

# County of Henry

P.O. BOX 7  
COLLINSVILLE, VIRGINIA 24078-0007  
<http://www.co.henry.va.us/>

TELEPHONE (276) 634-4670  
FAX (276) 634-4535



MEMBER OF  
VAGP  
NIGP

PURCHASING DEPARTMENT

**APRIL 13, 2016**  
**REQUEST FOR PROPOSAL**  
**RFP # 16-04283-A173**  
**HENRY COUNTY PURCHASING DEPARTMENT**

The Henry County Public Schools solicits firms to submit proposals for “**Pest Control Services.**” The original and five (5) submittals (**FOR A TOTAL OF SIX (6) PROPOSALS**), marked “**Pest Control Services**” RFP #16-04283-A173 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, April 28, 2016, in the:**

**Purchasing Department, Room 210**  
**Attn: Carole Jones, Chief Purchasing Agent**  
**Henry County Administration Building**  
**P.O. Box 7 (Postal Service)**  
**3300 Kings Mountain Road (UPS or FedEx)**  
**Collinsville, VA 24078-0007**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

**RFP #16-04283-A173**

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

**Contract Period**

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for 1 year beginning July 1, 2016 and ending June 30, 2017. However, we reserve the right to negotiate each year with the awarded vendor for four (4) additional 1 year terms starting each year on July 1. This contract could last until June 30, 2021. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

**Piggy Back Clause**

This contract shall be available for piggy backing for any other state and local agency or government agency.

**Illegal Aliens**

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

**Permits/Licenses**

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this proposal. Proposal prices shall include these fees and no additional costs are to be accessed to the County/PSA. Vendor’s attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors.

**Contact for RFP**

Please contact Keith Scott at 276-666-2404 or kascott@henry.k12.va.us for any questions pertaining to this RFP.

**SPECIAL TERMS AND CONDITIONS**

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

**PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME (TYPE/PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

TELEPHONE(     ) \_\_\_\_\_

FAX(     ) \_\_\_\_\_

**RFP# 16-04283-A173**

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

\_\_\_\_\_ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

\_\_\_\_\_ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

\_\_\_\_\_  
AUTHORIZED VENDOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINTED NAME AND TITLE

**Subcontractor Information**

**Must fill form out completely even if no subcontractors are being used.**

You must check appropriate box below and list any subcontractors that will be used for this **RFP# 16-04283-A173 for Pest Control Services for Henry County Schools- Keith Scott 276-666-2404.**

\_\_\_\_\_ I will be using subcontractors. (See list below)

\_\_\_\_\_ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

\_\_\_\_\_ I will not be using subcontractors.

1.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

2.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

3.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

4.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

5.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

6.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

**Vendors Company Name** \_\_\_\_\_

**Vendors Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vendors Telephone #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

\*Note- Add a separate sheet if you need additional space for subcontractors

**HENRY COUNTY PUBLIC SCHOOLS  
PEST CONTROL SERVICES**

**1.01 GENERAL**

Henry County Public Schools invites proposals for pest control services for fifteen schools and four support facilities.

**1.02 DEFINITIONS**

The following definitions shall be applicable throughout these specifications:

- A. SERVICE shall be defined as all work related to providing pest control services at fifteen schools and four support facilities. A list of facilities and addresses is provided in **Appendix A, School Addresses and Contact Information**.
- B. OWNER shall be defined as Henry County Public Schools.
- C. CONTRACTOR shall be defined as the party with whom the OWNER has entered into a contractual agreement to perform the SERVICE.

**1.03 CONTRACT TERM**

The period of this contract shall be from July 1, 2016 through June 30, 2017, with an option to renew for up to four additional twelve month extensions by mutual consent of the contracting parties. The school system intends to award the bid to a single vendor to provide service to all locations. Through mutual agreement with the Contractor, this contract may be extended to other school divisions and local governments.

**1.04 INSURANCE**

Contractor shall carry and maintain in force throughout the duration of the contract insurance in the amounts specified below, including contractual liability assumed by the contractor. Contractor shall deliver to the Owner, prior to the commencement of work, a Certificate of Insurance from carriers acceptable to the Owner specifying such limits. The Certificate shall name the Owner as an additional insured for the Commercial General Liability and Automobile Liability, including owned, non-owned and hired car coverage and Umbrella Liability coverage. The coverage shall be provided by a carrier(s) rated "Excellent" by A.M. Bests. In addition, the insurer shall agree to give the Owner 30 days notice of its decision to cancel coverage.

