptacles for debris, trash or chemicals. The contractor will prevent the spread

of dust to neighboring sites and properties and avoid the creation of a nuisance or hazard in the surrounding area.

12. Offerors licensed in DC are welcomed and preferred. Licensure must be valid and current as of the time of proposal submission and for the expected duration of the task. Bidders must provide documentation validating these licensure requirements with their proposal packages.
13. The contractor shall be required to secure and pay for all necessary licenses, permits, taxes, fees, and any other cost which are required by the District of Columbia, Federal government or agencies for the performance of solid waste collection and disposal and recycling services for the Center. Contractor must be licensed and hold current/valid permits required by the appropriate authority in the area to conduct the required contractual work, including hazardous waste storage, use, and removal.
14. Contractor's employees must be dressed in uniform clearly identifying them as the Contractor's employee and according to safety regulations at all times during the performance of this contract. Uniform exceptions may be presented to the Center Buyer for consideration and approval.
15. Contractor's fleet must be clearly marked and driver's must have state issued driver's license.
16. The contractor is responsible for complying with the jurisdiction having authority, drawings and specifications prescribed inspection & testing and any manufacturer prescribed inspection & testing.
17. Contractor is expected to provide services as
18. Contractor must provide a warranty for all work/services performed.
19. PJCC has the right to Stop Work if the Contractor fails to correct defective work as required or continually fails to adhere or perform the work in accordance with these specifications, the scope of work or contract documents. The Center Director or their representative, may order the Contractor to stop the work, or any portion thereof.
20. Contractor shall be responsible for any costs associated with repeat site visits and treatments for the same issue at the same building location. If an issue is not remedied after the initial call, Contractor is held responsible for any costs associated with additional call backs and fixing the issue to PJCC's satisfaction. If the issue is not fixed within a timely manner to PJCC's satisfaction, Contractor shall be responsible to reimburse PJCC for any costs PJCC must incur to remedy the problem that the Contractor has not fixed (i.e. hire a second contractor to rectify the issue).
21. Although this scope of work identifies specific elements it is the contractor's responsibility to provide any and all elements which are incidental to the functioning of the work to be provided. The Buyer is the only staff member authorized to request additional services outside of the monthly service. If additional services are required and the pricing is not already provided in this SOW, a written quote will be required to include cost and a detailed description of the services offered. The Buyer has the right to obtain additional price quotes from competitors if needed.

C. Submittal Requirements - All offerors must address the items listed below in their submission in order to be determined technically acceptable. Failure to address these requirements will result in the offeror being deemed unresponsive.

- a) Offerors must provide evidence of licenses and certifications to perform the scope of work.
- b) Offerors must not be excluded from competing on government contracts. Verification will be completed through the SAM portal.
- c) Offerors shall submit a fixed price quote based upon the SOW and Extent of Work outlined in the Schedule. Pricing must be detailed. Monthly services can be priced as lump sum but preferably broken down by building. As needed services must be priced per building. Attachment 5 provides an example of pricing breakdown.

- d) Project Schedules or timelines for monthly service to include the average response time for a regular service call outside of the monthly service (not including emergencies as it is required that service is provided within 24 hours of request)
- e) Offeror must include conformance to the latest Service Contract Wage determination for Washington, DC.
- f) The contractor must include a listing of the valid and current credentials for all staff assigned to perform the work. The credentials should demonstrate the vendor's ability to successfully perform the SOW.
- g) The contractor shall provide a list of similar projects completed by its firm within the last five years and a list of references, including owners' names, addresses, email and telephone numbers. All firms submitting quotes for this project shall have no less than five consecutive years of relevant experience.
- h) This project is sales/use tax-exempt.
- i) Quote valid for (90) days.
- j) Warranty information for work or services performed and materials used.
- k) Contractor shall provide a certificate of insurance naming Exceed Corporation – Potomac Job Corps Center as an additional insured, per Section III - insurance requirements.
- l) Contractor must accept purchase orders with net terms.
- m) Contractor must provide a completed New Vendor Profile (Sample in Attachments) & W-9
- n) MSDS Sheets for chemicals used to perform services in accordance with the scope of work.

