



**Request for Proposals
Pest Control Services**

ISSUE DATE: July 8, 2024

ISSUED BY: Richland – Lexington Airport District
3250 Airport Boulevard West Columbia, 29170
West Columbia, SC 29170

POINT OF CONTACT: Thomas Tapp, Airport Facilities Manager
t.tapp@flycae.com

MANDATORY MEETING: July 23, 2024, at 10:00 a.m. EDT
Facilities Maintenance Shop
3400 Air Commerce Dr.
West Columbia, SC 29170

QUESTION DEADLINE: July 30, 2024; no later than 2:00 p.m. EDT
Thomas Tapp
e-mail only to: t.tapp@flycae.com

PROPOSAL DEADLINE: August 7, 2024; no later than 2:00 p.m. EDT
Richland – Lexington Airport District
Attn: Thomas Tapp, Airport Facilities Manager
3400 Air Commerce Drive
West Columbia, SC 29170

TABLE OF CONTENTS

I. PURPOSE OF REQUEST.....P-3

II. INSTRUCTIONS TO CONTRACTORS.....P-3

III. TERMS AND CONDITIONS.....P-6

IV. SELECTION PROCESS AND CRITERIA.....P-7

V. QUALIFICATIONS/CERTIFICATIONS.....P-8

VI. SCOPE OF WORK.....P-8

VII. CONTRACTOR’S QUESTIONNAIRE.....P-10

VIII. REFERENCES.....P-13

IX. ANNUAL PRICE ESCALATION.....P-14

X. PROOF OF INSURANCE.....P-15

XI. CERTIFICATION.....P-16

XII. PROPOSAL FORM.....P-17

XIII. ACKNOWLEDGMENT OF ADDENDUM.....P-18

I. PURPOSE OF REQUEST

The Richland-Lexington Airport District (“District”) through this Request for Proposal (“RFP”) invites written proposals from qualified Contractors (“Contractors”) to provide **PEST CONTROL SERVICES** at the Columbia Metropolitan Airport.

II. INSTRUCTIONS TO CONTRACTORS

- A. Contractors shall submit three (3) hard copies of their proposal. Proposals must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: DO NOT OPEN – PROPOSAL ENCLOSED, “PEST CONTROL SERVICES”, Contractor’s name, address, phone, and primary contact name. Proposals must be delivered to the following address:

Columbia Metropolitan Airport
3400 Air Commerce Drive
West Columbia, SC 29170
Attention: Thomas Tapp, Airport Facilities Manager

- B. All proposals must be delivered by **2:00 p.m. EDT, August 7, 2024**. Requests for extension of time to submit will not be granted. Late proposals will be rejected. Requests to modify or withdraw a proposal after its submission will not be considered. Proposals sent via e-mail or fax will not be accepted.
- C. The opening and reading of a proposal do not constitute the District’s acceptance of the Contractor as a responsive and responsible Proposer.
- D. It is the sole responsibility of the Contractor to ensure that the proposal arrives on time and bears the handwritten signature of an officer duly authorized to sign all three copies. The name, address, telephone number, and email address of the person to contact must be clearly identified.
- E. Any questions about the RFP should be directed in writing via email to Thomas Tapp at t.tapp@flycae.com.
- F. No proposal may be withdrawn for a period of ninety (90) day after the proposal submission deadline.
- G. Other than with written consent from the Point of Contact, all Contractors, including any persons affiliated with or in any way related to a Contractor, are strictly prohibited from contacting any Commissioners or any District personnel on any matter having to do in any aspect with this RFP after July 8, 2024. Any other contact with such persons associated with the District shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by a Contractor may result in the disqualification of the Contractor. This requirement will be strictly enforced.

H. The District may elect to issue addenda to this RFP. All addenda will be posted on the District website at the following URL:

<http://www.flycae.com/procurement-bids>

It is the responsibility of the Contractor to view, obtain or download all addenda issued by the District for this RFP. The Contractor shall acknowledge all issued addenda on the Acknowledgement of Addendum Form.

- I. Submission of a proposal establishes a conclusive presumption that the Contractor is thoroughly familiar with the Request for Proposal (RFP) and that the Contractor understands and agrees to abide by all of the stipulations and requirements contained therein.
- J. All notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the Proposal Form.
- K. All costs incurred in the preparation and presentation of the proposal is the Contractor's sole responsibility; no costs will be reimbursed to any Contractor.
- L. All documentation submitted with the proposal will become the property of the District.
- M. Proposals are to be submitted as outlined below:

- 1. Proposer Questionnaire
- 2. References
- 3. Annual Price Escalation
- 4. Proof of Insurance Coverage
- 5. Certification
- 6. Proposal Form
- 7. Acknowledgment of Addendum

N. The District reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Executive Director or his designee that the best interest of the District will be served by so doing. If the solicitation is canceled or all proposals are rejected by the District, a notice will be posted on the District website as identified for the posting of addenda. A proposal will not be

considered from any person, firm or corporation that is in arrears or in default to the District on any contract, debt, or other obligation.

