



OKLAHOMA CITY
COMMUNITY COLLEGE

REQUEST FOR PROPOSAL

PEST AND ANIMAL CONTROL SERVICES

RFP Number:

2-RFP-24-001

Submission Deadline Date/Time:

May 17, 2023; 2:00 p.m. CST

**REQUEST FOR PROPOSAL FOR PEST AND ANIMAL CONTROL SERVICES
FOR OKLAHOMA CITY COMMUNITY COLLEGE (OCCC)**

CONTRACTORS: Proposals are invited for Pest and Animal Control Services for Oklahoma City Community College (“OCCC” or “College”) in accordance with the standard terms and conditions and specifications set forth in this Request for Proposal (RFP). Proposals must be received at the address noted below no later than the date and time of the submission deadline. All proposals must be clearly marked as a sealed proposal with the RFP Number, Opening Date and Time on the outside of the envelope or package containing the Proposal. OCCC reserves the right to reject any or all proposals. Proposal submissions MUST meet all general and specific terms and contain the following:

1. Detailed response to the RFP
2. Statement of Price, including all labor, materials, and equipment necessary
3. Certification of Competitive Bid and Contract (Non-Collusion Certification)
4. Supplier Contract Affidavit
5. Certificate of Compliance, if applicable

RFP Number: 2-RFP-24-001
Date Issued: April 24, 2023

Submission Deadline (Opening):
Date: May 17, 2023
Time: 2:00 P.M. CST

Proposal Delivery Address:
Mr. Craig Sisco, Director of Purchasing
Oklahoma City Community College
John Massey Center, Purchasing Dept.
Room 140
7777 South May Avenue
Oklahoma City, OK 73159

CERTIFICATION: Upon signing this Proposal, the Contractor certifies that Contractor has read, understands, and agrees to be bound by the terms, conditions, and specifications set forth in this RFP. The Contractor also agrees that the proposal submitted incorporates the terms, conditions and specifications of this RFP. Proposals that are not signed and certified below, and notarized, where applicable, will be rejected.

Name of Firm/Company

Federal Tax ID #

Address, City, State, Zip

Email Address

Printed Name

Title

Signature of Authorized Individual

Date

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**REQUEST FOR PROPOSAL FOR PEST AND ANIMAL CONTROL SERVICES
FOR OKLAHOMA CITY COMMUNITY COLLEGE**

1.0 GENERAL INFORMATION

1.1 Introduction

Oklahoma City Community College, hereafter referred to as “OCCC” or the “College,” will consider proposals for Pest and Animal Control Services in accordance with the Request for Proposal (RFP) specifications and terms and conditions.

1.2 Mandatory Pre-Proposal Conference

A **mandatory** pre-proposal conference will be held for this RFP. The purpose of this conference is to provide an opportunity for potential Contractors to ask OCCC representative questions regarding the terms, conditions, and specifications of the RFP. Failure of potential Contractors to attend this conference will preclude their ability to submit a proposal under this RFP. Notification of attendance must be made prior to the pre-proposal conference to the contact listed below.

Location: Oklahoma City Community College
Library, Room 407
7777 S. May Avenue
Oklahoma City, OK 73159

Date: May 3, 2023

Time: 9:00 a.m.

Point of Contact: Craig Sisco, Director of Purchasing
michael.c.sisco@occc.edu

1.3 College Information

Oklahoma City Community College is a nonresidential two-year community college which first opened in 1972. OCCC enrollment for the Fall 2022 semester totaled 11,385 students. OCCC offers a full range of associate degree programs, which prepare students to transfer to baccalaureate institutions. OCCC offers a full range of associate degree programs, which prepare students to transfer to baccalaureate institutions. Other degree and certificate programs are designed to prepare students for immediate employment in a variety of fields. OCCC offers a wide range of community and continuing education courses, workshops, conference, and seminars.

1.4 Independent Contractor

The relationship of the Contractor and OCCC shall be that of an Independent Contractor. Any and all employees or agents of the Contractor or any other person, while engaged in the performance of any work or services required by the Contractor under these specifications, shall not be considered employees of OCCC.

2.0 PROJECT SPECIFICATIONS/PRICE PROPOSAL

2.1 **SEE ATTACHMENT A – SPECIFICATIONS FOR PEST AND ANIMAL CONTROL SERVICES FY2024-FY2028**

3.0 RFP PROCESS AND TIMELINE

3.1 Issuing Office

This RFP is issued by the Purchasing Department at the request of the Facilities Management Department of Oklahoma City Community College. The Purchasing Department located at 7777 South May Avenue, Oklahoma City, is the sole point of contact between Contractors and OCCC for the selection process. Personal contact should be made through:

Mr. Craig Sisco, Director of Purchasing
Oklahoma City Community College
Purchasing Department
michael.c.sisco@occc.edu

or his designee. OCCC will provide written notification of OCCC’s intent to award the contract.

3.2 Electronic Copies of RFP

Electronic copies of the RFP will distributed to Contractors by email or can be downloaded from the OCCC Purchasing website located at www.occc.edu/purchasing.

3.3 Schedule of Events

The following schedule will apply to this RFP, but may change in accordance with the College’s needs.

Release of RFP	April 24, 2023
Mandatory Pre-Bid Meeting (See Section 1.2)	May 3, 2023; 9:00 a.m. CST
Last Day/Time to Submit Written Questions	May 10, 2023; 1:00 p.m. CST
Proposal Submission Deadline Date/Time	May 17, 2023; 2:00 p.m. CST
Evaluation Period	May 17, 2023 – TBD
Beginning Date of Contract	July 1, 2023

3.4 Clarification of the RFP

Contractors may submit written questions regarding the specifications or requirements of the RFP. Written questions must be received by email to OCCC no later than **1:00 P.M. CST on May 10, 2023**. Questions will not be answered over the phone and voice messages received regarding this RFP will not be returned. If OCCC determines that it should provide additional information or clarification, or if additional requirements are needed, Contractors will be notified by written addendum. All addenda issued will be posted on

the OCCC Purchasing website located at www.occc.edu/purchasing. All or any addenda issued must be acknowledged by the Contractor in the RFP submitted.

3.5 Terms and Conditions for Communications between OCCC and Contractors

3.5.1 Communication and Inquires between OCCC and Contractors

Contractor inquiries and requests for clarification related to this RFP should be submitted in writing only, by email to the following OCCC representative:

Mr. Craig Sisco
Director of Purchasing
Oklahoma City Community College
7777 S. May Avenue
Oklahoma City, OK 73159
michael.c.sisco@occc.edu

3.5.2 Formal and Informal Communications

Formal communications between OCCC and Contractors regarding this RFP occur during the time in which proposals are being solicited (RFP release date until the date proposals are opened). All formal communications may be shared with all potential Contractors to ensure fairness to all parties. All requests for interpretations shall be formal and written. OCCC may treat responses to such requests as revisions to the RFP.

Informal communications between OCCC and Contractors regarding the RFP may occur before or after the time in which proposals are being solicited.

3.6 Contractual Intent/Right to Terminate and Recommence RFP Process

OCCC intends to contract with the Successful Contractor whose Proposal is considered to be the best value and in the best interest of OCCC. However, OCCC may terminate this RFP process at any time up to notice of award, without prior notice. OCCC may determine not to make an award. Further, OCCC reserves the right to commence one or more subsequent RFP processes seeking the same or similar products or services covered hereunder.

3.7 Cost for Proposal Preparation and Campus Visits

OCCC will not reimburse the Contractor for costs incurred in the preparation and submission of proposals, nor will OCCC reimburse Contractors for expenses related to visiting the campus or providing on-campus presentations related to proposals, as applicable.

4.0 SUBMISSION PROPOSAL REQUIREMENTS

4.1 Submission of Proposals

Contractor shall provide **one (1) original signed copy** of the RFP, including acknowledgement of any addenda issued and **one (1) electronic copy** in compact disc or flash drive format. **Please do not password protect compact disc or flash drive.** Hard copies should be bound and clearly marked.

Sealed written proposals must be received by 2:00 P.M. CST on May 17, 2023 at the following address:

Attn: Mr. Craig Sisco, Director of Purchasing
Oklahoma City Community College
Purchasing Department
John Massey Center, Room 140
7777 South May Avenue
Oklahoma City, OK 73159

All proposal packages submitted must be signed, sealed and labeled. The below label must be used on the submission envelope or packaging.

<p>RFP No: 2-RFP-24-001 RFP Submission Deadline: May 17, 2023; 2:00 p.m. CST Offeror's Name: _____ Offeror's Address: _____ _____ Project Title: Pest and Animal Control Services Deliver this package to the Purchasing Office – JMC Room 140</p>

It is mandatory that the RFP package label, as shown above, is used or this exact information is provided on the outside of the sealed proposal package. Failure to do so may cause the proposal to be rejected.

Proposals must be signed by the Contractor's official authorized to bind the Contractor the resulting contract. Any literature descriptive of the Contractor must be submitted with the original and electronic proposals.

Contractors are cautioned that only written information contained in this RFP (including any amendments and addenda) are to be relied upon for preparation of a proposal.

Each Contractor is solely responsible for the timely delivery of the proposal by the specified deadline. Proposals must be submitted no later than the submission deadline date and time specified herein. Contractors mailing proposals should allow sufficient mail delivery period to endure timely receipt of their proposal by the issuing office. Once again,

timely receipt is defined as on or prior to 2:00 P.M. CST on May 17, 2023. Any proposals received after the scheduled date and time will be immediately disqualified. All proposals submitted shall be guaranteed and binding for a period of not less than ninety (90) days past the proposal submission deadline.

4.2 Response Format

Beginning with the first subsection, it is requested that contractors respond to each subsection of this RFP in the same paragraph and item number sequence, stating first the requirement and then providing their response, if applicable.

For those paragraphs or items not requiring a specified response, Contractors may respond with concurrence or acknowledgement.

Reference to handbooks or other technical documentation may be used to augment the response to an item but may not constitute the entire response. Such references to handbooks and technical documentation must include the paragraph and/or page number of the referenced document. It is requested that brochures and bulky publications remain separate from the written response.

4.3 Contents of Proposal

- A. Contractors should include as part of the proposal all of the provisions of this RFP and furnish all required information.
- B. If the Contractor submits standard terms and conditions with the proposal, and if any of those terms are in conflict with the laws of the State of Oklahoma, State of Oklahoma law shall govern. Contractor's standard terms and conditions submitted may require amendment to adequately reflect all of the conditions of this RFP. Upon award of this RFP, the Contractor will be sent OCCC's standard Contract for Services to sign for the impending contract period, if applicable.
- C. All agreements of any nature requiring execution by OCCC must be submitted with the proposal.
- D. A sample contract, if applicable, must be submitted with the proposal for review if required by the Contractor and will later require signature of OCCC officials.
- E. OCCC reserves the right to reject any proposal that does not comply with its requirements and specifications of the RFP. An offer may be rejected if the offer contains or imposes terms or conditions that would modify the requirements of the RFP or limit the Contractor's liability to the State of Oklahoma or OCCC.

4.4 Revisions to the RFP

OCCC may revise any part of the RFP for any reason by issuing an addendum. Addenda will be communicated to all Contractors on record as having received the RFP, and such

Contractors are responsible for the information contained in such addenda, whether or not they acknowledge receipt. OCCC is under no obligation to communicate such addenda to Contractors who notify OCCC that they will not be responding to the RFP. OCCC may determine whether an addendum will be considered as part of the RFP and/or as part of any contract resulting therefrom. OCCC shall reject Contractor's responses to addenda if such responses are received after the RFP submission deadline date and time.

4.5 Errors and Omissions in the RFP/Enhancements

Potential Contractors shall bring to OCCC's attention any discrepancies, errors, or omissions that may exist within the RFP. Contractors shall recommend to OCCC any enhancements in respect to the RFP which may be in OCCC's best interest.

