



# SHERIDAN SCHOOL DISTRICT

DISTRICT ADMINISTRATION

400 NORTH ROCK STREET | SHERIDAN, AR 72150 | 870.942.3135 | WWW.SHERIDANSCHOOLS.ORG

## Request for Bid Proposals

The Sheridan School District is now accepting bid proposals for termite control services and pest control services. Separate bids will be accepted for termite and pest control on all properties listed in the proposal.

### **All bid proposals are to be submitted to:**

**Sheridan School District  
ATTN: Dennis Emerson, Director of Administrative Services  
403 North Arch Street  
Sheridan, AR 72150**

Bid proposals must be received by the maintenance office no later than 2:00 P.M. on Tuesday, March 26, 2019.

For more information or questions concerning individual school properties or proposal guidelines, please call the maintenance office at 870-942-5522 between the hours of 7:00 A.M. and 4:00 P.M. Monday through Friday.



**SHERIDAN  
SCHOOL DISTRICT**

*Inspire. Empower. Serve.*

# **SHERIDAN SCHOOL DISTRICT**

## **REQUEST FOR BIDS**

**PEST CONTROL SERVICES: APRIL 2019 – MARCH 2020**

**PROPOSAL SUBMISSION DEADLINE: MARCH 26, 2019**

**SHERIDAN SCHOOL DISTRICT  
403 NORTH ARCH STREET  
SHERIDAN, AR 72150  
(P) 870-942-2201**

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## **STATEMENT OF PURPOSE**

The purpose of this Bid Request is to solicit bids to provide pest control services for Sheridan School District buildings, kitchens, serving areas, and dining halls. We have 13 buildings/sites within our school district. The service period is for April 2019 – March 2020.

Pest control service provider agrees to seek out the source of any indicated infestation and spray/treat accordingly. Failure to seek source of insects would result in a greater population and would not be in keeping with the nature of this Proposal for pest control.

Since this bid relates to “services”, the District may renew the contract yearly for up to two (2) additional years if so desires to renew contract and the Pest Control Company is in agreement. Should a contract be renewed, a new service agreement shall be issued and signed by both parties for each year after both parties elect to proceed with services as specified in this proposal. Cost will remain the same for each of the additional two years.

## **BID GUIDELINES**

This Request for Bid represents the requirements for an open and competitive process. **Bids will be accepted until 2 p.m. on March 26, 2019.** Any bids received after this date will be returned to the sender. All bids must be signed by an official agent or representative of the contractor submitting the Proposal.

If the contractor submitting a bid must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the bid. Additionally, all costs included in the bid must be all-inclusive to include any outsourced or contracted work. All outsourced or contracted work must include a name and description of the organizations being contracted.

## **BID SPECIFICATIONS**

Sheridan School District is comprised of 13 buildings/sites. Attached you will find a listing of each school and buildings’ location and the contact information.

- Prices submitted should include services to each of the locations for the bid period of April 1, 2019 – March 31, 2020.
- Services will be scheduled through the Maintenance Office at 403 North Arch Street with LeAnn Sallee, 870-942-5522.
- The contractor **shall provide within the bid** his valid and current license, permit or appropriate document which permits their business to control pests in schools, homes and businesses. Three (3) commercial references should be provided with the bidder’s proposal.
- Pest control services are defined as treating the buildings and cafeterias for roaches, water bugs, wasps, bees, silverfish, ants, spiders and other insects (except termites); mice, rats and snakes. Contractor may view sites prior to submitting bid by calling Mr. Dennis Emerson at 870-942-2201.
- **INCLUDE within your bid** a list of the CHEMICALS that will be used in the blanket sprayings of each building, cafeteria and food preparation area. This list will be kept on

file. The CHEMICALS used in pest control services shall conform to the federal, state and local ordinances and laws. Rodenticides shall be used with all due precaution to avoid accidents to humans, domestic animals and pets. Special care shall be exercised in the use of liquid insecticides in areas having asphaltic, mastic, or linoleum floor surfaces. All pest control work shall be performed in a safe manner and in accordance with the most modern, effective scientific pest control procedures, with safety of children in mind.