- O. Proposals are subject to public disclosure after award in accordance with state law. All information contained in any submitted bid, request for proposal, or request for qualifications document to the District will be available for public review upon Freedom of Information Act (FOIA) request. All Contractors are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be identified as “Confidential” or “Proprietary.” If any portion of a proposal is labeled as “Confidential” or “Proprietary,” the Contractor must also submit a redacted form of the proposal at the same time it submits its proposal. The redacted copy will be made available for public review upon a FOIA request. Contractors are cautioned to use care when labeling portions of the proposal as “Confidential” or “Proprietary” as blanket invocations of confidentiality are often unwarranted and may require additional scrutiny from the District.
- P. In the event a contract is entered into pursuant to this RFP, the Contractor shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The Contractor must include in any and all subcontracts a provision similar to the above.
- Q. Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-clarity by the Contractor with this RFP, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the District.
- R. The District has set the following schedule:

Action Item	Date
Request for Proposal Issued	July 8, 2024
Mandatory Meeting and Site Tour	July 23, 2024, at 10:00 am EDT
Deadline for Proposal Question Submission	July 30, 2024, by 2:00 pm EDT
Deadline for Proposal Submission	August 7, 2024, by 2:00 pm EDT

S. Right to Protest and Protest Process

- 1. The rights and remedies described in this section to an aggrieved prospective and/or actual Proposer are at the exclusion of all other rights and remedies of such aggrieved Proposer against the District at common law or otherwise for the loss or potential loss of an award of a contract.
- 2. Any prospective and/or actual Proposer who is aggrieved in connection with the solicitation of a contract shall protest to the Executive Director of the District in the manner stated below in

subsection 4 within fifteen days of the issuance of the RFP or other solicitation document or any amendment thereto, if the amendment is at issue.

3. Any actual Proposer who is aggrieved in connection with the award of a contract shall protest to the Executive Director of the District in the manner stated below in subsection 4 within fifteen days of the award of the contract.
4. Any protest submitted must be in writing and shall set forth the grounds of the protest and the relief requested with sufficient detail to give notice of the issues to be decided. It must be addressed to:

Mike Gula, Columbia Metropolitan Airport
3250 Airport Blvd – Suite 10
West Columbia, SC 29170
m.gula@flycae.com

III. TERMS AND CONDITIONS

- A. The District is seeking proposals from Contractors to provide Pest Control Services for a period effective September 01, 2024 – August 31, 2027.
- B. The District reserves the right to reject any or all proposals or to award the contract to the next most qualified Contractor if the selected Contractor does not execute a contract within fourteen (14) days after the award of the proposal.
- C. The District reserves the right to request any supplementary information it deems necessary to evaluate the Contractor's experience, qualifications, or to clarify or substantiate any information contained in the Contractor's submittal.
- D. Any proposal submitted will constitute an irrevocable offer, for a period of ninety (90) days, to sell to the District the services set forth in this RFP.
- E. If through any cause, the Contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, the District shall have the right to terminate its contract by specifying the date of termination in a written notice to the Contractor at least thirty (30) days before the termination date. In this event, the Contractor shall be entitled to just and equitable compensation for any satisfactory work completed.
- F. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the District and shall contain, at a minimum, applicable provisions of the RFP. The District reserves the

right to reject any agreement that does not conform to the RFP and to any District requirements for agreements and contracts.

- G. The Contractor shall not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the District.
- H. No reports, information, or data given to or prepared by the Contractor under the contract shall be made available to any individual or organization without the prior written approval from the District.
- I. The Contractor is responsible for any damage caused by their employees and/or equipment to any District property (structures, windows, and roof, etc.) and shall replace any damaged piece of property at no cost to the District.
- J. Insurance Requirements: The selected Contractor shall carry and keep in force a comprehensive general liability and employer liability insurance by an insurance company authorized to do business in the State of South Carolina with limits of liability as follows:

Employer Liability	\$1,000,000
Comprehensive General Liability	\$1,000,000 each occurrence, and
Bodily Injury	\$2,000,000 aggregate
Property Damage	\$1,000,000 each occurrence, and \$2,000,000 aggregate

The selected Contractor shall furnish certificates of professional liability insurance satisfactory to the District as to contents and carriers. Upon execution of a contract, the selected Contractor shall furnish to the District a good and sufficient Certificate of Insurance by said insurance company, and an Owner's Protective Liability Policy naming the Richland-Lexington Airport District, the Richland-Lexington Airport Commission, and the Richland-Lexington Airport District Employees as named insured. Both policies shall contain the stipulation and agreement that the insurance provided by said policies is continually in full force and effect and is not subject to cancellation or modification in full or in part without thirty (30) days advance written notice to the District.

