

SEDA FOUNDATION INC.

REQUEST FOR PROPOSALS
FOR
PEST CONTROL SERVICES
AT
201 FURNACE ROAD, LEWISBURG, PA

Proposals Solicited by:

SEDA FOUNDATION, INC.
Jordan Adams – Facilities Technician

Proposal Submission and Evaluation

One (1) copy of the proposal must be submitted for each location you wish to make a proposal for.

Proposals must be received no later than 12:00 p.m. on October 2, 2020.

Proposals are to be sent to SEDA FOUNDATION, INC., 201 Furnace Road, Lewisburg, PA 17837 to the attention of Jordan Adams.

Proposals will be reviewed and evaluated on October 2, 2020.

Proposals shall be sealed and clearly marked on the outside, "Pest Control Services: SEDA FOUNDATION, INC.".

The evaluation will include the following areas of relative importance:

- ◆ Expertise and knowledge of the services required.
- ◆ Ability to fulfill duties in a timely manner.
- ◆ Price.

REQUIRED INFORMATION

Each bidder shall comply with all proposal information aforesaid. Further, no proposal will be considered unless the attached Pest Control Proposal Form is completed in its entirety. Please provide at least two references (preferable commercial).

SEDA FOUNDATION, INC. reserves the right to accept or reject any and all proposals or to waive any irregularities.

The buildings in which the services are being provided is owned by SEDA Foundation, Inc. and occupied by SEDA-COG. Therefore, both of these entities must be listed as Additional Insured on the awarded bidders Certificate of Insurance when the contract is awarded. The minimum amount of liability insurance maintained by the awarded bidder shall be \$1,000,000.00 per occurrence.

We recommend making arrangements with Jordan Adams, Facilities Technician, to visit and tour the location to allow bidders to fully understand the scope and area the pest control services will cover. Mr. Adams can be reached at 570-765-3536 or by email at jadams@seda-cog.org.

SCOPE OF SERVICES

This Request for Proposal is for Pest Control services at the SEDA Foundation Inc.'s office building and warehouse located at 201 Furnace Road, Lewisburg, PA, 17837. The office building is approx. twenty-one thousand (21,000) sq. ft. containing approx. sixty-five (65) offices, three (3) conference rooms, ten (10) restrooms, various closets, a lobby and a basement containing an approx. additional fourteen (14) rooms of various sizes. The warehouse is approx. two thousand four hundred (2,400) sq. ft. and contains one office and has a second-floor loft area which is approx. one thousand two hundred (1,200) additional sq. ft.

Services shall include the following:

1. Interior treatment for mice, rats, cockroaches, and pavement ants, one (1) time per month for both the office building and warehouse
2. Exterior treatment for spiders, three (3) times per year (in May, July, and September) for both the office building and warehouse
3. Services shall be performed during SEDA Foundation Inc.'s normal business hours which are between the hours of 6:30 am and 2:00 pm Monday thru Friday (excluding holidays)

SEDA Foundation, Inc.

Facilities Technician: Jordan Adams
Cell: 570-765-3536 Email: jadams@seda-cog.org

PEST CONTROL PROPOSAL FORM

Firm: _____
Name: _____ Telephone: _____

Address: _____ Fax: _____

_____ E-mail: _____

Point of contact: _____

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I, _____, an employee of the above referenced company/firm, am authorized to make the quotes for services as outlined by the Request for Proposal. I have reviewed the proposal documents and I/we am/are prepared to provide the required services for the costs quoted below.

SEDA Foundation, Inc. reserves the right to accept or reject any and all bids or to waive any irregularities.

SCOPE OF SERVICES

General

This Request for Proposal is for Pest Control services for SEDA Foundation, Inc.'s office building and warehouse.

Services shall include the following:

- Interior treatment for mice, rats, cockroaches, and pavement ants, one (1) time per month for both the office building and warehouse

Monthly cost of interior services \$ _____

- Exterior treatment for spiders, three (3) times per year (in May, July, and September) for both the office building and warehouse

Monthly cost of exterior services \$ _____

- Services shall be performed during SEDA Foundation Inc.'s normal business hours which are between the hours of 6:30 am and 2:00 pm Monday thru Friday (excluding holidays)