



Texas Facilities Commission
P.O. Box 13047
Austin, Texas 78711-3047

REQUEST FOR PROPOSALS

INTEGRATED PEST MANAGEMENT SERVICES,
AUSTIN, TX

RFP #303-5-00021
Addendum #01 Revision

Dated: November 3, 2014

Proposal Due Date / Opening: December 3, 2014

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REQUEST FOR PROPOSAL Integrated Pest Management Services, Austin, TX

Pursuant to Texas Government Code Section 2165.001, Custodianship of State Property, and Section 2156.121, Use of Competitive Sealed Proposals, the Texas Facilities Commission is requesting responses to this Request for Proposals for the provision of integrated pest management (IPM) services at the Texas School for the Blind and Visually Impaired (TDBVI) campus, Texas School for the Deaf (TSD) campus, the Texas Commission on Environmental Quality (TCEQ) complex and the Human Services Warehouse (Pharmacy) located in Austin, TX,

- 1) **CONTRACT TERM:** This service shall be for a period beginning on the date of that Contract, as defined below, is executed by both parties, and shall expire on August 31, 2015. The Contract may be renewed for one (1) additional two (2) year period, provided that renewal is executed prior to expiration of the current contract term. Any renewals shall be in writing and at the same terms and conditions, plus any approved changes.

This contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, legislative budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruption of current appropriations, provisions of the Termination Article in the Services Contract shall apply.

- 2) **DEFINITIONS:** The following definitions apply to this Request for Proposals:

Addendum - A modification of the specifications issued by TFC.

Best and Final Offer (BAFO) - A formal request made to acceptable or potentially acceptable Respondents for revision to the originally submitted proposal.

Contract - The Integrated Pest Management Services Contract attached to this RFP as Attachment A.

Contract Administrator - The individual designated by TFC to represent TFC during the performance of the Contract.

Contractor - The individual, partnership or corporation whose proposal is accepted and who enters into a Contract with TFC.

Electronic State Business Daily (ESBD) – the designated website where state agencies, universities, and municipalities post formal solicitations (over \$25K), addendums to posted solicitations, and awards. The link to the ESBD is <http://esbd.cpa.state.tx.us/>

Good Faith Effort – Effort required by vendors when completing the HUB Subcontracting Plan, which demonstrates the respondent has completed one of the following for the planned subcontracting needs: A) Self-Performing Contract (performing all work with own materials and labor), B) Using strictly HUBs for all subcontracting needs, C) Meeting stated agency goal for HUB subcontracted needs for this type of solicitation, or D) Performing “Traditional Good Faith Effort” of notifying two minority/women trade organizations and soliciting bids from three HUBs for each subcontracting opportunity, and allowing seven business days for response.

HUB Subcontracting Plan (HSP) – The Historically Underutilized Business (HUB) Subcontracting Plan (HSP) required by Chapter 2161 of the Texas Government Code (TGC) and by Title 34, Chapter 20, Subchapter B, §20.10- §20.28 of the Texas Administrative Code (TAC).

Historically Underutilized Business (HUB) – A business who certified with the Comptroller of Public Accounts by meeting the following requirements: 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman; United States Veteran with a minimum 20% Disability rating; is an entity with its principal place of business in Texas; and has an owner residing in Texas with a proportionate interest that actively participates in the control, operations and management of the entity’s affairs.

Integrated Pest Management (IPM) - A systematic approach to managing pests which focuses on long-term prevention or suppression with minimal impact on human health, the environment and nontarget organisms. IPM incorporates all reasonable measures to prevent pest problems by properly identifying pests, monitoring population dynamics, and utilizing cultural, physical, biological or chemical pest population management methods to reduce pests to acceptable levels.

Respondent - An individual, partnership or corporation that responds to this RFP.

RFP – The Request for Proposal

TFC - The Texas Facilities Commission

3) **SCHEDULE OF EVENTS:**

a) The solicitation process for this RFP will proceed according to the following schedule:

EVENT	DATE
Issue RFP	November 3, 2014
Pre-Proposal Conferences (Respondents are required to attend only one of the scheduled meetings)	November 13, 2014 @ 9:30 AM November 14, 2014 @ 9:30 AM
Deadline for Submission of Questions	November 19, 2014 @ 12:00 PM
Deadline for Submission of Proposals/RFP Opening	December 3, 2014 @ 3:00 PM
Expected Award of Contract	December 15, 2014
Expected Contract Start Date	January 1, 2015

b) **REVISIONS TO SCHEDULE:** TFC reserves the right to change the dates in the Schedule of Events set forth above upon written notification to prospective Respondents through a posting of an Addendum on the Electronic State Business Daily.

c) **PRE-PROPOSAL CONFERENCE:**

i) The Pre-Proposal Conferences are scheduled for:

November 13, 2014 @ 9:30 AM

November 14, 2014 @ 9:30 AM

The location of the Pre-Proposal conference is:

Texas Commission on Environmental Quality (Park 35)
Room 165
Building A
12100 Park 35 Circle
Austin, TX 78753

ii) **Attendance at one (1) of the two (2) scheduled pre-proposal conferences is mandatory. Only those Respondents whose names and represented firm are on the pre-proposal conference sign-in sheet shall be allowed to submit a response.** Please do not be late. A limited number of hardcopies of this RFP and attachments will be available at each Pre-Proposal Conference; however, attendees are encouraged to provide their own copy.

iii) Parking is available in the Visitor Parking lots indicated on the below campus map: http://www.tceq.state.tx.us/assets/public/comm_exec/images/austin-campus-map.pdf.

