

Westwood Community School District Pest Control Services

RFP # WEST-07-2024-2025-08



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Ehrlich

Your Local Pest Control Experts

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Who is Ehrlich?

Our Worldwide Parent - Rentokil

- One of the largest business services companies in the world, operating in 90 countries with over 58,000 colleagues
- Provides a range of support services to over 4.9 million customers
- Rentokil is the World's largest Pest Management Company
- Founded in 1924, listed on the London Stock Exchange in 1969, and now listed on the NYSE as RTO



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Who is Ehrlich?

Rentokil in North America

- Began operations in North America in the early 1980s.
- Grown operations to cover the entire Continental United States, Hawaii, Canada, and Mexico
- In 2022, Rentokil acquired Terminix, North America's largest residential Pest Management business, making Rentokil the largest Pest Management business in North America
- Commercial customers of Rentokil in the United States are serviced by our four highly regarded regional brands: Ehrlich in the Eastern U.S., Presto-X in the Central U.S., Western Exterminator in the Western U.S. and Florida Pest Control in Florida
- With over 300 offices in the United States and growing, we provide consistent protocols by highly trained Service Specialists in virtually every part of the Country

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CORE PEST BRANDS

Rentokil
The Experts In Pest Control

Ehrlich
A Rentokil Company

Presto-X
A Rentokil Company

Western
Exterminator Company

FLORIDA
PEST CONTROL

HIGHLIGHTS

Operations:

U.S. and Canada

Colleagues:

~22,500

Customers:

2.9 million

Performance:

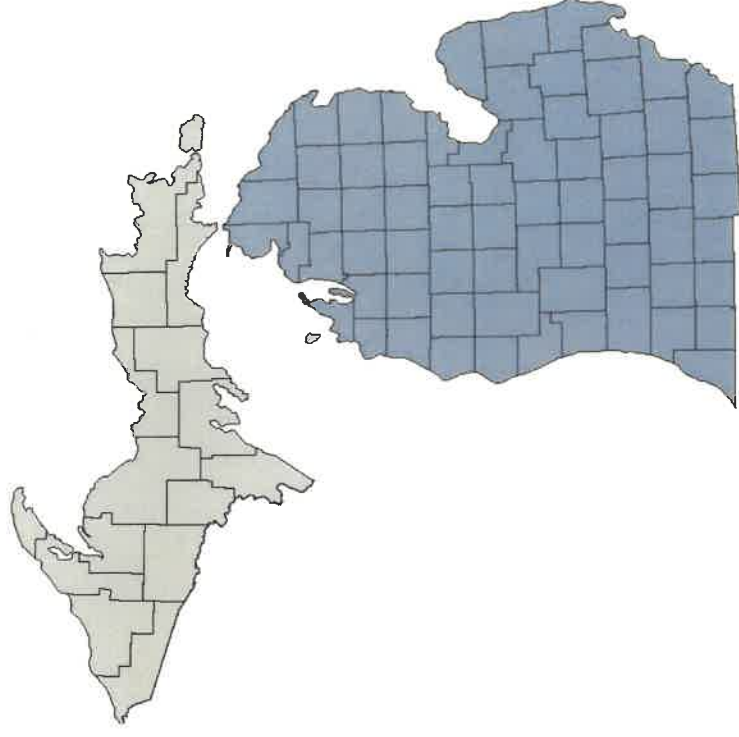
NYSE - RTO

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Who is Ehrlich?

Ehrlich in Michigan

- The leading industry trade publication – Pest Control Technology Magazine – recognized Ehrlich as America's Finest Pest Control Company from a group of 18,000 providers nationwide
- Ehrlich Pest Control was founded in 1928 in Reading, PA by Julius C. Ehrlich
- A privately held company for 78 years, Ehrlich proudly became part of the Rentokil family of brands in 2006.
- Long lasting relationships with Colleagues and customers is a cornerstone of our success. Many Ehrlich co-workers have been with the company for 25, 30 and 40-plus years.
- In the State of Michigan, Ehrlich employs over 100 full-time Service Specialists, 10 Operations Managers and a complement of Administrative and Sales Personnel in 5 District Offices.
- Service coverage includes all areas South of the Upper Peninsula



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Who is Ehrlich?

Our Mission



01

PROTECTING PEOPLE

To protect people and their health and safety through innovative products and services.

ENHANCING LIVES

To enhance lives by providing care, comfort, and peace of mind to those we serve



02



03

PRESERVING THE PLANET

To preserve the planet by reducing our carbon footprint and innovating effective solutions that use fewer materials and less energy

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Who is Ehrlich?

Our Values



SERVICE

We are passionate about delivering excellent service to every customer.



RELATIONSHIPS

We value long-lasting relationships with our colleagues and teammates, customers, and the communities in which we operate.