- 1. Workers' Compensation and Employer's Liability
  - Coverage A – Statutory Requirements
  - Coverage B - \$1,000,000 Per Occurrence
  - Coverage C - \$1,000,000/\$1,000,000 Accident and/or Disease
  - All States Endorsement

2. Automobile Liability, including Owned, Non-Owned and Hired Car Coverage

Limits of Liability

Bodily Injury           \$1,000,000 each person  
                                  \$1,000,000 each occurrence

Property Damage       \$1,000,000 each occurrence

3. Comprehensive General Liability

Limits of Liability

Bodily Injury           \$1,000,000 each occurrence

Property Damage       \$1,000,000 each occurrence

Or

Single Limit            \$2,000,000 each occurrence

Bodily Injury

Property Damage

Including

A. Completed Operations/Products

B. Contractual Liability for Specified Agreement

C. Personal Injury

D. (XCU) Explosion, Collapse and Underground Coverage

E. Broad Form Property Damage

NOTE 1: Contractual Liability covers the following indemnity agreement: "The Contractor shall indemnify and hold harmless the owner against and from all liability, claims, damages and costs, including attorney's fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract"

**1.05 SCHEDULE**

- a. Service shall commence immediately on July 1, 2016. The Contractor shall schedule work in a manner to maximize safety and minimize the distraction of students. As much as practical, work shall be scheduled during times when students are not attending school, i.e. student breaks, late in the day, etc. Work shall be schedule to avoid conflict with instruction, meal preparations and school operations. The Contractor shall refrain from applying treatments while students are present. Services shall be performed between the hours of 7:30 a.m. and 4:00 p.m Monday through Friday, excluding holidays. Due to an alternate work schedule for the months of June and July, schools will not be open on Fridays during those months. No change in schedule may be made without the prior approval of Owner.

**1.06 SITE INVESTIGATION**

As a requirement for submitting a proposal, Contractor shall satisfy himself as to the nature of existing conditions. All information provided in these specifications shall be confirmed by Contractor prior to proposal. Contractor's failure to examine the site and include all work in the proposal shall result in denial of claims for additional compensation after submission of proposals.

**1.07 QUALIFICATIONS**

The Contractor and its employees must be licensed and certified by the Virginia Department of Agriculture and Consumer Services to perform commercial pesticide application in schools and businesses. In addition the Pest Company must have a minimum of five consecutive years of experience serving schools or commercial accounts of comparable size and scope to this contract.

As required by Section 22.1-296.1 of the Code of Virginia, the Contractor shall certify that its employees and the employees of its subcontractors have not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child. The Contractor shall comply with the schools' No Smoking/No Drugs policy on school property. The Owner may require the Contractor to bar from the site any employee the Owner deems to be incompetent, careless or disruptive to school operations.

Contractor shall have an office within a 50 mile radius of Henry County staffed during normal business hours (Monday through Friday) with emergency service available 24 hours per day, 7 days per week via staffed answering service or other live contact. Time is of the essence in an emergency. Applicable after-hours staff or answering service should maintain an accurate multiple technician call list of no less than two technicians capable of response to an emergency situation within the 24 hour time limit stipulated by this contract.

**1.08 EMERGENCY SERVICE CALLS**

Rapid response to emergency calls is of the utmost importance. The Contractor, when notified or requested, shall respond on site within 24 hours from the time the call is received by the Contractor for emergency service. Owner will notify the contractor when emergency service is required. Emergency service shall be available 24 hours per day, 7 days per week, including holidays.

**1.09 SAFETY PRECAUTIONS**

Contractor shall take all necessary precautions to protect school children, employees, the public and the facilities, and meet laws and governmental safety requirements, such as OSHA.

Contractor shall take necessary precautions to protect facilities during work. Contractor shall assure that all work areas, etc. are kept clean and functional during and upon completion of

work. Contractor shall take necessary precautions to protect building, vehicles and grounds from damage resulting from work. The Contractor shall be responsible for ensuring that Owner's premises and equipment are not disturbed or damaged by the work. Leaks of lubricants, etc. from vehicle, shall be immediately contained and cleaned up by the Contractor. In the event of any damage, the Contractor shall be responsible for the cost of restoring buildings, vehicles and grounds to previous equivalent condition.