- iv) A **mandatory** jobsite walkthrough of the TCEQ Complex will be conducted directly after each pre-proposal conference. Mandatory walkthroughs of the other campuses affected by this RFP are as follows. **Respondents are only required to attend the walkthroughs for the Groups for which they wish consideration for award. Only those Respondents whose names and represented firm are on the jobsite walkthrough sign-in sheets shall be allowed to submit a response**

(1) **Texas Commission on Environmental Quality Walkthrough**

- (a) **Walkthrough #1** – November 13, 2014 @ 10:30 AM. Walkthrough will begin directly after completion of Pre-Proposal Conference.
- (b) **Walkthrough #2** – November 14, 2014 @ 10:30 AM. Walkthrough will begin directly after completion of Pre-Proposal Conference.

(2) **Human Services Warehouse/Pharmacy Walkthrough**

- (a) **Walkthrough #1** - November 13, 2014 @ 11:30 AM – 12:00 PM
- (b) **Walkthrough #2** - November 14, 2014 @ 11:30 AM – 12:00 PM
- (c) **Parking and Staging** – Open parking is available. You will be met in front of the HSW building by a TFC representative.

(3) **Texas School for the Blind and Visually Impaired Walkthrough**

- (a) **Walkthrough #1** - November 13, 2014 @ 1:30 PM – 2:00 PM
- (b) **Walkthrough #2** - November 14, 2014 @ 1:30 PM – 2:00 PM
- (c) **Parking and Staging** – Enter the campus off Sunshine Drive between W.45th St. and W.49th St. The first building that you will encounter is Building 610 – Operations and Warehouse. Parking is available here. You will be met outside of Building 610 – Operations and Warehouse by a TFC representative.

(4) **Texas School for the Deaf Walkthrough**

- (a) **Walkthrough #1** - November 13, 2014 @ 2:30 PM – 3:00 PM
- (b) **Walkthrough #2** - November 14, 2014 @ 2:30 PM – 3:00 PM
- (c) **Parking and Staging** – See campus map at the following URL: http://www.tsd.state.tx.us/docs/pdfs/TSD_Map.pdf. Access West Elisabeth St. from either S. First St. or Congress Ave. Enter the TSD campus through the south gate entrance. Stop at security for access to campus. At the first stop sign, you may go either right or left and find available parking within 100 yards of the stop sign. Look for cooling towers and proceed to that building (Central Plant). Although the Central Plant is assigned number “41” on the Campus Map found at the above URL, the actual building number is not displayed on the map. The Central Plant is the building notated in yellow located in between the Employee Entrance (number “1B”) and the CTE Ford Building (number “2”). You will be met by the Central Plant by a TFC representative.

4) **PROPOSAL REQUIREMENTS:**

- a) **SUBMISSIONS:** Respondents shall submit one (1) original Attachment B – HUB Subcontracting Plan, and one (1) original Attachment C – Execution of Proposal, along with one (1) original and three (3) copies of the Respondent’s proposal. Additionally, respondent shall provide a formatted CD containing a complete copy of the vendor’s response to this RFP. The format shall be Adobe

Acrobat version 9.0 or higher. Proposal pages should be numbered and contain an organized, paginated table of contents corresponding to the sections listed below in Section 4(d).

- b) **COSTS:** Respondents to this RFP are responsible for all costs of proposal preparation and delivery.
- c) **PUBLIC INFORMATION:** TFC will not consider any proposal that bears a copyright. Proposals will be subject to the Texas Public Information Act, Texas Government Code, Chapter 552, and may be disclosed to the public upon request. Respondents may request protection of trade and confidential information from public release by clearly marking each page on which such information appears with "Confidential" in bold face type at least **14 point font**; however, all information submitted as "trade and confidential information" is subject to interpretation by the Texas Office of the Attorney General. Should trade and or confidential information be included in the submitted formatted CD, as referenced in Section 4, Proposal Requirements, par. (a), Submissions, respondents should also notate the CD with the word "Confidential."
- d) **CONTENTS:** Listed below is a summary of all information to be included in a proposal submitted in response to this RFP. Proposals submitted without all of the required information may be rejected. TFC reserves the right, in its sole judgment and discretion, to waive minor technicalities and errors in the best interest of the State of Texas.
- i) **COMPANY INFORMATION:** <0 pts> Including, but not limited to the following:
- (1) company description;
 - (2) ownership information;
 - (3) physical and mailing address;
 - (4) other company locations/offices;
 - (5) primary contact;
 - (6) office and mobile telephone number and email of company's primary contact;
 - (7) provide details of all litigation history, including but not limited to administrative claims and proceedings and arbitration within the past five (5) years. <Pass/Fail>
- ii) **Relevant Experience and Qualifications:** <20 pts> Complete and submit Attachment F – Contractor's Qualifications Form. Respondent should also provide a free-form narrative that describes, in detail, any qualifications not enumerated on Attachment F – Contractor's Qualifications Form. The following minimum requirements are required of Respondents:
- (1) Out of state Respondent's doing business in the State of Texas shall have a Certificate of Authority to do business in Texas, a copy of which shall be submitted with the proposal;
 - (2) Demonstration that the Respondent has successfully been in business or the principals shall have had ownership/executive management in a previous company with comparable type experience, for the services solicited in this RFP;
 - (3) Demonstration of a Respondent's relevant experience for the type of work solicited in the RFP.
 - (4) Names of top management and key employees and each person's duties, including the background and experience of these employees; and
 - (5) An organizational chart which shows roles and responsibilities of key individuals assigned to provide services under the Contract;
- iii) **PROPOSED METHODOLOGY:** <15 pts> A detailed plan outlining the methodology intended to be employed by the Respondent that demonstrates the processes of implementation regarding the requirements of the Contract. This shall include, but not be limited to:
- (1) processes and techniques used to understand the services to be provided under the Contract;
 - (2) problem solving;

