



PURCHASING DEPARTMENT

P.O. Box 40400
1010 E. Tenth Street
Tucson, AZ 85717-0400
Phone (520) 225-6092
Fax: (520) 225-6019

MEMORANDUM

DATE: 07/29/2013

TO: Kevin Startt
Director of Purchasing

FROM: Kevin L. Oster
Procurement Specialist

Subject: Executive Summary - Request for Proposal No. 14-17-18
Pest Control Services (District Wide)

Dept: Operations
Pre-Proposal Date: May 22, 2013
Proposal Due Date: June 18, 2013

Date Issued: May 3, 2013
No. of Individuals Attending: 7
No. of Proposals Received: 6

BACKGROUND

- A. The purpose of this RFP is to purchase pest control services for District departments and school locations. The specified services will include, but not be limited to routine scheduled pest control services for schools (**the majority of the monthly services will be for school kitchens/snack bar cafeteria areas**) and some non-school sites. Required services may also include “as needed” services, such as the complete clean out and control of rats, mice, roaches, gnats, weevils, bedbugs, lice, fleas, ants, silverfish, wasps, crickets, spiders (including black widows and brown recluses), scorpions, mites, carpet beetles and moths). Throughout the duration of this contract it is TUSD’s goal to actively seek ways to minimize the use of chemicals in the pest control program by using (IPM) Integrated Pest Management techniques when and where it can be utilized. The current approximate annual expenditure for these services is \$65,000.00 annually.
- B. The successful offeror(s) shall provide the following:
 - 1. Routine Monthly Pest Control Services
 - 2. Termite Treatment Services

EVALUATION

On June 26, 2013 the evaluation committee team and myself met to start the evaluation progress of the submitted proposals based upon the selection criteria set forth in the original RFP. The committee was comprised of the following members and signed Committee Member Statements were received from all:

Reginald McClendon – Operations – Building & Grounds Appearance Program Manager

Jana Sierras – Transportation – Coordinator – Ops Solutions
 David Wilson – Operations – Site Appearance Supervisor
 Joaquin Leon – Operations – Grounds Maintenance Pesticide Technician
 Richard Hoffman – Operations – Site Appearance Supervisor

The District received six (6) proposals from the following companies:

Bill’s Home Service Co.
 Essential Pest Management
 Pest Techs
 SOS Exterminating
 Terminix
 University Termite & Pest Control, Inc.

July 10, 2013 the committee reconvened to score all six vendors. Based on this scoring it was determined that two (2) vendors would move forward in the selection process and be asked to participate in Phase II the Best and Final. A summary of all scores are below.

	Member 1	Member 2	Member 3	Member 4	Member 5	Total	Rank
Bill’s Home Service Co.	190	210	210	340	230	1180	6
Essential Pest Management	440	500	340	490	330	2100	2
Pest Tech	180	210	270	320	230	1210	5
SOS Exterminating	260	230	250	350	220	1310	4
Terminix	420	490	430	460	370	2170	1
University Termite & Pest Control, Inc.	210	340	310	400	320	1580	3

The committee came to a unanimous decision to recommend Essential Pest Management and Terminix to move forward into the Best and Final Phase II evaluation.

On June 11, 2013 Best and Final requests were mailed out to Essential Pest Management and Terminix with a due date of July 23, 2013 @ 2:00 P.M. local time.

Best and Final proposals were submitted by both vendors on July 23, 2013 by 2:00 p.m. local time, copies of the companies offers were scanned and emailed to Reginald McClendon the committee chair. July 24, 2013, he call and asked for the new Best and Final Score sheet for his committee to use.

July 26, 2013 Reginald McClendon and his team assembled to finalize Phase II Best and Final offers for the Pest Control RFP No. 14-17-18 submitted by Essential Pest Management and Terminix. The members reviewed the offers independently prior to the committees discussion. Their assessment is as follows: They were unable to provide sufficient weights to Terminix’s submittal because it was incomplete and considered a no bid as a result of insufficient pricing for services as needed and required, because of this factor the committee utilized the initial proposal for evaluation. Each committee member completed a best and final score sheet as they reviewed each vendors proposal. A summary of scores is below.

	Member 1	Member 2	Member 3	Member 4	Member 5	Total	Rank
Essential Pest Management	460	490	370	460	400	2180	1
Terminix	300	420	240	270	100	1330	2

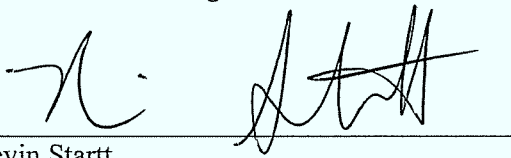
Estimated cost annually is \$65,000 (X 5 = 325,000.00)

AWARD RECOMMENDATION:

I attest that the evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1041 (Competitive Sealed Proposals) and all applicable Tucson Unified School District rules and regulations.

Contract awards are recommended to the following firm(s) for the indicated services:

Essential Pest Management



Kevin Startt
Director of Purchasing