



Purchasing Department
100 E Normal – McClain 106
Kirksville, MO 63501
660.785.4159 660.785.7337 (fax)

REQUEST FOR BID

This Is Not An Order

Bid Request Number
2024-011

Date Published
March 12, 2024

BID MUST BE RECEIVED NO LATER THAN

Date and Time

Tuesday, March 26, 2024
2:00 PM CST

Please indicate: Minority Business

Yes _____

No _____

Contact Person: Sarah Jones, Buyer
660.785.4159
sjones@truman.edu

Bid Description: Pest Extermination

STATEMENT: In compliance with the Laws of the State of Missouri, Chapter 34 (M.R.S. 1969), we hereby ask for bids FOB: Kirksville, Missouri, on the following items. Questions to be directed as outlined in specifications. All responses must be submitted on this official Request for Bids form and be signed.

Name of Company	Authorized Representative (Printed Name) / Title
Street Address	Authorized Signature
City, State, Zip Code	Email Address
Telephone Number	Fax Number

****Schedule appointment to view locations with Angie Buck, 660.785.4204****

BID RETURN INSTRUCTIONS: Completed bid can be faxed to 660.785.7337, e-mailed to sjones@truman.edu or walked into Truman's Business Office. Walked in bids must be sealed and the Bid No. must be printed on the envelope.

**** IMPORTANT ****

By virtue of statutory authority, a preference will be given to materials, products, supplies, provision, and all other articles produced, manufactured, made, or grown within the state of Missouri. See additional Missouri Preference Information attached.

**** NON-DISCRIMINATION ****

All contractors and sub-contractors doing business with the University must agree not to discriminate on the basis of race, color, religion, national origin, sex, disability or veteran status. If discrimination by a contractor or subcontractor is found to exist, the University must take appropriate action which may include, but not be limited to, cancellation of the contract, removal from all bidders' lists until corrective action is made an ensured, and referral to the Attorney General's Office.

**** IMPORTANT NOTICE ****

In order for any vendor to receive the additional Missouri preference as outlined in Executive Order 03-27, the economic impact documentation must be submitted with your quotation for consideration by Truman; otherwise, no additional Missouri preference will be given. See Attachment No. 1 for submission requirement. This applies even to Missouri vendors.

MISSOURI PREFERENCE INFORMATION ATTACHED

Please check if the Missouri Preference applies and if you have included the required information with your response.

- ☐ YES – Additional Missouri Preference is requested, and all required documentation has been submitted for this consideration. See Attachment No. 1, Missouri Preference Information, Item A-E, for required documentation. This applies even to Missouri vendors.
- ☐ NO – I am not requesting Missouri Preference and thus have not submitted any additional documentation.

GENERAL INFORMATION

1. Pricing must include crates and shipping charges: Shipping: FOB Destination, Kirksville, Missouri 63501. Truman State University shall not make additional payments or pay add-on charges, freight or shipping unless specifically described and priced in the bid.
2. The University will utilize its exemption from payment of sales tax. The bid shall not include sales tax.
3. Page 4 - Intent to Respond page. Please return this page at your earliest convenience indicating your firm's intent. This page does not need to be returned with your bid submission.
4. As Truman State University is a Missouri public institution of higher education, we do not complete Credit Applications.
5. Please submit a signed W9 for your company if you have not done business with Truman State University via Purchase Order in the last 12 months. A University issued-purchase order will be the method of ordering.
6. Submission of a bid indicates that your response can meet or exceed the specifications stated.
7. Vendors are required to submit Exhibit A by the bid closing date/time.