- K. Workers' Compensation and Employer's Liability Insurance: The Contractor shall maintain workers' compensation and employer's liability insurance in the amounts and form required by the laws of the State of South Carolina. The Contractor shall furnish a certification of said insurance to the District certifying that the District will be given thirty (30) days written notice of non-renewal, cancellation or other material change.

IV. SELECTION PROCESS AND CRITERIA

The District will evaluate all proposals during which time the District may ask questions of a clarifying nature from the Contractor(s) and/or contact any references provided. All Proposers will be notified of the results of the selection process. The selection process used for determining the most successful proposal is best described as a “Competitive Proposal” process in which pricing is one of the most important criteria but not the only criteria. The factors in the evaluation process include:

- A. Proposer Questionnaire
- B. Responsiveness of the proposal to the scope of services outlined in the District’s request and adherence to the proposal format.
- C. Proposed fee schedule.

V. QUALIFICATIONS/CERTIFICATIONS

Proposals will be considered only from responsible individuals, co-partnerships, corporations, or other private organizations demonstrating that they have the ability to maintain a staff of regular employees adequate to ensure the continuous performance of the work. Labor relations measured by standards of compensation, promptness in meeting obligations, and frequency of personnel changes, among other things, will be considered in determining whether a proposer has an established operating organization.

The proposer must also have the applicable licenses and certifications to perform Pest Control Services in this RFP.

VI. SCOPE OF WORK

- A. Pest control shall include consultation, inspection, and actual performance of effective insect and rodent control. To effectively eliminate pests, alternation between spray and bait shall be utilized.
- B. An Evaluation of the pest control program will be held quarterly. The meeting will be held on the second Tuesday in January, April, July, and October between the Airport Facilities Manager and the contractor.
- C. The contractor shall provide all necessary equipment and supplies necessary to provide effective onsite pest control management and trapping. Services provided include but are not limited to routine treatment preventive maintenance for the following:
 - 1. Insect & Arthropods
 - 2. American Roaches
 - 3. Brown Banded Roaches German Roaches
 - 4. Oriental Roaches

5. Pharaoh Ants
6. Sweet Ants /Sugar Ants
7. Silverfish
8. Black Widow Spiders
9. Brown Recluse Spiders
10. Millipedes
11. Centipedes
12. Crickets
13. African Honey Bees, Wasps, Yellow Jackets, Hornets, Cicada Killers and any other flying insects and scorpions.
14. Mice
15. Rats
16. Squirrels
17. Raccoons
18. Possums

D. Bait Stations (All bait stations must be included in cost of service)

1. Fire station (3)
2. Terminal (14)
3. Maintenance Shop (3)

Services:

Pest covered but not limited to areas, all common areas. Pest and non-wood-destroying insects shall be covered, such as cockroaches, ants, silverfish, rodents, spiders, earwigs, fleas, and other common pests and insects that may appear.

The contractor shall locate the nest, routes of travel, and point of entry and shall treat those areas as well, including door thresholds/ frames, windowsills, and other potential points of entry.

The Contractor shall offer and render service on the interior and immediate exterior of all buildings within the serviced area for the control of crawling insects and rodents according to the specification set forth in herein.

The contractor shall ensure maximum precautions for tenant safety in the use of chemical products or equipment that might be hazardous if improperly handled.

Contractor shall provide Material Safety Data Sheets to the Columbia Airport Facilities Department on all chemicals used (Submit data sheets with Proposal)

VII. CONTRACTOR’S QUESTIONNAIRE

1. Furnish the Company name, principal address, and phone number:

2. How many years has your organization been in the Pest Control Business?

3. How many years of experience has your organization had with related work to this RFP?

4. How many employees does your organization have?

5. What are your organization’s technical capabilities and approach to meeting the specification requirements? Use additional sheets if necessary.

6. List the name(s) and contact number(s) for the supervisor(s) that will oversee this account.

7. What are the capabilities and experience of the supervisor(s) that will oversee this account?

8. Does the Contractor have or can they obtain the insurance coverage for this project as described in the “Terms and Conditions” section of the RFP?

Yes No

9. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Contractor?

Yes No

If “yes,” give name, the insurance carrier, the form of insurance and the year of the refusal.

10. At the time of submitting this Questionnaire, is the Contractor ineligible to bid on or be awarded a public contract in the state of South Carolina?

