



**PROPOSAL FORM**

**Board of Trustees  
Jackson Public School District  
Jackson, Mississippi**

Ladies and Gentlemen:

I/We, propose to furnish and deliver all items and/or to perform all services according to all sections of this rfp document (Proposal Form, Instructions and Conditions, detailed written Specifications, and Addendum if applicable) and in the quantities at the indicated prices, as called for in the document(s). All quantities indicated have been checked very closely, and both unit price and total price (where requested) have been submitted with the understanding that we shall be responsible for making complete and satisfactory delivery accordingly, within the time frame agenda (if applicable).

All items contained in this RFP shall be as specified or JPSP approved equal. For any item(s) proposed which is other than as specified, a complete and detailed cut and description for each item(s) must accompany the rfp, if the item(s) is to be considered. Please carefully read each section of this RFP.

**Acceptance of Proposals:**

The Jackson Public School District reserves the right to:

- Have sole discretion to waive minor irregularities in proposals. A minor irregularity is a variation from the proposal that does not affect the proposal, or gives one offeror an advantage or benefit not enjoyed by other offerors, or adversely impacts the interests of the school district.
- Accept the "lowest and best" RFP which in their judgment assures JPSP the product(s) or service(s) having the best performance and the highest level of function, quality and value.
- Not accept the lowest priced proposal. Proposals that do not comply with the requirements stated within this RFP subject to disqualification. Proposals that do not meet the deadline date/time will be returned to the vendor unopened.
- Request additional information or conduct discussions with one or more respondents after the RFP deadline, to secure a final selection to award RFP should such action be in the best interest of JPSP.
- See Pages eleven (11) and twelve (12) for further instructions

**I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS RFP TO ME/US BY THE DISTRICT'S BOARD OF TRUSTEES NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS RFP SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN JPSP AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSP AND ME/US OF A FORMAL, WRITTEN AGREEMENT.**

RESPECTFULLY SUBMITTED,

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PRINTED SIGNATURE \_\_\_\_\_

WRITTEN SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

CIRCLE THE OPERATING STATUS OF YOUR BUSINESS AS INDICATED: WOMAN OWNED NON-MINORITY MINORITY

**REQUEST TO ADD VENDOR**

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Email: [mmays@jackson.k12.ms.us](mailto:mmays@jackson.k12.ms.us) or [todom@jackson.k12.ms.us](mailto:todom@jackson.k12.ms.us)

School/Department Requesting Vendor Addition\_\_\_\_\_

**To be completed by Vendor:**

Please complete all sections and emailed or fax back to (601-960-8967).

Will your company accept purchase orders?  Yes  No

for the purchase of furniture, equipment, supplies, materials, labor or services as outlined in the following

**Net Prices**

In all cases, prices quoted are to be net including all applicable discounts. A separate price shall be offered for each item and not in combination with other items (unless the grouping of items is otherwise allowed as defined in the specifications). Unit price shall prevail in case of a conflict between unit and total price (extension); written price shall prevail in case of a conflict between written and enumerated pricing. Vendors are instructed to **round off all unit pricing and extensions to the nearest whole cent; i.e., round the pricing to two places to the right of the decimal point only.** JPSD will only accept pricing which is stated in this manner. All items for which pricing is submitted which is other than two places to the right of the decimal shall be accepted; however, all digits beyond a whole cent (more than two places to the right of the decimal) shall be ignored in the RFP analysis process and the unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.

**Payment and Invoicing**

Unless otherwise indicated in the detailed specifications of this RFP document; JPSD shall make remittance in a **single lump sum** payment **following satisfactory delivery of all items** listed on the purchase order or following satisfactory performance (final inspection) of all services as specified in the contract. JPSD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoicing for same, but only after all items included on the purchase order or contained in the contract are delivered and/or satisfied.

