

# RFI Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010222	RFI	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC 136 Pest Control Services			
Start Time	Finish Time		
09/12/2017 15:30:00 CDT	09/15/2017 16:30:00 CDT		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services - Purchasing  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
**Contact:** Jordan Green  
**Phone:** 615/741-9497  
**Email:** jordan.m.green@tn.gov

## Event Description

PRE-BID CONFERENCE NOTIFICATION

READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to [https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST) Click on the link that says Bid Opportunities and log in with your supplier ID and password.

Note: Information at the pre-bid will be displayed electronically. No paper copies will be provided. Attendees are advised to print copies of the attached event documents for their use at the pre-bid.

This is not a bid request; this is a request for information.

Request for Information (RFI)  
Conference: Pre-Bid Conference  
Title: SWC 136 Pest Control Services  
Description: The purpose of this contract is to provide pest control services for State Agencies and authorized other governmental bodies.  
Date/Time: September 15, 2017 at 2:30 PM CT  
Location: TN Tower, 3rd Floor  
312 Rosa L. Parks Ave.  
Nashville, TN 37243  
Room: Morrow Conference Room  
Virtual Attendance: Join via WebEx via <https://goo.gl/wLX74B>  
Call-in Option: 1-415-655-0003  
Meeting Code:646 099 654  
Meeting Password: roaches

Please Contact the Solicitation Coordinator, Jordan Green at 615-741-9497 or [Jordan.M.Green@tn.gov](mailto:Jordan.M.Green@tn.gov)

## Factor Summary

Question	Response
How many days after receipt of purchase order will it take you to deliver this item?	

Required: Yes Mandatory ResponseNo

## Response Comments

# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

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Question	Response
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Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

- (a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;
- (b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and
- (d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

### Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.**  
**Your bid will need to be edited online to include attachment responses.**

### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

### Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

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Event Round	Version		
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Event Name			
SWC 136 Pest Control Services			
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09/12/2017 15:30:00 CDT	09/15/2017 16:30:00 CDT		

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United States  
**Contact:** Jordan Green  
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**Email:** jordan.m.green@tn.gov

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.  
**IMPORTANT:** By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Required: Yes Mandatory Response:Yes

### Response Comments

Iran Divestment Act. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Required: Yes Mandatory Response:Yes

### Response Comments

A link to the Central Procurement Office's surveying tool available at <https://www.surveymonkey.com/r/CPOCustomerServiceSatisfactionSurvey>. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

<https://www.surveymonkey.com/r/CPOCustomerServiceSatisfactionSurvey>

Required: No Mandatory Response:No

### Response Comments

# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

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Question	Response
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All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:

- List the Service Organization:
- List the Service Organizations Address:
- List the Area(s) in TN that the Service Organization will Service:
- List the Service Organizations Phone Number:
- List the Service Organizations Toll Free Number:
- List the Service Organizations Pager or Cell Phone:
- List the Service Organizations Fax Number:
- List the Service Organizations Email Address:
- List the Service Organizations Website:

Required: Yes Mandatory ResponseNo

**Response Comments**

Associated Terms:

**Service Organization**

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary)

Please verify that you have the following:

- ¿A copy of Supplier's Tennessee Pest Control Charter
- ¿List of pest control servicing technicians
- ¿A copy of their Tennessee Chemicals Pest Control Certifications

Please list the following for all other licenses and permits required by federal and state law.

- List the Type of License
- List the Name on the License
- List the License Number
- List the Expiration Date

Required: Yes Mandatory ResponseNo

# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

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Event Round	Version		
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United States  
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**Email:** jordan.m.green@tn.gov

### Response Comments

Associated Terms:

#### **Licenses (Listings):**

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

If the bidder is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

Bidders Secretary of State issued I.D. Number

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### **Register with the Secretary of State's Office**

Prior to award and during the contract period, a corporation must be registered and be in good standing with the Secretary of State's Office. The following is the contact information for the Secretary of State's Office: State of Tennessee, Department of State, Corporate Filings, 312 Rosa L Parks Avenue, 6th Floor, William R. Snodgrass Tower, Nashville, TN 37243-1102, email: . business.services@state.tn.us; website: <http://www.tennessee.gov/sos/apd/index.htm>

If the bidder is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

Will your company accept the State's Purchasing Card (P-Card) as a form of payment under this Statewide Contract?

Required: Yes Mandatory ResponseNo

### Response Comments

# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

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<b>Event Name</b>			
SWC 136 Pest Control Services			
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**Contact:** Jordan Green  
**Phone:** 615/741-9497  
**Email:** jordan.m.green@tn.gov

Question	Response
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Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Required: Yes Mandatory Response:Yes

### Response Comments

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Required: Yes Mandatory Response:No

### Response Comments

Associated Terms:

#### **Purchases by Local Government and Authorized Non-Profit Agencies (SWC) - T500**

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Chief Procurement Officer, requesting exemption to this allowance.

# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

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32110-000010222	RFI	RFx	7
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Event Name			
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**Contact:** United States  
Jordan Green  
**Phone:** 615/741-9497  
**Email:** jordan.m.green@tn.gov

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

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### Service Experience, Time in Business, Contracts

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

#### Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory Response No

#### Response Comments

Associated Terms:

#### **Service Experience, Time in Business - Contracts**

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

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# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
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<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
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**Email:** jordan.m.green@tn.gov

Question	Response
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**Technical Assistance**

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

- List the Name of the Technician/Service Representative
- List the Technician/Service Representative Address
- List the Technician/Service Representative Phone Number
- List the Technician/Service Representative Toll Free Phone Number
- List the Technician/Service Representative Pager or Cell Number
- List the Technician/Service Representative Email Address
- List the Technician/Service Representative Website

Required: Yes Mandatory ResponseNo

**Response Comments**

Associated Terms:

**Technical Assistance**

The vendor/contractor will furnish telephone technical assistance for the type of equipment or services requested within the time frame listed in the attached specifications following and without additional cost to the state.

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

Please list the following information regarding your company's contract administrator.

- List the Contract Administrator's Name
- List the Contract Administrator's Address
- List the Contract Administrator's Phone Number
- List the Contract Administrator's Toll Free Phone Number
- List the Contract Administrator's Pager or Cell Number
- List the Contract Administrator's Email Address
- List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo



# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010222	RFI	RFx	9
Event Round	Version		
1	1		
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### Response Comments

Associated Terms:

#### **Vendor Contract Administrator**

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name  
List the Sub-Contractor's Address  
List the Sub-Contractor's Contact Person  
List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### **Subcontracting**

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010222	RFI	RFx	10
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Question	Response
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Please upload the required charter and certification documents detailed below per Specifications 4.3.

- A copy of Supplier's Tennessee Pest Control Charter
- List of pest control technicians who will be servicing Authorized Users under any resulting contract with a copy of their Tennessee Chemicals Pest Control Certification

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.  
Your bid will need to be edited online to include attachment responses.**

**Response Comments**

# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010222	RFI	RFx	11
Event Round	Version		
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# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010222	RFI	RFx	12
Event Round	Version		
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**Contact:** Jordan Green  
**Phone:** 615/741-9497  
**Email:** jordan.m.green@tn.gov

## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

# RFI Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000010222	RFI	RFx	13
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**Contact:** United States  
Jordan Green  
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**Email:** jordan.m.green@tn.gov

## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal. If the information will be submitted in writing please mail to the following address: Department of Finance and Administration 312 Rosa L. Parks Ave. 21st Floor Tennessee Tower ATTN: Supplier Maintenance Nashville, TN 37243
3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016