Yes No

11. Has South Carolina OSHA cited and assessed penalties against the Contractor for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?

Yes No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals

Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

12. Has the federal OSHA cited and assessed penalties against the Contractor Firm in the past five years?

Yes No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals

Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

VIII. REFERENCES

References: Please provide at least five (3) current commercial/institutional customer references that have Pest Control Services of a similar type, size, complexity, and use.

1. Business Name: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

Length of relationship: _____

2. Business Name: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

Length of relationship: _____

3. Business Name: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

Length of relationship: _____

IX. ANNUAL PRICE ESCALATION

Requirements for Allowance of Annual Price Escalation: The prices proposed for any Goods and/or Services shall not increase during the initial term of the contract. However, if you anticipate that you will not be able to maintain firm prices for any renewal period, a change in price based on a fixed percentage as indicated below **will be considered** if the following conditions are met:

Any annual price escalation you choose will be considered in the evaluation of your proposal. You must notify the District, in writing, no later than 120 days before the initial contract period ends, or any renewal period ends, of your intent to exercise your request for a price escalation. **Failure to notify the District will result in the District denying any price escalation.** In no event can the proposed escalation exceed the fixed percentage stipulation in the proposal. The notice may be sent by certified mail to Mr. Gregg Hornsby, Director of Finance, 3250 Aviation Way, West Columbia, SC 29170.

Your stipulated fixed percentage price escalation: _____ %

Company Name: _____

Authorized Signature : _____

Title: _____

X. PROOF OF INSURANCE COVERAGE

Contractor shall provide the District with satisfactory evidence of the Contractor’s Professional Liability Insurance from a company satisfactory to the District and licensed to transact business in the State of South Carolina. Contractor shall submit this form with its proposal.

INSURER:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

Contractor is required to submit a letter or certificate from the Company providing insurance certifying that the Contractor has professional liability insurance in accordance with the terms set forth in this RFP.

Date: _____

Corporate Contractor:

Business Name _____

Contractor Name: _____

Contractor Title: _____

Corporate Secretary/Assistant: _____
Secretary (Seal)

Non-Corporate Contractor

Business Name: _____

Contractor Name: _____

Contractor Title: _____

Notary Public: _____

My Commission Expires: _____
Notary Public (Seal)

XI. CERTIFICATION

I, undersigned, on behalf of the Contractor, certify and declare that I have read all the foregoing answers to this Contractor's Questionnaire and know their contents. The matters stated in the answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of South Carolina that the foregoing is correct.

(Signature)

(Printed name) _____

(Title) _____

(Date) _____

XII. PROPOSAL FORM

**COLUMBIA METROPOLITAN AIRPORT (CAE)
PEST CONTROL SERVICES FOR A PERIOD OF SEPTEMBER 1, 2024- AUGUST 31, 2027**

2024 Pest Control Break Down	Unit Cost	Intervals	X	Total
Monthly Services				
Landside Terminal and Concourse		12		\$ -
Maintenance Facilities		12		\$ -
Public Safety Building		12		\$ -
Sub-Total				\$ -
Quarterly Services				
Air Wisconsin		4		\$ -
Parking Garage / Plaza		4		\$ -
125 Summer Lake A & B		4		\$ -
West Cargo Building A,B,C		4		\$ -
Air Commerce Center Building A,B,C		4		\$ -
US Customs		4		\$ -
Gado Building		4		\$ -
Hertz		4		\$ -
National		4		\$ -
Alamo		4		\$ -
Enterprise		4		\$ -
Avis		4		\$ -
National Weather Service		4		\$ -
Sub-Total				\$ -
Annual Total				\$

The Contractor shall provide a price for each aspect, and a total shall be given for each aspect and section.

Please include the annual price escalation for year 2 & year 3 below if applicable:

TOTAL ANNUAL PRICE YEAR 1	TOTAL ANNUAL PRICE YEAR 2	TOTAL ANNUAL PRICE YEAR 3
\$	\$	\$

All items shall be proposed in their entirety. Proposals submitted without prices for all Item Prices and Total Prices will be considered non-responsive and will be rejected.

XIII. ACKNOWLEDGMENT OF ADDENDUM

Contractor must initial each applicable Addendum below and complete the designated Corporate or Non-Corporate Contractor section and submit this form with their Proposal as an acknowledgment of receipt of all Addenda.

This is to acknowledge receipt of the following **Addendum/a** for **Request for Proposal (RFP)/**

The Year Pest Control Services.

1. ____; 2. ____; 3. ____; and 4 ____.

Dated the ____ day of _____, 20 ____

Corporate Contractor:

Business Name: _____

Contractor Name: _____

Contractor Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate Proposer

Business Name _____

Contractor Name: _____

Contractor Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)