

**Jefferson County
Request for Proposals
Pest Control Services**



RFP Project: 2026 Jefferson County Pest Control Services

Due Date: Complete proposals must be received no later than **2:00pm** EDT on Thursday, **December 4, 2025**.

The Jefferson County Board of Commissioners is soliciting SEALED proposals for pest control services. Specifications for this service contract are detailed within this Request for Proposal (RFP) under Section II. Attached hereto are the general conditions, technical specifications, and submittal format. The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by written addendum from Jefferson County Government. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal by Jefferson County.

Submission Address:

Submittals are to be sealed, marked with the vendor's name, address, and phone number and labeled: "2026 Jefferson County Pest Control Service" and delivered to:

Jefferson County Board of Commissioners
1200 School Street
Louisville, GA 30434
ATTENTION: County Administrator

Jefferson County reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of Jefferson County.

Inquiries regarding this document should be made to Jerry Coalson via email jcoalson@jeffersoncountyga.gov.

JEFFERSON COUNTY BOARD OF COMMISSIONERS
REQUEST OF PROPOSAL
FOR
PEST CONTROL SERVICES

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

THURSDAY, DECEMBER 4, 2025 AT 2:00 PM, EST.

JEFFERSON COUNTY BOARD OF COMMISSIONERS
ATTENTION: COUNTY BUILDING AND FACILITIES SUPERINTENDENT
1200 SCHOOL STREET
Louisville, GEORGIA 30434

2026 JEFFERSON COUNTY PEST CONTROL SERVICES

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE
THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE
RESPONSIBILITY OF THE OFFEROR.

ISSUE DATE: November 5, 2025

REQUEST FOR PROPOSAL
FOR
PEST CONTROL SERVICES

SECTION I – GENERAL INSTRUCTIONS

A. PURPOSE

Jefferson County Board of Commissioners are soliciting sealed proposals for pest control services. Specifications for these services are detailed within this Request for Proposal (RFP) under Section II.

B. INFORMATION TO VENDORS

1. TIMETABLE

The anticipated schedule for the RFP is as follows:

<u>Activity</u>	<u>Date and Time</u>
Release of Request for Proposal	November 5, 2025
<u>Optional</u> Building Tours	By appointment only
Deadline for questions to be submitted to County Building and Facilities Superintendent	November 20, 2025
Answer to questions and addenda submitted to bidders	November 24, 2025
Bid Opening Date Commissioners Board Room 1200 School Street Louisville, Georgia 30434	December 4, 2025 by 2:00 p.m.

2. BID SUBMISSION:

One (1) original signed submittal must be received by December 4, 2025, at 2:00 PM, EST. Proposal must be submitted in a sealed envelope stating on the outside, the vendor’s name, address, phone number, the project name (2026 Jefferson County Pest Control Services).

Hand delivered copies may be delivered to the below address ONLY between the hours of 8:00 AM and 5:00 PM EST, Monday through Friday, excluding holidays observed by the Jefferson County Government.

Jefferson County Board of Commissioners
1200 School Street
Louisville, Georgia 30434

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. Submission by US Mail must be sent to the address below:

Jefferson County Board of Commissioners
1200 School Street
Louisville, Georgia 30434

The proposal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

3. CONTACT PERSON:

Vendors are encouraged to contact Jerry Coalson, County Administrator at (478) 625-3332, or email jcoalson@jeffersoncountyga.gov to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person in writing via email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal.

Vendors may not contact any elected official or other county employees to discuss the bid process, or this bid opportunity. This policy shall be strictly enforced, and the County reserves the right to reject the submittal of any vendor violating this provision.

4. ADDITIONAL INFORMATION/ADDENDA

Jefferson County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date reported in this RFP. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addenda to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addenda issued will prevail. The County will post all official addenda on the County's website at www.jeffersoncountyga.gov.

Vendors must acknowledge any issued addenda by including Addenda Acknowledgement Form with the submittal. Proposals which fail to acknowledge the

vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which functionally changes the County's requirements.

5. LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS
Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Jefferson County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.
6. REJECTION OF PROPOSALS/CANCELLATION
Jefferson County Government reserves the right to reject any and all bid submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when doing so would be to the advantage of Jefferson County. Jefferson County reserves the right to cancel this RFP at any time.
7. MINIMUM RFP ACCEPTANCE PERIOD
Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals.
8. NON-COLLUSION AFFIDAVIT
By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a false proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure any advantage over any other vendor.

By submitting a bid, the vendor represents and warrants that no official or employee of Jefferson County Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.
9. COST INCURRED BY VENDORS
All expenses involved with the preparation and submission of the RFP to Jefferson County Government, or any work performed in connection therewith is the responsibility of the vendor(s).
10. RFP OPENING
Only the names of the firms responding to this RFP will be read aloud publicly due to the fact that the proposals will be subject to an evaluation review for accurate qualifications. A list of names of firms responding to the RFP may be obtained from the County

Building and Facilities Superintendent by request, after the RFP due date and time stated herein.

11. TAXES

Jefferson County Government is tax exempt. No sales tax will be charged on any products or services. Jefferson County cannot exempt any other person/vendor from applicable sales taxes that may be required of them in relation to this project. Selected vendors will be provided with Jefferson County's Sales and Use Tax Certificate of Exemption number upon request.

12. VENOR INFORMATION

All submissions shall include a completed vendor information form and current W-9. Vendors whose place of business is not located in the State of Georgia may be required to provide the Purchasing Director with copies of your state's regulations and/or laws concerning the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a proposal. Required forms are provided within this RFP for completion.

13. INSURANCE

Selected vendor will be required to provide a Certificate of Insurance as proof of liability and workman's compensation insurance while under contract with Jefferson County. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability at a minimum should cover \$1,000,000 per incident. Jefferson County Board of Commissioners shall be named as the certificate holder.

14. BONDS

If required, under SECTION II – SCOPE OF WORK/SPECIFICATIONS of this document any combination of the following bonds may be required by Jefferson County. A five percent (5%) bid bond, a one hundred percent (100%) performance bond. All bonds would be payable to Jefferson County Board of Commissioners. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.

15. OPEN RECORDS

All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the Jefferson County Board of Commissioners. All such materials shall remain the property of the Jefferson County Board of Commissioners.

16. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Vendors submitting a bid package in response to this RFP must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- a. A statement that indicates the contractor will conduct itself in compliance with O.C.G.A §13-10-91 and Rule 300-10-.02 in the execution of the contract.
- b. By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
 - (i) The affiant has registered with and is authorized to use the federal work authorization program;
 - (ii) The user identification number and date of authorization for the affiant;
 - (iii) The affiant is using and will continue to use the federal work authorization program throughout the contract period;
 - (iv) Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph.
- c. Failure to provide the completed and notarized affidavit with the contractor's proposals will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

17. AWARD

Following review of all qualified proposals and selection of a suitable vendor, a recommendation will be made to the Jefferson County Board of Commissioners by the project representative. Following Commission approval, the County will complete contract negotiations. Jefferson County reserves the right to accept the proposal that is determined to be in the best interest of the County. Jefferson County reserves the right to reject any and or all proposals.

The winning vendor will be contacted via email or telephone by the County Administrator and arrangements will be made for signing the contractual agreement.

18. PRICING

Vendors must provide pricing on the provided **Jefferson County Bidder Pricing Response Form**.

19. BONDS

Bid Bonds: Not Required
Payment Bonds: Not Required
Performance Bonds: Not Required

20. PROCEDURES AND MISCELLANEOUS ITEMS

- a. All questions shall be submitted in writing (via e-mail) as posted above. Any changes to bid document or scope specifications (based on questions) will be communicated in the form of an addenda to all bidders.
- b. All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of Jefferson County Board of Commissioners. All such material shall remain the property of the Jefferson County Board of Commissioners and will not be returned to the respondent.
- c. All respondents to the RFP shall hold harmless the Jefferson County Board of Commissioners, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to submit a proposal. The Jefferson County Board of Commissioners reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in the RFP. The Jefferson County Board of Commissioners also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any and all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or there is a need to cancel the contract services for any reason, the Jefferson County Board of Commissioners shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.
- d. Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the bid package. However, Jefferson County reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.
- e. Jefferson County pays on Net 30; any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice 18 or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however.
- f. In case of failure to deliver goods or services in accordance with the contract terms and conditions, Jefferson County, after due oral or written notice, may

procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Jefferson County may have.