#### **1.10 PRICING**

Prices provided in the Price Sheet(s) are to reflect the scope of services as outlined in this RFP and shall be fixed for each period, with the exception of the addition or deletion of facilities or the use of additional services. If during the term of this contract, the school system adds or deletes facilities or elects to utilize additional services of the selected firm, an adjustment shall be made in the amount of the contract by applying units prices established in the RFP or by adding or deducting such costs where identified as a line item, and if not so identified, then the cost shall be determined through negotiation.

#### **1.11 ADDITIONAL SERVICES**

The Contractor may provide any additional services required such as animal control, termite and wood boring insect control. The Contractor shall provide a written quote when additional services are requested. Such services shall be paid as an addition to the contract. The Contractor may only proceed with additional services when authorized through a purchase order.

When additional services are required, only time spent on site at the school facility may be charged according to hourly rates or unit costs established in this RFP. Travel time, vehicle mileage, etc. shall not be charged to the Owner. Those costs shall be included in hourly rates or unit costs.

#### **1.12 PRICE ESCALATION/DE-ESCALATION**

Prices shall be unchanged for the first year of the contract. At time of subsequent contract renewals, price adjustments may be permitted for changes in the Contractor's cost of labor and materials not to exceed the lesser of four percent or the increase in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (<http://www.bls.gov/cpi/home.htm#overview>) for Urban Consumers (CPI-U) in the South Region, for all items, over the preceding twelve month period.

#### **1.13 PAYMENT**

Invoices for kitchens and cafeterias shall be sent to attention of the Director of Nutrition Services at Henry County Public Schools, P.O. Box 8958, Collinsville, Virginia 24078.

Invoices for all other work shall be sent to the attention of the Director of Facilities Maintenance at Henry County Public Schools, 2285A Fairystone Park Highway, Bassett, Virginia 24055.

Payment shall be made in twelve equal monthly installments. All invoices shall be submitted on a monthly basis. Invoices shall reference the purchase order number and itemize the work and cost by school. Separate invoices shall be provided for additional services.

#### **1.14 SERVICE REQUIREMENTS**

All workmanship shall be of the highest quality in conformance with these specifications, industry standards and shall meet the complete satisfaction of Owner. All work shall be in strict accordance with all federal, state and local laws.

In the event of unsatisfactory service, the Owner may withhold payment for those facilities where this occurs. The Owner reserves the right to contract with others to remedy unsatisfactory work and deduct that cost from payment to the Contractor. The Owner may terminate this contract for any reason upon 30 days written notice. The Owner may terminate the contract immediately for failure to perform or if the Contractor fails to properly protect students and staff.

#### **1.15 WARRANTY**

All workmanship shall be warranted against defects for one (1) year from date of completion.

#### **1.16 PROPOSAL PREPARATION AND EVALUATION**

Proposals shall be signed by an authorized representative of the Proposer. By submitting a proposal, the Proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP may result in rejection of the proposal.

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content. All documentation submitted with the proposal shall be included in a single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.

Proposers shall submit a bound original and five bound copies of the proposal, which shall include the following information, in sequence.

1. Front Pages: Complete and provide Pages 3,4 and 5 of this RFP.

2. Description of Firm: Provide a description of the company, not to exceed two pages, providing years in business, qualifications, office location, financial standing, number of employees, types and quantities of equipment used, and number and types of current customers.
3. Description of Subcontractors: Provide a description of subcontractors, not to exceed two pages, providing the services that will be rendered, years in business, qualifications, number of employees, types and quantities of equipment used, and number and types of current customers.
4. Evidence of Licensure: Provide a copy of Commonwealth of Virginia contractor's license for prime firm and subcontractors.
5. Evidence of Insurance: Provide a certificate of insurance or letter from insurer demonstrating ability to meet the specified insurance requirements.
6. References: Provide a list of references, using the **Reference Form** at the end of this document, from contracts of similar size and scope within the past two (2) years.
7. Price: Complete and attach copies of all price sheets.
8. Additional Services: Provide a list of hourly rates for personnel for additional services offered.

Henry County will evaluate proposals based on the following criteria:

Price-30%  
 Experience & Qualifications-30%  
 Geographic Location-20%  
 References-10%  
 Insurance-10%

### **1.17 AWARD OF CONTRACT**

The Owner shall engage in individual discussions and may interview Proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and expertise relevant to the proposed contract. Proprietary information from competing proposers will not be disclosed to the public or to competitors provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by §2.2-4342, Code of Virginia, as revised. Contracts may be awarded to one or more top ranked Proposers agreeing to terms acceptable to the Owner.