- When spraying cafeterias, extreme caution and all regulations regarding spraying in a food preparation environment shall be followed. A pesticide approved for use in food preparation areas shall be used.
- Call backs for any type of pests, if necessary, will need to be taken care of within a 24-48 hour notice.
- Service invoices will require a signature of approval from on-site representative to receive payment. School office personnel will be available for service signature during the months of June and July.
- Responding organizations need to be aware that Child Nutrition serves Breakfast and Lunch in the cafeterias and these times will need to be avoided for service, therefore, all spraying must be completed after 1:30 Monday through Friday. Operation for the months of June and July are Monday through Thursday 7:30 until 4:00.
- **SPRAYING SHALL OCCUR EACH AND EVERY MONTH WITH BILLING FOR THAT MONTH. NO BUILDING SHOULD BE SPRAYED TWICE IN THE SAME MONTH TO MAKE UP FOR A MONTH SKIPPED, BUT AREAS COULD BE SPRAYED OTHER TIMES IN ONE MONTH WITH NO CHARGES IN THE EVENT OF FOLLOW-UP SPOT SPRAYINGS.**
- Contact numbers and emails for successful contractor will need to be provided to the Maintenance Office at 403 North Arch Street, Sheridan, AR.
- By signing this bid, your organization agrees to be responsible for damage to buildings and grounds that are the direct result of carelessness of your organizations representative that performs the work.
- Also the successful contractor **shall provide** proof of insurance prior to spraying beginning, to protect the school district against negligent or careless acts. This insurance shall not be less than \$100,000.
- The successful contractor must also provide proof of Worker's Compensation with the State of Arkansas.
- Invoicing procedures must be acceptable to the Sheridan District Finance Department. Each building/location must be invoiced separately. Statements should be mailed/emailed to:

Sheridan School District  
ATT: Purchasing  
400 N Rock St  
Sheridan, AR 72150  
Email: [purchasing@sheridanschools.org](mailto:purchasing@sheridanschools.org)

- The Sheridan School District reserves the right to reject any and/or all quotes or any part thereof, to waive technicalities or informalities, and to award the contract to company other than the low bidder, if cause can be documented. **The Sheridan School District also reserves the right to award as a total bid or individually by site.**
- The successful contractor will receive a copy of our system's Board approved school calendar.

**CONTRACT TERMINATION FOR CAUSE**

If the successful contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the contractor violates any terms of this contract, Sheridan School District shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.

**CONTRACT TERMINATION FOR CONVENIENCE**

The school district may, by written notice to the vendor, terminate this contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the school system. The contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the school district be liable to the contractor for compensations for any service which has not been rendered. Upon such termination, the contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

**STANDARD CONTRACT INFORMATION**

No payment shall be made until the successful bidder completes all work. All work is subject to inspection, evaluation, and acceptance by Sheridan School District.

**REQUEST FOR BID TIMELINE**

**All bids will be received through 2 p.m., March 26, 2019. Submit Pest Control Bids to Sheridan School District, ATTN: Dennis Emerson, 403 Arch Street, Sheridan, AR, 72150. Contact Mr. Dennis Emerson concerning specification questions or to schedule site visits.**

**COST PROPOSAL**

- Contractor will spray all buildings/sites listed for the following prices beginning April 1, 2019 through March 30, 2020. **The Sheridan School District also reserves the right to award as a total bid or individually by site.**

| <b>Location</b>  | <b>Monthly Cost Per Location</b> | <b>Total Annual Cost</b> |
|--|----------------------------------|--------------------------|
| East End Elementary School<br>21801 Arch St<br>Little Rock, AR 72206       |                                  |                          |
| East End Intermediate School<br>5205 Sawmill Road<br>Little Rock, AR 72206 |                                  |                          |
| East End Middle School<br>Hwy 167<br>Little Rock, AR 72206                 |                                  |                          |
| Sheridan Elementary School<br>707 Ridge Dr.<br>Sheridan, AR 72150          |                                  |                          |