- g. By submitting a response package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia.
- h. Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with the applicable federal, state, and local laws and regulations.
- i. It is understood and agreed between the parties herein that Jefferson County shall be bound here under only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

21. PROPOSAL CHECKLIST

The following checklist is provided to ensure all required documents are included in your proposal:

- a. Bidder's Information Form
- b. Addenda Acknowledgment Form (required even if no addenda posted)
- c. Contractor's Affidavit (if applicable)
- d. Statement of Non-Collusion
- e. Bidder's Pricing Response Form
- f. Proof of Insurances
- g. Bidder's current W-9
- h. Provide a one-page narrative addressing vendor qualifications list on page 9 and 10 of these bid documents

SECTION II – SCOPE OF WORK

A. INTENT

- 1. Pest Control Services are to be rendered at Jefferson County Buildings and Premises, both interior and exterior, as shown on the attached "Jefferson County Building List."
- 2. Jefferson County requires a pest control program that achieves satisfactory, economical pest management with minimal or negligible human health and environmental consequence.

3. Pest Management Program must include both short-term and long-term objectives. Short-term objectives would eliminate or reduce current unacceptable populations. Long-term objectives would focus on the prevention of unacceptable pest populations and reduce the amount of pesticide applied and the frequency of applications. Effective pest control integrates all pest management methods to include the following:
 - a. Limiting pest access to food, water, and harborage.
 - b. Use of traps, glue strips, baiting, and other techniques to remove pests. • Carefully controlled application of pesticides.
 - c. Use of least hazardous pesticides.
 - d. Use of Integrated Pest Management (IPM) practices to prevent pests from entering any Jefferson County Building.

B. SCOPE OF WORK DETAILS

1. The Contractor shall furnish all professional/special pest control services including supervision, labor, insurance, permits, licenses, materials, pesticides, tools and equipment necessary to accomplish all pest control in the designated areas including surveillance, trapping, pesticide application, pest removal, suggestions to landscaping modifications as appropriate, and assisting in the control of pests. Animal nuisance trapping and rodent control services are also included in this contract. Attached is the list of pests covered under this contract which also includes nuisance animals. Additional pests and nuisance animals may be added to this list as deemed necessary throughout the course of the contract.
2. The Contractor shall supply all equipment needed such as ladders, lifts, flashlights, or other equipment to provide service. At no time shall the Contractor use equipment or tools belonging to Jefferson County.
3. The word "Control" is defined as a periodic extermination to avoid infestation and the prevention or limitation of infestation and/or re-infestation within practical limits.
4. Pest control services covered under this contract include Integrated Pest Management practices (hereafter designated as IPM). As referenced above, this IPM program covers all interior and exterior integrated pest management practices for all buildings listed on Jefferson County's Building List and will consist of the following components:
 - a. Identifying the types of pests involved.
 - b. Identifying and documenting, including photographs or other supporting documentation, of conditions contributing to pest infestations.
 - c. Determining areas requiring treatment.