4.6 Errors and Omissions in Contractor's Proposal

OCCC may accept or reject any Contractor's Proposal, in part or in its entirety, if such Proposal contains errors, omissions, or other problematic information. OCCC shall determine the materiality of such errors, omissions, or other problematic information. OCCC reserves the right to contact Contractors for clarification of ambiguous information contained in any proposal.

4.7 Required Signatures

OCCC may reject any Contractor's response if it is not signed and/or notarized as indicated and/or required in the areas, spaces, or forms provided within the RFP.

4.8 Notification of Non-Selection

OCCC reserves the right not to notify Contractors whose RFP responses are not selected for further consideration or notice of award. If OCCC decides to notify such Contractors in writing, it will send the notification to the address or email indicated in Contractor's proposal.

4.9 Withdrawal of Proposals

Contractors may withdraw their proposal at any time prior to the RFP submission deadline date and time. Contractors may request in writing to withdraw their proposal after the RFP submission deadline date and time prior to notice of award. OCCC shall have the sole authority to grant or deny such a request. In the event OCCC grants such a request, it may withhold issuing future solicitations to such Contractors.

4.10 Pre-Award Presentations

OCCC reserves the right to require presentations from the highest ranked Contractors, or from all Contractors, in which they may be asked to provide information in addition to that provided in the submitted proposal. The determination of how many Contractors are required to submit presentations is solely at the discretion of OCCC. Information relative to the topics or information to be presented by the Contractors selected for presentations will be provided at the time of presentation notification. Cost of preparing and attending the presentation portion of the RFP are to be borne by the Contractor.

4.11 Pre-Award Negotiations

OCCC reserves the right to negotiate prior to award with the highest ranked Contractor(s) for purposes of addressing matters set forth in the following list, which may or may not be exhaustive:

- Obtaining the most advantageous financial agreement;
- Resolving minor differences and scrivener's errors;
- Clarifying necessary details and responsibilities;
- Emphasizing important issues and points;
- Receiving assurances from Contractor(s).

4.12 Effective Period of Proposals

Under this RFP, OCCC shall hold that Contractor's responses to this RFP shall remain in effect for a period of ninety (90) days following the submission deadline date and time, in order to allow time for evaluation, approval, and award of the contract. Any Contractor who does not agree to this condition shall specifically communicate in its Proposal such disagreement to OCCC, along with any proposed alternatives. OCCC may accept or reject such proposed alternatives without further notification or explanation. At the time that OCCC announces a Contract award(s), all information included in the Successful Contractor(s) response becomes part of the ensuing Contract documents.

4.13 Rejection of Contractor Counter-offers, Stipulations and Other Exceptions

Any Contractor exception, stipulation, counter-offer, requirement, and/or other alternative term or condition shall be considered rejected if prohibited by State of Oklahoma law, statute or OCCC policy.

4.14 Right to Use Contractor's Ideas/Proprietary Information

If the Contractor submits proprietary information with the Proposal, the Contractor shall ensure that it is enclosed in a separate envelope or file from the Proposal and that it is clearly designated and conspicuously labeled as such. **Proposals that are marked proprietary and confidential in their entirety shall not be accepted for consideration.** All Proposals are subject to a public records request; as permitted by law, OCCC shall endeavor to protect Contractor information that is clearly designated and conspicuously labeled as proprietary. Please note that pricing information is not considered proprietary information.

OCCC shall have the right to use any ideas that are contained in any Proposal received in response to this RFP, along with any adaption of such ideas. Selection or rejection of the Proposal shall not affect OCCC's right of use. OCCC shall not use any Contractor information that is clearly designated and conspicuously labeled as proprietary.

- 4.15 Contractor's Need to Use Proprietary Rights of OCCC
All information proprietary to OCCC and disclosed by OCCC to any Contractor shall be held in confidence by the Contractor and shall be used only for purposes of the Contractor performance under any contract resulting from this RFP.
- 4.16 Public Record
Once finalized, documents resulting from this RFP, including the resulting award, are available for public inspection pursuant to the Oklahoma Open Records Act, 51 O.S. § 24 A.1 et seq. Copies are provided upon written request to the Office of General Counsel. For all information requested of this RFP, Contract, or Contract award under the Oklahoma Open Records Act, OCCC shall be entitled to be reasonably compensated for all costs associated with printing and mailing the requested documentation.
- 4.17 Proposal Pricing to Reflect OCCC Tax Exempt Status
Proposal pricing shall be exclusive of taxes. OCCC is exempt from taxes, including State Sales Tax, Property (Ad Valorem) tax, and Federal Excise Tax. OCCC will provide tax exemption documents upon request.
- 4.18 Proposal Acceptance/Rejection
OCCC reserves the right to accept or reject any or all Proposals. Such rejection may be without prior notice and shall be without any liability or any kind or amount to OCCC. OCCC shall not accept any Proposal that OCCC deems not to be in their best interest. OCCC shall reject Proposals submitted after the closing date and time.
- 4.19 Selection, Negotiation, Additional Information
Although OCCC reserves the right to negotiate with any Contractor or Contractors to arrive at its final decision and/or to request additional information or clarification on any matter included in the Proposal, it also reserves the right to select the most responsive Contractor or Contractors without further discussion, negotiation, or prior notice. OCCC presumes that any Proposal is a best-and-final offer.
- 4.20 Proposal Organization
Contractors shall present Proposals in a format that can be readily incorporated into a contract. Contractors may present narrative Proposals provided that such Proposal follow the same outline and numbering scheme of the RFP, including full descriptive cross-references to all requirements listed in Section 2.0, "Project Specifications." Contractors shall ensure that their Proposals include page numbers and are organized in a manner that will facilitate evaluation. OCCC reserves the right to reject without prior notice and without liability of any kind or amount any Proposal that it deems overly complex, disorganized, or difficult to evaluate. OCCC reserves the right to make such a decision without any input or communication from any party. Contractors shall ensure that, at a minimum, their Proposals contact the components set forth in the following list:
- Original required sections from this RFP;

- Any additional responses in corresponding sequential order; and
- Any additional support data.

4.21 Collusion Prohibited

In connection with this RFP, Contract collusion with other Contractors or employees thereof, or with any employee of the State of Oklahoma, including any employee of OCCC, is prohibited and may result in Contractor disqualification and/or cancellation of award.

4.22 Improper Business Relationship/Conflict of Interest Prohibited

In connection with this RFP, each Contractor shall ensure that no improper, unethical, or illegal relationship or conflict of interest exists between or among the Contractor, OCCC, and any other part to this RFP. OCCC reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not; and to decide whether or not Contractor disqualification and/or cancellation of award shall result.

5.0 **TERMS AND CONDITIONS OF RESULTING CONTRACT**

5.1 Contract Award

Response to this RFP by Contractor indicates a desire to contract with OCCC. Information contained in this RFP, along with the Successful Contractor's response, will be distilled into a contract document that will be executed by the Contractor and OCCC. Response to this RFP is not a contract.

5.2 Contractual Force and Effect

The following terms and conditions establish OCCC's rights and expectations with respect to the goods and/or services sought hereunder. Unless otherwise specifically proposed by the Contractor, each term or condition herein shall, upon award by OCCC, have the force and effect of a contractual understanding between OCCC and the Successful Contractor. OCCC may pursue any remedy legally available to it in the event the Contractor breaches or violates any such term or condition.

5.3 Contract Term (if applicable)

OCCC reserves the right to set, and so sets, the intended contract term at a period not to exceed five (5) years, beginning July 1, 2023 ending June 30, 2024, with an option to renew each July 1 for the term selected. While it is the intention of OCCC to maintain the contract for the term selected, as an agency of the State of Oklahoma, OCCC is prohibited from committing or otherwise obligating funds beyond the end of the then-existing fiscal year (June 30). Accordingly, OCCC shall have the option to renew any contract awarded under this RFP for up to four (4) additional one (1) year periods beyond the first year, one (1) year at a time, in sequence. OCCC also reserves the right to terminate any contract at any time upon thirty (30) days' notice. Further, OCCC reserves the right to negotiate with the Contractor any additional contracts that would start prior to the intended expiration date, and/or has the option to extend the intended expiration date.

5.4 Contract Status

OCCC may hold each Contractor's response to this RFP as a legal offer to contract. If OCCC formally accepts such offer, a contractual relationship shall be deemed to exist and OCCC will so communicate to the Successful Contractor(s) by issuing a notice of award.

5.5 Terms and Conditions of Resulting Contract

The specifications, terms, and conditions set forth in this RFP, and any related award document, shall be included and/or referenced in a contract document and forwarded to the Successful Contractor(s) for execution.

5.6 Conflicting Provisions

Under no circumstances shall any provision be effective if it is later found to be in conflict with State of Oklahoma laws, statutes or other superior directive. In the event of a conflict between or among any provision contained in the resulting contract, such conflict shall be resolved in the following order, most effect to least effect.

- Original RFP
- Negotiations on those matters eligible for negotiation
- Additional agreements and/or stipulations
- Contractor's Proposal

5.7 Discrepancies between Numbers and Words

In the event of a discrepancy between information written in numbers and the same information also written in words, the information written in words shall govern.

5.8 Settlement of Contract Disputes

In the event of dispute, doubt, or difference of opinion as to any matter related to any contract resulting from this RFP, OCCC reserves the right to select a ranking OCCC executive officer or officers to render a decision. Such decision shall be final and binding on all parties to the contract.

5.9 Termination for Default

OCCC may terminate any contract resulting from this RFP, for reason of the Contractor's default, if conditions including but not limited to those described in the following list come into being:

- The Contractor is adjudged bankrupt, makes a general assignment for the benefit of the Contractor's creditors or a receiver is appointed on account of the Contractor's insolvency.
- The Contractor persistently or repeatedly refuses or fails to perform specific provisions of the contract; or so fails to make progress pursuant to the contract's terms; or so fails to meet any delivery dates that may be specified in Section 2.0, "Project Specifications" except when extension may be granted to carry on as required by the contract.

- The Contractor persistently or repeatedly refuses or fails to make prompt payment to subcontractors and/or OCCC.
- The Contractor persistently or repeatedly disregards laws, ordinances, or the instructions of any duly authorized representative of OCCC.
- The Contractor otherwise commits a substantial violation of any provision of the contract.

5.10 Contract Termination/Certain Remedies

Either party may terminate this agreement for cause and/or convenience with thirty (30) days written notice to the other party. Contractor will be paid only for product and/or services actually provided through the date Contractor's work ceases. In the event all or any part of the contract is terminated, OCCC may take possession of any and all material and finish the contract by whatever methods OCCC may be expedient. The rights and/or remedies of OCCC under these terms and conditions are not exclusive but are in addition to any other rights and/or remedies provided by law or the contract.

5.11 Contract Modification/Verbal Communications

No change or modification to a contract resulting from this RFP shall take effect until all parties have agreed in writing to such a change or modification.

OCCC is under no obligation whatsoever to honor or observe any verbal communication that may apparently conflict with any provision herein, regardless of whether such information is obtained from any office, agent, or employee of OCCC. Verbal communication shall not be effective unless formally confirmed in writing by the specified OCCC procurement official in charge of managing this RFP process. In no case shall verbal communication override written communication. Such verbal communication shall not affect the Contractor's risks or obligations under a contract resulting from this RFP.

5.12 Contract Assignment or Sublet

No Contractor shall assign, transfer, or sublet, either in whole or in part, any contract resulting from this RFP without prior written OCCC approval.

5.13 No Waiver of Rights by OCCC

No delay or failure on OCCC's part to enforce any provision of the agreement shall constitute or be construed by any party as a waiver or limitation of OCCC's rights under any resulting contract.

5.14 Choice of Law and Venue

The resulting Contract, its validity, and disputes arising under it shall be governed by, construed, and enforced in accordance with the laws of the State of Oklahoma, without regard to its choice of law provisions. The parties agree that any legal action relating to this Contract shall be filed in the district court in Oklahoma County in the State of Oklahoma, to which the exclusive jurisdiction and sole venue the parties expressly agree.