|  |               |  |
|--|---------------|--|
| Sheridan Intermediate School<br>708 Ridge Dr.<br>Sheridan, AR 72150                      |               |  |
| Sheridan Middle School<br>500 N. Rock St<br>Sheridan, AR 72150                           |               |  |
| Sheridan High School<br>700 W. Vine Street<br>Sheridan, AR 72150                         |               |  |
| Alternative Learning Academy<br>510 W Church St<br>Sheridan, AR 72150                    |               |  |
| Administration Office<br>400 N Rock St.<br>Sheridan, AR 72150                            |               |  |
| Maintenance/Transportation Office &<br>Bus Shop<br>403 Arch Street<br>Sheridan, AR 72150 |               |  |
| Warehouse<br>Hwy 167<br>Sheridan, AR 72150   |               |  |
| Stadium<br>Sheridan, AR 72150  |               |  |
| Athletic Director's Office<br>807 N Red Street<br>Sheridan, AR 72150                     |               |  |
|  | <b>Total:</b> |  |

*NOTE: All costs and fees must be clearly described in each quote.*

Please submit Quote to the address below by 2 p.m. March 26, 2019.

**SHERIDAN SCHOOL DISTRICT  
ATTN: DENNIS EMERSON  
403 ARCH STREET  
SHERIDAN, AR 72150**

I certify by my signature below that the terms and conditions of this bid 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 bid.

Name of Contractor: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Printed Name of Contractor Representative: \_\_\_\_\_

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

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

**Sheridan School District**

Grant County, Arkansas

I, \_\_\_\_\_, hereby state:

(1) I am the duly authorized agent of \_\_\_\_\_, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among and between bidders and state officials, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.

(2) I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.

(3) Neither the bidder nor anyone subject to the bidder's direction or control has been a party:  
A. To any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding  
B. To any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of the prospective contract; or  
C. In any discussions between bidders and a state official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.

(4) I hereby guarantee that the specifications outline in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of Directors of the school district.

Signature: \_\_\_\_\_

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_

Notary Public

**ATTACHMENT 1: Site Contact Information**

**East End Elementary School**

Contact: Carrie Griffin  
[carriegriffin@sheridanschools.org](mailto:carriegriffin@sheridanschools.org)  
501-888-4264 Ext. 3001

**East End Intermediate School**

Contact: BJ Davis  
[bjdavis@sheridanschools.org](mailto:bjdavis@sheridanschools.org)  
501-888-1477 Ext. 4001

**East End Middle School**

TBD

**Sheridan Elementary School**

Melinda Covert  
[Melindacovert@sheridanschools.org](mailto:Melindacovert@sheridanschools.org)  
870-942-3131 Ext. 3102

**Sheridan Intermediate School**

Michelle Metzger  
[Michellemetzger@sheridanschools.org](mailto:Michellemetzger@sheridanschools.org)  
870-942-7488 Ext. 4101

**Sheridan Middle School**

Becky Copeland  
[Beckycopeland@sheridanschools.org](mailto:Beckycopeland@sheridanschools.org)  
870-942-3813 Ext. 5002

**Sheridan High School**

Dawn Belknap  
[Dawnbelknap@sheridanschools.org](mailto:Dawnbelknap@sheridanschools.org)  
870-942-3137 Ext. 6001

**Alternative Learning Academy**

Connie Wagner  
[Conniewagner@sheridanschools.org](mailto:Conniewagner@sheridanschools.org)  
870-942-9861 Ext. 6201

**Administration Office**

Rhonda Phillips  
[Rhondaphillips@sheridanschools.org](mailto:Rhondaphillips@sheridanschools.org)  
870-942-3135 Ext. 2002

**Maintenance/Transportation/Bus Office**

LeAnn Sallee

[Leannsallee@sheridanschools.org](mailto:Leannsallee@sheridanschools.org)

870-942-5522 Ext. 2200

**Warehouse**

LeAnn Sallee

[Leannsallee@sheridanschools.org](mailto:Leannsallee@sheridanschools.org)

870-942-5522 Ext. 2200

**Stadium**

Marisa Remow

[Marisaremow@sheridanschools.org](mailto:Marisaremow@sheridanschools.org)

870-917-2454 Ext. 2021

**Athletic Director's Office**

Marisa Remow

[Marisaremow@sheridanschools.org](mailto:Marisaremow@sheridanschools.org)

870-917-2454 Ext. 2021