- d. Selecting and implementing the appropriate treatment procedures, either non-9 chemical or pesticide.
 - e. Inspecting and monitoring to evaluate results and to detect new pest invasions.
5. Buildings may be added or removed from the contract at any time as necessitated by Jefferson County. The Contractor shall use professional knowledge and standard industry procedures to determine the means necessary to correct and prevent the pest problems as well as suggest other pest management strategies including structural and procedural modifications to reduce food, water, harborage, and access used by pests.
6. As mentioned above, the Contractor will develop an IPM program. The program shall be specific to the Contractor's specific products and procedures. This IPM program (in written format) shall be delivered to the Superintendent of Building and Facilities at the beginning of this contract.
 - a. The program shall include proposed materials and equipment necessary for service. Actual container labels and Safety Data Sheets (SDS) for chemical pesticides, brand names of pesticide application equipment and trapping devices, pest monitoring devices, pest surveillance and detection equipment and other pest control used to meet the requirements of this contract shall be included in the IPM program.
 - b. After commencement of contract, the Contractor shall receive approval in writing from the Superintendent of Building and Facilities prior to implementing any changes to the approved IPM program including additional or replacement pesticides and changes in personnel servicing the contract.
7. The Contractor shall employ the least hazardous material, most precise application method, and the least amount of pesticide necessary to achieve control.
8. When flags, markers, or signs must be placed due to treatment or service being performed, the Contractor must send written notification to County Administrator in advance of use. The Contractor shall place and remove all flags, markers, or signs per chemical or pesticide manufacturer's recommendations.
9. In addition to Jefferson County's requirement for an IPM program in each building, the successful Contractor must plan for "unscheduled services." There should be no charge for these unscheduled/unplanned and/or repeat service needs. Depending on the type of pest, multiple visits by the technician may be warranted to check monitors and/or investigate for further pest invasion control.

C. VENDOR QUALIFICATIONS

1. To establish competency of personnel, Contractor shall include information about his/her firm and the personnel who would be assigned to this account. The minimum information provided should be:
 - a. Proposed method for handling accounts, e.g., number of technicians that would be assigned to the account, etc.
 - b. Experience level of the technicians that would be assigned.
 - c. The Contractor's IPM program to service pest control needs of Jefferson County in accordance with these specifications.
2. In order to be considered for award, the responding bidders must:
 - a. Have all required and necessary permits, licenses and bonds to comply with 10 pertinent Jefferson County regulations, state, and federal laws, and shall assume all liability and expenses for all applicable permitting, certifications and credentialing.
 - b. Be licensed to practice pest control in the State of Georgia. The Contractor at award shall provide current copies of licenses as required under the Georgia Pesticide and Application Act.
 - c. Have appropriately trained and certified employees to perform the services.
 - d. Have a minimum of 10 years of pest control experience as well as experience in servicing a similarly sized customer with similar scope of work.
 - e. Provide 3 references including at least one from a customer of similar size and scope. References must include the name, position, and telephone number of a contact person, size and description of the units/buildings serviced, and how long the Contractor's company has serviced the customer. All customers must indicate a high level of satisfaction with services as provided by the Contractor.
 - f. The Selected contractor shall perform security clearance background checks on their employees, or others assigned to have regular interaction with Jefferson County employees or access to Jefferson County premises. Jefferson County should not receive the results of the background checks, but only individuals that have passed background check should be assigned by Pest Controller.

3. The successful bidder shall not subcontract any portion of this agreement without prior written approval of Jefferson County. The Contractor's personnel are always expected to conduct themselves in a professional manner while working on premises. Jefferson County has strict building entrance procedures that must be adhered to at all times. These procedures will be discussed during new contractor orientation. Contractors must be in uniform at all times while on Jefferson County property. Only coats, sweaters and/or hats with company names or logo can be worn.

D. MATERIALS

1. The materials used in pest control work shall conform to federal, state, and local ordinances and laws, and shall be acceptable to the County.
2. Rodenticides shall be used with all due precautions.
3. Rodenticides shall not be used except in exterior bait stations. Glue board and mechanical devices shall be used as needed for interior spaces but must be checked three times weekly by contractor until removed. The goal here is to use these devices short-term (if needed) and remove devices as soon as possible.
4. Special care shall be exercised in the use of liquid insecticide in areas where damage or stains may result from such use. Damage to Jefferson County property will be repaired at the Contractor's expense.
5. The Contractor shall provide Safety Data Sheets (SDS) sheets, prior to use, for all chemicals, pesticides, and/or treatment products.

E. SERVICE SCHEDULE

1. General:
 - a. The selected Contractor shall conduct a detailed site survey prior to beginning service to add any necessary details to their IPM program. Such details will include locations for bait stations and/or suggested changes to service frequencies. Results will be submitted to the Superintendent of Building and Facilities.
 - b. Each building shall be inspected and serviced following the attached "cycle of treatment schedule." There should be no charge for unscheduled/unplanned and/or repeat service needs. Depending on the type of pest, multiple visits by the technician may be warranted to check monitors and/or investigate for further pest invasion control.