### **2.00 PEST CONTROL SERVICES**

## **2.01 SCOPE**

Henry County Public Schools (HCPS) invites proposals for providing an Integrated Pest Management (IPM) service to all school facilities for an initial one year period of July 1, 2016 through June 30, 2017, with the potential to renew the contract through mutual agreement for up to four additional one-year terms.

Fifteen schools (15) and four (4) support facilities (Axton Records Building, Facilities Maintenance Office, Fieldale-Collinsville Driving Range and School Bus Garage), as listed in Bid Sheet 1, shall be included in the contract.

## **2.02 INTEGRATED PEST MANAGEMENT**

Provide an IPM program to control the following pests: domestic insects including but not limited to ants, bees, roaches and spiders, and rodents such as mice and rats, on the interior of buildings and immediate exterior of buildings. The IPM shall focus on non-chemical methods unless necessary. The Pest Control Company shall provide the following minimum services to HCPS.

1. Perform initial set-up by installing all new glue boards and monitoring devices into each facility, mapping the locations, establishing a customer log of sightings in the main administrative office and preparing and providing all required pest management record information as follows.
  - a. Maps of monitoring devices.
  - b. Pest management's service reports.
  - c. Copies of licenses and insurance certificates.
  - d. Emergency contact numbers for all company key personnel.
  - e. All Material Safety Data Sheets (MSDS).
  - f. Master copies of notification letters.
  - g. Copy of pertinent regulations should they be needed.
  - h. Custom log of sightings.
2. The Pest Control Company shall strategically place glue boards throughout facilities, in potential problem areas, and monitor through monthly inspections of each site. These areas include, but are not limited to cafeteria, kitchen, staff lounges, boiler room areas, home economics areas, restrooms, locker rooms and the immediate perimeter of all buildings.
3. The Pest Control Company shall chemical treat the kitchens and dining areas monthly.
4. During each site visit, review customer report log and discuss any sightings with the school principal or designated administrator.

5. Treat any pest problem utilizing the non-toxic or least toxic methods. Recommend to the schools structural or operational changes that would control pests such as eliminating pest access, food, water and harborage. If necessary, use bait traps, insecticide gel bait, insect growth regulator or a boric acid dust labeled for target pests. Initial and follow up treatments shall be at no additional cost.

### **2.03 PERFORMANCE REQUIREMENTS**

The Pest Company shall conform to the following performance requirements.

1. The goal of this IPM program is to keep HCPS facilities free of pests. When pests are evident in facilities, the Pest Control Company shall treat and continue to do so until pests are eliminated.
2. All personnel shall check in, upon arriving on site, and out of the main administrative office of each facility.
3. The Pest Control Company shall be responsible for all licenses and permits required.
4. Comply with the schools' No Smoking/No Drugs policy on school property or within facilities.
5. The Pest Control Company shall comply with all U.S., state and local laws and regulations governing this work. Particular attention shall be given to compliance with Health Department regulations.

### **2.04 MAINTENANCE INSPECTIONS**

The Pest Control Company shall note concerns that may be maintenance concerns such as cracks in floors where ants may be problem. Also note concerns of leaking or water damaged areas, which may harbor cockroach or carpenter ant activity, including voids or other areas, which may be conducive to bee or yellow jacket activity.

### **2.05 PEST MANAGEMENT RECORD AND REPORTING**

The Pest Control Company shall keep records in a binder within each school, which will contain all required information regarding pest management services. In addition, the Pest Control Company shall provide the Operations office a monthly summary report of conditions found and corrective actions taken. The Pest Control Company will provide regulatory support upon request, with any inspection agency, which may apply to school departments.