TEAMWORK

We are One Team collaborating, supporting, and working together brilliantly.



RESPONSIBILITY

We all owe a duty of care to each other, our customers, local charities, the communities in which we live and work, and to the planet.

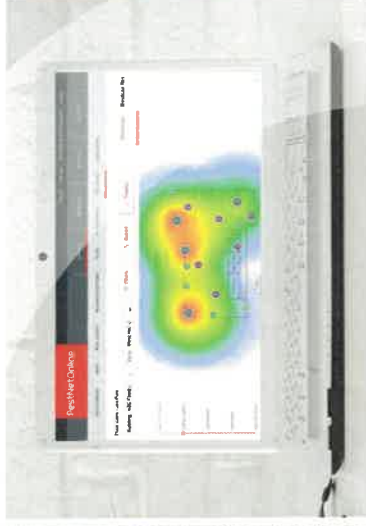
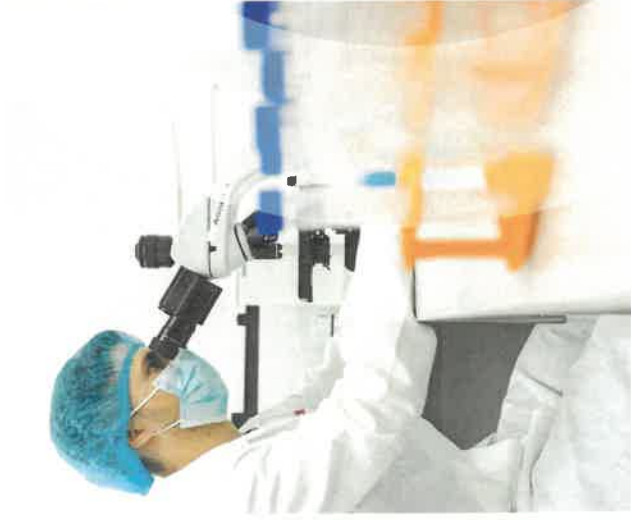
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Who is Ehrlich?

Continually Innovating



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Who is Ehrlich?

Complete Line of Services



Ehrlich

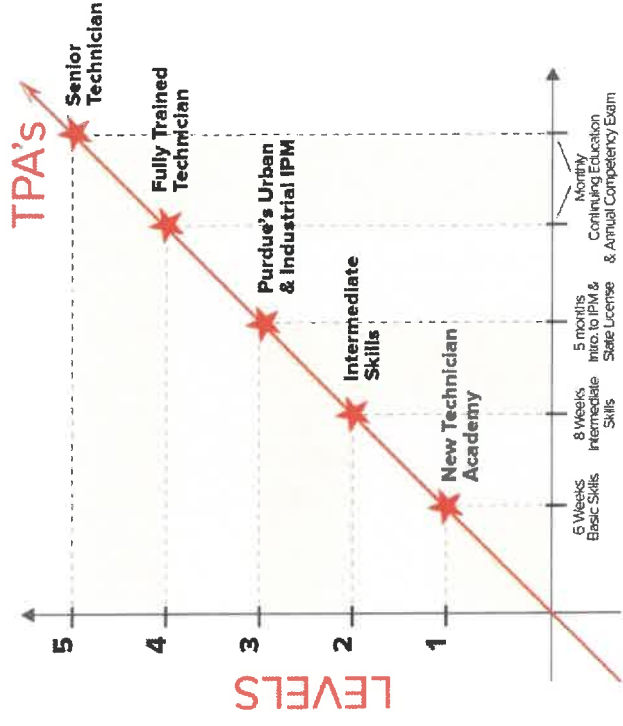
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Education of Ehrlich's Service Team

Do you offer educational courses or training for your employees to help them improve on a continuous basis?

- Ehrlich provides a clear career path for all Service Specialists, based on increasing levels of technical qualification
- Qualifications are validated by regulatory agencies, but designed and delivered in-house by our Director of Technical Training
- Integrated Pest Management trained with certified training coordinators
- GMP Certified, State Certified and core training is supported by Purdue University's Pest Management Technology, NPMA's Green Pro and Quality Pro Certification
- Monthly Service Training addresses Safety, new technologies, methodologies and seasonal issues
- Advancement and development courses available through web-based formats and locally by Certified Field Trainers

Technician Training and Development:



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Education of Ehrlich's Service Team

What sort of educational support do you provide them?

- Monthly Service Meetings
- Rentokil University – Online Web-based training
- Manager's Technical Performance Assessments
- Local Certified Field Trainer participation
- Specialized Purdue University Courses



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Education

What type of educational training can you offer to your locations?