It is mutually understood that invoices submitted against Multi



# Proposal Cover Page

## VENDOR INFORMATION

Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

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### *SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY*

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the





# INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

*\*\*Appropriate signatures shall certify statements below.*

FEDERAL DEBARMENT CERTIFICATION:

CONTRACTOR hereby certifies



**Submission of RFP Proposals Instructions if not emailed to the email address listed:**

- **Responses, once completed, should be placed in an opaque, sealed envelope**
- **date and addressee information as they appear in the RFP proposal that the response may be accurately delivered and registered upon receipt. A designated official who is a legal representative of the Company must list required signatures where noted prior to submitting sealed proposal.**
- **Failure to comply with the above submittal instructions will cause proposals not to be registered or cataloged to the appropriate file or received timely. The original documents must be displayed in front of all copies submitted by interested parties.**
- Please submit Original RFP Documents in the Format Outlined along with Six (6) Copies and any Documentation submitted with the Proposal when Mailed or Hand Delivered to:
- **Any proposal not received by the stated deadline/time will not be considered and/or opened.**
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**Mailed or hand-delivered proposal must include the Original and six (6) copies. Proposals may be uploaded to [www.centralbidding.com](http://www.centralbidding.com) before the designated date and time. No**

## Pest Control Service

Effective Dates: July 1, 2024 - June 30, 2025  
With the Option to Renew for Two Additional Years

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal bid proposals from qualified vendors (hereafter referred to as "Vendor") for the contractual purchase of a "turnkey" professional General Pest Control Service to be performed as specified herein.

The safety of the students and staff at each facility is paramount in executing any pest control program; the Vendor shall utilize chemicals that balance safety with effectiveness.

The purpose of these specifications and the resulting pest control services agreement (hereinafter referred to as the "Agreement" or the "Contract") is for the Vendor to implement in concurrence with JPSD, a quality general professional pest control program, and cyclical procedure which shall result in a clean and pest-free environment conducive to the positive instruction of children. Under the terms of the general pest control provisions of the contract, no less than ONE (1) scheduled inspection and treatment shall be made by the Vendor each calendar month during the contract period, which shall consist of a program acceptable to JPSD, with prior approval of all chemicals, broadcast procedures, and baiting as deemed necessary by both parties.

- Any additional treatments to correct a pest problem during the scheduled monthly inspections shall be made promptly (within three hours) at no extra cost to JPSD.
- Likewise, any special calls made by JPSD to the Vendor to correct pest problems other than during the regular monthly inspection/treatment shall be made by the Vendor at no additional cost to JPSD, and all such calls shall be made within three hours following the service request by JPSD.

Remittance for vendor services performed shall be made monthly, in arrears, no later than forty-five days anwith prior apecp30 11.0m95 Tm5t95 Tm010(ecp30792 reW\* nBTss@n-2(f)12(er1 11.04 Tf1 0 0 -3("Ag)5(re)10(e)9



The contractor hereby indemnifies and holds harmless JPSD, including all JPSD, officers, trustees, agents, representatives, and employees, from all claims, suits, actions, judgments, settlements, damages, awards, costs, and expenses of any kind or nature, assertion or complaint by any party of injury or damage resulting from the performance of the Project by Contractor, its employees, agents, representatives, or subcontractors. Without limiting the generality of the preceding, this indemnification applies to liability arising from or out of JPSD's use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, environment-sensitive material, or appliance furnished or used by the Contractor, its employees, agents, representatives, or subcontractors in the performance of the Project.

JPSD agrees to provide access to all areas of each facility established under the Agreement at the times required for its performance.

JPSD agrees to establish a mutually agreeable service schedule in implementing a workable pest control program.

JPSD agrees to keep all building facilities included in the Agreement as clean as possible, within reason, so as not to cause unnecessary pest service problems or requirements.

JPSD cannot be held liable for damages to vendor-owned equipment or other resources provided because of the agreement resulting from acts of nature or third parties (theft, vandalism, etc.).

The vendor shall provide JPSD with a single person and phone number with whom JPSD can contract to report all communications related to the contract.

This shall include but not be limited to requests for emergency calls to be made within three hours, requests to have swarming termites knocked down (i.e., not the treatment of termites) under the terms defined herein, questions concerning invoicing and overall accounting, etc.