8. All communications (both written and oral) must be between the vendor and the Authorized Agent listed at the top of the bid document. Departmental contacts are not allowed.
9. A notice of award issued by the University does not constitute authorization for shipment. The selected vendor(s) must receive a properly authorized purchase order.
10. Each invoice submitted must be on the selected vendor's original descriptive business invoice and must contain a unique invoice number. The purchase order number must be on all invoices.
11. All payment terms shall be as stated in the Terms and Conditions of the purchase order as stated on Truman's website (<http://businessoffice.truman.edu/purchasing/conditions/>). Payment terms should be net 30 days unless otherwise agreed to in writing by both parties. No deposits or prepayment will be accepted unless specifically noted on the Bidder's response AND approved by the University prior to award.
12. The award shall be made to the lowest priced responsive bidder. Truman State University reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the bidder to meet mandatory general performance specifications; and/or 2) failure of the bidder to meet delivery of unsatisfactory product or services by the bidder within the past three years. As deemed in its best interests, the University reserves the right to clarify any and all portions of any bidder's submission.
13. Contract with bid pricing will begin upon award and run through Truman's fiscal year ending June 30, 2025. The University reserves the right to extend this contract for up to four (4) one-year terms with a potential contract end date of Jun 30, 2029
14. Insurance: The contractor will purchase and maintain the following insurance policies:
 1. Comprehensive General Liability: A broad form comprehensive general liability endorsement, or its equivalent, with a minimum limit of \$2,000,000 per occurrence.
 2. Worker's compensation insurance as prescribed by the laws of the State of Missouri.
 3. The contractor will provide Truman with certificates of insurance for all required policies within ten (10) days of award notification naming Truman State University as an additional insured party. Such certificates will provide that Truman be given at least 30 days prior written notice of any cancellation, intention to not renew, or material changes in these.

End of General Information

PROPOSER REGISTRY FOR NOTIFICATION OF INTENT TO RESPOND

Truman State University

Bid: 2024-011

INTENT TO RESPOND STATEMENT

____ YES Our organization plans to submit a response to this solicitation for bids:

NO RESPONSE STATEMENT

____ No Our organization is not submitting a response for the following reason(s):

- | | |
|---|--|
| <input type="checkbox"/> We do not offer this commodity and/or service or an equivalent | <input type="checkbox"/> Insufficient time to respond to the invitation to bid. |
| <input type="checkbox"/> Our schedule would not permit us to perform | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> The project is too small | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> The project is too large | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

Name of Organization: _____

Contact Name: _____

Contact Address: _____

Contact Phone Number: _____ Fax Number: _____

Contact Email Address: _____

**SPECIFICATIONS FOR
PEST EXTERMINATION
TRUMAN STATE UNIVERSITY
KIRKSVILLE, MISSOURI**

The vendor shall provide pest control services for Truman State University. The vendor shall have all required certifications and insurance. These specifications are intended to fully cover all phases of work involved. All work necessary for the complete and proper extermination of residence halls, student rooms and academic buildings must be done without extra charge.

The selected vendor must use an Insecticide approved by the Department of Agriculture for living areas. A detailed analysis of chemicals used and dilution to show compliance with Department of Agriculture regulations as well as all Material Safety Data Sheets for the chemicals used must be included in the bid response. All work shall be performed in a safe manner and in accordance with the most modern and effective control procedures.

Services to include, but are not limited to:

1. Structural Invading Insects that crawl and fly such as:

- | | | |
|-----------|--------------|------------------|
| • Ants | • Maggots | • Earwigs |
| • Beetles | • Moths | • Weevils |
| • Fleas | • Ticks | • Crickets |
| • Flies | • Roaches | • Bees |
| • Wasps | • Silverfish | • Yellow Jackets |
| • Gnats | • Spiders | • Hornets |

2. Bed Bugs

A. Bi-Annual Sprayings

All locations (except Pershing) will have 2 sprayings per Academic Year (July – June). The first extermination must be completed prior to student move in day in August.

Residential Locations

- Missouri Hall
- Centennial Hall
- BNB Hall
(Blanton/Nason/Brewer)
- West Campus Suites
- Ryle Hall
- Campbell Apartments

This excludes the cafeterias in Missouri, Ryle, and Centennial Halls.

Additional room and apartment spraying may be needed to handle call in problems throughout the academic year. Please provide pricing and turnaround time for services for these instances. Should insect problems exist within one (1) month of extermination the affected areas will be re-treated without charge as determined by the Facilities Office.