2. All pest control services where access to the interior of buildings is required will be scheduled during normal working hours (8AM to 5:00 PM, Monday through Friday) and shall not interfere with employees in and about the premises. The Contractor is to notify via email the County Administrator prior to the treatment of any interior spaces.
3. The County Administrator will continually evaluate the progress of this contract in terms of effectiveness and safety and shall require changes within the scope of the contract as deemed necessary. The Contractor shall take prompt action to correct any identified deficiencies at no expense to Jefferson County.
4. When Jefferson County is closed due to inclement weather, holidays, etc., the Superintendent of Building and Facilities shall determine if routine pest control services shall be postponed to the next normal scheduled day or if the service shall be performed on an alternate day.

F. PERIMETER SERVICE

1. Perimeter service shall be performed based on mutually agreed upon schedule between the Contractor and Jefferson County. If weather or other conditions prevent service per the normal schedule, the Contractor will provide service on an alternative day with prior written approval.
2. Upon arrival for any and all perimeter service, the Contractor shall check in with the Building and Facilities Superintendent (via telephone call).
3. The Contractor will develop and provide Jefferson County with a proposed schedule of treatment. Any deviation from that schedule will require a 3-day notification to Jefferson County to allow Jefferson County the opportunity to communicate all changes out to all employees and departments.
4. The Contractor shall provide proof of service upon completion of each treatment.

G. CALL BACK SERVICES

1. In the event that additional treatment is required for a specific building or area between normal service periods, Jefferson County shall:
2.
 - a. Call Contractor and issue the response category and timeframe (Emergency, Urgent or Routine) shown below:
 - Emergency - Respond within 1 to 2 hours of notification
 - Urgent - Respond within 1 to 4 hours of notification

Routine - Respond within 24 hours of notification

- b. Jefferson County will provide a clear description of the problem and the location.
3. For sanitation and/or building envelope issues which are directly related to causing pest control issues, pictures are to be taken and submitted with email to the Superintendent of Building and Facilities.

H. NATURE OF WORK

1. All pest control work shall be performed in a safe manner and in accordance with the safest and most current pest control procedures and shall comply with all regulations, ordinances, and laws as required by Local (Jefferson County), State (Georgia), or Federal mandates.
2. Pesticides:
 - a. Only EPA, FDA, and USDA approved pesticides will be used in a manner so as not to contaminate product equipment or product containers as provided by the Food, Drug, and Cosmetic Act as amended.
 - b. Pesticides will be changed as federal and local regulations change and new products are approved, or existing ones become restricted. • All pesticides shall be registered with the EPA.
 - c. The Contractor must transport, handle, and use pesticides strictly in accordance with manufacturer's instructions, including application of noted quantities of the pesticide, as well as all applicable federal, state, and local laws and regulations.
 - d. The Contractor shall submit for approval a list of all pesticides along with the related SDS that are to be used in each location and shall not deviate from the pesticides unless written permission is received from Jefferson County prior to any change in the use of said pesticides.
 - e. Any new or proposed product will be submitted to the Superintendent of Building and Facilities. Submissions shall include the SDS and technical data sheets.
 - f. The Contractor shall not store any pesticide on the Jefferson County premises.
 - g. Pesticides intended for outdoor use should never be used in indoor environments on Jefferson County premises.
 - h. Mixing or dilution of pesticides shall be conducted at Contractor's location or outdoors.
 - i. The Contractor shall wear protective clothing that conforms to the requirements of protection specified on the pesticide label. Where the Contractor must apply pesticide in an occupied area, the Contractor must prevent occupants' exposure (e.g., evacuation, non-volatile product, small application in cracks, etc.) unless further review is conducted by the Superintendent of Building and Facilities.

