



## Procurement for Pest Control Services for All Child and Family Development Centers

The purpose of this Request for Proposal (RFP) is to solicit proposals to provide pest control services for Cornerstone Community Action Agency (CCAA). This service will begin September 1, 2024, and would be for 1 year with an option to renew for 4 additional years. Pest control service provider agrees to seek out the source of any indicated infestation and spray/treat accordingly. Failure to seek the source of insects would result in a greater population and would not be in keeping with the nature of this RFP.

CCAA has 6 standalone Child and Family Development Centers, and 1 administrative office that will require service. The 6 Centers are used to administer the Head Start/Early Head Start program. As such proposals MUST include the following:

- Prices for location being served for all or a group of locations.
- Valid and Current license, permit, or appropriate document which permits their business to control pests in schools, homes, and businesses.
- 3 Commercial References
- List of chemicals (MSDS sheets) that will be used to treat locations for roaches, water bugs, wasps, bees, silverfish, ants, spiders, and other insects except termites, mice, rats, and snakes.

Extreme caution and all regulations regarding spraying in a food preparation environment must be followed. A pesticide approved for use in food preparation areas must be used. The responding company needs to be aware that CCAA provides services to children, and therefore spraying must occur after 3:30pm Monday through Friday and a minimum 72-hour notice must be given to locations before visiting the location to spray.

Service invoices will require a signature of approval from Center Personnel to receive payment. CCAA is tax exempt and is not liable for Federal Excise Tax or State Sales Tax. Successful contractor(s) must provide proof of insurance prior to spraying. This insurance will not be less than \$100,000. Successful contractor will be paid within 45 days of invoice submission. Payment will be made via direct deposit.

All questions or requests to make an appointment to come on site will need to come to Wayne Kauffman, the Director of Infrastructure, before August 23, 2024. The Director of Infrastructure can be contacted via email at [wayne.kauffman@cornerstonecaa.org](mailto:wayne.kauffman@cornerstonecaa.org) or by phone at 325-625-4167 ext. 1013. Bids will be scored and awarded before September 1, 2024, and will be graded using the following rubric:

- Years Experience
- Commercial References
- Completed Procurement Packet
- Willingness to comply with 72-hour notice before spraying
- Willingness to adhere to coming after 3:30pm Monday-Friday

All bid packets must be delivered to The Director of Infrastructure by either mail at 548 Santa Fe Dr, Weatherford, TX 76086 or emailed to [wayne.kauffman@cornerstonecaa.org](mailto:wayne.kauffman@cornerstonecaa.org) by 5pm August 30, 2024. All incomplete bid packets will not be scored and will not be considered for award.

For Office Use Only:

Date Packet Received: \_\_\_\_\_

Awarded: Yes      No

Name of Company/Contractor: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Length of Experience: \_\_\_\_\_

Have you ever been involved in a Chapter 13 proceeding? \_\_\_\_\_

Are there any liens against your company? \_\_\_\_\_

If yes, please explain

\_\_\_\_\_

Are there any lawsuits against your company? \_\_\_\_\_

If yes, please explain

\_\_\_\_\_

Are you a minority-owned or woman-owned company? \_\_\_\_\_

Record of Past Performance

List 3 references of persons or firms for whom you provide Pest Control Services.

Reference 1

Name:

Address:

Company:

Phone Number:

Reference 2

Name:

Address:

Company:

Phone Number:

Reference 3

Name:

Address:

Company:

Phone Number:

Location	Frequency	Cost per Service	Annual Cost
548 Santa Fe Dr. Weatherford, TX 76086	Monthly		
602 W Water St. Weatherford, TX 76086	Monthly		
2316 Highway 180 Mineral Wells, TX 76067	Monthly		
1013 Wichita Ave. Jacksboro, TX 76458	Monthly		
650 Knox Ave. Boyd, TX 76023	Monthly		
503 N Business 287 Decatur, TX 76234	Monthly		
575 W Mulberry St Decatur, TX 76234	Monthly		

I certify by my signature below that the terms and conditions of the RFP are understood and accepted, and that I have the authority to obligate the company listed below to perform under the conditions outlined in the attached RFP. I also understand and willing to provide commercial insurance paperwork prior to initial treatment, will adhere to a 72-hour notice before visiting a Child and Family Care Center, and will adhere to coming after 3:30pm Monday-Friday to prevent exposure. Upon award, this RFP becomes the binding contract between Cornerstone Community Action Agency and the Contractor listed below.

Company Name: \_\_\_\_\_

Signature of Contractor or Representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

If awarded:

Agency Representative: \_\_\_\_\_

Title of Agency Representative: \_\_\_\_\_

Date: \_\_\_\_\_



**For Office Use Only**

Name(s) of Reviewers: \_\_\_\_\_

Date of Review: \_\_\_\_\_

On a scale of 1 to 5, 1 being least aligned and 5 being most aligned with Agency estimation. Score the following Areas:

Record of Past Performance:

Length of Experience:

Minority Owned:

Price:

The following questions will be asked when CCAA contacts the references:

1) Is the quality of work of this company excellent, satisfactory, or poor? \_\_\_\_\_

a. Explain:

\_\_\_\_\_  
\_\_\_\_\_

2) How would you describe their timeliness excellent, satisfactory, or poor? \_\_\_\_\_

a. Explain:

\_\_\_\_\_  
\_\_\_\_\_

3) How would you describe their professionalism and courteousness? Excellent, satisfactory, or poor? \_\_\_\_\_

4) Would you call this company to provide services again? \_\_\_\_\_