- 5.15 Hold Harmless and Indemnification
Contractor agrees to release, indemnify, defend, and hold harmless OCCC and its Regents, trustees, officers, employees, agents, and representatives (in their official and individual capacities) from and against liability for any and all claims, actions, damages, including any indirect, special, consequential, or other damages of any kind or description, and attorneys' fees and expenses that may arise from any work performed hereunder due to the acts or omissions of the vendor, or its employees, agents or subcontractors, including without limitation, property damage and bodily injury liability.
- 5.16 Federal, State and Local Taxes, Licenses and Permits
The Successful Contractor is solely responsible for complying with all laws, ordinances, and regulation on taxes, licenses and permits, as they may apply to any matter under this RFP. Contractors shall, at no expense to OCCC, procure and keep in force during the entire period of the contract all such permits and licenses and pay such taxes, including applicable State of Oklahoma Sales Taxes.
- 5.17 Payment in Advance of Receipt of Products or Services Required
As an agency of the State of Oklahoma, OCCC is prohibited by statute from paying for products or services in advance. All payments, if any, associated with this contract shall be in arrears.
- 5.18 Insurance Coverage
The Successful Contract shall carry on their work in accordance with the requirements of the workers' compensation law of the State of Oklahoma by securing workers' compensation insurance and employer's liability insurance, and shall not reject the provisions thereof during the life of the contract. Successful Contractor shall also secure automobile liability insurance with limits of not less than \$1,000,000 combined single limit for each accident and commercial general liability insurance, including contractual liability coverage, with limits of at least \$1,000,000/3,000,000 covering the risks of personal injury, bodily injury (including death), and property damage. Contractor shall provide proof of workers' compensation, automobile, and general liability insurance to OCCC before any services under the resulting contract are provided. Contractor shall maintain such insurance coverage throughout the contract term(s) hereunder, and shall list OCCC as a certificate holder for purposes of proof of renewal and receipt of notice of amendment, cancellation, or expiration.
- 5.19 Americans with Disabilities Act
The Successful Contractor must assure compliance with the Americans with Disabilities Act of 1990 and all amendments and requirements imposed by the regulations issued pursuant to this act in the performance of services identified in this RFP.
- 5.20 Equal Opportunity Employer
The Successful Contractor must assure that it is an Equal Opportunity Employer, a provider of services and/or assistance, and in compliance with the 1964 Civil Rights Act,

Title IX of the Education Amendments of 1972 Section 504 or the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The Successful Contractor must acknowledge the requirements in the RFP response. Please refer to Certification of Compliance in Appendix B – Required Forms.

5.21 Ethical Standards

It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established selling agencies maintained by the Contractor for the purpose of securing business.

5.22 Debarment

Contractors shall certify in their proposals that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in this contract by any governmental debarment or agency, consistent with Department of Labor Regulations (29 C.F.R. Part 98).

5.23 Compliance with Terms and Conditions

Contractors shall state that they have read, understand and will comply with all provisions stated in the RFP.

ATTACHMENTS

Attachment A – Specifications for Pest and Animal Control Services FY2024 – FY2028

Attachment B – Map - Main Campus Buildings

Attachment C – Map - Main Campus Buildings

Attachment D – References

APPENDICES

Appendix A – Required Forms

Appendix B – No Bid Response Form

ATTACHMENT A

NOTE: ON THE DRAWING THE PRINT SHOP AND THE BACK ROOMS WERE LEFT OFF THE DRAWING BUT IS IN THE SQUARE FOOTAGE.....CAD DRAWING HAS BEEN SHADED IN BUT ANY OLD DRAWINGS HAVE NOT BEEN....

SPECIFICATIONS
FOR

PEST AND ANIMAL CONTROL SERVICES

FY2024-FY2028

AT

OKLAHOMA CITY COMMUNITY COLLEGE

7777 SOUTH MAY AVENUE

OKLAHOMA CITY, OKLAHOMA 73159

BID NUMBER: 2-RFP-24-001

SUBMISSION DATE: May 17, 2023

SUBMISSION DEADLINE TIME: 2:00 p.m. CST

PEST AND ANIMAL CONTROL SERVICES

A. SCOPE OF THE CONTRACT

1. Oklahoma City Community College is accepting bids for Pest and Animal Control Services for a term to begin July 01, 2023, through June 30, 2024, with four (4) additional renewals of twelve (12) months each. The contractor who is awarded the Pest and Animal Control Services for the first twelve (12) month period will be evaluated based on his performance each year, and if the performance is satisfactory, the Pest and Animal Control Services may be extended for another twelve (12) month period in accordance with the bid documents. There will be fifteen (15) alternates for all five (5) years for all of the buildings and campuses for Pest and Animal Control Services, from which the College can use as needed. The service needs, schedules, and vendor information requested are included in this document.
2. Any Pest and Animal Control Services contractor interested in bidding will attend a **mandatory pre-bid conference (see Section 1.2)**. The pest and animal control services contractor will physically inspect each building before submitting a bid, and to the best extent possible, carefully examine the facilities that are the subject of this service.
3. The Pest and Animal Control Services contractor should clarify any questions prior to submission of a bid as specified in Section 3.4 of this RFP. The submission of a bid shall indicate that the Pest and Animal Control Services contractor thoroughly understands the Scope of the Work to be performed. **The Pest and Animal Control Services contractor must have like size and like services contracts to be able to bid on the contract. References will be provided as part of the bid submission.**
4. The bidder must furnish a list, which includes the company name, contact person, address, and telephone number of references where they have a Pest and Animal Control Services contract or past successful Pest and Animal Control Services contracts. References have to be of like size and like services contract to be able to bid on the contract (see pages titled "REFERENCES" of this packet). Provide with the bid.

B. GENERAL CONDITIONS

1. The College reserves the right to increase or decrease the Pest and Animal Control Services of certain areas as circumstances may require. In the event of increased or decreased Pest and Animal Control Services requirements, the pest and animal control services contractor shall submit in writing to the Building and Campus Services Manager, the change in labor and the additional cost or credit to the College. The cost or credit will be expected to be reasonably proportionate to the initial bid price compared with the measurements in the bid documents. When the College accepts the proposal, it shall be confirmed in writing.

2. With respect to endorsement of products, materials, or equipment of any manufacturer, the pest and animal control services contractor shall not permit endorsements by photographs or written statements involving the College without prior written approval of the Executive Director of Facilities Management.

C. RESPONSIBILITIES

COLLEGE:

1. The College shall not be responsible for any loss to the pest and animal control services contractor due to temporary suspension of operations, regardless of cause. Such suspension(s) may result from, but are not limited to, mechanical failure of equipment, staffing problems, power failure, or extraordinary weather conditions.
2. The College Campus Police Department will issue all necessary keys to the pest and animal control services contractor employees so they can have access in to the areas needing to be serviced.
3. The College reserves the right to execute a background investigation of any employee of the pest and animal control services contractor, and/or remove any employee from the campus. The pest and animal control services contractor will be notified to take care of the matter.
4. Payment for services shall be made to the pest and animal control services contractor once a month upon submission of an original invoice at the end of the service month, properly certified. All invoices will list the specific type of service (e.g. monthly pest control, treatment for bedbugs, mice control, etc), the date of the service as well as the current purchase order number.
5. The Building and Campus Services Manager will continually evaluate the progress of this contract in terms of effectiveness and safety and will require such changes as are necessary. The contractor shall take prompt action to correct all identified deficiencies.

CONTRACTOR:

SCOPE OF THE WORK

1. The contractor will use Integrated Pest Management (IPM) as defined by the Environmental Protection Agency as the strategy for control of pests at Oklahoma City Community College.
2. The contractor shall provide a comprehensive (IPM) Plan for the buildings and other areas specified herein. This Plan shall be in accordance with Environmental Protection Agency (EPA) standards and other best practices and policies for pest control in College facilities. (IPM) is a process for achieving long-term, environmentally sound pest suppression through the use of a variety of technological and management practices. Control strategies in an (IPM) Plan should

extend beyond the application of pesticides to include structural and procedural modifications that reduce the food, water, harborage and access used by pests.

3. Provide all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, and pesticide application components of the (IPM) Plan. The contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications necessary to achieve pest prevention.
4. The contractor will perform a monthly service for extermination and control of roaches, silverfish, spiders, earwigs, millipedes, sowbugs, centipedes, moths, ants, crickets, pill bugs, beetles, flies, gnats, bees, wasp, bee and wasp nest, and all other bugs not mentioned. This also includes the extermination and control of all rats, and mice. The services will be carried out per schedule in all College buildings at 7777 South May Avenue (Commonly denoted as the Main Campus), 6500 South Land Avenue (Commonly denoted as FACE Center), 325 SW 25th (Commonly denoted as Capitol Hill Center) in the Oklahoma City area and on an as requested basis for other College locations.
5. The Pest Management Plan shall consist of three parts as follows:
 - a) **Proposed methods and equipment to be accomplished.** The contractor shall provide a summary of proposed control methods, including: current labels and Safety Data Sheets (SDS) of all pesticides to be used; brand names of pesticide application equipment; rodent bait boxes; rodenticide bait; insect and rodent trapping devices; pest monitoring devices; pest surveillance and detection equipment and any other pest control devices or equipment that may be used to provide service throughout the term of the contract. This information will be electronically stored by the Building and Campus Services Manger office.
 - b) **Proposed methods for monitoring and surveillance.** The contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessments of pest population levels throughout the term of the contract. This information will be electronically stored by the Building and Campus Services Manager.
 - c) **Description of any structural or operational change that would facilitate the pest control effort.** The contractor shall describe site-specific solutions for observed sources of pest food, water, harborage and access. The contractor will share this with the Building and Campus Services Manager throughout the term of the contract. This information will be electronically stored by the Building and Campus Services Manager.
6. The contractor will service the campus the 1st Saturday of each month and complete said service before noon that day.
7. Upon completion of a monthly service, the contractor will submit within 3 days to the Building and Campus Manager the following:
 - a. Schedule documenting what day and time each building was serviced.
 - b. Record of any pest control measures taken during the visit
 - c. Observations made during the visit to include structural concerns, environmental issues, or sanitation issues contributing to potential pest incursion.

d. Any recommendations regarding abatement of conditions noted in "c" above.

8. The contractor shall be responsible for application of pesticides according to the label. All pesticides used by the pest and animal control services contractor must be registered with the U.S Environmental Protection Agency (EPA). Transport, handling and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, state and local laws and regulations.
9. The contractor shall use non-Pesticidal methods of control wherever possible. For example: a. Utilizing a vacuum rather than pesticide sprays for initial clean-outs of cockroach infestations, for swarming (winged) ants and termites and for control of spiders in webs wherever appropriate.
10. Trapping devices rather than pesticide sprays shall be used wherever appropriate.
11. Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area. Preventive pesticide treatment of areas where surveillance indicates a potential insect or rodent infestation, are acceptable on a case-by-case basis.
12. When it is determined that a pesticide must be used in order to obtain adequate control, the contractor shall employ the least hazardous material, most precise application technique and minimum quantity of pesticide necessary to achieve control.
13. When selecting pesticide products, highest priority shall be given to use of products that are "Green" certified. If not then use a product that is best used in or out of the buildings.
14. Containerized and other types of crack and crevice-applied bait formulations, rather than sprays, shall be used for cockroach and ant control wherever appropriate. As a general rule, liquid aerosol or dust formulations shall be applied only as crack and crevice treatments with application devices specifically designed or modified for this purpose. "crack and crevice treatment" is defined in this contract as an application of small amounts of insecticides into cracks and crevices in which insects hide or through which they may enter a building.
15. Application of pesticide liquid, aerosol or dust to exposed surfaces and pesticide space sprays (including fogs, mists and ultra-low volume applications), shall be restricted to unique situations where no alternative measures are practical and must be authorized by the Building and Campus Services Manager.
16. As a general rule, rodent control inside occupied buildings shall be accomplished with bait traps or trapping devices. All such devices shall be concealed out of the general, view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule approved by Building and Campus Services Manager. Trapping shall not be

performed during periods when maintenance will be delayed. The contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate and timely manner.