3. Existing insect infestations are to be eliminated and re-infestation to be prevented within practical limits.
4. If physical defects in the facilities are conducive to contamination or infestations, the Contractor shall report those conditions. If these conditions are not corrected or altered by Jefferson County, the Contractor will not be held responsible for complete control of said pests. The Contractor shall report any defects or problems that are not corrected in a timely manner to the Superintendent of Building and Facilities.
5. The Contractor shall furnish a written report, no later than close of business, every Friday, to the Superintendent of Building and Facilities for all work performed the previous week.
6. Semi-annual meetings may be scheduled with the Superintendent of Building and Facilities. The purpose of these meetings will be to discuss any changes/additions or to address problems and find resolutions to those problems. Jefferson County reserves the right to call unplanned meetings with the contractor to identify problems and resolve issues.

I. WOOD DESTROYING ORGANISMS (WDO) INSPECTIONS

1. The Contractor is required to inform Jefferson County immediately of any detected WDO activity.
2. The Contractor shall perform routine WDO infestation prevention inspections to adequately control populations of termites, carpenter ants, carpenter bees, and other WDOs to preserve facilities. WDO prevention inspections shall cover possible infestations within 10 feet of building perimeters to include covered walkways and entryways. These services shall be included as part of the IPM program. Remediation of preventative services, repairs, use of termite bait stations, termite treatment etc., should they be required (due to discovery or recommended prevention), will be addressed through a separate contract or purchase order with selected contractor and is not to be considered within pricing of this pest control contract. The above requirement focuses totally on inspections and not treatment.
3. The Contractor shall inspect each building annually for WDOs; Jefferson County anticipates that the initial WDO inspections will be completed within 3 months of receiving this contract. The purpose of the inspections is to determine if buildings are infested with WDO populations and to prevent future infestations.

4. The Contractor shall advise the Superintendent of Building and Facilities where WDO infestations are observed, provide recommendations for WDO population suppression, and provide recommendations for structural and/or landscaping corrective measures. Any approved treatments will be performed under a separate contract or purchase order with selected contractor and is not to be considered within pricing of this pest control contract. The above requirement focuses totally on inspections and not treatment.

J. NUISANCE ANIMAL CONTROLS

1. The Contractor is requested to control the occasional nuisance animals such as squirrels, snakes, opossums, raccoons, birds, etc., found in or around County Buildings. Listing of said nuisance animals is provided within attachments. Jefferson County reserves the right to look elsewhere for nuisance animal control services on a case-by-case basis. Any traps used must be properly labeled with the Contractor's name and contact number and monitored daily.
2. Jefferson County occasionally experiences problems with abandoned dogs and cats that need to be removed. The selected Contractor will work closely with the Animal Control to have these abandoned animals removed.
3. In addition to policies and guidelines of the aforementioned, the Contractor should refer to the Georgia Department of Natural Resources for best practices as it pertains to managing nuisance animal populations.

K. RODENT CONTROL

1. As a general rule, rodent control in buildings will be accomplished with live traps, "one-ways" or bait traps. Traps shall be concealed in protected areas not affected by routine cleaning and operations. Traps will be checked, emptied, and cleaned at least three times a week by the Contractor until removed by the Contractor at conclusion of work. Do not use spring loaded kill traps without prior approval from the County Administrator. If kill traps are approved, they must also be checked and cleared three times a week by Contractor unless other arrangements have been approved. Kill traps will only be considered in areas where employees do not have access.
2. In exceptional circumstances, when rodent poisons are deemed essential for adequate rodent control inside occupied buildings, the Contractor shall obtain approval from the County Administrator. All rodent poisons shall be placed in inaccessible locations and in EPA-approved tamper-resistant bait boxes. Frequency of bait box service by the Contractor depends on the level of rodent infestation. Bait boxes shall be maintained by the Contractor according to EPA regulations and with an emphasis on protecting non-target organisms.

