

Town of Canandaigua

Request for Proposals for Pest Control Services

(RFP/RFQ)

Released: March 26, 2021

Due: April 30, 2021

The Town of Canandaigua is seeking proposals/quotes for exterminator/pest control services for certain Town-owned properties. This RFP is available to view on the Town's website at:

<http://townofcanandaigua.org/page.asp?id=167>

RFP Schedule

RFP Released	March 26, 2021
Questions Due	April 9, 2021
Proposals Due	April 30, 2021

Introduction and Background Information

The Town of Canandaigua is seeking proposals/quotes for pest control services for the Town Hall Campus (Including Town Hall and Highway/Transfer Facilities) plus all eight Town Parks. A list of all included properties is below:

Town Hall Campus

- Town Hall: One two-story office building. Located at 5440 Routes 5 & 20, Canandaigua, NY 14424
- Highway/Transfer Facilities: several large buildings with a combination of office spaces, warehouses, and storage areas. Located behind Town Hall.

Town Parks

- Details and pictures of each park can be found on the Town's website here: http://www.townofcanandaigua.org/portfolio_page.asp?id=1
- Blue Heron Park: one open air pavilion. Located at the corner of Firehall Road and Parkside Drive.
- Leonard R. Pierce Park: One enclosed building, one pavilion, and a playground. Located on Goodale Road.
- Richard P. Outhouse Memorial Park: Two enclosed buildings plus one pavilion and a playground. Located on Outhouse Road between Buffalo Street Extension and County Road 30.
- Onanda Park: 4965 County Road 16. Both lakeside and uplands. Multiple buildings, pavilions, and two playgrounds.

- McJannett Park: No buildings. Located on Route 21 south of Cheshire.
- West Lake Schoolhouse and Beach: One building. Located on the corner of Butler Road and West Lake Road.
- Miller Park: One gazebo. Located on the corner of County Road 32 and State Route 21 South and an area off Bliss Road.
- Old Brookside: No buildings, one playground. Located on Overlook Lane in the Old Brookside neighborhood.

Scope of Services

- Required services include treatment for and/or removal of pests including rodents and insects (including but not limited to mice, roaches, spiders, ants, wasps, hornets, etc.) in all structures including gazebos and playgrounds.
- Honeybees should be removed/relocated by trained beekeeper. Non-lethal treatments are preferred for removal of pollinators.
- Contractors will be required to work closely with the Town of Canandaigua staff.
- Contractors must agree to sign the Town's Independent Contractor Supplemental Terms and Conditions upon award of the bid and prior to the start of work.

Proposals

Proposals must include the following information stated clearly:

- The total proposed cost for an annual contract as well as a per-visit cost for each location.
- Professional references.
- The number of employees your company employs.
- A current copy of the company's Certificate of Liability Insurance and Worker's Compensation Insurance Certificate.
- The envelope shall note the name and address of the company submitting the bid.
- A signed Non-Collusive Bidding Statement.
- Prevailing wage rates will apply.

Questions

Questions must be submitted in writing to Jean Chrisman at jchrisman@townofcanandaigua.org.

Questions are due no later than April 9, 2021. Answers to all questions will be posted on the Town of Canandaigua Website's Bids and Proposals page within three business days of the questions due date: <http://townofcanandaigua.org/page.asp?id=167>

Submission Procedures

We require one hard copy and a digital copy (PDF). Hard copy of the proposal should be addressed to:

**Town of Canandaigua Town Clerk
5440 Routes 5 & 20 West
Canandaigua, New York 14424**

Proposals may be delivered by mail, courier, or in person. You may email your digital copy to the Town Clerk at jchrisman@townofcanandaigua.org. **Proposals should be received by the Town no later than noon on April 30, 2021.**

Selection

Any contracts, if awarded, will be to the lowest responsive/responsible bidder(s), in accordance with the Town's Best Value Policy, in part or in whole meet(s) all the terms of the specifications. Any contract(s) awarded as a result of this bid will be between the Town of Canandaigua and the successful vendor(s). The Town guarantees no minimum or maximum purchases or contracts as a result of award of this bid. The Town of Canandaigua shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation. The Town of Canandaigua reserves the right to terminate the selection proceedings at its option at any time during the process.

Miscellaneous

The Town reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside the scope of this RFP.

The Town assumes no responsibility or liability for costs incurred by respondents to the Request for Proposals, including any requests for additional information, interviews, or negotiations.

Minority-and Women-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.