17. In circumstances where rodenticides are deemed essential for adequate rodent control inside occupied buildings, the contractor shall proceed with the treatment. All rodenticides, regardless of packaging, shall be placed either in locations inaccessible to the public, children, pets, wildlife and domestic animals, or in tamper-resistant bait boxes. As a general rule, rodenticide application outside buildings shall emphasize the direct treatment of rodent burrows, wherever feasible.
18. Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The contractor shall adhere to the following rules:
 - a. All bait boxes shall be placed out of the general view in locations where they will not be disturbed by routine operations.
 - b. The lids of all bait boxes shall be securely locked or fastened shut.
 - c. All bait boxes shall be securely attached or anchored to the floor, ground, wall or other surface so that the box cannot be picked up or moved.
 - d. Bait shall always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box.
 - e. All bait boxes shall be labeled with the contractor's business name and address and dated by the contractor's technician at the time of installation and at each servicing.

INSURANCE

19. The contractor shall procure and maintain appropriate insurance at his own expense and use a company or companies acceptable to Oklahoma City Community College. Insurance coverage will be for the period of service, and the successful contractor shall furnish the College with certificates of insurance evidencing such insurance to be in effect (a description of necessary insurance coverage is appended to this document).

ADDITIONAL SERVICES

20. In areas of the buildings that are not under the regular monthly insect and rodent treatment schedule, you could be requested by the Building and Campus Services Manager to supply insect or rodent control services or surveillance services in areas of the buildings. The cost for these services are listed in the alternate bid cost pricing.
21. You could be requested by the Building and Campus Services Manager to fix the problem areas that attract, harbor, or access for insects or rodents. This will be done on a cost plus 10% basis.
22. You could be requested by the Building and Campus Services Supervisor to remove and then

replace the floor covering or base trim where treatment is needed. This will be done on a cost plus 10% basis.

23. The contractor will invoice Oklahoma City Community College for additional approved work, above and beyond the scope of work, at a cost plus 10%. When invoicing the College, the pest and animal control services contractor will supply as follows:
- a. Itemized list of materials used and a cost per item.
 - b. Itemization of how many people worked, how many hours each person worked, and labor cost per hour.
 - c. Itemization of all equipment used, number of hours used, and cost per hour per unit.
 - d. Prior approval and separate purchase orders will be required for additional work.

SCHEDULING

24. All work will be performed on the 1st week of each month, on Saturday before noon.
25. The contractor will provide other scheduled times they will be coming out to the College to do service work other than the above stated times, to the Building and Campus Services Manager. The work must be done during the scheduled operating hours of the college.
26. The contractor will provide free call back service as needed. This will be requested by the Building and Campus Services Manager.
27. The Contractor will not work on the following OCCC holidays. In addition to the following holidays there are days when OCCC is closed and a Facilities Management manager is not on-site. The contractor may request work stoppages, which must be mutually agreed upon at least 24 hours in advance whenever possible. A proportionate cost savings must be returned to the College for this time period. When an OCCC holiday falls on a Saturday, the preceding Friday shall be recognized as an OCCC Holiday. When an OCCC Holiday falls on a Sunday, the following Monday shall be recognized as an OCCC Holiday. The following holidays are considered OCCC holidays:
- Independence Day (July 4)
 - The Wednesday immediately before Thanksgiving, Thanksgiving Day and the Friday immediately after Thanksgiving (3 consecutive days in a row)
 - Christmas Eve and Christmas Day
 - New Year's Eve and New Year's Day
 - Martin Luther King Day
 - Labor Day
 - Memorial Day
 - Juneteenth (June 19)

BACKGROUND CHECKS FOR EMPLOYEES

28. The contractor's employees assigned to work at Oklahoma City Community College under this contract are subject to approval of the College. The contractor will supply the completed

mandatory background check and the I-9 Employment Eligibility Verification document to the Building and Campus Services Supervisor for approval to hire the employee. The Building and Campus Services Supervisor will present the documents to the Director of Facilities Management for approval. When the approval has been given the Building and Campus Services Manager will e-mail the pest and animal control services contractor of the College's findings.

29. The contractor is required to comply with the following procedures, before his employee can start working at the College. The contractor will be responsible to have a mandatory background check done from all 50 states on each employee that works on the College campus. If an employee had felony conviction, sex conviction, stealing conviction, armed robbery conviction, murder conviction, or a warrant against them, they are not to be hired. A copy of the background check will be given to the Building and Campus Services Manager.

30. The contractor is required to comply with the following procedures, before his employee can start working at the College. Receive from the employee an I-9, Employment Eligibility Verification form with required documents; run a mandatory E-Verify Program on line that is jointly administered with the Department of Homeland Security through the United States Citizenship and Immigration Services and the Social Security Administration; and follow all other laws and regulations of local, state, and federal governments. Copies of all the employee documents will be given to the Building and Campus Services Manager.

SAFETY

31. The contractor shall at all times enforce strict discipline and safety practices and good order among his employees and shall not employ or permit any employee he considers unfit to remain on the work site. Employees shall not be allowed to loiter on the premises either before or after their working hours.

32. The contractor shall observe all safety precautions throughout the performance of this contract and shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work and shall hold Oklahoma City Community College harmless for any action on its part or that of its employees that results in illness, injury or death.

33. The contractor shall determine and provide additional personal protective equipment required for the performance of work. Protective clothing, equipment and devices shall, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used.

34. Vehicles used by the services contractor shall be identified in accordance with state and local regulations and shall be operated in a safe manner on Oklahoma City Community College property.

35. The contractor shall take all necessary precautions to ensure peoples' safety and all necessary steps to ensure the containment of the pesticide to the site of application.

IDENTIFICATION OF EMPLOYEES

36. The contractor shall properly identify each employee engaged for this work. A shirt of a common color with the company name and a name tag with a picture will satisfy this requirement. The employee must be neat in appearance.

COMMUNICATIONS

37. The contractor will provide a contact email address and phone number to schedule needed services and for billing inquiries. All emails sent to this address must be responded to within 24 hours. The contractor will have a phone number that the College can utilize that will be answered 24 hours per day, 7 days per week.

DOCUMENTS

38. The contractor will be required to sign a form from Oklahoma City Community College that you agree to be in compliance with the Oklahoma Hazard Communication Standard Title 380 of Oklahoma Administrative Code, chapter 45, and the Federal OSHA Hazard Communication standard #29 CFR 1910.1200.
39. The contractor will provide the Building and Campus Services Manager the link for each SDS related to any chemicals in use at any College location.
40. All chemical containers will have a label on the container stating what product is in the container. The label and written documentation on the label will be per (OSHA) standards.
41. Provide the following documented training to your pest and animal control staff yearly. Hazard Communications, Personal Protective Equipment, and safety procedures in the equipment being used by your staff. A copy of the training class's results must be given to the Building and Campus Services Manager on each employee.
42. The contractor will provide, in writing, any agreed-upon revisions in the services provided under this contract, to the Building and Campus Services Manager, for contract record.
43. The services contractor shall provide a current list of employee names and photos along with photocopies of the commercial applicator or technician's licenses for every pest and animal control services contractor employee who will be performing on-site services under this contract.
44. Throughout the term of this contract, the contractor shall maintain a current pesticide license issued by the State of Oklahoma. In addition, all contractor personnel providing on-site pest control service must maintain licensing (in categories appropriate for the work being performed)

as commercial applicators or licensed technicians. The contractor shall never permit an unlicensed applicator to provide service to Oklahoma City Community College under this agreement.

PROCEDURES

45. The contractor shall comply with all local ordinances, laws, and regulations pertaining to the operation contemplated herein. It shall be the obligation of the contractor to apply for, pay for, and obtain all permits and licenses as required by the various agencies of state, federal and local governments.
46. The contractor indemnifies, saves, and holds harmless the College and any agents or employees thereof, from any and all claims, demands, actions, or causes of action of whatsoever nature of character arising out of or by reason of the execution or performance of the duties and obligations of the contractor under the terms of the contract.

DEFICIENCY

47. Should at any time Oklahoma City Community College have a problem with your pest control service, the pest and animal control services contractor shall be notified by e-mail or telephone by the Building and Campus Services Manager regarding problems that occurred. The notice will detail the problems and site(s) which is experiencing the problems. After the contractor has looked at the areas in question, the Building and Campus Services Manager will be contacted to discuss possible solutions and the contractor will be given a date by which to resolve the problem. When the problem is resolved a written response with what was done to resolve the problem must be submitted within seven (7) days after the procedure is finished to correct the deficiency to the Building and Campus Services Manager.

Financial penalties of \$100 per incident will be incurred on the Contractor for failure to correct for issues identified as not being completed as per contract. Issues and penalties will be reviewed with the contractor as necessary.

STORAGE

48. The contractor shall not store or dispose of, any pesticide product on Oklahoma City Community College property.

COLLEGE AND CONTRACTOR:

1. The College or contractor shall have the right to terminate the contract upon ninety (90) days written notice.
2. The contract may be canceled by the College for non-performance of any of the contractual obligations of the pest and animal control services contractor. This can be accomplished by giving written notice ninety (90) days prior to cancellation, and if no objection is filed in writing to the

Vice President for Business and Finance of the College, then said contract will be deemed fully canceled as though a formal document has been entered into by and between each party.

ACCOUNTS/RECORDS/REPORT:

1. The contractor shall maintain such accounting books and records in connection with the operation under this contract as may be satisfactory to the College.
2. The contractor may keep the books of accounting and records at any location. In submitting a proposal, the contractor shall provide the College with the exact address of such books and records and the name of the custodian thereof.
3. The contractor, at all times, shall afford the College reasonable facilities for the examination and audit of books and records pertaining hereto; shall make returns and reports to the College as it may require; and shall produce and exhibit such books and records to the College in the discharge of their responsibilities.
4. **All prices must remain firm as documented in the submitted RFP. Any increase in prices on any part of the RFP must be approved by OCCC with written notice supplied 30 days in advance.**

FLOOR PLANS:

1. Two (2) floor plans are in your packet that covers all the buildings for reference location. (SEE ATTACHMENT B & C) –
2. Drawings can also be viewed and printed at the OCCC Purchasing website located at www.occc.edu/purchasing under this solicitation.

PRICE PROPOSAL:

Term: July 01, 2023, through June 30, 2024 (FY 2024)

BASE BID*

1. **Extermination and control of bugs, mice, and rats in all the College Buildings that take in 228,018 net square feet.**

	Cost/Sq. Ft./month	Cost/month	Cost/year
TOTAL COST	_____	_____	_____

All areas are marked on the two drawing that are provided with the specifications.

***Base bid unit-cost-per-square-foot shall be used for determining adjustments in the price amount arising from changes in the buildings due to construction, adding or subtracting areas for extermination and control and due to building closure, and adding additional buildings.

ALTERNATES**

1. Additional services to provide all labor and material necessary to perform a monthly service for extermination and control of roaches, silverfish, spiders, earwigs, millipedes, sowbugs, centipedes, moths, ants, crickets, pill bugs, beetles, flies, gnats, bees, wasp, bee and wasp nest, and all other bugs not mentioned.

*Cost per square foot for monthly services_____

2. Provide all labor and material necessary to exterminate and control termites when using Termite Bait Station System in soil areas on the outside of the buildings.

*Linear Foot Price_____

3. Provide all labor and material necessary to exterminate and control bedbugs inside the buildings.

*Price per square foot _____

4. Provide all labor and material necessary to exterminate and control termites when boring holes in cavities of walls, floors, & etc. and apply foam inside the buildings.