3. All bait traps and stations need to be placed out of general view and in locations that will not be disturbed by routine operations. The lids of all bait traps and stations need to be securely locked or fastened. All bait traps and stations should be securely attached or anchored to the floor, ground, wall, or other immovable surface. Bait should always be placed in the baffle protected feeding chamber and never in the runway of the trap or station.
4. Bait traps and stations will be placed strategically in kitchen areas for immediate rodent control. Bait traps and/or stations being monitored for activity will be tamper proof (locked) and labeled "POISON." Rodents will be removed, properly disposed of off property by the Contractor, and identified on the service weekly report.
5. The Contractor must not dispose of dead rodents by putting the carcass in adjacent building dumpsters.
6. Bait traps and stations will be routinely cleaned of rodent hair, decayed matter, urine, and droppings by the Contractor. All infested areas must be sanitized and disinfected by contractors. Removing rodents will be placed in plastic or paper bags and disposed of off property in a sanitary manner by technicians.
7. Jefferson County will not be responsible for damage or loss of bait traps or stations.
8. In exceptional circumstances when rodent poisons are deemed essential for adequate rodent control inside occupied buildings, the Contractor shall obtain approval from the Superintendent of Building and Facilities prior to using rodent poison. All rodent poisons, regardless of packaging, should be placed in inaccessible locations and in EPA-approved tamper-resistant bait boxes. The Contractor must comply with all notice provisions.

L. COMPANY COOPERATION

1. Jefferson County shall extend all necessary cooperation to ensure effective results with the Contractor and from the IPM program.
2. Whenever building conditions are conducive to the breeding and harborage of pests covered by this contract, it is understood that Jefferson County shall promptly take steps to correct the conditions once notified by Contractor.

M. ADDITIONAL SERVICES

This contract includes all services set forth above. Any additional services not included in these specifications for which an additional charge will need to be made must be specifically approved by the County Administrator in advance.

N. AREAS OF SERVICE

1. It is understood that all of the above-mentioned services shall be performed and confined to the said premises of Jefferson County.
2. The Contractor agrees that any new or existing structure can be added to the contract upon execution of any mutually satisfactory adjustments to the contract by the parties, and the coverage of the added buildings will be the exact same as the terms of this contract and is to be incorporated herein by reference. The Contractor further agrees that any building(s) may be deleted from the list of structures covered by this agreement and likewise the monthly billing and the base bid shall be decreased by the amount delegated as their cost of coverage.

O. GENERAL CONDITIONS:

1. Contractor employees shall always conduct themselves in a professional manner while in or on any Jefferson County property. Jefferson County retains the right to remove any Contractor employee whose conduct is questionable.
2. The Contractor shall abide by all generally accepted industry safety standards and practices for his/her trade during the performance of their duties. The Contractor will also take all reasonable precautions to ensure the safety of all Jefferson County personnel and property, including the grounds.
3. The Contractor shall allow no trash or used material to accumulate and shall remove same from areas serviced at the close of each working day.
4. The Contractor is hereby made aware that the buildings being treated will remain occupied. All routes in ingress and egress shall always remain in use and kept passable and free of debris and material.
5. Jefferson County does not allow smoking inside of any buildings.
6. Contractor employees will wear company uniform at all times while working inside or outside of County Buildings. Only coats, sweaters and hats with company logos can be worn.

PESTS TO BE TREATED/REMOVED/CONTROLLED

If additional pests are discovered by either Contractor or Jefferson County, they shall be added to this list.

• Moisture ants	• Bed Bugs	• House ants
• Mosquitoes	• Fleas	• Flies
• Spider Mites	• Fruit Flies	• Indoor Spider Control
• Beetles	• Outdoor Spider Control	• Millipedes
• Carpet Beetles	• Crawling Arthropods	• Ticks (Indoor)
• Slugs/Snails	• Ticks (Outdoor)	• Birds and Nests (inside)
• Silverfish	• Bats	• Rats
• Gnats	• Mice	• Centipedes
• German Cockroaches	• American Cockroaches	• Birds
• Brown-Banded Cockroaches	• Opossums	• Oriental Cockroaches
• Squirrels	• Chipmunks	• Bees
• Smokey-Brown Cockroaches	• Raccoons	• Yellow Jackets
• Snakes	• Crickets	• Lice
• Wasps	• Scabies	• Hornets
• Mud Daubers	• House Crickets	• Earwigs
• Asian Beetles	• Clothes Moths	• Other Flying Pests not otherwise listed
• Wood-Destroying Organisms not otherwise listed	• Other Vermin not otherwise listed	

WOOD DESTROYING ORGANISMS FOR INSPECTIONS

• Termites	• Carpenter Ants	• Carpenter Bees
• Other WDO not otherwise listed		

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET.