- Classroom style learning
 - Conducted by local management team with expertise, training and presentation skills
- Topics Include
 - General Pests - identification and treatment options
 - Bed Bugs - identification and treatment methodologies
 - Commercial Kitchen Pest Prevention



Our Technology

Tell us about your technology and how it can be useful for us?

PestNetOnline

Rentokil's Exclusive Web Based Reporting System

- Capture's Specialist arrival & departure time
- Barcodes on devices and inspection points are captured on the Specialist's handheld device, and activity data is recorded
- Observations regarding sanitation and structural concerns are entered by the Specialist
- All material usage is captured
- Device signed by on-site contact as proof of service
- Information uploaded to PestNetOnline servers immediately via cellular connection



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RFP # WEST-07-2024-2025-08

**REQUEST FOR PROPOSALS
FOR
PEST CONTROL MAINTENANCE
SERVICES**



BID SUMMARY

Commodity/Service Being Requested: Ground Maintenance Services

Type of Solicitation: Request for Proposals (RFP) – Westwood Community School District, in partnership with the Michigan Association of Counties (MAC) CoPro+ Program, is competitively bidding and awarding a Master Agreement (Contract) to a Contractor or Contractors for Ground Maintenance Services.

Type of Resulting Contract: Statewide Cooperative Contract – As a result of this RFP, Westwood Community School District will work with the MAC/CoPro+ program to market and extend the resulting Contract to other public municipalities, non-profit organizations and schools statewide in having access to Contract(s) for Ground Maintenance Services. This Contract will enable public municipalities, non-profit organizations, and schools to “piggyback” and purchase services on an “as needed” basis from the Contractor(s). Proposers must identify any limitations on service areas within their proposal.

Resulting Contract Term: Three (3) years with Two (2) one-year renewal options.

RFP SCHEDULE

Release of RFP:	October 11, 2024
MANDATORY Pre-Proposal Meeting*:	October 24, 2024, at 10:00am Eastern Time
Vendor Question Due Date:	October 28, 2024, at 12:00pm Eastern Time
Answers to Vendor Questions Due Date:	November 4, 2024
Proposals Due**:	November 13, 2024, at 12:00pm Eastern Time
Master Agreement Award Date:	January 2025

***The Pre-Proposal Meeting is MANDATORY to attend. The Pre-Proposal Meeting will be held on-site at the address below on October 24, 2024, at 10:00 a.m. Eastern Time. Please note: Be prepared to travel to the various Westwood Community School sites.**

****Responses received later than the specified deadline will be disqualified.**

Pre-Proposal Meeting:

Westwood Community School District
3335 S Beech Daly St.
Dearborn Heights, MI 48125

Westwood Community School District reserves the right to change this schedule as needed and all information provided by Westwood Community School District in this RFP is offered in good faith.



Individual items/services are subject to change at any time. Westwood Community School District makes no certification that any item, service, location is without error.

Award of this proposal is contingent upon the approval of funding from Westwood Community School District Board of Education.

The Sole Point of Contact During this Solicitation Process is:

Stacey Shaw
shaw@macservcorp.com
(989) 307-1307

Contact with Westwood Community School District Personnel: All contact with Westwood Community School District regarding this RFP or any matter relating thereto must be sent to the following email: shaw@macservcorp.com

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Solicitation Terms and Conditions can be found at [Westwood/CoPro+ Contract Terms and Conditions](#)



SECTION 1.0 – PROPOSER RESPONSES TO SCOPE OF WORK AND PRICING

1.1 Introduction and Scope

The Westwood Community School District (“Westwood”) is seeking proposals from qualified pest control service providers to deliver regular and emergency pest control services across all its facilities. This includes but is not limited to elementary schools, middle schools, high schools, administrative offices, and maintenance buildings.

This Scope of Work outlines the requirements for providing comprehensive pest control services. The primary objective is to ensure a safe, healthy, and pest-free environment for all students, staff, and visitors across all school district facilities. Services will be provided at the locations below and/or any other locations as agreed upon:

Location	Address
Westwood Community School District	3335 S Beech Daly Road Dearborn Heights MI 48125
Robichaud High School	3601 Janet Street Dearborn Heights MI 48125
Tomlinson Middle School	25912 Annapolis Street Inkster MI 48141
Daly Elementary School	25824 Michigan Avenue Inkster MI 48141
Thorne Elementary School	25251 Annapolis Dearborn Heights MI 48125

Proposer Responses

Proposer will enter responses in the “Proposer Response” text boxes where provided (see example below). There is no minimum or limitation on the number of words used for responses.

-EXAMPLE- Proposer Response:

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A. Objectives

1. Preventative Measures: Implement preventive pest control strategies to minimize pest infestations.
2. Eradication: Provide effective and safe eradication of existing pest infestations.



