



**Town of Bluffton**  
**Public Notice**  
**Request for Quote - RFQ # 2017-17**  
***As-Needed / On-Call Pest Control Services***

The Town of Bluffton is soliciting quotes from experienced and qualified vendors to provide As-needed / On-call Pest Control Services for its various buildings. Services shall be provided in accordance with the scope of services attached hereto.

It is the intent of the Town to enter into a Master Service Agreement with a primary and secondary vendor to provide the requested services. Master Service agreement shall be for one (1) year with the option to renew for three (3) additional (1) year periods. Awarded vendor shall provide a current Town of Bluffton business license prior to contract execution.

Questions and inquiries regarding this RFQ should be directed to:

Ron Olson  
Facilities Manager  
rolson@townofbluffton.com

The complete RFQ and its attachments are posted in the "Business/Bid Opportunities" section of the Town's website at [www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov).

To submit a response to this RFQ, complete the pricing form in its entirety and return to the contact person identified within this notice prior to Thursday, November 24, 2016.

**PRICING SCHEDULE FORM  
FOR  
RFQ # 2017-17  
As-needed / On-call Pest Control Services**

This form must be submitted with the RFQ Response. Form shall not be altered and completed in its entirety.

Based on the RFQ for as-needed / on-call Pest Control services, the undersigned hereby submits the following prices:

- 20 Bridge Street (Town Hall): \$\_\_\_\_\_ (per quarter)
- 1261 May River Road (Stormwater): \$\_\_\_\_\_ (per quarter)
- 1264 May River Road (Engineering / PD Substation):\$\_\_\_\_\_ (per quarter)
- 2 Recreation Court (Public Works): \$\_\_\_\_\_ (per quarter)
- 101 Progressive Street (Law Enforcement Center): \$\_\_\_\_\_ (per quarter)
- 11 Recreation Court (Rotary Community Center): \$\_\_\_\_\_ (per quarter)
- On-call hourly rate: \$\_\_\_\_\_ (per hour)

Submitted By:

NAME OF COMPANY: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# As Needed Pest Control Services

## SCOPE OF SERVICES

### General

1. The Contractor shall provide professional pest control services for the Town of Bluffton's owned buildings and grounds.
2. The Contractor must comply with the regulations of the South Carolina Pesticide Control Act – SCCL Title 46, Chapter 13 as governed by the South Carolina Department of Pest Regulation. Contractor shall provide proof of a current Commercial pesticide applicators license, holding certifications in category 3 (Ornamental and Turf Pest Control) and Category 7A (Industrial, Institutional, Structural, and Health-Related Pest control).
3. The Contractor shall provide pest control services with the following frequencies:
  - Service will be provided on a quarterly basis for the interior and exterior of all Town owned buildings, with rodent control provided as needed.
  - All identified Town locations without buildings shall be serviced on a semi-annual basis.
  - Trips to control any rodent or pest outbreaks that occur between the regularly scheduled visits will be made as necessary.
  - Emergency call backs will be covered under the terms of this agreement and will be handled within twenty-four (24) hours from the time of notification.
4. The Contractor shall provide pest control services to the following locations:

1. 20 Bridge Street, Bluffton, SC	Town Hall
2. 1261 May River Rd, Bluffton, SC	Stormwater
3. 1264 May River Rd., Bluffton, SC	Engineering
4. 2 Recreation Court, Bluffton, SC	Public Works / Facilities
5. 101 Progressive Street, Bluffton, SC	Law Enforcement Center
6. 11 Recreation Court, Bluffton, SC	Rotary Community Center
5. The Contractor shall notify the Town Facilities Manager prior to any applications of pesticides. This notification will include what pesticide(s) are going to be applied, how much will be used and the location(s) where the pesticide will be applied. Notification will then be relayed by the Facilities Manager to affected areas, informing staff prior to the application beginning. A copy of the application records will be supplied to the Facilities Manager at the end of each application that includes the above information and any problems noted and corrective action taken to correct the problems.
6. The Contractor shall be responsible for the clean-up and disposal of pesticides and contaminants in a proper and legal manner. Environmental guidelines shall be followed in disposing of pesticides and contaminants. Contractor agrees to leave the job site in a clean and orderly condition and to allow the Town to inspect all work to ensure it meets with the Town's approval.

7. The Contractor shall provide Material Safety Data Sheets for all products used in providing the services outlined under this contract. MSDS sheets will be kept on file with the Facilities Manager at the Town of Bluffton Public Works building.
8. The Contractor shall at all times maintain the following minimum amounts and coverages of insurance during the contract:

Workers Compensation – The Selected Contractor shall agree to maintain Worker’s Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.

Business Auto Policy – The Selected Contractor shall agree to maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles.

Commercial General Liability – Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.

Additional Insured Requirements – Except as to Workers’ Compensation and Employers’ Liability, said Certificate(s) shall clearly state that coverage required by the contract has been endorsed to include the Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as Additional Insured with a CG 2026-Designated Person or Organization endorsement, or similar endorsement, to its’ Commercial General Liability. The name for the Additional Insured endorsement issued by the insured shall read “Town of Bluffton”, a municipality of the State of South Carolina, its officers, employees and agents along with the Contract and/or Bid number. The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Town prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Said liability insurance must be acceptable by and approved by the Town as to form and types of coverage.

9. The Contractor shall at all times conduct their work so as to insure the least possible obstruction to and inconvenience to the general public and the occupants of buildings, and to insure the protection of persons and property.
10. The Contractor shall take all necessary precautions to protect the area to avoid unnecessary noise, confusion, dust or dirt, and protect the health and safety of occupants of buildings and surrounding work areas. When equipment and other items must be removed during the performance of the work, it shall be the Contractors responsibility to check with the Facilities Manager to obtain the required approval before moving any equipment and/or other items.