## Appendix A: School Addresses and Contact Information

### **Bassett High School**

85 Riverside Drive  
Bassett, VA 24055  
John Gibbs  
629-1731 fax 629-8221

### **Magna Vista High School**

701 Magna Vista School Road  
Ridgeway, VA 24148  
JaMese Black  
956-3147 fax 956-1401

### **Fieldale-Collinsville Middle School & Fieldale-Collinsville Driving Range**

645 Miles Road  
Collinsville, VA 24078  
Corbin Campbell  
647-3841 fax 647-4090

### **Laurel Park Middle School**

280 Laurel Park Avenue  
Martinsville, VA 24112  
JoEllen Hylton  
632-7216 fax 632-4865

### **Axton Elementary School & Axton Records Building**

1500 Axton Middle School Road  
Axton, VA 24054  
Ben Boone  
650-1193 fax 650-1462

### **Carver Elementary School**

220 Trott Circle  
Martinsville, VA 24112  
Judy Edmonds  
957-2226 fax 957-4234

### **Campbell Court Elementary School**

220 Campbell Court  
Bassett, VA 24055  
Beth Fulcher  
629-5344 fax 629-3849

### **Collinsville Primary School**

15 Primary School Road  
Collinsville, VA 24078  
Marci Seay  
647-8932 fax 647-9585

### **Drewry Mason Elementary School**

45 Drewry Mason School Road  
Ridgeway, VA 24148  
Dr. Sherri Lewis  
956-3154 fax 956-3156

### **John Redd Smith Elementary School**

40 School Drive  
Collinsville, VA 24078  
Cherrie Whitlow  
647-7676 fax 647-9434

### **Mount Olivet Elementary School**

255 Lancer Lane  
Martinsville, VA 24112  
Beth Minter  
638-1022 fax 638-2281

### **Rich Acres Elementary School**

400 Rich Acres School Road  
Martinsville, VA 24112  
Renee Scott  
638-3366 fax 638-2462

### **Sanville Elementary School**

19 Sanville School Road  
Bassett, VA 24055  
Dr. Sally T. Rodgers  
629-5301 fax 629-4648

### **Stanleytown Elementary School**

74 Edgewood Drive  
Stanleytown, VA 24168  
Laryssa Hairston-Penn  
629-5084 fax 629-2925

### **Figsboro Center for Community Learning**

340 Ridgedale Drive  
Martinsville, VA 24112  
Lynn Fitzgibbons  
638-1668 fax 638-3942

### **School Bus Garage**

119 Coffman Avenue  
Collinsville, VA 24078  
Tim Fulcher or Charles Beasley  
647-3704 fax 647-9275

### **Facilities Maintenance Office**

Henry County Service Center  
2285A Fairystone Park Highway  
Bassett, Virginia 24055  
666-2404 fax 666-2240

**Price Sheet 1, Pest Control Services for the Period of July 1, 2016 through June 30, 2017**

		A	B	C	D
No.	School or Facility	Monthly Cost of Cafeteria & Kitchen	Monthly Cost of All Other Areas	Months	Total Annual Cost (A+B) x C
1.	Axton Elementary & Records Building			12	
2.	Bassett High School			12	
3.	Campbell Court Elementary			12	
4.	Carver Elementary & 2 Modular Storage Buildings			12	
5.	Collinsville Primary & 3 Modular Classroom Buildings			12	
6.	Drewry Mason Elementary			12	
7.	Fieldale-Collinsville Middle & Driving Range			12	
8.	Figsboro Center for Community Learning			12	
9.	John Redd Smith Elementary			12	
10.	Laurel Park Middle			12	
11.	Magna Vista High			12	
12.	Mt. Olivet Elementary			12	
13.	Rich Acres Elementary & 1 Modular Classroom Building			12	
14.	Sanville Elementary & 6 Modular Classroom Buildings			12	
15.	Stanleytown Elementary & 4 Modular Classroom Buildings			12	
16.	Pupil Transportation & 1 Modular Office Building			12	
17.	Facility Maintenance Offices at Henry County Service Center			12	
	Total =	\$	\$	12	\$

**Provide hourly rates for additional services for technicians to perform pest treatments.**

No.	Type Technician	Hourly Rate	Overtime Rate	Periods During Which Overtime Time Rates Are Applicable
1.				
2.				

Notes:

- Only time spent on site at the school facility may be charged. Travel time, vehicle mileage, etc. shall not be charged to the Owner. Those costs shall be included in the above hourly rates.

Proposals shall be binding for a period of 60 days.

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

After-Hours Telephone Number \_\_\_\_\_

Contractor License Number \_\_\_\_\_

Signature of Authorized Representative of Firm \_\_\_\_\_

**Provide the following information with Proposal:**

No.	Employee	Virginia Commercial Applicators Certificate No.
1.		
2.		
3.		
4.		
5.		
6.		

**REFERENCE FORM**

Name of Firm: \_\_\_\_\_

Vendor must provide three (3) references from contracts performed within the past two (2) years, which must be of similar size and scope to this contract.

Reference #1: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Reference #2: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Reference #3: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_