The selected Contractor will be required to exterminate the required locations to cause the least inconvenience to the students possible.

Non-Residential Locations

- | | | |
|-----------------------------|----------------------------|-------------------|
| • Patterson House | • Ruth W Towne Museum | • Barnette Hall |
| • McClain Hall | & Visitors Center | • Stoke Stadium |
| • Student Recreation Center | • Pickler Memorial Library | • Kennels |
| • Baldwin Hall | • Magruder Hall | • McKinney Center |
| • Ophelia Parrish | • Kirk Memorial | • Adair House |
| | • Violette Hall | |
| | • General Services | |

Please note that Truman's Student Union Building is not included in this list as it is covered by an outside contract through Food Services.

B. Monthly Spraying

The following location will be sprayed on a monthly basis.

- Pershing Building

C. As Needed Sprayings

The following pests will be exterminated on an as needed basis. The procedure for eliminating Bed Bugs must be submitted with a bid (separate page required).

- Bed Bugs

All sprayings are to be coordinated with Truman's Physical Plant.

BID 2024-011
Exhibit A – Pricing Page

Truman State University is requesting bids for: Pest Extermination

Quantity	Description	Bi-Annual Price	Total Price
1 Job	Pest Extermination of all structural invading insects and bed bugs. Bi-Annual sprayings and call back sprayings with a turnaround timeline. Also pricing per room for Bed Bug Treatment of student rooms.		
	Spraying on a bi-annual basis: Residential Locations	\$_____	\$_____
	Academic Locations	\$_____	\$_____
	Spraying of Pershing on a monthly basis.	\$_____	\$_____
	call back spraying with a turnaround time of _____ <i>(This will be primarily for residence halls and student room locations)</i>		
	Per room for Bed Bug treatment of Student Room	\$_____	\$_____
	TOTAL ANNUAL BID PRICE	\$_____	\$_____

End Pricing Section

MISSOURI PREFERENCE INFORMATION

As a public institution, Truman must follow State of Missouri rules and regulations regarding the procurement of services. Executive Order 03-27 states Missouri state government agencies shall purchase a Missouri product unless it is determined that the value (including, but not limited to price, performance, and quality) of the Missouri product does not meet the needs of the user. In assessing value, Truman may consider the economic impact to the State of Missouri for Missouri products versus the economic impact of products generated from out of state. This economic impact may include the revenues returned to the state through tax revenue obligations.

Vendors must provide the following information:

- a. A description of the proposed services that will be performed and /or the proposed products that will be provided by Missourians and/or Missouri products.
- b. A description of the economic impact returned to the State of Missouri through tax revenue obligations.
- c. A description of the Vendor's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other including Missouri employee statistics).
- d. If any products and/or services offered under this RFB are being manufactured or performed at sites outside the continental United States, the Vendor must disclose such fact and provide details with their proposal.
- e. MBE/WBE Certification. In accordance with Executive Order 98-21, firms are encouraged and may be required per the RFB to utilize certified minority and women-owned business in selecting other appropriate resources. Executive Order 98-21 directs state agencies to increase the participation of certified minority business enterprises (MBE) and women business enterprises (WBE) in state procurements. MBE/WBE certification by the State of Missouri, Office of Administration, Office of Equal Opportunity is required to be considered an eligible MBE/WBE in meeting participation goals. If you qualify as a MBE or a WBE as defined in 37.020 RSMo, please mark the appropriate blank below. To obtain an application for certification, go to the OEO Internet website and download an application at <https://oeo.mo.gov/> or contact the MBE/WBE Certification Program at 877.259.2963.

_____ MBE

_____ WBE

_____ Both

In the evaluation of responses, preferences shall be applied in accordance with Chapter 34 RSMo. Vendors should apply the same preferences in selecting other appropriate resources. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions, and all other articles produced, manufactured, made, or grown within the State of Missouri. Such preferences shall be given when quality is equal or better and delivered price is the same or less. Truman reserves the right to consider the value of money and any other economic impact factor as deemed appropriate and in the best interests of the University.