II. SCOPE OF WORK (SOW):

Subcontractor shall provide the following on a monthly basis to include; proactive inspections, monitoring and treatment for the control of roaches, ants, spiders, beetles, crickets, wasps, mice and rats to PJCC interior & exterior for Bldgs. 2, 7, 50-wellness, 59-cafeteria & culinary arts, 60-Recreation and dorm common areas for Bldgs. 12, 13, 14, 54, 61 and 62. Subcontractor shall also treat the OA/CTS office, monthly.

Subcontractor shall provide service to the following on an as needed basis, to include; proactive inspections, monitoring and treatment for the control of roaches, ants, spiders, beetles, crickets, wasps, mice and rats to PJCC interior & exterior for Bldgs. 1, 3, 4, 9, 11, 15, 43, 44, 56 and individual dorm rooms in Bldgs. 12, 13, 14, 54, 61 and 62. Additional service calls may be requested for buildings serviced monthly. A cost should be provided for additional service calls of those buildings as well.

Subcontractor shall also provide the cost for bed bug treatment, per room and the treatment method used.

Subcontractor shall provide thorough fogging of Bldg. 59 on a semi-annual basis.

Service areas are to include all entrances & exits, storage areas, break/vending/kitchen areas, all restrooms, trash areas, exterior services and office areas, as needed. Rodent control shall consist of, at a minimum, mechanical traps, glue boards and/or bait stations strategically placed inside and outside the buildings. If the stations become broke, wear out or become missing, subcontractor will replace at no additional cost.

Subcontractor will be expected to respond to emergency calls within 24 hours of notification.

Potomac Job Corps reserves the right to add or remove buildings to/from this contract at any point during this period of performance.

A. REPORTS:

Contractor will be required to provide a service report to include the building location, date of service, chemicals used and quantity used after each treatment (no later than 48 hours of treatment). The report should also note any areas of concern that may be affecting pest/insect activity and recommendations.

III. INSURANCE

Prior to starting any work, the contractor shall show proof of required insurance, in amounts to cover risk or as required by statute, including:

- Commercial General Liability – \$1,000,000 each occurrence; \$3,000,000 aggregate
- Automobile Liability/Bodily Injury Liability - \$500,000 each person; \$1,000,000 each occurrence and will include coverage for owned, non-owned, and hired vehicles.
- Property Damage Liability - \$500,000 each accident; \$500,000 aggregate
- Workers Compensation and Employer’s Liability – Amounts in coverage as required by the District of Columbia compensation laws or union agreements. Employer’s liability at least \$500,000 each accident. Amount shall remain in effect for a minimum of one year from the time of substantial completion, but in no event less than the time required to complete all warranty work.
- Umbrella Liability – \$2,000,000 each occurrence
- Professional Liability - \$1,000,000 each occurrence

Once awarded, Contractor must maintain and keep current the above limits for the entire period of performance. It is the contractor’s responsibility to provide a new and/or replacement Certificate of Insurance at least (15) fifteen days prior to the expiration of such policy. Contractor must give PJCC at least (30) thirty days’ prior written notice of cancellation or termination of coverage.

IV. EVALUATION FACTORS FOR AWARD:

1. EXCEED anticipates the award of a single contract as a result of this solicitation to the responsible Offeror whose proposal meets the needs of the solicitation, timely turnaround of services, is technically acceptable and is determined to be the lowest price.
2. Invitations may be cancelled and all quotes rejected before award when:
 - All otherwise acceptable bids received are at unreasonable prices, or only one bid is received and the contracting officer cannot determine the reasonableness of the bid price;
 - The bids were not independently arrived at in open competition, were collusive, or were submitted in bad faith (see Subpart 3.3 for reports to be made to the Department of Justice);
 - No responsive bid has been received from a responsible bidder;
 - For other reasons, cancellation is clearly in the company’s best interest.

V. PROJECT REQUIREMENTS & SPECIFIC CONDITIONS OF THE AGREEMENT:

A. Codes

In accordance with the Scope of work, the contractor shall obtain all applicable permits and comply with all applicable building and safety codes, ordinances and regulations which are informed by City, County, State or relevant Federal agencies. OSHA and EPA regulations shall also apply.

All conflicts and requests for interpretation or clarification regarding permits and codes shall be submitted in writing to the Buyer, Potomac Job Corps Center.

B. Invoicing

Invoices shall be rendered monthly by Contractor with net terms and include certified payroll documents. On-Call services shall be itemized individually on invoices, showing the date, location, building and treatment details, The Center reserves the right to deduct for services missed and not made up. Electronic invoices are preferred. Invoices and certified payroll shall be submitted to the Buyer for review. Net terms do not begin until certified payroll has been received and approved. Once approved, the invoice will be sent to AP for payment.