3. Monitoring and Maintenance: Conduct regular monitoring and maintenance to ensure ongoing pest management.
4. Compliance: Ensure all pest control activities comply with local, state, and federal regulations.

Proposer Response:

Please confirm your understanding by checking Yes or No.

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.2 Minimum Mandatory Requirements

All proposals will be reviewed for compliance with the minimum mandatory requirements. Proposals deemed non-responsive will be eliminated from further consideration.

Interested and qualified proposers that can demonstrate their ability to successfully provide the services requested under this RFP are invited to submit proposal(s), provided they meet the following requirements:

1. Proposer must have a minimum of three (3) customer references within the past five (5) years of successful experience in the contracted Pest Control Maintenance Services field in an educational environment, providing a range of Pest Control Maintenance Services equivalent or similar to the services being requested by Westwood as described herein. Please provide in **Section 2.2 References**.

Proposer Response:

Please confirm your understanding by checking Yes or No.

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Requirements and Specifications

PEST CONTROL MAINTENANCE SERVICES SPECIFICATIONS

Please initial next to each specification to confirm your organization's understanding of Westwood's requirements (Req#). You may provide additional information by listing the Req# for each specification within the response box that follows this table.

Req#	PEST CONTROL MAINTENACNE SERVICES SPECIFICATIONS	Initial
	Scope of Services	

1.3.1	<p>The awarded Contractor (Contractor) must:</p> <ol style="list-style-type: none"> 1. Provide comprehensive pest control services for a variety of pests, including but not limited to rodents, insects, termites, ants, bed bugs, and other common pests. 	ETG
	<ol style="list-style-type: none"> 2. Follow Integrated Pest Management (IPM) principles, which focus on long-term prevention and control through a combination of techniques such as biological control, habitat manipulation, and use of resistant varieties. 	ETG
	<ol style="list-style-type: none"> 3. Define how often routine inspections and treatments should be performed (e.g., monthly, quarterly) and specify the need for additional visits in case of an outbreak or emergency. 	ETG
	<ol style="list-style-type: none"> 4. Include requirements for on-call or emergency services, detailing response times for urgent situations. 	ETG
	Treatment Specifications	
1.3.2	<ol style="list-style-type: none"> 1. The Contractor must use EPA-approved pesticides and must follow all federal, state, and local regulations regarding use. 	ETG
	<ol style="list-style-type: none"> 2. It is requested that the Contractor uses non-chemical or low-toxicity alternatives whenever possible, especially in sensitive areas like classrooms and cafeterias. 	ETG
	<ol style="list-style-type: none"> 3. It is required that treatments are applied in a way that minimizes exposure to students and staff. Acceptable application methods may include but are not limited to baiting, trapping, and spraying. 	ETG
	<ol style="list-style-type: none"> 4. The Contractor must notify the school district in advance of any pesticide application, including the type of pesticide, areas to be treated, and safety precautions. 	ETG

	Inspection and Monitoring	
1.3.3	1. An initial inspection of all facilities to identify pest issues and recommend a treatment plan is required.	ETG
	2. The Contractor must provide ongoing monitoring services, including the placement and maintenance of traps, bait stations, and other monitoring devices.	ETG
	3. Detailed reports after each visit is required, including the types of pests found, treatments applied, and any recommendations for further action. Reports should be available in both digital and hard copy formats.	ETG
	Point of Contact / Subcontractor	
1.3.4	<p>1. The Contractor must designate a primary point of contact who will be responsible for coordinating services, handling emergencies, and communicating with the school district.</p> <p>Contractor Point of Contact Name: <u>Brian Goudreau</u> Phone: <u>734.834.9564</u> Email: <u>brian.goudreau@jcehrlich.com</u></p> <p>Westwood Point of Contact Name: Patrick Addison Phone: 313.565.1900 Email: <u>addisonp@wwschools.net</u></p>	ETG
	2. Absolutely NO portion of the awarded Contract is to be subcontracted to another party without the expressed, written consent of the Westwood Community School District's Superintendent.	ETG
	Compliance, Safety, and Health	
1.3.5	1. Contractor must have all necessary licenses and certifications required by the state of Michigan and local authorities to perform pest control services.	ETG

	2. The Contractor must follow strict safety protocols, including the proper handling, storage, and disposal of pesticides. Additionally, Contractor's staff must wear appropriate personal protective equipment (PPE) during service.	ETG
	3. The Contractor's Technicians should be trained in IPM, safe pesticide application, and emergency procedures, and should be able to provide proof of such training.	ETG
	4. The safety of the awarded Contractor's employees and the public is of utmost concern to Westwood; and the awarded Contractor must take all necessary steps to assure proper safety during the performance of the agreement.	ETG
	5. Proposers with a history of safety issues or a high incidence of accidents will not be considered for this agreement.	ETG
	6. Westwood encourages the use of environmentally friendly products and methods that minimize harm to the environment and non-target species.	ETG
	7. Treatments must not adversely affect indoor air quality. The Contractor must follow guidelines to prevent the release of fumes or particulates into occupied areas.	ETG
	Quality Assurance	
1.3.6	1. Westwood may conduct periodic inspections to ensure the quality of the Contractor's work and compliance with Contract terms.	ETG
	2. The Contractor must provide service guarantees, such as free retreatment if pests are not effectively controlled. Please state your service guarantees within your proposal or in the Proposer Response box below.	ETG