- (3) value engineering;
 - (4) maintaining budgets;
 - (5) maintaining schedules;
 - (6) staff sizing and roles;
 - (7) company workload in proportion to the services outlined in the Contract; and
 - (8) coordination of work with subcontractors.
- iv) **COMPENSATION AND FEES: <60 pts>** Include pricing on the Attachment D – Compensation and Fees. Respondents may not add qualifications, conditions, exceptions, variations or additional items to the proposal, or otherwise modify the pricing structure of the RFP in any manner. Any such modifications will not be considered for evaluation, and may be cause for rejection of the proposal, at the full and sole discretion of TFC.
- v) **QUALITY CONTROL & SAFETY PROGRAM: <5 pts>**
- (1) **Quality Control/Quality Assurance:** The Respondent shall provide the name and job title of the person in the organization who oversees the quality assurance program, along with a description of the firm's quality assurance program. TFC reserves the right to require a copy of the quality control manual and quality assurance processes which, if awarded the Contract, must be maintained by Contractor during the term of the Contract. Respondent shall describe its quality assurance program, quality requirements and means of measurement and shall provide process flow charts on how quality is maintained and achieved. The Respondent shall describe the company/firm's policy regarding establishing quality control processes similar to the International Standard Organization (ISO) 9000 and other in-place controls for adherence to budget, quality, safety and schedule.
 - (2) **Contractors Safety Record:** The Respondent shall provide its workers' compensation experience modification rate - EMR - for the last five (5) years as part of the proposal. This shall be submitted by Respondent's insurance carrier on their letterhead. In addition, Respondent shall provide the name and job title of the person in the organization who manages the safety program and a description of such program. TFC reserves the right to require a copy of the safety manual, which shall be maintained by Contractor during the term of the Contract.
- vi) **PRINCIPAL SUBCONTRACTORS:** Subcontractors with whom the Respondent intends to utilize in performing 15% or more of the Contract. Principal Subcontractors should be listed separately on the Attachment C – Execution of Proposal and the Attachment B – HUB Subcontracting Plan.
- vii) **HUB SUBCONTRACTING PLAN**
- (1) The Attachment B – HUB Subcontracting Plan shall be completed, signed and returned with the proposal. As mandated by 34 Texas Administrative Code, Section 20.14, Respondents must submit an Attachment B - HUB Subcontracting Plan that identifies all subcontractors and complies with good faith effort requirements outlined in Section B-3 of the Attachment B - HUB Subcontracting Plan and in accordance with the Comptroller of Public Accounts (CPA) HUB rules in Section 20.14(d)(1)(D)(iii).
 - (2) Pursuant to Texas Government Code, Section 2161.252(b), TFC shall reject any response that does not include an Attachment B - HUB Subcontracting Plan. An incomplete Attachment B - HUB Subcontracting Plan is considered a material failure to comply with the solicitation for proposals.
 - (3) The Attachment B – HUB Subcontracting Plan shall become an Attachment to the Contract between the awarded Respondent and TFC. Upon execution of the Contract, Contractor can only change the HUB Subcontracting Plan if:
 - (a) Contractor complies with 34 Texas Administrative Code, Section 20.14;
 - (b) Contractor provides its proposed changes to TFC for review;

- (c) TFC approves Contractor's proposed changes to its HUB Subcontracting Plan; and
 - (d) TFC and Contractor amend their contract by submitting a revised HUB Subcontracting Plan containing the changes approved by TFC.
- (4) If TFC determines that the Contractor failed to implement its HUB Subcontracting Plan in good faith, TFC, in addition to any other remedies, may report nonperformance to the CPA in accordance with 34 Texas Administrative Code, Section 20.14(g)(5).
- (5) HUB subcontracting opportunities may be available in the following commodity class/item codes:

Class/Item	Description
675-54	Pesticides
810-85	Spray Equipment, Pesticide, Machine Powered, Commercial
810-90	Spray Equipment, Portable, Hand Powered
825-06	Bee Keeping Equipment and Supplies (Apiculture)
910-59	Pest Control (Incl. Termite Inspection and Control, Bird Proofing, Animal Trapping, Rodent Control, Exterminating and Fumigation)
962-10	Animal Trapping Services

The list above is not, nor is it intended to be, a comprehensive list that identifies all subcontracting opportunities.

See Attachment H - HUB Vendor List for a list of active HUB vendors that provide the types of items and services listed above. This list is not comprehensive; additional HUB vendors can be found by searching the State's Centralized Master Bidders List (CMBL) or HUB Directory, found at <https://mycpa.cpa.state.tx.us/tpasscmbldsearch/index.jsp>.

- (6) If further assistance is needed in preparing the HUB Subcontracting Plan, potential respondents may contact Dinita Caldwell at 512-475-0453, or Deborah Toodle at 512-305-9269 or by email at HUB@tfc.state.tx.us.
- viii) **EXECUTION OF PROPOSAL:** The Attachment C – Execution of Proposal shall be completed as directed, signed by the individual or an authorized agent of the business entity submitting the proposal, and returned with the proposal. Failure to sign where indicated will result in disqualification of proposal.
- ix) **REFERENCES: <P/F>** (on a separate sheet) Include a minimum of three (3) references from clients for whom similar services were performed or products were provided. Include project description, contact names, position, and company name, telephone number, and email address for each reference listed.
- x) **Bid Bond:** Proposal shall be accompanied by a bid security in the form of a bid bond, certified and/or cashier's check (on a solvent bank in the State of Texas) drawn to the order of the Texas Facilities Commission, in the sum of not less than five percent (5%) of the total amount of the proposal. No other form of security will be accepted.
- (1) Should the contractor fail, neglect, or refuse to begin performance of the contract after receiving the award, said security will be forfeited to TFC. Performance shall be considered begun upon acknowledgement of the contract award and the furnishing of all required security bonds and insurance coverage.
- (2) If TFC has not made an award within ninety (90) calendar days after responses are opened, respondents may withdraw their responses without prejudice; however,

respondents have the option to extend the time in which their bids will be honored after this ninety (90) day period.

