MINNESOTA STATE COLLEGES AND UNIVERSITIES

Minnesota State University Moorhead

REQUEST FOR PROPOSAL (RFP)
FOR

Pest Control Services

July 12, 2022
# REQUEST FOR PROPOSAL (RFP)

**FOR**

Pest Control Services

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Notice

This Request for Proposal (RFP) does not obligate the Board of Trustees of the Minnesota State Colleges and Universities (Minnesota State) Minnesota State University Moorhead to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

Minnesota State University Moorhead also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFP;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in Minnesota State’s sole discretion. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the Vendors and Suppliers at Minnesota State page. Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.

Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Minnesota State University Moorhead.

School: Minnesota State University Moorhead

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.
Vendor: The firm selected by Minnesota State University Moorhead as the successful responder(s) responsible to execute the terms of a contract.

Targeted Group Business (TGB): A business that is at least 51% owned and operated by a woman or person of color.

Minority-Owned Business Enterprise (MBE): Independent business which is at least 51% owned and operated by one or more minority group member (citizen of the United States or permanent resident who is Black, Hispanic, Asian, or American Indian).

Women-Owned Business Enterprise (WBE): Independent business which is at least 51% owned and operated by one or more women.

Please note, for TGB consideration, Minnesota State recognizes certification from at least one the following certifying agencies:

- State of Minnesota – Department of Administration
- Central (CERT) Certification Program
- North Central Minority Supplier Development Council
- Women's Business Development Center

Economically Disadvantaged (ED) Business and Individuals: Independent business or persons which is at least 51% owned and operated by economically disadvantaged.

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran.

About Minnesota State and Minnesota State University Moorhead

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. It comprises 33 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 350,000+ plus students each year. Minnesota State employs more than 15,900+ dedicated faculty and staff focused on student success. Minnesota State is an independent state entity that is governed by a 15-member Board of Trustees. For more information about the colleges and universities of Minnesota State, please view its website at www.minnstate.edu.

Minnesota State University Moorhead (MSUM) has been a cornerstone of activity in northwestern Minnesota since its founding as a State Teachers College in 1885. MSUM serves as a tremendous resource and asset to the Fargo-Moorhead area, a thriving community of more than 200,000 people.
With more than 6,000 students, faculty and staff, MSUM is the institution of choice for students from the region, other states and countries. MSUM is dedicated to providing students with a solid academic foundation, which is further defined in our mission.

Minnesota State University Moorhead is a caring community promising all students the opportunity to discover their passions, the rigor to develop intellectually and the versatility to shape a changing world.

The academic programs at MSUM are founded upon a common liberal studies experience and emphasize developing the unique talents of each student. Minnesota State University Moorhead:

• provides baccalaureate-level programs in the liberal arts, natural and social sciences, teacher education, business and technology, the fine arts, and professional areas;
• provides selected graduate programs in response to regional needs;
• encourages scholarly and creative endeavors that promote a commitment between faculty and students according to their disciplines;
• supports continued professional development;
• and, as always, promotes excellence in learning.

Minnesota State University Moorhead enhances the quality of life in the region with the professional, cultural, and recreational services offered by its students, faculty, and staff.

Authority

This RFP is undertaken by Minnesota State University Moorhead pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. Minnesota State University Moorhead will select the Vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. Minnesota State University Moorhead reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of Minnesota State University Moorhead. This RFP does not Minnesota State University Moorhead to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

Project Overview

Minnesota State University Moorhead is requesting proposals for pest control and elimination services to be completed on a proactive maintenance schedule. Services will need to be provided in all campus facilities, which include but are not limited to academic buildings and facilities, support buildings and facilities, residence hall buildings and facilities, student union buildings and facilities, and areas on the exterior of these stated facilities.
Technical/Functional Requirements

The pest control program shall include coverage for:

1. All species of crawling and flying insects and related anthropoids. This includes, but is not limited to cockroaches, silverfish, ants, crickets, spiders, bees, wasps, bed bugs, fleas, all other anthropoids, as well as food infesting insects. This shall include the removal of nests, when required.

2. Rodents, to include but not be limited to rats and mice.

3. Pest birds, including pigeons, sparrows, and starlings. The vendor will work with the University to resolve these problems. Repelling is an option, but it may be necessary to eliminate birds. The timing of such treatments must be arranged in advance with the University. The vendor may be required to remove and dispose of any remains.

4. Removal of wild animals per University policy and procedures. This in reference to removal of wild animals from buildings and facilities that are a threat to the health / safety of students / staff / guests. Please note the University typically deals with the removal of birds, bats, etc. that get in the buildings.