Proposer Response:

--

1.4 Statewide Cooperative Contract

Westwood Community School District is working with the Michigan Association of Counties CoPro+ program on this solicitation. If your proposal meets the minimum qualifications, is responsive and responsible and offers competitive pricing you may be considered and approached to extend a term agreement and pricing to other public entities within the county, the region, and the state, in accordance with Michigan Compiled Laws 124.504. This process is called “piggybacking”; it offers tremendous value to public ordering entities regarding the cost and time to manage an end-to-end purchasing event. This process also offers exceptional value to selected vendors in terms of their company’s resources and time to respond to multiple solicitations from various public entities who have a similar need for their products or services.

All pricing submitted to Westwood Community School District and its participating entities must include a 2% administrative fee to be remitted to CoPro+ by the Contractor on a quarterly basis. Administrative fees will be paid against actual sales volume for each quarter. It is the contractor’s responsibility to keep all pricing up to date and on file with Westwood Community School District/CoPro+. All price changes must be presented to Westwood Community School District /CoPro+ for acceptance, using the same format as was accepted in the original contract.

Proposer Response:

Please confirm your understanding by checking Yes or No.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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1.5 Purchase Orders

Requests for quotes will be initiated by participating agencies as specific needs arise. Participating agencies will issue individual detailed specifications to the pre-qualified vendor pool along with specific response information required, deliverables, and any special terms and conditions. The vendors will respond directly to the requesting agency within the timeframe specified in the request for quote. The participating agency will evaluate the responses and determine the vendor that will be awarded a purchase order (PO). Resulting orders are to be shipped and billed directly to these institutions.

Proposer Response:

Please confirm your understanding by checking Yes or No.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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1.6 Delivery and Acceptance

Proposer must address the following items and costs in their proposal and other items/costs that they are aware of that may not have been requested in this bid.

- All pricing must reflect net 30 payment terms.
- Ordering/customer service capabilities and procedures.

1.6.1 Invoicing

Invoice to include (a) Westwood Purchase Order (PO) number, (b) dates of services, (c) times, and (d) services provided. Invoices are to be submitted as an attachment via email to the Westwood Community School District's Superintendent (simmonss@wwschools.net) and Point of Contact listed in Section 1.3.4.

Proposer Response:

We are currently providing this invoice process.

1.7 Management and Staff

Proposer must address the following items in their proposal.

- Contract Administrator (first, last name of who will sign contract and email address)
- Staffing and responsibilities.
- Background checks process, depending on the facility ordering the product/services a more restrictive background check may be required.

Proposer Response:

We are currently providing this process. Ed Gruczelak will sign the contract.
ed.gruczelak@rentokil.com

1.8 Pricing Schedule

Proposers will provide pricing information on the price sheet (**Attachment A**) that will be utilized when evaluating price competitiveness.

1.8.1 *Intentionally Deleted*

1.8.2 Tax Excluded from Price

(a) Sales Tax: Westwood and local units of government are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.

(b) Federal Excise Tax: Westwood may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Westwood's exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon



request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.

Proposer Response:

Include any comments regarding pricing, discounts being offered, and information on other cooperative contracts held by respondent.

1.9 Price Assurance

The awarded vendor agrees to provide pricing to Westwood and its participating entities that are the lowest pricing available, and the pricing must remain so throughout the duration of the contract. The awarded vendor agrees to promptly lower the cost of any product purchased through Westwood following a reduction in the manufacturer or publisher's direct cost. If respondent has existing cooperative contracts in place, Westwood requests equal or better than pricing to be submitted.

All pricing submitted to Westwood must include a 2% administrative/remittance fee to be remitted to CoPro+ by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings up to date and on file with Westwood/CoPro+.

Proposer Response:

Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

If "NO" was answered on any item in this RFP, please explain:

1.10 Pricing Terms

Respondents will provide pricing information on the price sheet (**Attachment A**) that will be utilized when evaluating price competitiveness.

1.10.1 Price Guarantee

Price Stability Guarantee - For the first twelve months of the Agreement, the vendor must guarantee to provide the services at the proposed rates. The vendor can propose price increases or decreases after the above stated time period.