5) **INQUIRIES:**

- a) All inquiries shall be submitted in writing to Colin Gresham by email to colin.gresham@tfc.state.tx.us by 12:00 PM Central Time, on the date listed as the deadline for submission of questions as specified in Section 3(a) above. All inquiries submitted by email shall be in an editable format, i.e. Microsoft Word, or standard email as opposed to an un-editable format such as Adobe Acrobat .pdf files.
- b) All inquiries will result in written responses with copies posted to the Electronic State Business Daily (ESBD), available at <http://esbd.cpa.state.tx.us/>. If a Respondent does not have Internet access, a copy of all written responses may be obtained through the point of contact listed above. It is the responsibility of the interested parties to periodically check the ESBD for updates to the procurement prior to submitting a proposal. The Respondent's failure to periodically check the ESBD will in no way release the selected vendor from "addenda or additional information" resulting in additional costs to meet the requirements of the RFP.
- c) Except as otherwise provided in this Section, upon issuance of this RFP, other employees and representatives of TFC will not answer questions or otherwise discuss the contents of the RFP with any potential Respondent or its representatives. Failure to observe this restriction may result in disqualification of any subsequent response. This restriction does not preclude discussions unrelated to this RFP.

6) **PROPOSAL SUBMISSION:**

- a) All proposals shall be received and time stamped at TFC prior to 3:00 PM, Central Time, on the date specified in the Schedule of Events above. TFC reserves the right to accept late proposals; however no proposals shall be accepted once the proposal opening process has begun.
- b) Proposals should be placed in a separate envelope or package and correctly identified with the RFP number and submittal deadline/RFP opening date and time. It is Respondent's responsibility to appropriately mark and deliver the proposal to TFC by the specified date and time.
- c) Telephone, facsimile, and email proposals will not be accepted.
- d) Receipt of all addenda to this RFP should be acknowledged by returning a signed copy of each addendum with the submitted proposal.

7) **DELIVERY OF PROPOSALS:** Proposals shall be submitted to TFC by one of the following methods:

U.S. Postal Service	Overnight/Express Mail	Hand Deliver
TFC – Bid Services ATTN: Colin Gresham RFP #303-5-00021 Central Services Building P.O. Box 13047 Austin, TX 78711-3047	TFC – Bid Services ATTN: Colin Gresham RFP #303-5-00021 Parking Garage R Warehouse 1706 San Jacinto Blvd. Austin, TX 78701 Hours – 8:00 AM to 5:00 PM	Central Services Building 4 th Floor Receptionist ATTN: Colin Gresham RFP #303-5-00021 1711 San Jacinto Blvd. Austin, TX 78701 Hours – 8:00 AM to 5:00 PM

8) **PROPOSAL OPENING:** Proposals will be opened at the Central Services Building, 1711 San Jacinto Blvd., Austin, Texas 78701.

- a) All submitted Proposals become the property of TFC after the RFP submittal deadline/opening date.
- b) Proposals submitted shall constitute an offer for a period of ninety (90) days or until award is made by TFC, whichever occurs earlier.

9) **PROPOSAL EVALUATION AND AWARD:**

- a) TFC shall award the Contract(s) to the Respondent(s) whose proposal is considered to provide the best value to the State of Texas, as defined by Texas Government Code, Section 2155.074.
- b) Award of the Contract(s) will be made based upon the evaluation of all responses received and the determination of the response or responses determined to be best value. When considering best value and award, TFC reserves the right to set a minimum requirement regarding the weighted criteria listed in Subsection (e) below.
- c) TFC also reserves the right to solicit any service that would normally be performed using this Contract if it deems that by doing so would be in the best interest of the State of Texas.
- d) A committee will be established to evaluate the submitted proposals (Evaluation Committee). The committee will include employees of TFC and other persons invited by TFC to participate. The Evaluation Committee will evaluate and score each proposal based upon the criteria found in Section 4 of the RFP. By submitting a proposal in response to this RFP, the Respondent accepts the solicitation and evaluation process and acknowledges and accepts that scoring of the proposals may involve some subjective judgments by the Evaluation Committee.
- e) The Evaluation Committee will determine best value by applying the following criteria and assigned weighted values:

Criteria	Weight
Company Information	0%
Relevant Experience & Qualifications	20%
Methodology	15%
Quality Control/Quality Assurance/Safety	5%
Compensation and Fees	60%
References	P/F
Litigation	<u>P/F</u>
	100%

- f) The Evaluation Committee will determine if BAFOs are necessary. Award of the Contract may be made without BAFOs. A request for a BAFO is at the sole discretion of TFC and will be extended in writing.
- g) In evaluating proposals to determine the best value for the State of Texas, TFC may consider information related to past contract performance of a Respondent including, but not limited to, TFC's Vendor Performance Tracking System (available at http://www.window.state.tx.us/procurement/prog/vendor_performance/). Prior work performance with TFC, and other State agencies or governmental entities which are familiar with a Respondent's performance, depending on problems encountered, may be grounds for disqualification. In addition, Respondents involved in litigation with TFC or another State agency may be disqualified.
- h) Based on ranking determined by the scores, TFC may conduct interviews and/or oral presentations with those firms determined to be the most qualified. Such interviews are intended to:
 - i) confirm the information contained in the proposal submittal;
 - ii) evaluate Respondent's methodology and work plan for the Contract; and
 - iii) evaluate the structure of Contract team including qualifications of individual team members and other subcontractors. Scoring of the interview may replace part or all of the scoring of the proposal.
- i) Based on these and other factors which may apply, TFC in accordance with Texas Government Code, Section 2156.121, will enter into the Contract with the Respondent(s) that is determined to be most appropriate for the services to be provided, but if an agreement cannot be reached, may proceed with the next ranked Respondent, and so on as provided by statute.