*Linear Foot Price_____

5. Provide all labor and material necessary to exterminate and control termites when boring holes through concrete in to the soil or digging trenches in the soil to apply termite liquid treatment in to the soil.

*Linear Foot Price _____

6. Additional monitoring station. *Each _____

7. Additional glue boards. *Each _____

8. Additional mice/rat bait block stations. *Each _____

9. Additional mice/rat mechanical traps. *Each _____

10. Additional services to provide all labor and material necessary to set traps, and poisons for mice and rats and monitor services.

*Price per incident _____

11. Provide all labor and material necessary to trap and remove all animals such as skunks, opossums, raccoons, muskrats, and any other similar four legged animals from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

*Price per incident _____

12. Provide all labor and material necessary to trap and remove squirrels from inside the College buildings to an offsite location on an as needed basis.

*Price per incident _____

13. Provide all labor and material necessary to trap and remove birds and bats from inside the College buildings to an offsite location on an as needed basis.

*Price per incident _____

14. Provide all labor and material necessary to trap and remove cats from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

*Price per incident _____

15. Provide all labor and material necessary to catch and remove dogs from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

Term: July 01, 2024, through June 30, 2025 (FY 2025)

BASE BID*

2. **Extermination and control of bugs, mice, and rats in all the College Buildings that take in 228,018 net square feet.**

	Cost/Sq. Ft./month	Cost/month	Cost/year
TOTAL COST	_____	_____	_____

All areas are marked on the two drawing that are provided with the specifications.

***Base bid unit-cost-per-square-foot shall be used for determining adjustments in the price amount arising from changes in the buildings due to construction, adding or subtracting areas for extermination and control and due to building closure, and adding additional buildings.

ALTERNATES**

18. Additional services to provide all labor and material necessary to perform a monthly service for extermination and control of roaches, silverfish, spiders, earwigs, millipedes, sowbugs, centipedes, moths, ants, crickets, pill bugs, beetles, flies, gnats, bees, wasp, bee and wasp nest, and all other bugs not mentioned.

*Cost per square foot for monthly services_____

19. Provide all labor and material necessary to exterminate and control termites when using Termite Bait Station System in soil areas on the outside of the buildings.

*Linear Foot Price_____

20. Provide all labor and material necessary to exterminate and control bedbugs inside the buildings.

*Price per square foot _____

21. Provide all labor and material necessary to exterminate and control termites when boring holes in cavities of walls, floors, & etc. and apply foam inside the buildings.

*Linear Foot Price_____

22. Provide all labor and material necessary to exterminate and control termites when boring holes

through concrete in to the soil or digging trenches in the soil to apply termite liquid treatment in to the soil.

*Linear Foot Price_____

23. Additional monitoring station. *Each_____

24. Additional glue boards. *Each_____

25. Additional mice/rat bait block stations. *Each_____

26. Additional mice/rat mechanical traps. *Each_____

27. Additional services to provide all labor and material necessary to set traps, and poisons for mice and rats and monitor services.

*Price per incident_____

28. Provide all labor and material necessary to trap and remove all animals such as skunks, opossums, raccoons, muskrats, and any other similar four legged animals from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

29. Provide all labor and material necessary to trap and remove squirrels from inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

30. Provide all labor and material necessary to trap and remove birds and bats from inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

31. Provide all labor and material necessary to trap and remove cats from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

32. Provide all labor and material necessary to catch and remove dogs from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

Term: July 01, 2025, through June 30, 2026 (FY 2026)

BASE BID*

3. **Extermination and control of bugs, mice, and rats in all the College Buildings that take in 228,018 net square feet.**

	Cost/Sq. Ft./month	Cost/month	Cost/year
TOTAL COST	_____	_____	_____

All areas are marked on the two drawing that are provided with the specifications.

***Base bid unit-cost-per-square-foot shall be used for determining adjustments in the price amount arising from changes in the buildings due to construction, adding or subtracting areas for extermination and control and due to building closure, and adding additional buildings.

ALTERNATES**

35. Additional services to provide all labor and material necessary to perform a monthly service for extermination and control of roaches, silverfish, spiders, earwigs, millipedes, sowbugs, centipedes, moths, ants, crickets, pill bugs, beetles, flies, gnats, bees, wasp, bee and wasp nest, and all other bugs not mentioned.

*Cost per square foot for monthly services_____

36. Provide all labor and material necessary to exterminate and control termites when using Termite Bait Station System in soil areas on the outside of the buildings.

*Linear Foot Price_____

37. Provide all labor and material necessary to exterminate and control bedbugs inside the buildings.

*Price per square foot _____

38. Provide all labor and material necessary to exterminate and control termites when boring holes in cavities of walls, floors, & etc. and apply foam inside the buildings.

*Linear Foot Price_____

39. Provide all labor and material necessary to exterminate and control termites when boring holes

through concrete in to the soil or digging trenches in the soil to apply termite liquid treatment in to the soil.

*Linear Foot Price_____

40. Additional monitoring station. *Each_____

41. Additional glue boards. *Each_____

42. Additional mice/rat bait block stations. *Each_____

43. Additional mice/rat mechanical traps. *Each_____

44. Additional services to provide all labor and material necessary to set traps, and poisons for mice and rats and monitor services.

*Price per incident_____

45. Provide all labor and material necessary to trap and remove all animals such as skunks, opossums, raccoons, muskrats, and any other similar four legged animals from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

46. Provide all labor and material necessary to trap and remove squirrels from inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

47. Provide all labor and material necessary to trap and remove birds and bats from inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

48. Provide all labor and material necessary to trap and remove cats from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

49. Provide all labor and material necessary to catch and remove dogs from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

Term: July 01, 2026, through June 30, 2027 (FY 2027)

BASE BID*

4. **Extermination and control of bugs, mice, and rats in all the College Buildings that take in 228,018 net square feet.**

	Cost/Sq. Ft./month	Cost/month	Cost/year
TOTAL COST	_____	_____	_____

All areas are marked on the two drawing that are provided with the specifications.

***Base bid unit-cost-per-square-foot shall be used for determining adjustments in the price amount arising from changes in the buildings due to construction, adding or subtracting areas for extermination and control and due to building closure, and adding additional buildings.

ALTERNATES**

52. Additional services to provide all labor and material necessary to perform a monthly service for extermination and control of roaches, silverfish, spiders, earwigs, millipedes, sowbugs, centipedes, moths, ants, crickets, pill bugs, beetles, flies, gnats, bees, wasp, bee and wasp nest, and all other bugs not mentioned.

*Cost per square foot for monthly services_____

53. Provide all labor and material necessary to exterminate and control termites when using Termite Bait Station System in soil areas on the outside of the buildings.

*Linear Foot Price_____

54. Provide all labor and material necessary to exterminate and control bedbugs inside the buildings.

*Price per square foot _____

55. Provide all labor and material necessary to exterminate and control termites when boring holes in cavities of walls, floors, & etc. and apply foam inside the buildings.

*Linear Foot Price_____

56. Provide all labor and material necessary to exterminate and control termites when boring holes

through concrete in to the soil or digging trenches in the soil to apply termite liquid treatment in to the soil.

*Linear Foot Price_____

57. Additional monitoring station. *Each_____

58. Additional glue boards. *Each_____

59. Additional mice/rat bait block stations. *Each_____

60. Additional mice/rat mechanical traps. *Each_____

61. Additional services to provide all labor and material necessary to set traps, and poisons for mice and rats and monitor services.

*Price per incident_____

62. Provide all labor and material necessary to trap and remove all animals such as skunks, opossums, raccoons, muskrats, and any other similar four legged animals from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

63. Provide all labor and material necessary to trap and remove squirrels from inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

64. Provide all labor and material necessary to trap and remove birds and bats from inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

65. Provide all labor and material necessary to trap and remove cats from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

66. Provide all labor and material necessary to catch and remove dogs from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

Term: July 01, 2027, through June 30, 2028 (FY 2028)

BASE BID*

5. **Extermination and control of bugs, mice, and rats in all the College Buildings that take in 228,018 net square feet.**

	Cost/Sq. Ft./month	Cost/month	Cost/year
TOTAL COST	_____	_____	_____

All areas are marked on the two drawing that are provided with the specifications.

***Base bid unit-cost-per-square-foot shall be used for determining adjustments in the price amount arising from changes in the buildings due to construction, adding or subtracting areas for extermination and control and due to building closure, and adding additional buildings.

ALTERNATES**

69. Additional services to provide all labor and material necessary to perform a monthly service for extermination and control of roaches, silverfish, spiders, earwigs, millipedes, sowbugs, centipedes, moths, ants, crickets, pill bugs, beetles, flies, gnats, bees, wasp, bee and wasp nest, and all other bugs not mentioned.

*Cost per square foot for monthly services_____

70. Provide all labor and material necessary to exterminate and control termites when using Termite Bait Station System in soil areas on the outside of the buildings.

*Linear Foot Price_____

71. Provide all labor and material necessary to exterminate and control bedbugs inside the buildings.

*Price per square foot _____

72. Provide all labor and material necessary to exterminate and control termites when boring holes in cavities of walls, floors, & etc. and apply foam inside the buildings.

*Linear Foot Price_____

73. Provide all labor and material necessary to exterminate and control termites when boring holes through concrete in to the soil or digging trenches in the soil to apply termite liquid treatment in to the soil.

*Linear Foot Price_____

74. Additional monitoring station. *Each_____

75. Additional glue boards. *Each_____

76. Additional mice/rat bait block stations. *Each_____

77. Additional mice/rat mechanical traps. *Each_____

78. Additional services to provide all labor and material necessary to set traps, and poisons for mice and rats and monitor services.

*Price per incident_____

79. Provide all labor and material necessary to trap and remove all animals such as skunks, opossums, raccoons, muskrats, and any other similar four legged animals from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

80. Provide all labor and material necessary to trap and remove squirrels from inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

81. Provide all labor and material necessary to trap and remove birds and bats from inside the College buildings to an offsite location on an as needed basis.

*Price per incident_____

82. Provide all labor and material necessary to trap and remove cats from the campus grounds or inside the College buildings to an offsite location on an as needed basis.