1.10.2 Bid Pricing

Bid pricing must reflect Net 30 payment terms.

Proposer Response:

Please respond to both sections. If offering a net discount, please state so in this response box.

Pricing will be fixed for the first 12 months.

SECTION 2.0 – PROPOSER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the bid documents, including, without limitation, any RFP Addenda and Exhibits have been read.

The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the bid documents of this RFP.

2. The undersigned has reviewed the bid documents and fully understands the requirements in this bid and that each proposer who is awarded a contract must be, in fact, a prime contractor, not a subcontractor, and agrees that its bid, if accepted by Westwood, will be the basis for the Proposer to enter into a contract with Westwood in accordance with the intent of the bid documents.
3. The undersigned acknowledges receipt and acceptance of all addenda.
4. The undersigned agrees to the following terms, conditions, certifications, and requirements listed in Section 2.3:
 - Contractor's Employment Eligibility
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
 - Assurance Regarding Access to Records and Financial Statements
 - Iran Economic Sanctions Act
 - Certificate of Independent Price Determination
 - Clean Air and Water Certificate
 - Certifications/Disclosure Requirements Related to Lobbying
 - U.S. Department of Energy Assurance of Compliance Non-Discrimination in Federally Assisted Programs
5. The undersigned acknowledges that proposer will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated bid documents.
6. It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions and, if applicable, the site conditions. By the submission of a bid, the proposer certifies that if awarded a contract they will make no claim against Westwood based upon ignorance of conditions or misunderstanding of the specifications.
7. Patent indemnity: Vendors who do business with the Westwood must hold Westwood, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.



8. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This documentation must be provided to Westwood, prior to award, and must include an insurance certificate and additional insured certificate, naming Westwood, which meets the minimum insurance requirements, as stated in the terms and conditions.

2.1 Company Profile

Company Profile
Official Name of Proposer: Ehrlich
Street Address: 41169 Vincenti Court
City: Novi
State: MI Zip Code: 48375
Website: www.jcehrlich.com
Primary Contact Name: Brian Goudreau
Primary Contact Phone Number: 7348349564
Primary Contact Email Address: Brian.goudreau@jcehrlich.com
Dun & Bradstreet (D&B) Number (if applicable): 23-1568350
Has your company been debarred by the Federal and/or State Government? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, has it been lifted and if so, when?
Have you ever been in bankruptcy or in reorganization proceedings? no
Brief history of your company, including the year it was established: attached
Signature: Edward T. Gruczelak
Name and Title of Signer: Ed Gruczelak, Area Sales Manager
Date: 11/06/24

2.2 References

Provide a minimum of three (3) customer references for services of similar scope dating within the past five (5) years. Please identify any experience relevant to the services you propose to provide through this RFP within the Description of Services:

REFERENCE 1

Entity Name: DFM Automotive	
Contact Name: Craig Paris	Title: Manager
City: Detroit	State: MI
Phone Number: 7345523895	Years Serviced: multiple
Description of Services: General Pest, Wildlife Removal, Bird and Bat	
Annual Volume:	

REFERENCE 2

Entity Name: Detroit Public Schools	
Contact Name: Michael Flowers	Title: Manager
City: Detroit	State: MI
Phone Number: 3132688712x10700	Years Serviced: multiple
Description of Services: General Pest, Wildlife Removal, Bird and Bat	
Annual Volume:	

REFERENCE 3

Entity Name: Wayne County Airport Authority	
Contact Name: Angela Dominczyk	Title: Manager
City: Romulus	State: MI
Phone Number: 734.664.9725	Years Serviced: multiple



Description of Services: General Pest, Wildlife Removal, Bird and Bat
Annual Volume:

2.3 Assurances and Certifications

CONTRACTOR’S EMPLOYMENT ELIGIBILITY

By entering the contract, Contractor warrants compliance with ARS subsection 41-4401, ARS subsection 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws. Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The vendor complies and maintains compliance with FINA, ARS 41-4401 and 23-214 which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor must comply with governing board policy of the Westwood Participating entities in which work is being performed.

_____ Ed Gruzelak _____ *Ed Gruzelak* _____

Printed Name of Respondent

Signature of Respondent

_____ Ehrlich _____

Company Name

Date of Signature 11/06/24

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor must attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., the Westwood Community School District, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F and Compliance Supplement for the U.S. Department of Education.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Westwood as a Michigan public entity is required to follow Public Act 517 of 2012.