**Bidder's Information Form
RFP – Pest Control**

Legal Name of Bidder: _____

1. Company Name _____

2. Street Address _____

3. City, State & Zip _____

4. Type of Business: (Corporation, Partnership, etc.) _____

5. Name & Title of Authorized Signer _____

6. Primary Contact _____

7. Phone: _____ FAX _____

8. Email _____

9. Company Website _____

10. Tax ID and State where issued _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET.

ADDENDA ACKNOWLEDGEMENT

The vendor has examined and carefully studied the RFP and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Authorized Representative/Title
(Print or Type)

Authorized Representative
(Signature)

(DATE)

Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the County's requirements.

THIS TWO PAGE DOCUMENT MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET.

**Jefferson County E-Verify Contractor Affidavit
Under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10- 91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Jefferson County has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provision and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

2026 Jefferson County Pest Control Services
Name of Project

Jefferson County
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201_ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

This Affidavit is required by order of the **Georgia General Assembly**.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET.

**Statement of Non-Collusion
RFP – Pest Control Contract**

I _____ certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damages awards.

I certify that this bid has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the bidder or the bidder's associates with any County staff, or elected officials since the date this RFP was issued except: 1) through the Purchasing Department, 2) at the Pre-Proposal Conference, or 3) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any proposer violating this provision.**

I agree to abide by all conditions of this bid and certify that I am authorized to sign for the bidder.

Company Name: _____

Authorized Signature

Title

Print Name

Date

THIS TWO DOUMENT MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET.

**Jefferson County Bidder’s Pricing Response Form
RFP- PEST CONTROL**

Building Name	Address	City	Cycle	Cost/Cycle	Cost/Year
Leisure (Senior) Center	209 East 7 th Street	Louisville	Monthly		
Courthouse and Red Brick Building	212 East Broad Street	Louisville	Monthly		
Swann (Hardeman) Building	519 Green Street	Louisville	Quarterly		
Correctional Institute Buildings	1159 Clarks Mill Road	Louisville	Monthly		
Behavioral Health Services (Service Center)	1114 Clarks Mill Road	Louisville	Monthly		
UGA Cooperative Extension Office	2529 U.S. 1 North	Louisville	Monthly		
Health Department	2501 U.S. 1 North	Louisville	Monthly		
Warden’s House and Other Buildings	1270 Clarks Mill Road	Louisville	Monthly		
Old Forestry Office, Shop, and Tower	2771 Old US Route 1	Louisville	Quarterly		
Landfill Scale House and other buildings	1691 Mennonite Church Road	Louisville	Monthly		
Development Authority/Chamber of Commerce	302 East Broad Street	Louisville	Monthly		
Old Commissioners Office	217 East Broad Street	Louisville	Monthly		
Old National Guard Armory	1841 Highway 24 West	Louisville	Monthly		
Road Department	1841 Highway 24 West	Louisville	Quarterly		
Auto Shop	1841 Highway 24 West	Louisville	Quarterly		
Jefferson County Law Enforcement Center	911 Clarks Mill Road	Louisville	Monthly		
Health Science Center	1255 Warrior Trail	Louisville	Monthly		
Matthew Fire Department	1812 Highway 88	Louisville	Quarterly		

Hillcrest Fire Department	2655 Mennonite Church Road	Stapleton	Monthly		
Recreation Department Buildings	1377 Highway 17 South	Louisville	Monthly		
Radio Tower and Building	415 Green Street	Louisville	Monthly		
Building Department	419 W. Green Street	Louisville	Monthly		
Tax Commissioners Office	736 Peachtree Street	Louisville	Monthly		
Ogeechee Crossing Park Buildings	1928 T E Buchanan Road	Louisville	Monthly		
Jefferson County Office Park	1200 School Street	Louisville	Monthly		
EMS Building	1067 Peachtree Street	Louisville	Monthly		

TOTAL ANNUAL COST \$ _____
 (All Buildings)