- j) TFC reserves the right to award or not award the Contact if no responses are deemed acceptable and may re-solicit as determined necessary in the best interest of the State of Texas.
- k) Protests filed in accordance with this solicitation shall be governed by Texas Administrative Code Title 1, Administration, Part 5 Texas Facilities Commission, Chapter 111 Administration, Subchapter 1 Complaints and Dispute Resolution, §111.32 Protests/Dispute Resolution/Hearings.

Order Precedence: In the event of conflicts or inconsistencies between this RFP and its attachments, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of priority: Attachment A - Integrated Pest Management Services Contract, Request for Proposals (includes all remaining Attachments), and Respondent's response to Request for Proposals.

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ATTACHMENT A

INTEGRATED PEST MANAGEMENT SERVICES CONTRACT

RFP #303-5-00021

Posted as Package '2' on the ESBD

(TO BE EXECUTED BY TFC AND SELECTED RESPONDENT UPON AWARD)

ATTACHMENT B

HUB SUBCONTRACTING PLAN

RFP #303-5-00021

Posted as Package '3' on the ESBD

For electronic completion (RECOMMENDED) click here:

<http://www.window.state.tx.us/procurement/prog/hub/hub-forms/>

(TO BE ATTACHED AS "EXHIBIT D" TO 'INTEGRATED PEST MANAGEMENT SERVICES' CONTRACT)

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ATTACHMENT C
EXECUTION OF PROPOSAL FORM

NOTE: THIS ATTACHMENT MUST BE SIGNED AND RETURNED WITH THE SUBMITTAL. SUBMITTALS WHICH DO NOT INCLUDE THIS ATTACHMENT SHALL BE DISQUALIFIED. THE SUBMITTAL SHALL BE DISQUALIFIED IF FALSE STATEMENTS ARE CONTAINED IN THIS ATTACHMENT.

Respondent's Name: _____

Address: _____

City, State, Zip: _____

Having carefully examined the RFP, the Contract, and all other Attachments attached, as well as the premises and conditions affecting the work, Respondent hereby proposes to furnish all labor, materials, and equipment necessary to complete the work in the amounts proposed in Attachment D – Compensation and Fees.

ADDENDA.

Respondent acknowledges receipt of the following Addenda:

Number	Dated:	Date Received:

PRINCIPAL SUBCONTRACTORS:

List below all subcontractors who will perform at least 15% of the services to be provided under the Contract. An Attachment F – Respondent's Qualifications Form shall be attached to this proposal form for each firm listed. Note any changes if an alternate is accepted.

Trade Name: _____ City: _____

RESPONDENT AFFIRMATIONS:

Provided the proposal is accepted, the Respondent, signature herein, agrees to execute the Contract set forth in Attachment A – Integrated Pest Management Services Contract and obtain and furnish the

required insurance certificates in accordance with the terms and conditions of the Contract. Should the Respondent fail to provide the required insurance certificates within fifteen (15) days after receipt of the Award Notification Letter, TFC may retain as forfeit the enclosed Certified Check, Cashier's Check or Bid Bond in the sum of not less than five percent (5%) of the total price of the proposal.

All statements and information prepared and submitted in the response to this RFP are current, complete and accurate.

Respondent has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response. Failure to sign this Execution of Proposal or signing it with a false statement shall void the submitted offer or any resulting contracts.

Neither the Respondent or the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business. The Respondent's signature herein assigns to TFC any and all claims for overcharges associated with the Contract which arise under the Antitrust Laws of the United States, 15 USCA, Section 1, Et. Seq. (1973). By signing this submittal, respondent certifies that if a Texas address is shown as the address of the respondent, respondent qualifies as a Texas Resident Bidder as defined in Texas Administrative Code, Title 34, Part 1, Chapter 20.

Pursuant to Texas Government code, Title 10, Subtitle D, Section 2155.004(a), the bidder has not received compensation for participation in the preparation of specifications for this solicitation.

Respondent is in compliance with Texas Government Code, Section 669.003, relating to contracting with an executive of a state agency. If Section 669.003 applies, Respondent shall provide the following information as an attachment to this response: name of former executive, name of state agency, date of separation from state agency, position with respondent, and date of employment with respondent.

Respondent's signature herein certifies that Respondent is not currently delinquent in the payment of any debt owed to the State of Texas, including but not limited to franchise taxes and child support, and that any payments due the firm under this contract will be applied to that debt.

System for Award Management (SAM): Prior to awarding state funds for goods and/or services rendered, the State of Texas will conduct a required search of your firm using the Federal System for Award Management (SAM). This is a Federal government maintained database that records and tracks organizations either known to or suspected of contributing to terrorist organizations. No state funds may be paid to an individual or firm whose name appears on this list. TFC reserves the right, in its sole discretion, to deny and/or exclude any individual or firm from an award whose name appears on this list.

Texas Family Code Compliance Requirement:

Under TGC, Title 5, Subtitle D, Section 231.006, Family Code (relating to child support), the individual or business entity named in this solicitation is eligible to receive the specified payment and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate. The response includes the names of each person with a minimum of twenty-five percent (25%) ownership of the business entity submitting the response. Respondents that have pre-registered this information on the CPA Centralized Master Bidders List have satisfied this requirement. If not pre-registered, respondent shall provide the name(s) below. Upon award, respondent shall provide TFC Procurement the Social Security number(s) of the individual(s) listed below.

Firm Owner(s), Partners, Sole Proprietors, Share Holder(s)
of twenty-five percent (25%) interest:

Name: _____

Name: _____

Name: _____

(Respondent may use bottom of page if necessary.)

Respondent represents and warrants that the individual signing this Execution of Proposal is authorized to sign this document on behalf of Respondent and to bind Respondent under any contract resulting from this proposal.