Vendor Signature:

Ed Gruczelak

Date: 11/06/24

Notary

State of Pennsylvania
County of Berks

Sworn to and subscribed before me, a notary public in and
for the above state and county, on this 6th day of

RFP # WEST-07-2024-2025-08

Commonwealth of Pennsylvania - Notary Seal
Lisa Marie Showers, Notary Public
Berks County
My commission expires July 13, 2028
Commission number 1230296
Member, Pennsylvania Association of Notaries

November, 20 24
Notary Public Lisa Marie Showers
My commission expires: July 13, 2028



Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor must attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., the Westwood Community School District, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F and Compliance Supplement for the U.S. Department of Education.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the “Iran Economic Sanction Act” Public Act 517 for clarifications or questions. Westwood as a Michigan public entity is required to follow Public Act 517 of 2012.

Vendor Signature:

Ed Gruczelak

Date: 11/06/24

Notary

State of _____

County of _____

Sworn to and subscribed before me, a notary public in
and for the above state and county, on this _____ day
of _____, 20 _____.



Notary
Notary Public _____
My commission expires: _____



CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

- (A) By submission of this offer, the offeror certifies each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting completion, as to any matter relating to such prices with any other offeror or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to bid opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
 - (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit an offer for the purpose of restricting competition.
- (B) Each person signing this offer on behalf of the manufacturer or processor certifies that:
- (1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
 - (2) He or she is not the person in other offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this manufacturer or processor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

_____ Ed Gruczelak _____	<u>Ed Gruczelak</u> _____
_____ Area Sales Manager _____	
Company's Authorized Representative / Position Title	Signature of Company Representation

_____ Ehrlich _____	

Company Name	Date of Signature 11/06/24





CERTIFICATIONS/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING

Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, and imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provides exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their subtier contractors and/or subgrantees) will be prohibited from using Federal funds, other than profits from a Federal contract, for lobbying Congress and any Federal agency in connection with the award of a particular contract, grant, cooperative agreement, or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) on or after December 23, 1989, the law requires recipients and their subtier contractors and/or subgrantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their subtier contractors or subgrantees will pay with profits or non-appropriated funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if material changes occur in their use. The law establishes civil penalties for noncompliance. If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress and any Federal agency in connection with a particular contract, grant, cooperative agreement or loan; You are required to execute the attached certification at the time of submission of an application or before any action in excess of \$100,000 is awarded; and You will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, Federal Register (pages 6736-6746).



CERTIFICATION REGARDING LOBBYING CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of any Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract; grant, loan, or cooperative agreement;

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

_____ Ed Gruczelak, Area Sales Manager _____ *Ed Gruczelak*

_____ Company's Authorized Representative / Position Title _____ Signature of Company Representation

_____ Ehrlich _____

_____ Company Name _____ Date of Signature 11/06/24

SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS

This section contains a description of activities as well as instructions to proposers on how to prepare and submit their proposal:

3.1 Westwood Community School District Responsibility

Westwood is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

3.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Westwood Community School District's Superintendent/Purchasing agent designee's sole judgment and his/her judgment shall be final.

3.3 Proposers Questions

Proposers may submit written questions regarding this RFP by e-mail to the address identified below. All questions must be received by no later than the date identified on the cover page of this RFP. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions please specify the RFP section and paragraph number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. Westwood reserves the right to group similar questions when providing answers. Questions must be addressed to:

E-mail address: shaw@macservcorp.com

Westwood may modify the RFP at any time during the bid process. All changes to the RFP will be posted under the bid number and each posting officially revises the RFP.

3.4 Preparation of the Proposal

Each Proposer must submit a complete proposal in response to this RFP. The proposal must remain valid for at least 120 days from the due date for responses to this RFP.

The Proposer will be responsible for completing and submitting the following sections of this RFP:

Section 1.0 – Bid Responses to Scope of Work and Pricing - The Proposer's proposal must include detailed responses to each of the outlined requirements in the text boxes

provided. There is no requirement or limitation on the number of words for proposer's responses.

Section 2.0 – Proposer Information and Acceptance – The Proposer will be required to complete the information in this section and provide required signatures and notarization.

Attachment A – Pricing Schedule – The Proposer will be required to complete the tables that make up the pricing schedule.

3.5 Bid Submission Deadline

See Cover Page for the Bid Submission Deadline (the "Due Date").

- A. Submit an electronic version of your Bid to shaw@macservcorp.com not later than the **Due Date and Time** identified on the cover page. Westwood has no obligation to consider any proposal that is not timely received. Note: Timely delivery is regarded as to the time and date that the e-mail arrives within Westwood not when the e-mail was sent. Proposals will not be accepted via U.S. mail or any other delivery method.
- B. VENDORS ARE RESPONSIBLE FOR ENSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF THE PROPOSAL SUBMISSION EMAIL: "RFP-WEST-07-2024-2025-08" with Company Name, and "message 1 of 3" as appropriate if the proposal consists of multiple emails. Note: All e-mails from a Proposer must be received by Westwood by the stated time and date in order for the proposals to be deemed submitted on time.