C. Indemnification

To the fullest extent permitted by law, Subcontractor shall defend, indemnify and hold harmless Exceed Corporation, U.S. Department of Labor, Parsons and its stockholder, employees, technical advisors, agents, successors and assigns from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, or actions in respect thereto, whether caused by that its negligence or

intentional acts or omissions, arising out of or resulting from the performance of its (or its employees, contractors, or agents) work under this Agreement. This indemnification shall include claims for property damage, and for loss or expense attributable to personal injury, sickness, disease, or death or injury or destruction of tangible and non-tangible property including the loss of use resulting there from. Neither party shall be responsible for failure to perform under this Agreement due to circumstances beyond its control. This clause shall survive the term of this Agreement.

D. Facility Operating Hours – Weather Conditions

The center shall remain in operation at all times throughout period of performance. All services shall be coordinated with the Maintenance Manager in order to minimize disruption to center operations. All anticipated interruptions to center operations shall have prior approval from the Maintenance Manager at least 36 hours in advance of the interruption.

Weather conditions must always be taken into consideration prior to any service. If storms are in the area, service may need to be rescheduled. The Maintenance Manager or Contractor should immediately notify the other as soon as possible if inclement weather requires service to be rescheduled. The Maintenance Manager and Contractor will coordinate an amended service schedule at the time notification of delay is given.

E. Supervision and Discipline

The Contractor shall provide a competent supervisor, or lead person who is authorized to act on behalf of the contractor to oversee and direct the work. The contractor's employees shall conduct themselves in an orderly manner and adhere to all the center rules and regulations.

The Center and EXCEED reserve the right to direct the removal of any Contractor's employee for conduct in violation of center regulations or conduct which is deemed detrimental to the center operation.

VI. PERFORMANCE PERIOD

Services shall begin within 5 calendar days and continue through October 31, 2019 with the potential of (2) one-year option periods.

VII. ATTACHMENT 1 – CONTRACT CLAUSES BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and affects as if they were given in full test. Upon request, the Buyer shall make their full text available. General terms and conditions are made part of this agreement – copies are available at:

<https://www.exceedcorporation.com/become-a-partner/>

VIII. ATTACHMENTS 2-6

Attachment 2: Vicinity Map

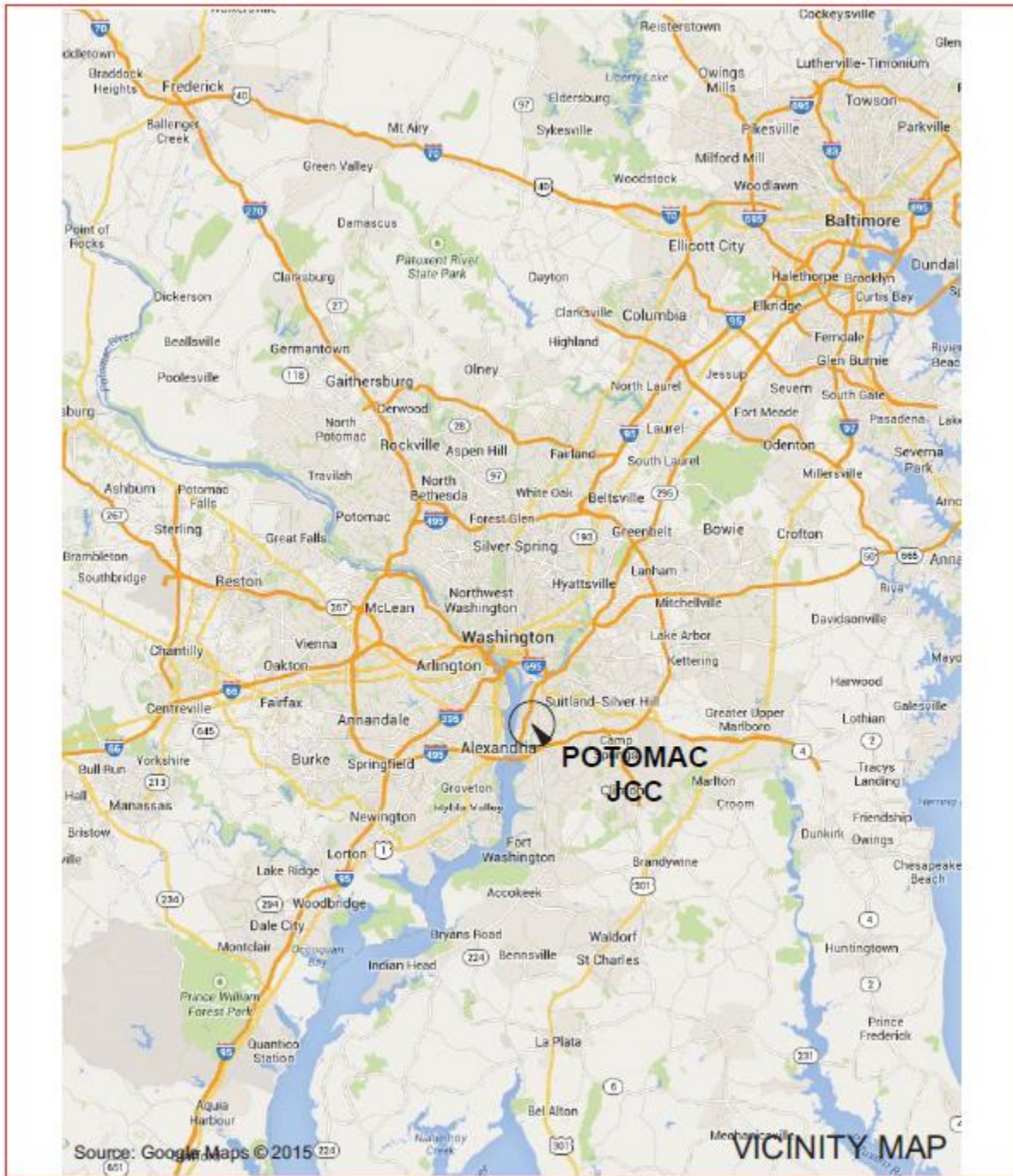
Attachment 3: Site Plan

Attachment 4: Sample New Vendor Form

Attachment 5: Sample Price Breakdown

Attachment 6: Sample Weekly Certified Payroll Form

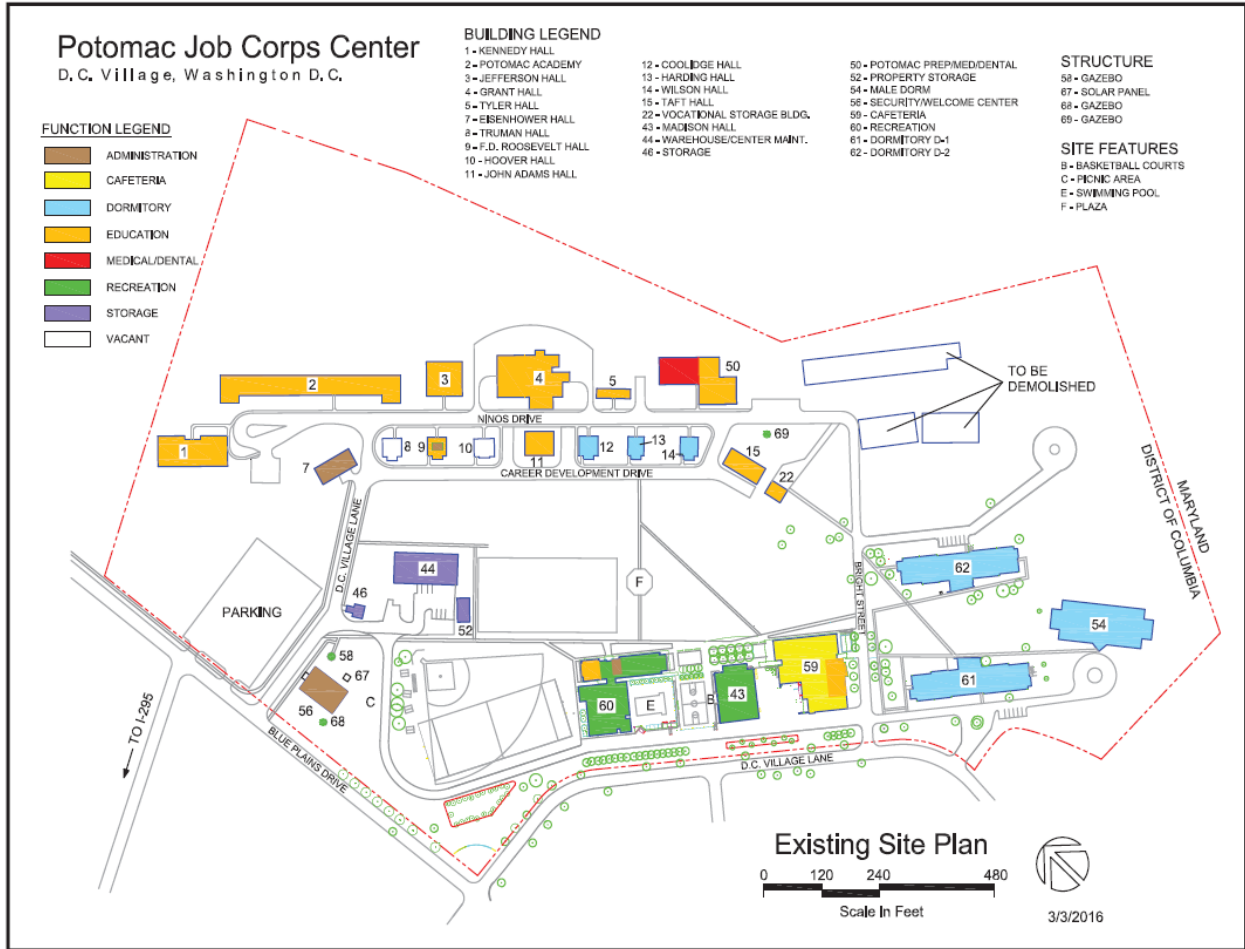
2. VICINITY MAP



POTOMAC JOB CORPS
CENTER
WASHINGTON, D.C.



3. SITE PLAN



4. SAMPLE NEW VENDOR FORM



New Vendor Registration Profile

Please complete this form, in its entirety

COMPANY INFORMATION:

Company Name:						
Contact Name:				Title:		
Address:						
City:			State:		Zip Code:	
Phone:			Other:	<input type="checkbox"/> Direct Dial <input type="checkbox"/> Mobile		
Fax Number:			Email:			
Website:				Year Established:		
EIN #:			DUNS #:		CAGE Code:	
<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other: _____						

REMIT PAYMENTS TO: (if different than above)

Address:						
City:			State:		Zip Code:	
Payment Terms:			Accounting POC:			
Acct. POC Phone:			Acct. POC Email:			

TYPE OF BUSINESS: (Check all that apply)

- Large (LG) Small (SB) Small Disadvantaged (SDB) HUBZone Small (HUB)
- Woman-Owned Small (WOSB) Veteran-Owned Small (VOSB)
- Service-Disabled Veteran-Owned Small (SDVOSB) Other: _____

Description of Products or Services: (Include primary NAICS, if possible) _____

