



**Central
Arizona
College**

ACKNOWLEDGMENT OF RECEIPT

Description: **PEST AND TERMITE CONTROL**

Bid/Proposal #: **1819-002**

Addendum #: **N/A**

Number of pages to follow: **12**

Please provide the requested information below as acknowledgment that you have received our Bid referenced above. It is *strongly recommended* that interested bidders complete this acknowledgment and return to us by mail, Email or fax.

Central Arizona College
Purchasing Department
8470 N Overfield Rd
Coolidge AZ 85128
Email: purchasing@centralaz.edu
Fax: (520) 494-5234

Only firms returning completed acknowledgments will receive addenda to this Bid. Bids from firms not acknowledging the addenda shall be considered incomplete and subject to disqualification.

Name of Firm: _____

Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

Name (print): _____ Title: _____

Signature: _____ Date: _____



BID#: 1819-002 PEST AND TERMITE CONTROL
DUE DATE: Tuesday, June 4, 2019 by 3:00 PM Arizona Time
DATE MAILED: Monday, May 13, 2019



Mark Salaz, Director of Purchasing

Solicitation for Bid

THIS IS NOT AN ORDER

CENTRAL ARIZONA COLLEGE is soliciting Bids for

PEST AND TERMITE CONTROL SERVICES

The District reserves the right to accept or reject all or part of bids submitted, and shall be the sole determinate as to whether or not "Equivalent" item bid is equal to the brand specified on the bid form. The purpose of the description is to serve as a guide to the bidder as to the price range, style and quality of the equipment.

PURCHASING DEPARTMENT, Room H-123
CENTRAL ARIZONA COLLEGE
8470 N OVERFIELD ROAD
COOLIDGE, AZ 85128

Date of delivery, firm pricing period and any enhancements provided beyond required specifications may be considered in the award of the bid, low bid may not be the sole determinant. All bids must be held firm 60 days after due date.

Specifications must be submitted with all bids. Alternate bids are acceptable. However, the bid must be clearly marked, "Alternate Bid." If bidder is on STATE CONTRACT or another cooperative and wants to offer additional discounts, he may do so, but the bid must also be submitted on our bid form.

Total cost including all materials, labor, delivery charges and taxes must appear on spaces provided.

EQUAL OPPORTUNITY EMPLOYER

CENTRAL ARIZONA COLLEGE is soliciting bids for monthly **PEST AND TERMITE CONTROL** at its campuses and centers located throughout Pinal County as identified herein.

I. GENERAL INFORMATION:

A. Central Arizona College also known as CAC is the largest provider of postsecondary education in central Arizona. Central Arizona College opened in 1969 with one campus. Today, the College consists of multiple campuses and centers strategically located throughout Pinal County. The campuses and centers are:

1. Aravaipa Campus
2. Casa Grande Center
3. Corporate Center
4. Florence Center
5. Maricopa Campus
6. San Tan Campus
7. Signal Peak Campus / District Administration
8. Superstition Mountain Campus

B. Debarment or Suspension. If the firm, business or person submitting this bid has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with and federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the company must fully explain the circumstances relating to the preclusion or proposed preclusion in the bid. The company shall include a letter with its bid setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of a suspension or debarment that is currently pending, and a detailed description of all relevant circumstances including the details enumerated above.

C. Questions regarding the following bid specifications, should be directed to:

Mark Salaz
Director of Purchasing
Central Arizona College
8470 N Overfield Road
Coolidge, AZ 85128
(520) 494-5251
Email: mark.salaz@centralaz.edu

- D. All correspondence regarding this BID will be done solely through the Director of Purchasing at Central Arizona College. Any communication with anyone other than the person listed above during the BID process may result in the rejection of your BID.
- E. A written Notice of Award will be made prior to commencement of performance. Initial period will be from July 1, 2019 – June 30, 2020. The College will have the option to renew the contract for four (4) additional one (1) year terms with the mutual agreement of the provider and CAC beginning July 1, 2020 – June 30, 2021 and thereafter for a maximum contract end date of June 30, 2024. For contract rates for years two (2) thru five (5), the Proposer will provide CAC's Director of Purchasing written notice of cost by May 1st each year prior to contract renewal.
- F. Vendor awarded this bid will carry the appropriate workmen's compensation, liability and property damage insurance and provide a Certificate of Insurance upon awarding of contract. The Contractor shall procure and maintain during the terms of the Contract the following minimum insurance coverage:
- a. Bodily injury and property damage liability insurance providing coverage for premises, operations, automobile, and product liability in the amount of a single limit of \$1,000,000.00 each occurrence.
 - b. Worker's compensation coverage for claims of damage because of bodily injury, occupational sickness, disease, or death.
 - c. Unemployment insurance and/or any other insurance required by law for the Contractor's employees. Certificates of insurance acceptable to the College shall be filed with the College prior to commencement of this contract. These certificates of insurance shall contain a provision that coverage as afforded under the policies will not be canceled until at least 15 days prior written notice has been delivered to the College. All such insurance policies and certificates shall contain a waiver of subrogation. Each party hereby releases the other from any claim for recovery for any loss or damage to any of its properties which is insured under valid and collectable under such insurance. It is further agreed that this waiver shall apply only when permitted by the applicable policy of insurance. Failure by the Contractor to provide and maintain in force the insurance required under this item is a breach thereof and shall give the College the power to cancel and terminate this agreement forthwith and without notice.
 - d. All such insurance policies and certificates required in this contract shall be issued by an insurance company with sound and adequate financial responsibility which is licensed to do business in the State of Arizona.