The awarded vendor shall provide same day service in the case of emergency needs. In the case of non-emergency needs that arise, the awarded vendor must provide service during the same or next business day.

Work schedules will need to consider facility usage, class schedules, and residence hall occupancy needs. The investigation of and any required treatment for bed bugs and similar pests will be handled as requested by the University and such work may require a response during non-regular work hours which may include nights, weekends, holidays, etc.

Bait stations and traps will be appropriate for the location, pest, and baits to be used. Use and locations are subject to approval by the University.

As any new buildings or facilities are added on campus, they will be covered under the contract that will result from this RFP process. At the time that the new building or facility is added, the awarded vendor will meet with the University representative to determine the appropriate adjustment to the contract to cover the new building or facility and the contract will be amended to reflect the agreed upon compensation change.

Similarly, in the event that a building or facility is removed, that building or facility will be removed from the contract and the compensation will be adjusted accordingly as agreed to by the University representative and the vendor. The contract will be amended in writing and signed by both parties to reflect the agreed upon compensation and service changes.
Vendors must have an MSUM parking permit if not operating a lettered vehicle. Vendors are responsible for all parking tickets.

Assigned technicians must abide by MSUM Key and Card Policy. This includes the Housing and Residential Life requirement for a background check under the Kari Koskinen Manager Background Check Act.

**RFP Information Contact**

Minnesota State University Moorhead’s authorized representative for purposes of responding to inquiries about the RFP is:

- **Name:** Brenda Norris
- **Title:** Executive Director of Facilities Management
- **Address:** 1104 7th Avenue South, Moorhead, MN 56563
- **Telephone:** 218-477-2069
- **E-mail address:** Brenda.norris@mnstate.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Minnesota State University Moorhead shall not be bound by and vendors may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

**Duration of Offer**

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between Minnesota State University Moorhead and the Vendor.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

**Minnesota State’s RFP Terms and Conditions**

This RFP includes and incorporates Minnesota State’s RFP Terms and Conditions. Vendors should be aware of Minnesota State’s RFP terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with Minnesota State is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.
Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the Vendor and must be fully signed by an authorized representative of the Vendor. Proof of authority of the person signing must accompany the response.

Selection and Implementation Timeline

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<th>Timeline</th>
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<tr>
<td>Tuesday, July 12, 2022</td>
<td>Publishes RFP notice</td>
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<tr>
<td>Thursday, July 21, 2022</td>
<td>Deadline for Vendors to submit clarifying questions</td>
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<tr>
<td>Tuesday, July 26, 2022</td>
<td>Deadline to publish responses to RFP questions</td>
</tr>
<tr>
<td>Friday, July 29, 2022</td>
<td>Deadline for RFP proposal submissions</td>
</tr>
<tr>
<td>Monday, August 8, 2022</td>
<td>Vendor(s) selected and notified</td>
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Minnesota State University Moorhead reserves the right to not award a contract. The dates noted above are estimates, but are reasonable for the purposes of presenting deadlines.

Contract Term

Minnesota State University Moorhead desires to enter into a contract with the successful Vendor(s) effective August 8, 2022 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be 5 Years. If Minnesota State University Moorhead and Vendor are unable to negotiate and sign a contract by September 30, 2022, then Minnesota State University Moorhead reserves the right to seek an alternative Vendor(s).

Proposal Deadline

Submitted proposals must be received at the following address not later than 2:00 p.m. CT on Friday, July 29, 2022:

Institution: Minnesota State University Moorhead
Name: Brenda Norris
Title: Executive Director of Facilities Management
Email: Brenda.norris@mnstate.edu
Format of Proposals and Submission

Responses must be submitted via email in Microsoft Word or Adobe PDF format. Attachment limits are 30MB. If file sizes are too large, please create multiple smaller files and email them separately. Hyperlinks to submissions in the cloud storage will not be accepted. All pages must be numbered and font size no smaller than 10 point. MSUM email receipt time stamp will be used for consideration, not the senders.

Proposals received after the proposal deadline date and time will not be considered. Fax and mailed responses will not be considered.

Proposal Content

Vendors must submit the following information:

1. **Adherence to MINNESOTA STATE Terms and Conditions**: if you take exception to any of the language in the terms and conditions provided, you must indicate those exceptions in your response to the RFP.

2. **Service Plan Schedule and Cost**: The vendor must be able to accommodate the schedule of services noted in attached Service Plan Schedule. The Service Plan Schedule includes a list of buildings and facilities on the Minnesota State University Moorhead campus to be serviced by the vendor, along with a schedule for these services. The vendor shall indicate the proposed costs for pest control services for each item on the list. These proposed costs shall be used in the response evaluations and will also become the basis for invoicing. See **Attachment A** for Service Plan Schedule.