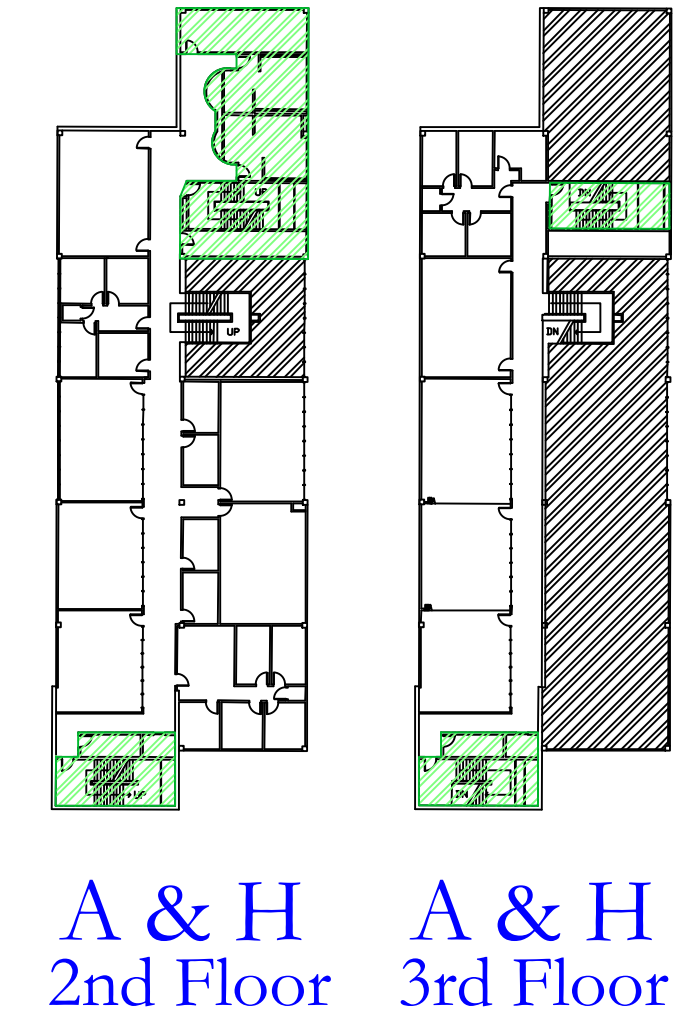
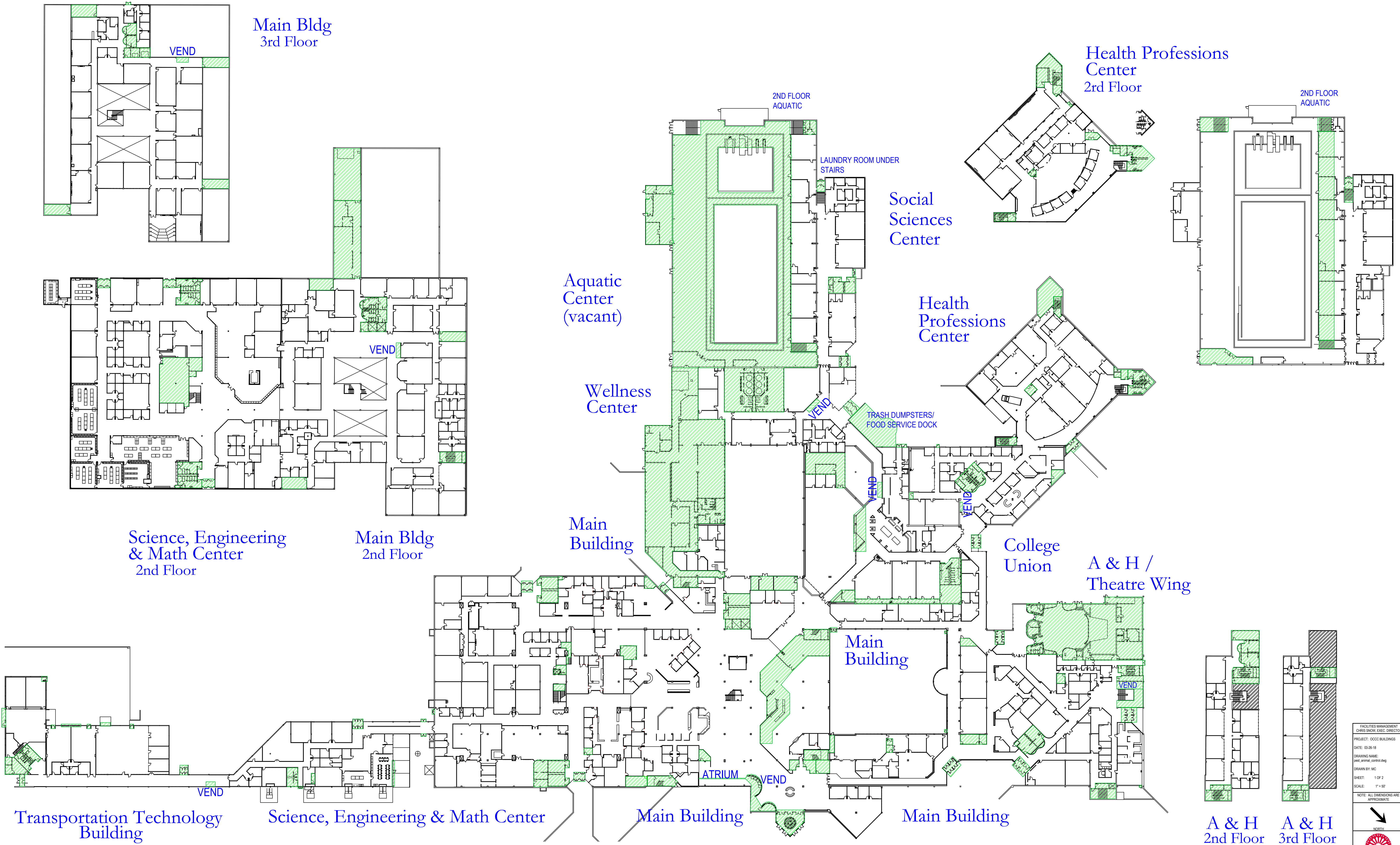
*Price per incident_____

83. Provide all labor and material necessary to catch and remove dogs from the campus grounds or

ATTACHMENT B

SEE NEXT PAGE

Main Campus Buildings - Pest and Animal Control



FACILITIES MANAGEMENT
 CHRIS SNOW, EXEC. DIRECTOR
 PROJECT: OCC BUILDINGS
 DATE: 03-26-18
 DRAWING NAME: pest_animal_control.dwg
 DRAWN BY: MC
 SHEET: 1 OF 2
 SCALE: 1" = 50'
 NOTE: ALL DIMENSIONS ARE APPROXIMATE