The District may terminate this Agreement without cause upon thirty (30) calendar days' prior written notice.

This Agreement may be terminated by the District immediately for cause.

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1. In the sole and absolute discretion of the District, the Vendor failed to consistently and/or satisfactorily perform the scope of work required by this agreement.
2. The breach by Vendor of any material term of this Agreement.
3. Upon termination of this agreement, for cause or without cause, the District shall compensate the vendor for all services satisfactorily performed until the termination date.

As a public institution, JPSD is concerned with using vendors with the highest reputations for efficiency and dependability.

The Vendor shall be able to demonstrate a range of pest control services and management attributes related to commercial pest control extermination services that would satisfactorily satisfy these specifications.

Therefore, each vendor is instructed to provide the following information on a separate sheet and submit it with the bid; this sheet shall become a part of the bid. Failure to provide this information in detail may result in the rejection of the bid.

**A. Resume and Qualifications of Vendor Staff -**

- Include details concerning the total number of employees, both management and labor
  - Indicate the number and qualifications of the technician(s) which shall be assigned (dedicated or made available) to JPSD under the Agreement
  - Indicate Vendor staff qualifications and detailed job descriptions.
1. **Licensing** - Document that technicians are licensed and registered by the State Plant Board and that all are qualified to service commercial food handling establishments.
  2. **Technical Division** - Does the company have a "Technical Department" which can be consulted should any unusual problems occur? Indicate if the firm employs a licensed entomologist with years of experience.
  3. **Quality Control** Is the firm employing a quality control inspector to spot-check existing pest control problems? Indicate the inspector's experience.
  4. **Vehicles** - (1) Indicate the total number and nature of the vehicle fleet owned and operated by the vendor. (2) Indicate the number and nature of the vehicles which shall be or made available to service JPSD under the Agreement. Are the vehicles radio-equipped?
  5. **Response Time** —In executing the Pest Control Services Agreement, the Vendor shall agree to a maximum three (3) hour response time to calls made by designated JPSD personnel. More specifically, the Vendor agrees to respond to all calls and be at the site needing service no



later than four hours after JPSD places the Call. The vendor shall indicate agreement with this provision of the contract.

- B. **Financial Status of the Business** Provide with the bid proposal a current letter from the bank which is utilized for financial transactions by the Vendor, on the letterhead stationery of the bank, signed by an officer of the bank, stating clearly that the bank presently deems the Vendor to be in sound financial condition and possesses sufficient working capital and assets to perform under the terms of the Agreement.
- C. **History and Organizational Structure of Firm** Provide the years the firm has been in the pest control services industry in the Jackson, Mississippi area.
- D. **Clients** (1) Provide three (3) letters of recommendation on the company's letterhead of comparable size with JPSD and indicate the approximate contract amounts with each client. (2) Provide the name, address, and telephone number for reference purposes of all clients listed above. NOTE: Limit clients to those representing the most prominent commercial, restaurant, medical, and educational clients.

To be considered for award of the Agreement, the Vendor shall have sufficient local staff and equipment to adequately provide the services required at all of the site locations specified, in the opinion of JPSD. Vendor supervisory personnel shall reside (be domiciled) in the Jackson, Mississippi, metropolitan area.

For all purposes under the Agreement, the vendor shall be regarded as an independent contractor, not an agent of JPSD.

The vendor shall be solely responsible for all acts and actions of its employees, subcontractors, etc.

Vendor agrees to indemnify and hold JPSD harmless for all claims, losses, and expenses, including reasonable attorney's fees, which JPSD may incur because of any suits arising out of actions of the Vendor or its employees, subcontractors, etc., in the performance of the Agreement.

Neither party shall assign, sell, transfer, sublet, or sublease all or any part of the Agreement without the prior written consent of the other party. Because the Agreement shall be deemed a vendor/customer relationship for a purchased service transaction, all supervisory personnel, supplies, materials, equipment, or other assets required to fulfill the performance of the Agreement by the Vendor shall be purchased and paid for by the Vendor from Vendor funds, thus releasing JPSD from the state purchasing statutes for those items utilized in the performance of the Agreement by the Vendor.