RESPECTFULLY SUBMITTED:

Authorized Signature: _____

Printed Name and Title: _____

Telephone: _____

Respondent's Corporate Charter No.: _____

If a corporation, attach a corporation resolution or other official corporate documentation, which states that the person signing this proposal is an authorized person to sign for and legally bind the corporation.

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ATTACHMENT D
COMPENSATION AND FEES

RFP #303-5-00021

(TO BE ATTACHED AS "EXHIBIT B" TO 'INTEGRATED PEST
MANAGEMENT SERVICES' CONTRACT)

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Respondent Name: _____

COMPENSATION AND FEES

TFC reserves the right to make multiple awards under this RFP. Respondents are not required to bid on all GROUPS indicated below; however Respondents shall submit pricing for all items within the GROUPS where pricing is submitted.

GROUP 1 – TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Integrated Pest Management Services

1. Texas School for the Blind and Visually Impaired Campus – Monthly Cost

\$ _____

Group 1 Annual Cost (monthly cost x 12): \$ _____

Fees for Excluded Pests: Pricing requested is for the initial service call/treatment per each work order request. If a work order requires additional time/services, those services will be estimated at the labor hourly rate noted below as items 14 and 15.

2. Crazy Ants: \$ _____ per hour
3. Carpenter Ants: \$ _____ per hour
- ~~4.~~ Termites: \$ _____ per linear foot
5. Bed Bugs: \$ _____ per square foot (chemical)
6. Bed Bugs: \$ _____ per square foot (heat)
7. Brown Recluse / Black Widow: \$ _____ per hour
8. Wildlife Control: \$ _____ per dead animal removal
9. **Wildlife Control:** \$ _____ per week (live animal trapping)
10. Snakes: \$ _____ per dead animal removal
11. Snakes: \$ _____ per week (live animal trapping)
12. Bats: \$ _____ per hour (removal)*
13. Birds: \$ _____ per time plus materials
14. **Honey Bees:** \$ _____ per hour (removal)**
15. Technician Hourly Rate – Regular Time (for Excluded Pests and/or any Additional Pests not specified):

\$_____ per hour

16. Technician Hourly Rate - Overtime (for Excluded Pests and/or any Additional Pests not specified):

\$_____ per hour

**TFC may negotiate rates for large or difficult to reach infestations*

***TFC may negotiate rates for large and difficult to reach infestations or if bees are determined to be Africanized*

GROUP 2 – TEXAS SCHOOL FOR THE DEAF

Integrated Pest Management Services

1. Texas School for the Deaf Campus – Monthly Cost \$_____

Group 2 Annual Cost (monthly cost x 12): \$_____

Fees for Excluded Pests: Pricing requested is for the initial service call/treatment per each work order request. If a work order requires additional time/services, those services will be estimated at the labor hourly rate noted below as items 14 and 15.

2. Crazy Ants: \$_____ per hour

3. Carpenter Ants: \$_____ per hour

~~4.~~ Termites: \$_____ per linear foot

5. Bed Bugs: \$_____ per square foot (chemical)

6. Bed Bugs: \$_____ per square foot (heat)

7. Brown Recluse / Black Widow: \$_____ per hour

8. Wildlife Control: \$_____ per dead animal removal

9. **Wildlife Control:** \$_____ per week (live animal trapping)

10. Snakes: \$_____ per dead animal removal

11. Snakes: \$_____ per week (live animal trapping)

12. Bats: \$_____ per hour (removal)*

13. Birds: \$_____ per time plus materials

14. Honey Bees: \$_____ per hour (removal)**

15. Technician Hourly Rate – Regular Time (for Excluded Pests and/or any Additional Pests not specified):

\$_____ per hour

16. Technician Hourly Rate - Overtime (for Excluded Pests and/or any Additional Pests not specified):

\$_____ per hour

**TFC may negotiate rates for large or difficult to reach infestations*

***TFC may negotiate rates for large and difficult to reach infestations or if bees are determined to be Africanized*

GROUP 3 – TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Integrated Pest Management Services

1. Texas Commission on Environmental Quality Complex – Monthly Cost \$_____

Group 3 Annual Cost (monthly cost x 12): \$_____

Fees for Excluded Pests: Pricing requested is for the initial service call/treatment per each work order request. If a work order requires additional time/services, those services will be estimated at the labor hourly rate noted below as items 14 and 15.

2. Crazy Ants: \$_____ per hour

3. Carpenter Ants: \$_____ per hour

~~4.~~ Termites: \$_____ per linear foot

5. Bed Bugs: \$_____ per square foot (chemical)

6. Bed Bugs: \$_____ per square foot (heat)

7. Brown Recluse / Black Widow: \$_____ per hour

8. Wildlife Control: \$_____ per dead animal removal

9. **Wildlife Control:** \$_____ per week (live animal trapping)

10. Snakes: \$_____ per dead animal removal

11. Snakes: \$_____ per week (live animal trapping)

12. Bats: \$_____ per hour (removal)*

13. Birds: \$_____ per time plus materials

14. Honey Bees: \$_____ per hour (removal)**

15. Technician Hourly Rate – Regular Time (for Excluded Pests and/or any Additional Pests not specified):

\$_____ per hour

16. Technician Hourly Rate - Overtime (for Excluded Pests and/or any Additional Pests not specified):

\$_____ per hour

**TFC may negotiate rates for large or difficult to reach infestations*

***TFC may negotiate rates for large and difficult to reach infestations or if bees are determined to be Africanized*

GROUP 4 – HUMAN SERVICES WAREHOUSE/PHARMACY

Integrated Pest Management Services

1. **Human Services Warehouse/Pharmacy – Monthly Cost** \$_____

Group 4 Annual Cost (monthly cost x 12): \$_____

Fees for Excluded Pests: Pricing requested is for the initial service call/treatment per each work order request. If a work order requires additional time/services, those services will be estimated at the labor hourly rate noted below as items 14 and 15.