   The initial contract rate will remain in effect for the first three (3) years of the contract. Inflationary increases may be allowed in the remaining years of the contract if rate adjustments are agreed upon by both parties.

3. **Qualifications of the vendor.** Provide an outline of the vendor’s background and experience with examples of similar work done by the vendor. Include the name of the individuals who will be acting as contacts for Minnesota State University Moorhead and provide qualifications and background of this individual as a separate attachment.

   a. **Minimum Qualifications**

      i. Vendor must have at least three (3) years of corporate experience in the commercial pest control business, preferably working with universities.

      ii. Vendor must be able to respond to emergency requests for services on the same day basis as requested by the University.

      iii. Vendor must be able to demonstrate discreetness in providing pest control services so as not to alarm staff, students or visitors.
Terms of Payment

Payment shall be made by Minnesota State promptly after Vendor’s presentation of invoices for services performed and acceptance of such services by Minnesota State University Moorhead’s authorized representative. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of Minnesota State University Moorhead, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Vendor shall not receive payment for work found by Minnesota State University Moorhead to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Required Documents and Forms

1. Affidavit of Non-Collusion: Each Vendor must complete the Affidavit of Non-Collusion and attach it with the response.

2. Conflicts of Interest (if applicable): Vendor must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

3. Workforce Certificate. For all businesses with 40 or more employees and a contract is estimated to be in excess of $100,000, vendors are required to complete the Minnesota Department of Human Rights Workforce Certificate Form and submit your certification with the response (including extension options).

4. Equal Pay Certification. For all businesses with 40 or more employees and a contract is estimated to be in excess of $500,000, vendors are required to complete the Minnesota Department of Human Rights Equal Pay Certificate Form or claim exemption prior to contract execution. Submit your certification with the response (including extension options).

5. Supplier Diversity Program. If applicable, eligible certified diverse suppliers will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. Supplier Diversity Form.

6. Preferences for TG/ED/VO Businesses and Individuals. If applicable, eligible certified TG/ED/VO businesses will receive preference in the evaluation of its cost proposal as outlined below. Submit your certification with the response.
Selection Process

The selection process shall include representatives from the Physical Plant, Housing and Residential Life and the Comstock Memorial Union. This group will evaluate the proposals and make the final decision.

RFP Evaluation Factors

The following factors and their identified weight will be used by Minnesota State to evaluate the responses:

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<th>No.</th>
<th>Evaluation Factors</th>
<th>Weight</th>
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<tr>
<td>1.</td>
<td>Adherence to MINNESOTA STATE Terms and Conditions</td>
<td>5%</td>
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<td>2.</td>
<td>Service Plan Schedule and Cost</td>
<td>60%</td>
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<tr>
<td>3.</td>
<td>Qualifications of the vendor and its personnel</td>
<td>20%</td>
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<tr>
<td>4.</td>
<td>Completeness, thoroughness and detail of response as reflected by the proposal’s discussion and coverage of all elements of work listed above</td>
<td>5%</td>
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<td>5.</td>
<td>Supplier Diversity: If applicable, respondent is a certified diverse vendor and/or respondent commits to sub-contracting 10% or more of the value of the contract to a certified TGB</td>
<td>10%</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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<td>6.</td>
<td>Preference to TG/ED/VO Business and Individuals: If applicable, respondent is a certified TG/ED/VO vendor.</td>
<td>6%</td>
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Minnesota State reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

Minnesota State does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline.

A proposal may be rejected if it is determined that a Vendor’s ability to work with the existing infrastructure will be too limited or difficult to manage.
Supplier Diversity

In accordance with Board Policy 5.14, Minnesota State is committed to enhance and optimize business and contracting opportunities that promotes economic growth and prosperity of the student bodies and the communities we serve. Minnesota State created the Supplier Diversity program to foster partnerships with historically under-utilized businesses and ensure that diverse suppliers are given equal opportunities to provide goods and services system-wide. Eligible diverse suppliers are encouraged to complete the Supplier Diversity Form that will be used to confirm eligibility and award points based on their status and/or commitment to meeting the stated diversity goal for the specific project.

Preference to Small TG/ED/VO Businesses and Individuals

In accordance with Minnesota Rules, part 1230.1810 and Minn. Stat. §16C.16, the basis of award is that of a certified prime TG, ED, and VO business or individual will receive a six percent (6%) preference. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract. The points are applied to the final cost of the evaluation of the project. Eligible, verified, small businesses currently listed in the Directory of Certified TG/ED/VO are eligible for the preference. Vendors interested in becoming a certified should refer to the Office of Equity in Procurement with the State of Minnesota.