The Certificate of Insurance should be mailed to:

Central Arizona College
Attention: Purchasing
8470 N. Overfield Road
Coolidge, AZ 85128

II. FACILITIES AND SPECIAL INSTRUCTIONS:

- A. The following eight (8) campus and center locations are to be serviced on a monthly basis. We are providing the approximate square footage of buildings for each campus as shown below for informational purposes only. We encourage each vendor to perform their own walk through of each campus facility.

Campus or Center	Square Footage
Aravaipa Campus	63,635
Casa Grande Center	17,745
Corporate Center	27,500
Florence Center	3,197
Maricopa Campus	76,245
San Tan Campus	76,973
Signal Peak Campus	471,890
Superstition Mountain Campus	102,397
Total	839,582

Treatment locations and scheduling terms:

ARAVAIPA CAMPUS: To be arranged with College and successful vendor.
Address: 80440 E Aravaipa Rd
Winkelman AZ 85192

CASA GRANDE CENTER: To be arranged with College and successful vendor.
Address: 1015 E Florence Blvd
Casa Grande AZ 85122

CORPORATE CENTER: To be arranged with College and successful vendor.
Address: 540 N Camino Mercado, Suite 1
Casa Grande AZ 85122

FLORENCE CENTER: To be arranged with College and successful vendor.
Address: 800 E Butte, Building 100
Florence AZ 85132

MARICOPA CAMPUS: To be arranged with College and successful vendor.

Address: 17945 N Regent Dr
Maricopa AZ 85138

SAN TAN CAMPUS: To be arranged with College and successful vendor.

Address: 3736 E Bella Vista Rd
San Tan Valley AZ 85143

SIGNAL PEAK CAMPUS: Fridays (all day). Scheduling of Child Care Center to be arranged with College and successful vendor.

Address: 8470 N Overfield Rd
Coolidge AZ 85128

SUPERSTITION MOUNTAIN CAMPUS: Fridays (all day). Scheduling of Child Care Center to be arranged with College and successful vendor.

Address: 805 S Idaho Rd
Apache Junction, AZ 85119

B. Service Frequency

1. The spraying schedule will be established with the successful vendor and Central Arizona College's Executive Director of Facilities. ***Service personnel MUST check in upon arrival and check out upon departure with Campus Police or Security representative at each campus or center.***
2. All building exteriors are to be treated beginning July 2019 and continue on a monthly basis thereafter for each contract renewal with a max end date of June 2024.
3. ARAVAIPA CAMPUS - All buildings monthly.
4. CASA GRANDE CENTER – All buildings monthly.
5. CORPORATE CENTER – All buildings monthly.
6. FLORENCE CENTER – All buildings monthly.
7. MARICOPA CAMPUS – All buildings monthly.
8. SAN TAN CAMPUS – All buildings monthly.
9. SIGNAL PEAK CAMPUS – All buildings monthly including individual residence life rooms and Child Care Center.

10. SUPERSTITION MOUNTAIN CAMPUS - All buildings monthly including the Child Care Center.

C. Exterior Treatment

1. Contract includes treatment of exterior of buildings only. A barrier treatment of residual insecticide will be applied to the exteriors of all buildings on each campus/center. This barrier will extend to at least three (3) to four (4) feet around, and where appropriate, two (2) to three (3) feet up the sides of the buildings. Areas that may provide harborage to insects, such as sprinkler system control valves, meter housings, dumpsters, etc. will also be treated.
2. When appropriate, exterior landscaped and courtyard areas will be granulated. When necessary, exterior treatment may be required.

D. Interior Treatment

1. Interior treatment will include quarterly visual inspections of common areas (excludes Cafeteria, Kitchen and Snack Bar) offices, classrooms, closets, restrooms, etc., as necessary. Successful vendor will work with our Food Service Provider for service and scheduling. Monitors will be discretely placed in areas where infestations are most likely to occur.
2. When activity is observed, treatment will be rendered using chemical or nonchemical methods as required. Nonchemical methods include physically removing infestations (using vacuums where practical); removing webs, and installing monitors to check further pest activity. Chemical methods include residual spot treatments, baiting (in container, aerosol, and dust formations), crack and crevice, and other applications as required. These methods ensure that chemicals (if needed) are applied to the areas where insects breed/harbor, and virtually eliminate odors normally associated with pesticide applications.
3. When a rodenticide is used, it will be in bait station and stationed in an area inaccessible from students. The Executive Director of Facilities will be informed of its use.