2. **Crazy Ants:** \$_____ per hour

3. **Carpenter Ants:** \$_____ per hour

~~4.~~ **Termites:** \$_____ per linear foot

5. **Bed Bugs:** \$_____ per square foot (chemical)

6. **Bed Bugs:** \$_____ per square foot (heat)

7. **Brown Recluse / Black Widow:** \$_____ per hour

8. **Wildlife Control:** \$_____ per dead animal removal

9. **Wildlife Control:** \$_____ per week (live animal trapping)

10. **Snakes:** \$_____ per dead animal removal

11. **Snakes:** \$_____ per week (live animal trapping)

12. **Bats:** \$_____ per hour (removal)*

13. **Birds:** \$_____ per time plus materials

14. Honey Bees: \$_____ per hour (removal)**

15. Technician Hourly Rate – Regular Time (for Excluded Pests and/or any Additional Pests not specified):

\$_____ per hour

16. Technician Hourly Rate - Overtime (for Excluded Pests and/or any Additional Pests not specified):

\$_____ per hour

**TFC may negotiate rates for large or difficult to reach infestations*

***TFC may negotiate rates for large and difficult to reach infestations or if bees are determined to be Africanized*

GROUP 5 – AS-NEEDED ONLY (NO MONTHLY IPM)

1. Pests typically covered by an IPM Plan: \$_____ per service call/treatment

Fees for Excluded Pests – Additional TFC Facilities (see Attachment E – TFC Building List): Pricing requested is for the initial service call/treatment per each work order request. If a work order requires additional time/services, those services will be estimated at the labor hourly rate noted below as items 14 and 15.

2. Crazy Ants: \$_____ per hour

3. Carpenter Ants: \$_____ per hour

~~4.~~ Termites: \$_____ per linear foot

5. Bed Bugs: \$_____ per square foot (chemical)

6. Bed Bugs: \$_____ per square foot (heat)

7. Brown Recluse / Black Widow: \$_____ per hour

8. Wildlife Control: \$_____ per dead animal removal

9. **Wildlife Control:** \$_____ per week (live animal trapping)

10. Snakes: \$_____ per dead animal removal

11. Snakes: \$_____ per week (live animal trapping)

12. Bats: \$_____ per hour (removal)*

13. Birds: \$_____ per time plus materials

14. Honey Bees: \$_____ per hour (removal)**

15. Technician Hourly Rate – Regular Time (for Excluded Pests and/or any Additional Pests not specified):

\$_____ per hour

16. Technician Hourly Rate - Overtime (for Excluded Pests and/or any Additional Pests not specified):

\$_____ per hour

**TFC may negotiate rates for large or difficult to reach infestations*

***TFC may negotiate rates for large and difficult to reach infestations or if bees are determined to be Africanized*

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**ATTACHMENT E
TFC BUILDING LISTING**

RFP #303-5-00021

(TO BE ATTACHED AS "EXHIBIT A" TO 'INTEGRATED PEST MANAGEMENT SERVICES' CONTRACT)

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ATTACHMENT E - TFC BUILDING LISTING

GROUP 1			
Bldg. ID	Facility Name	Address	Gross Sq. Ft.
TSBVI	Texas School for the Blind and Visually Impaired	1100 W. 45th St.	344,323 approx.
GROUP 2			
TSD	Texas School for the Deaf	1102 S. Congress Ave.	545,000 approx.
GROUP 3			
P35A	TCEQ Park 35 Building A	12100 N. IH 35	191,889
P35B	TCEQ Park 35 Building B	12124 N. IH 35	50,569
P35C	TCEQ Park 35 Building C	12124 N. IH 35	78,888
P35D	TCEQ Park 35 Building D	12118 N. IH 35	52,906
P35E	TCEQ Park 35 Building E	12118 N. IH 35	46,330
P35P	TCEQ Park 35 Parking Lots	12100 N. IH 35	547,903
GROUP 4			
HSW	Human Services Warehouse	1111 North Loop	104,658
HSWP	Human Services Warehouse Parking Lot	1111 North Loop	56,350
GROUP 5			
ARC	Lorenzo de Zavala Archives & Library	1200 Brazos	110,999
BHB	Brown-Heatly Building	4900 North Lamar	259,224
CCF1	Child Care Center Bldgs. (South)	1501 Lavaca	8,003
CCF2	Child Care Center Bldgs. (North)	1507 Lavaca	3,332
CEBD	Cemetery Building Old Residence	709 Navasota	1,125
CEM	Cemetery Building	909 Navasota	4,796
CSB	Central Services Building	1711 San Jacinto	96,865
CSX	Central Services Annex	311 East 14th St.	15,070
DARS	DARS Administration Building	4800 North Lamar	47,447
DBGL	Dr Bob Glazer Lab (formerly DHNL)	1100 W. 49th St.	167,417
DHB	DSHS Headquarters Building (Old MHMR HQ)	909 W. 45th St.	72,182
DHF	DSHS Building F	1100 W. 49th St.	7,485
DHH	DSHS Building H	1100 W. 49th St.	1,500
DHK	DSHS Building K	1100 W. 49th St.	4,679
DHR	DSHS Records Building	1100 W. 49th St.	30,984
DHSB	DSHS Service Building	1100 W. 49th St.	40,000
DHT	DSHS Tower	1100 W. 49th St.	100,997
DHX	DSHS Annex (Old MHMR Annex)	909 W. 45th St.	17,564
DROC	Disaster Recovery Operations	1001 W. No. Loop	25,295
INS	Insurance Building	1100 San Jacinto	86,029
INW	Insurance Warehouse	7915 Cameron Road	25,479