Under Section 16 of the Small Business Act and Title 13 of the Code of Federal Regulations, any person of concern that knowingly misrepresents the small business size status of a person or concern in connection with the federal government subcontracting opportunities is subject to penalties, including fines, imprisonment and debarment.

Signature

Title

Date

Return to:

Procurement Department, #1 DC Village Lane, SW, Washington, DC 20032 or phillips.jennifer@jobcorps.org

5. Sample Pricing Breakdown

Pest Control Services			
Potomac Job Corps Center	Monthly Service	Additional Service, if needed	Bed Bugs
Building 2 - Academics & TCU			
Building 7 - Administration			
Building 50 - Wellness			
Building 59 - Cafeteria & Culinary Arts			
Building 60 – Recreation			
Dorm 12 – Common Areas			
Dorm 13 – Common Areas			
Dorm 14 – Common Areas			
Dorm 54 – Common Areas			
Dorm 61 – Common Areas			
Dorm 62 – Common Areas			
OUTREACH (OA)/ CAREER TRANSITION SVC (CTS)			
1443 Maryland Ave NE, Washington DC			
TOTAL			

Semi Annual Fogging Pest Control Services		
PJCC		
Building 59	Cafeteria & Culinary Areas	\$0

As Needed Pest Control Services	
Building 1	
Building 3	
Building 4	
Building 9	
Building 11	
Building 12 (non-common areas)	
Building 13 (non-common areas)	
Building 14 (non-common areas)	
Building 15	
Building 43	
Building 44	
Building 50 (Non-Wellness areas)	
Building 56	