E. Quarterly Meetings

Quarterly meetings will be held with the Executive Director of Facilities to review current conditions. The meetings will begin in July 2019, to review start up with the successful vendor. Other quarterly meetings will be scheduled in October 2019, January 2020, and April 2020.

F. Onsite Visit

You may make an on-site visit to each campus and/or center by contacting Ernesto Valenzuela, Director of Facilities at (520) 494-5459 or Mark Salaz, Director of Purchasing at (520) 494-5251.

G. Payment for Services

1. The successful vendor is to submit monthly invoices to the address shown below for one-twelfth of the contracted amount to:

Central Arizona College
Accounts Payable
8470 N Overfield Rd
Coolidge, AZ 85128-9030

2. Send monthly a copy of signed receipt from each campus and each center serviced that month to the Executive Director of Facilities at the Signal Peak Campus indicating the work has been completed.

III. BID SUBMITTAL REQUIREMENTS:

- A. Vendor is required to provide the following information as part of their BID in the format indicated.
 1. Send a minimum of three (3) commercial bid references with bid.
 2. Termite Control – Provide the College with your Company’s basic termite control procedure and treatment and pricing formula.
 3. Completed BID Response Pages - The supplier must complete and return all pages, numbers 1-4.
- B. Bids must be sealed and clearly marked on the outside packaging BID# 1819-002 PEST AND TERMITE CONTROL
- C. Bids must be mailed or delivered to:

Central Arizona College
Purchasing, Room H-123
8470 N Overfield Rd
Coolidge, AZ 85128

Normal business hours are Monday – Thursday 8:00 AM – 6:00 PM, AZ Time. Deliveries will ONLY be accepted during these times.

- D. Telephone, faxed, e-mailed bids will not be accepted.
- E. Bids received after 3:00 PM, AZ Time on Tuesday, June 4, 2019 will not be accepted.

IV. RIGHTS RESERVED by the COLLEGE:

- A. The College reserves the right to reject any bid that does not contain all the requested information.

- B. The College reserves the right to waive any minor irregularity in any bid received.
- C. The College reserves the rights to cancel the bid, or to cancel and re-issue the bid.
- D. Bids must be complete and include all information defined in section **III. BID SUBMITTAL REQUIREMENTS**. Incomplete submittals will not be considered for award.

BID RESPONSE Page 1
COST SHEET for PEST Control
Must be returned with your BID

Please indicate the **total annual cost** for all locations for a twelve (12) month period. Also, indicate a grand total based on a twelve (12) month period for all locations.

TOTAL COST - Aravaipa Campus

80440 E Aravaipa Rd, Winkelman AZ 85192

Include all taxes, material, and labor.

TOTAL COST – Casa Grande Center

1015 E Florence Blvd, Casa Grande AZ 85122

Include all taxes, material, and labor.

TOTAL COST – Corporate Center

540 N Camino Mercado, Suite 1, Casa Grande AZ 85122

Include all taxes, material, and labor.

TOTAL COST – Florence Center

800 E Butte, Bldg 100, Florence AZ 85132

Include all taxes, material, and labor.

TOTAL COST – Maricopa Campus

17945 N Regent Dr, Maricopa AZ 85138

Include all taxes, material, and labor.

BID RESPONSE Page 2
COST SHEET for PEST Control
Must be returned with your BID

TOTAL COST – San Tan Campus

3736 E Bella Vista Rd, San Tan Valley AZ 85143
Include all taxes, material, and labor.

TOTAL COST – Signal Peak Campus

8470 N Overfield Rd, Coolidge AZ 85128
Include all taxes, material, and labor.

TOTAL COST – Superstition Mountain Campus

805 S Idaho Rd, Apache Junction AZ 85119
Include all taxes, material, and labor.

GRAND TOTAL COST - ALL Campuses and Centers

Include all taxes, material, and labor.

BID RESPONSE Page 3
COMPANY INFORMATION SHEET
Must be returned with your BID
PLEASE PRINT OR TYPE:

Firm Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone #: _____

Office Fax #: _____

Cell Phone #: _____

Contact Name: _____

Contact's Title: _____

Email Address: _____

Business Entity (LLC, Sole Proprietor, etc.): _____

Do you collect Sales or Use Taxes for the State of Arizona? (Yes/No) _____

Tax ID #: _____

State of Arizona Contractor's License Number: _____

My Company is not debarred or suspended _____

My Company is debarred or suspended or currently pending _____. Explanation is attached.

Contact's Signature Date