NORTH

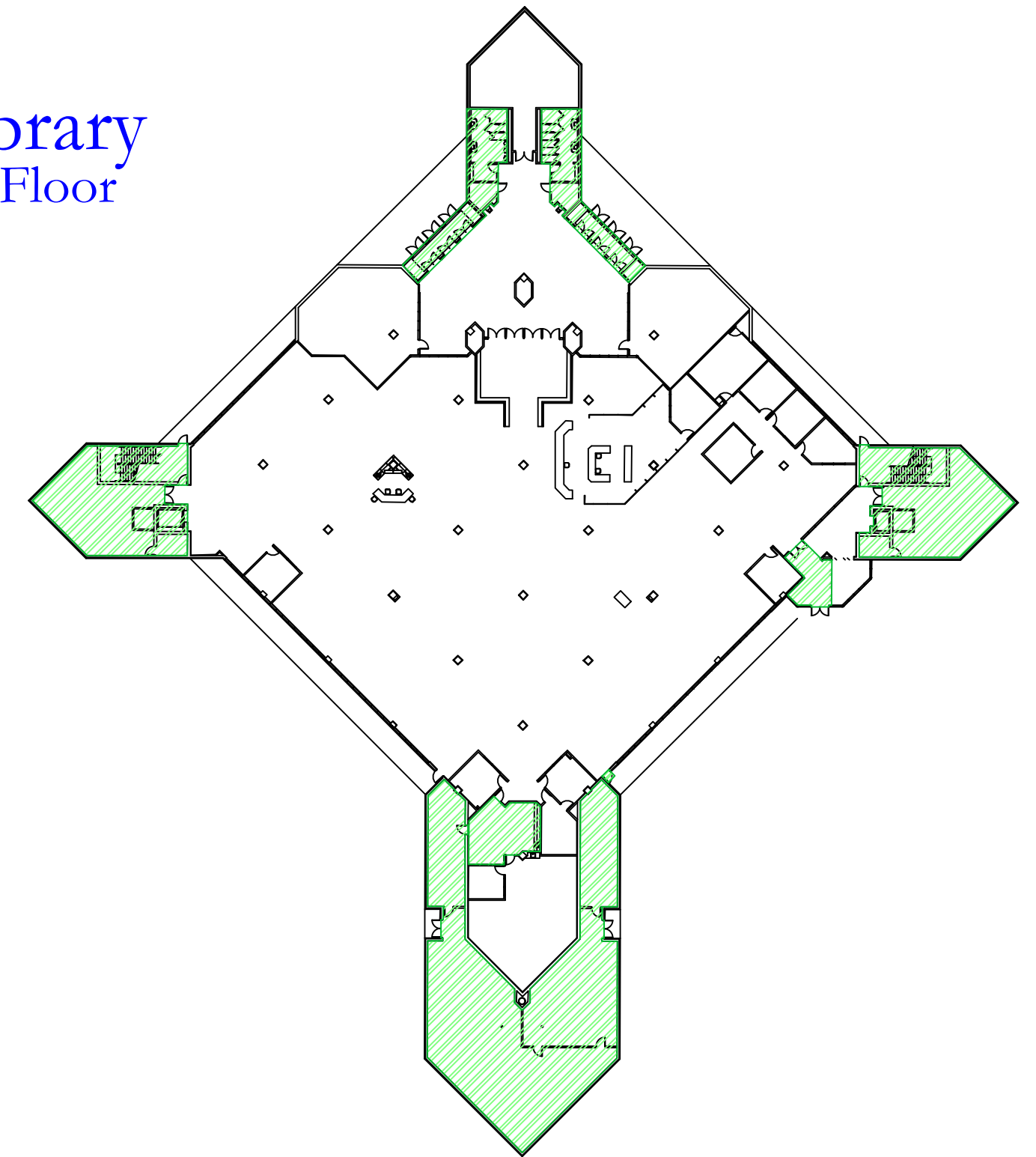
OKLAHOMA CITY
 COMMUNITY COLLEGE

ATTACHMENT C

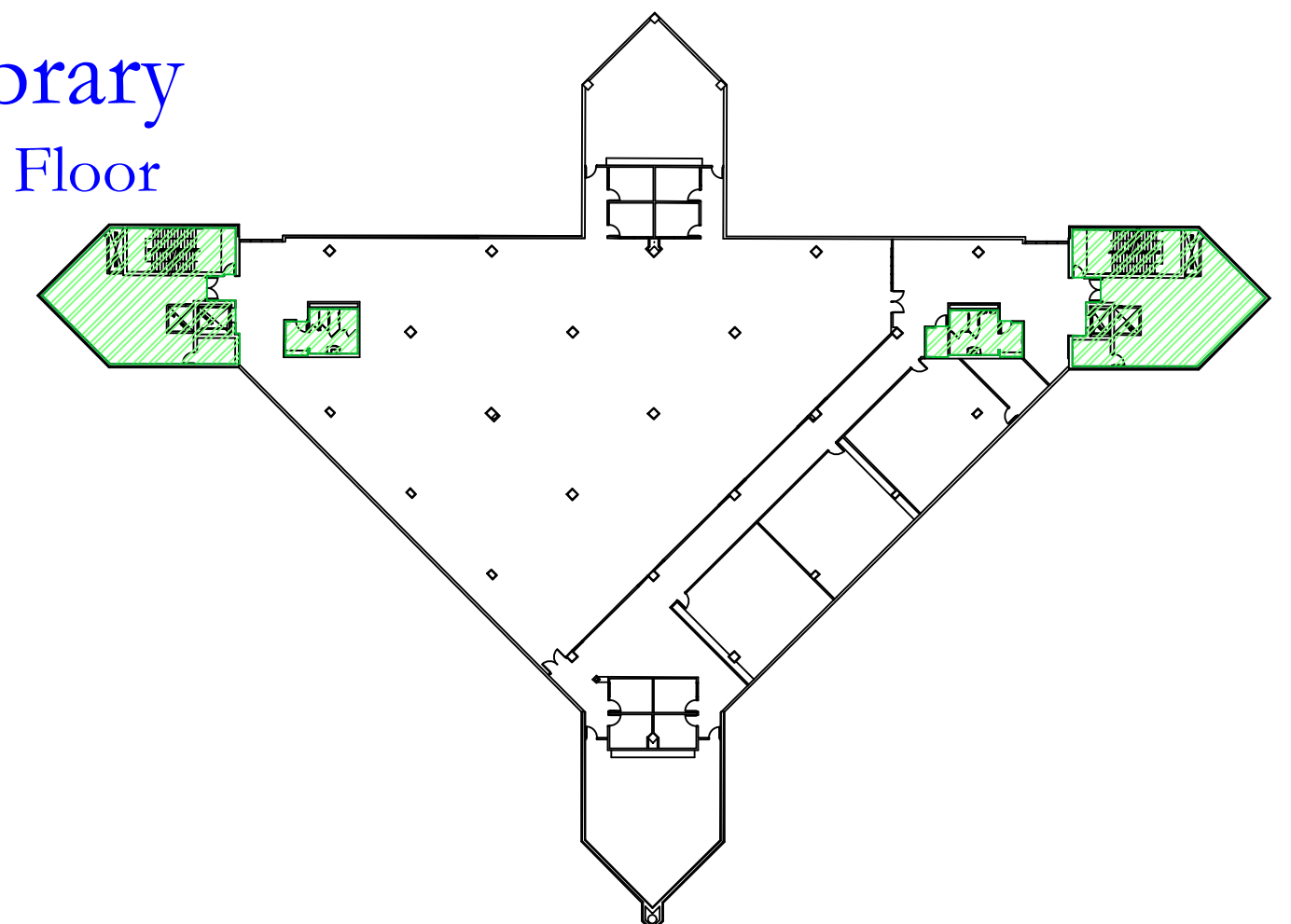
SEE NEXT PAGE

Main Campus Buildings - Pest and Animal Control

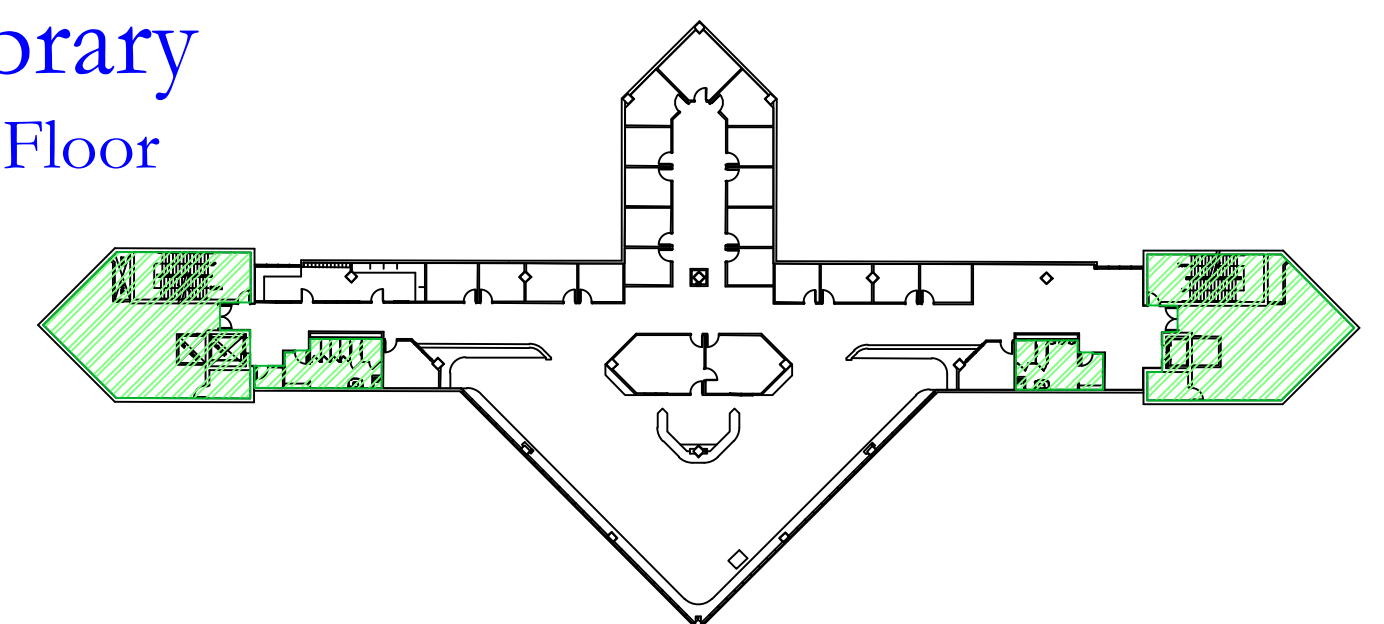
Library
1st Floor



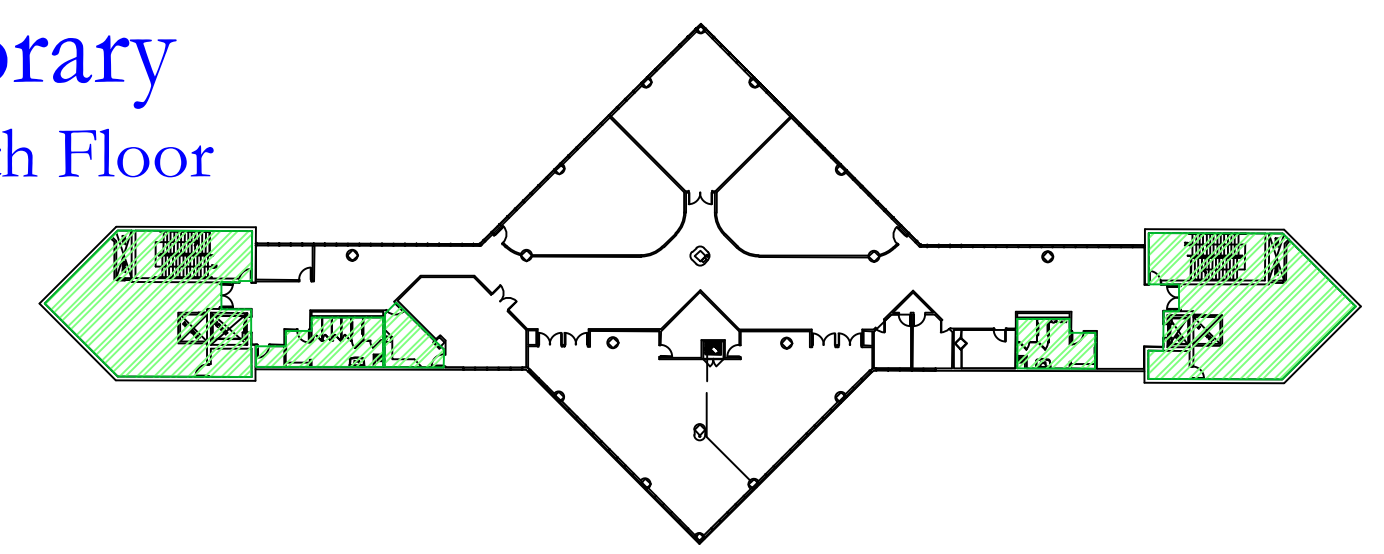
Library
2nd Floor



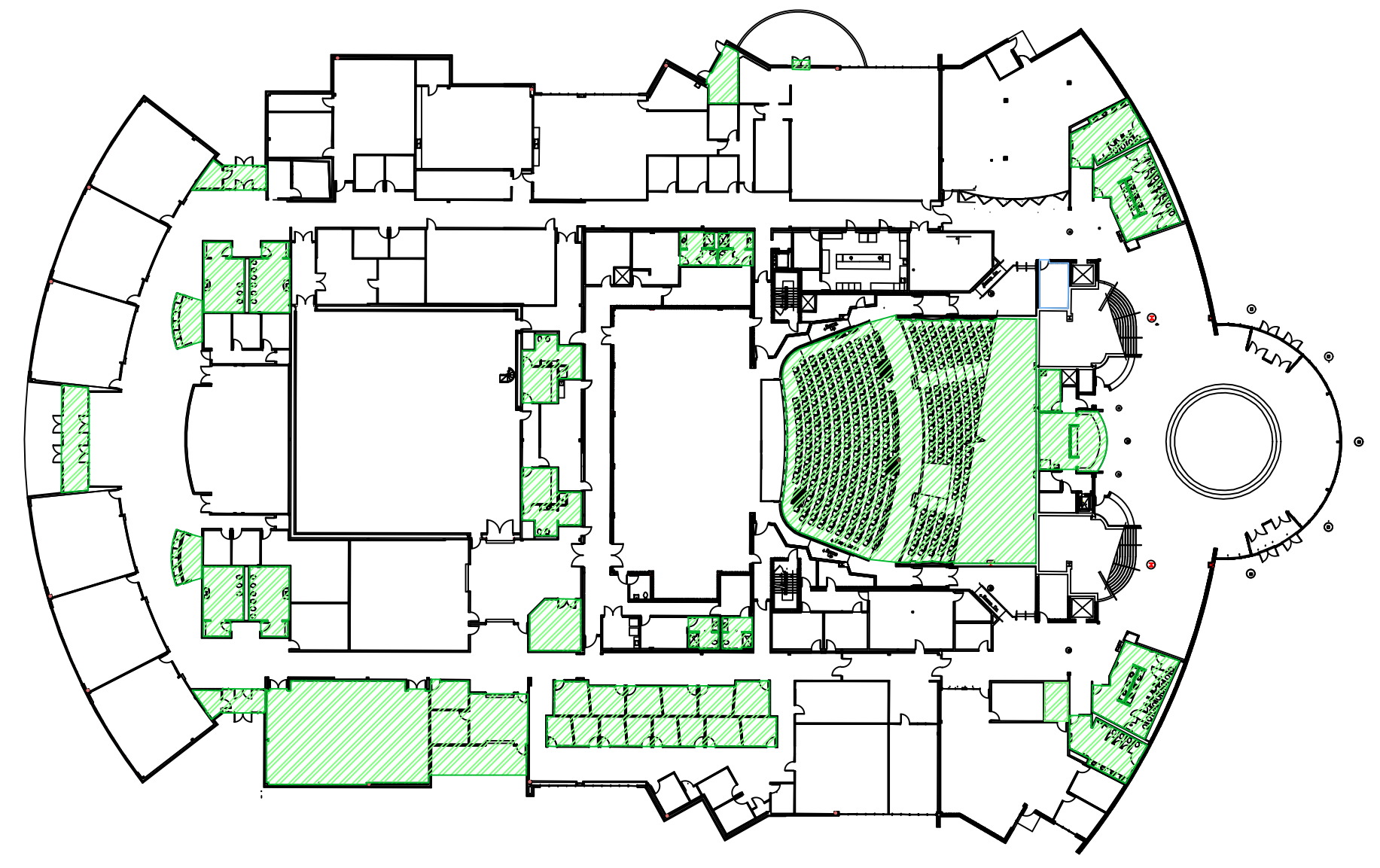
Library
3rd Floor



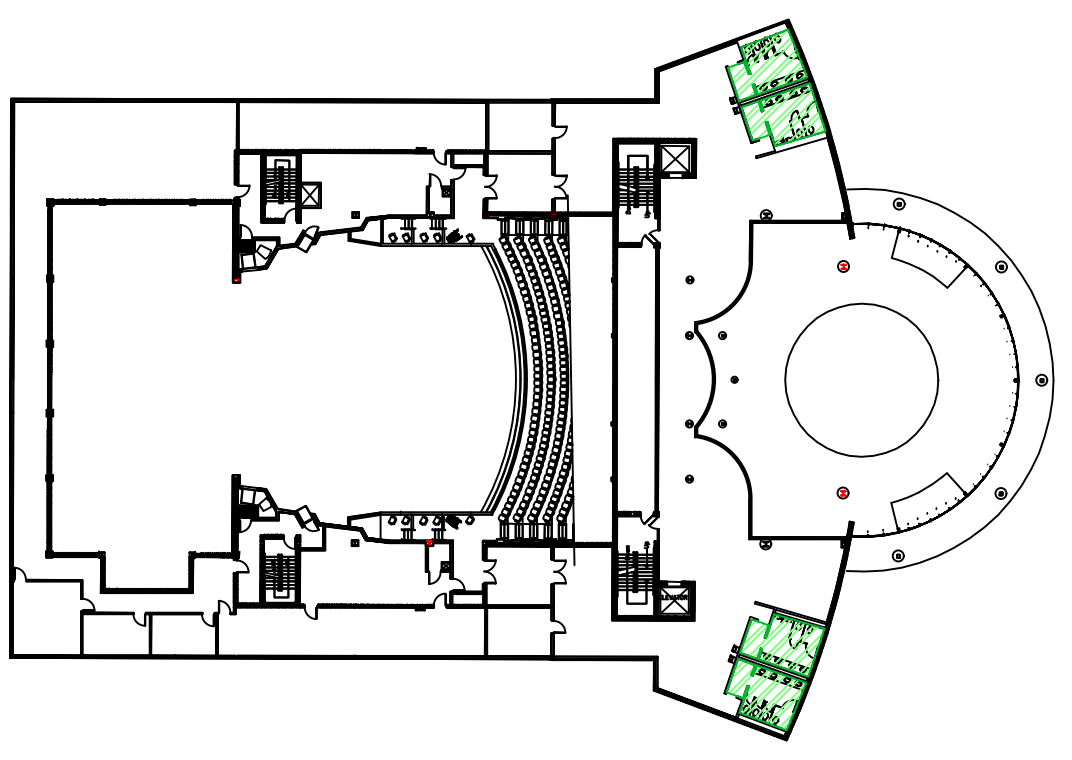
Library
4th Floor



Visual and Performing Arts Center
1st Floor



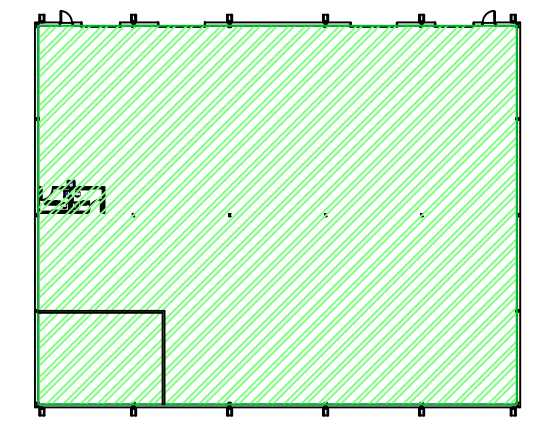
Visual and Performing Arts Center
2nd Floor



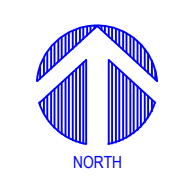
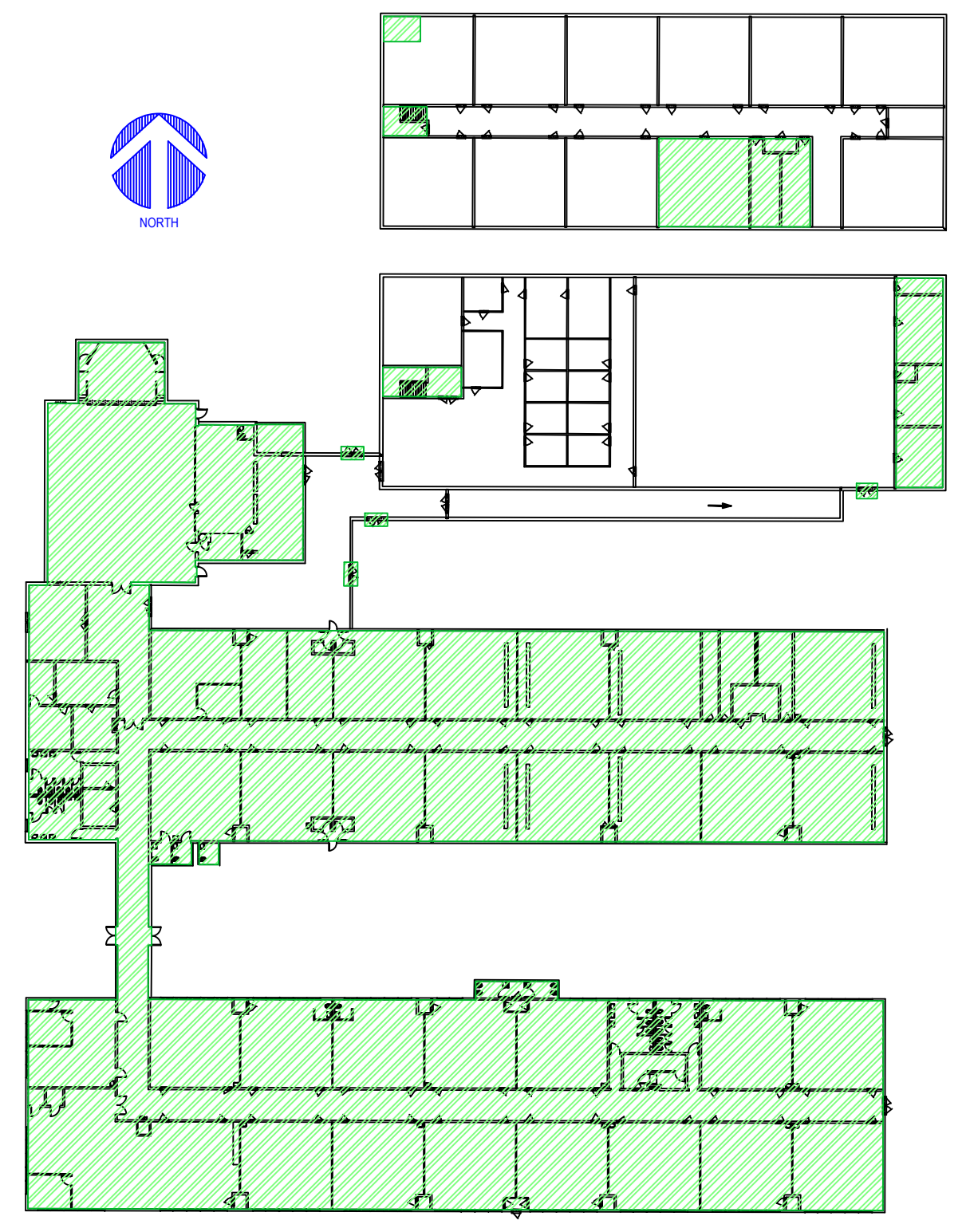
John Massey Center



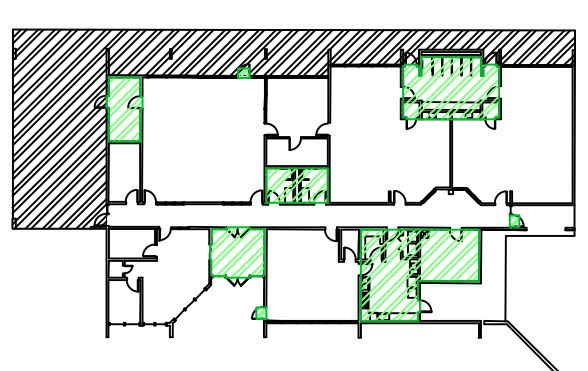
Facilities Management
Storage Building



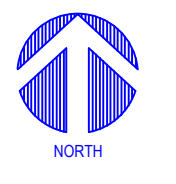
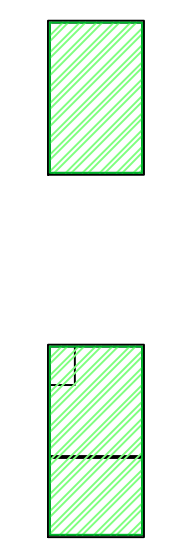
Family and Community Education
(Not on Main Campus)



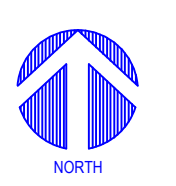
Unoccupied



OCCC Grounds
Building



Contractors'
Grounds
Building



ATTACHMENT D

Please provide at least four (4) references.

REFERENCES

COMPANY _____ CONTACT PERSON _____

ADDRESS _____ TELEPHONE _____

COMMENTS _____

COMPANY _____ CONTACT PERSON _____

ADDRESS _____ TELEPHONE _____

COMMENTS _____

COMPANY _____ CONTACT PERSON _____

ADDRESS _____ TELEPHONE _____

COMMENTS _____

COMPANY _____ CONTACT PERSON _____

ADDRESS _____ TELEPHONE _____

COMMENTS _____



OKLAHOMA CITY COMMUNITY COLLEGE

APPENDIX A

SUPPLIER CONTRACT AFFIDAVIT

Solicitation #2-RFP-24-001

_____, of lawful age, being first duly sworn, on oath says:

In accordance with 74 O.S. § 85.42 (B), the supplier certifies that no person who has been involved in any manner in the development of this contract while employed by Oklahoma City Community College or the State of Oklahoma shall be employed to fulfill any of the services provided for under said contract.

Signature

Date

Printed Name

Title

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 20____, by _____

Notary Public (or Clerk or Judge) Signature _____

My Commission Number _____

My Commission Expires _____

(Seal)



OKLAHOMA CITY COMMUNITY COLLEGE

Certification for Competitive Bid and Contract (Non-Collusion Certification)

Solicitation #2-RFP-24-001

A. For purposes of competitive bid or contract, I certify:

1. I am the duly authorized agent of _____, the bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials of employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of Oklahoma City Community College any money or other thing of value, either directly or indirectly, in procuring this contract herein.

Authorized Signature

Certified this Date

Printed Name

Title

Phone Number

Email

CERTIFICATE OF COMPLIANCE

IMPORTANT: THIS MUST BE READ, SIGNED AND RETURNED WITH BID DOCUMENTS

Certificate of Compliance with Executive Order 11246 as amended for Contract in Excess of \$10,000.

In entering into any resulting contracts over \$10,000, the contractor agrees to comply with the Equal Employment Opportunity requirements stipulated in Executive Order 11246 as amended by Executive Order 11375. These specific requirements state:

- I. "Equal Opportunity Clause"
During the performance of this/these contract(s) the contractor agrees as follows:
 - A. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
 - B. The contractor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