INX	Insurance Annex	221 E. 11th St.	59,757
JER	James E. Rudder Building	1019 Brazos	77,880
JHR	John H. Reagan Building	105 West 15th Street	161,811
JHW	John H. Winters Building	701 West 51st Street	482,584
LBJ	Lyndon B. Johnson Building	111 E. 17th St.	299,512
PDB	Price Daniel, Sr. Building	209 West 14th St.	136,430
PROM	Promontory Point	4044 Promontory Point	141,566
RBB	Robert Bernstein Building (formerly DHG)	1100 W. 49th St.	59,917
RDM	Robert D. Moreton Building	1100 W. 49th St.	123,018
REJ	Robert E. Johnson Building	1501 North Congress	307,090
SCB	Supreme Court Building	201 W. 14th St.	69,253
SFA	Stephen F. Austin Building	1700 North Congress	417,141
SHB	Sam Houston Building	201 East 14th St.	170,967
SRC	State Records Center	4400 Shoal Creek Blvd.	130,728
TCC	Tom C. Clark Building	205 West 14th St.	101,299
THO	E. O. Thompson Building	920 Colorado	67,689
TJR	Thomas Jefferson Rusk Building.	200 E. 10th St.	99,971
WBT	William B. Travis Building	1701 North Congress	466,020
WHB	Warehouse at Bolm Road	6506 Bolm Road	50,622
WLL	Wheless Lane Laboratory	2801 Wheless Lane	3,516
WPC	William P. Clements Building	300 West 15th St,	473,338
WPH1	William P. Hobby Building Twr. I	333 Guadalupe St.	229,759
WPH2	William P. Hobby Building Twr. II	333 Guadalupe St.	49,453
WPH3	William P. Hobby Building Twr. III	333 Guadalupe St.	140,064

CAMPUS MAPS:

1. Texas School for the Blind and Visually Impaired:
<http://www.tsbvi.edu/attachments/article/1001/map.pdf>.
2. Texas School for the Deaf: http://www.tsd.state.tx.us/docs/pdfs/TSD_Map.pdf.
3. Texas Commission on Environmental Quality:
http://www.tceq.state.tx.us/assets/public/comm_exec/images/austin-campus-map.pdf.

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ATTACHMENT F

CONTRACTOR'S QUALIFICATIONS FORM

RFP #303-5-00021

(posted as Package '4' on the ESBD)

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ATTACHMENT G
STATE HOLIDAY SCHEDULE FY15

State Holiday Schedule for Fiscal Year 2015			
Holiday	Agency Status	Date	Day of Week
Labor Day	All agencies closed.	9/1/2014	Monday
Rosh Hashanah	<i>Optional Holiday</i>	9/25/2014	<i>Thursday</i>
<i>Rosh Hashanah</i>	<i>Optional Holiday</i>	9/26/2014	<i>Friday</i>
<i>Yom Kippur</i>		10/4/2014	<i>Saturday</i>
Veterans Day	All agencies closed.	11/11/2014	Tuesday
Thanksgiving Day	All agencies closed.	11/27/2014	Thursday
Day after Thanksgiving	All agencies closed.	11/28/2014	Friday
Christmas Eve Day	All agencies closed.	12/24/2012	Wednesday
Christmas Day	All agencies closed.	12/25/2014	Thursday
Day after Christmas	All agencies closed.	12/26/2014	Friday
New Year's Day	All agencies closed.	1/1/2015	Thursday
Martin Luther King, Jr. Day	All agencies closed.	1/19/2015	Monday
Confederate Heroes Day	All agencies closed.	1/19/2015	Monday
Presidents' Day	All agencies closed.	2/16/2015	Monday
Texas Independence Day	Skeleton crew required.	3/2/2015	Monday
<i>Cesar Chavez Day</i>	<i>Optional Holiday</i>	3/31/2015	<i>Tuesday</i>
<i>Good Friday</i>	<i>Optional Holiday</i>	4/6/2015	<i>Friday</i>
San Jacinto Day	Skeleton crew required.	4/21/2015	Tuesday
Memorial Day	All agencies closed.	5/25/2015	Monday
Emancipation Day	Skeleton crew required.	6/19/2015	Friday
Independence Day		7/4/2015	Saturday
LBJ's Birthday	Skeleton crew required.	8/27/2015	Thursday

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ATTACHMENT H

HUB VENDOR LIST

RFP #303-5-00021

(posted as Package '5' on the ESBD)

ATTACHMENT I

CRIMINAL BACKGROUND CHECKS AND APPLICATION GUIDELINES

RFP #303-5-00021

(posted as Package '6' on the ESBD)

(TO BE ATTACHED AS "EXHIBIT C" TO INTEGRATED PEST MANAGEMENT SERVICES CONTRACT)

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ATTACHMENT J
RFP CHECKLIST

Checklist for RFP 303-5-00021

Title: Integrated Pest Management Services

Opening Date: December 3, 2014 @ 3:00 P.M. CST

Respondent Name and Address:

Contact: _____

TX Taxpayer #: _____

Office Phone: _____

Mobile Phone: _____

Email: _____

Attended PPC: _____

1. Submitted original and three (3) copies of proposal _____

2. Submittal Content

• **Attachment B - HUB Subcontracting Plan** _____ **(Mandatory)**

• **Attachment C – Execution of Proposal** _____ **(Mandatory)**

• **Attachment D – Compensation and Fees** _____ **(Mandatory)**

• **Attachment F – Contractor’s Qualifications Form** _____ < 20pts >

• Methodology _____ < 15 pts >

• Company Information _____ < 0 pts >

• Quality Program & Safety Program _____ < 5 pts >

• References _____ < pass/fail >

• Litigation _____ < pass/fail >

• Acknowledge Addenda _____ (Mandatory)

• Bid Bond _____ (Mandatory)

3. Formatted CD _____