3.6 Adherence to Mandatory Requirements (Pass/Fail)

Westwood or designee shall review Section 2.2 Proposer Information and determine if the Proposer meets the minimum mandatory requirements as outlined in this RFP.

Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Westwood may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

3.7 Evaluation Process

All proposals will be reviewed for compliance with the minimum mandatory requirements stated within this RFP. Proposals deemed non-responsive will be eliminated from further consideration.

- A. Westwood may contact the Proposer for clarification of the Proposer's Bid.
- B. Westwood may use other sources of information to perform the evaluation.
- C. Westwood may require the Proposer to submit additional and/or supporting materials.

Responsive bids will be evaluated on the factors identified in this RFP. The Proposer(s) whose bid is most advantageous, taking into consideration the evaluation factors, will be recommended for award approval.

After a prospective vendor has been selected, Westwood and the prospective vendor(s) will negotiate a Master Agreement. If a satisfactory Master Agreement cannot be negotiated, Westwood may, at its sole discretion, begin negotiations with the next qualified proposer who submitted a proposal.

3.8 Evaluation Criteria

3.8.1 Technical Evaluation Criteria

	Technical Evaluation Criteria	Points
1.	Requirements/Services – Including but not limited to the following: adherence to specifications/requirements.	50
2	References – Section 2.2 (Minimum Mandatory Requirements) Vendors should demonstrate their experience, technical competence in pest control maintenance services and past performance.	35
3	Terms and Conditions – Adherence to Terms and Conditions	15
	Total Points Possible	100

Award shall be made to the most responsible Vendor whose proposal is determined to be best value to Westwood taking into consideration the above Evaluation Criteria set forth in this RFP. A valid and enforceable contract exists when an agreement is fully executed between Westwood and the Vendor.

In determining the best value, Westwood will review and consider the technical evaluation criteria and pricing. Proposals receiving **80** or more technical evaluation points (see table above) will have pricing evaluated and considered for award.

3.9 Optional Tools to Enhance Evaluation Process

Westwood during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Westwood.

- Clarifications
- Deficiency Report
- Oral Presentation
- Site Visit

- Best and Final Offer (BAFO)
- Negotiations

3.10 Westwood Option to Reject Proposals

Westwood may, in its sole and absolute discretion, reject any or all proposals submitted in response to this RFP. Westwood shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. Westwood reserves the right to waive inconsequential disparities in a submitted proposal.

3.11 Freedom of Information Act

This contract and all information submitted to Westwood by the Contractor and Proposers is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Westwood shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the Michigan Freedom of Information Act or otherwise by law. The Proposer(s) must specifically label only those provisions of the proposal, which are actually trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as "Trade Secret", "Confidential", or "Proprietary" shall not be permitted. Any such designation will be disregarded.

By submitting a response to this RFP, the Proposer shall be deemed to have agreed to indemnify and hold harmless Westwood for any liability arising from or in connection with Westwood's failure to disclose, in response to a request under the Michigan Freedom of Information Act, any portion or portions of the Proposer's response to this RFP which have been marked "Trade Secret," "Confidential," or "Proprietary."

3.12 Contacts with Westwood Personnel

All contact with Westwood regarding this RFP or any other matter relating thereto must be emailed as follows:

Email address: shaw@macservcorp.com

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Westwood personnel other than the Procurement Contact, Westwood, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Westwood in writing will be binding with respect to this RFP.

3.13 Final Agreement Award Determination

Westwood reserves the right to make one total award, one award for each section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection



of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Westwood.

3.14 Cancellation of Invitations for Bids or Requests for Proposals

An IFB, a RFP, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interest of the County in accordance with regulations.

Attachment A – Pricing Schedule

Service Description	Frequency	Unit Price	Total Annual Cost (Year 1)	Year 2	Year 3
General Pest Control Treatment (e.g., ants, spiders, roaches)	Monthly	280.00	280.00	294.00	309.00
Integrated Pest Management (IPM) Program	Quarterly	included			
Rodent Control	Monthly	included			
Termite Inspection and Treatment	Annually	depends on infestation			
Initial Facility Inspection and Assessment	One-Time	included			
Ongoing Monitoring and Reporting	Monthly	included			
Installation and Maintenance of Monitoring Devices	As Needed	glue monitoring devices included			
Service Description	Quantity	Unit Price	Total Cost		
Bed Bug Treatment		depends on infestation			
Termite Treatment (if needed)		depends on infestation			
Wildlife Removal (e.g., birds, raccoons)		depends on infestation			
Emergency Pest Control Service		included			
After-Hours Service Fee		included			



Use of EPA-Approved Pesticides			included			
Eco-Friendly Treatment Options			included			
Optional/Additional Services (Specify)			depends on infestation			
GRAND TOTAL:						