 - C. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
 - D. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - E. The contractor will comply will all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
 - F. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and order of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
 - G. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations or orders, this contract may be cancelled, terminated or suspended in whole or part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965 and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

H. The contractor will include the provisions of paragraphs (A) through (H) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

II. Certification on Non-Segregated Facilities

By the submission of this bid and/or acceptance of purchase orders during the above period, the bidder, offeror, applicant, or subcontractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any locations under his control where segregated facilities are maintained. He further agrees that breach of this certification is a violation of the equal opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms, and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin because of written or oral policies or employee custom. He further agrees that (except where he has obtained identical certifications from proposed contractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to award of subcontracts exceeding \$10,000 which are not tax exempt from the provision of the equal opportunity clause; that he will retain such certifications in his files; and that he will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods).

III. Disabled Veteran and Vietnam Era Veteran Affirmative Action Program Requirements

In entering into any contract that exceeds \$10,000, the bidder agrees to comply with the Disabled Veteran and Vietnam Era Veteran Affirmative Action Program Requirements as stipulated in Public Law 93-508 and all amendments thereto. Failure to comply with the requirements of Public Law 93-508, Title 41, CFR60-250 and Title 41, CFR60-741 and all amendments thereto shall be deemed a material breach of this agreement and subject this contract to cancellation and rescission at the option of Oklahoma City Community College.

Certification of Compliance

If awarded this Contract _____ agrees to comply with the provisions of Clauses I, II, and III above.

Signature Date

Printed Name Title

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this ____ day of _____, 20____, by _____

Notary Public (or Clerk or Judge) Signature _____
My Commission Number _____
My Commission Expires _____

(Seal)



OKLAHOMA CITY COMMUNITY COLLEGE

APPENDIX B

NO BID RESPONSE FORM

Solicitation #2-RFP-24-001

Please be advised that our company does not wish to submit a proposal in response to the attached referenced Request for Proposal for the following reasons:

- _____ Too busy at this time
- _____ Not engaged in this type of work
- _____ Project too large/small
- _____ Cannot meet mandatory specifications (Please specify below)
- _____ Other (Please specify)

Company Name

Date

Signature

Title

Printed Name

Address

Phone Number

Email

Please return to:
Mr. Craig Sisco, Director of Purchasing
Oklahoma City Community College
Purchasing Office, JMC Room 140
Oklahoma City, Oklahoma 73159