Provine High	2400 Robinson Street			
Raines Elementary	156 Flag Chapel Drive			
Smith Elementary	3900 Parkway Avenue			
Administrative Annex 1	721 South President Street			
Administrative Annex 2	661 South State Street			
Central Office Complex	662 South President Street			
Central Warehouse	621 South State Street			
Enochs Complex	101 Dr. Dennis Holloway Dr.			
Pupil Assessment Bldg.	618 South President Street			
Warehouse I Building	661 South State Street			
Warehouse II Building	644 South President Street			
Warehouse III Building	638 South President Street			
Warehouse IV Building	628 South President Street			
[REDACTED]				
[REDACTED]				Cost Per Month 2026-2027

Group 4 Closing or Inactive Schools/Locations

School Name

Address

JPSD must approve all new and used equipment before it is used in the project. The bid shall include a detailed listing of all equipment items, including the general name of the product, the manufacturer, and the model number.

the vendor shall provide all pest control service resources required to result in a pest-free building and grounds on a daily, weekly, or monthly basis as required to execute and maintain an effective pest control program for the effective dates of the Agreement. This service shall be provided as per the mutually determined schedule during the contract period while instructional sessions are conducted in each school (designated locations at designated hours).





10. Cafeteria and Kitchen Area: Shall include pantry, food service storage areas, garbage facilities (inside and outside the building)
11. Laboratory Areas
12. Portable Classroom Facilities at Each Location
13. Athletic Field Houses.

NOTE: The vendor is reminded that all areas of the building are to be treated monthly; however, should additional service be required in any area of any facility, in the opinion of JPSD, the Vendor shall treat all areas within a three- (3) hour response time, at no additional cost to JPSD.

The Vendor shall be responsible for furnishing (purchasing), utilizing, and maintaining all Vendor-owned equipment and supplies (consumable and non-consumable) required in the satisfactory execution of the Agreement. All supplies and equipment necessary to satisfactorily perform as per these specifications shall be furnished by the Vendor as part of the Agreement; this shall be deemed to include all spraying equipment, fogging equipment, supplies, and materials required to offer JPSD a



party consulted. Suppose the school principal and the vendor personnel cannot reach a satisfactory agreement and remedy the problem satisfactorily.

In that case, the next level of authority should be consulted – the Executive Director of Facilities Operations. The Executive Director of Facilities Operations should be consulted.

Group 3 - Annual Contract Amount		
Base Year 1 07/01/2024 06/30/2025	Optional Year 1 07/01/2025 06/30/2026	Optional Year 2 07/01/2025 06/30/2026
\$ _____	\$ _____	\$ _____
Beehive Removal as Needed \$ _____	Beehive Removal as Needed \$ _____	Beehive Removal as Needed \$ _____
Bat Removal as Needed \$ _____	Bat Removal as Needed \$ _____	Bat Removal as Needed \$ _____
Snake Removal as Needed \$ _____	Snake Removal as Needed \$ _____	Snake Removal as Needed \$ _____

Group 4 - Annual Contract Amount		
Base Year 1 07/01/2024 06/30/2025	Optional Year 1 07/01/2025 06/30/2026	Optional Year 2 07/01/2025 06/30/2026
\$ _____	\$ _____	\$ _____
Beehive Removal as Needed \$ _____	Beehive Removal as Needed \$ _____	Beehive Removal as Needed \$ _____
Bat Removal as Needed \$ _____	Bat Removal as Needed \$ _____	Bat Removal as Needed \$ _____
Snake Removal as Needed \$ _____	Snake Removal as Needed \$ _____	Snake Removal as Needed \$ _____

Vendor's Mississippi Professional Pest Control License No. \_\_\_\_\_

Project Administrator Contact:

Sandra Robinson  
 Executive Director of Facilities Operations of JPSD  
 10128296Mc2( Op)4(e)3(r)-3(a)5598912 0 610000912 0 612 4(c)-5(to)5(r)

