



Sage Collegiate Request for Proposals

Sage Collegiate is asking vendors to provide a proposal for pest control services.

Due: FRIDAY, OCTOBER 28, 2022 by 5 p.m.
Contact: Jenni Woodard at jwoodard@sagecollegiate.org

SAGE COLLEGIATE: Proving the Possible.

Our Mission: Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.



Sage Collegiate seeks proposals for pest control services.

Project Description

Sage Collegiate asks vendors to present a cost effective solution for pest control services. The goals for this project are as follows:

1. Provide a cost-effective solution with a reduction in current operating costs.
2. Monthly visits to the campus to treat all buildings and modular buildings (if applicable) for all general pests.
3. Exterior and interior services. Interior service will include all food areas, breakrooms, restrooms, lobby, main offices, electrical closets, janitorial closets, and classrooms as needed.
4. Interior of the facility will be serviced monthly, and the exterior will be treated on a bi-monthly basis.

Vendors are asked to examine the requirements in the Request for Proposal (RFP) and formulate a response that meets the minimum requirements in the RFP. As the campus is an active construction site, vendors may not request tours at this time. Once minimum requirements have been met, vendors are allowed to provide additional options for increasing functionality or reducing costs, without sacrificing reliability.

Proposals must include all required supporting documentation, assurances, specifications, etc. Incomplete proposals or late proposals will not be accepted.

Sage Collegiate has the right to accept or reject any or all proposals and will make its decision based on the selection criteria outlined in the RFP. Sage Collegiate reserves the right to negotiate the final contract with the selected vendor. It is Sage Collegiate's intention to enter into a mutually beneficial contract that supports this RFP, and any other subsequent contracts that are required by the vendor must meet or exceed the terms and the conditions of this RFP.

RFP Items to Submit:

1. All original forms contained within this RFP.
2. Any additional contracts as necessary to execute this RFP.

PROPOSALS RECEIVED AFTER THE TIME SPECIFIED ON THE REQUEST FOR PROPOSAL WILL NOT BE CONSIDERED OR ACCEPTED.

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Submit proposals via email to:

Jenni Woodard, Operations Manager, jwoodard@sagecollegiate.org and Sandra Kinne, Executive Director, skinne@sagecollegiate.org.

Submit questions to: jwoodard@sagecollegiate.org or 702.530.3042.

Sage Collegiate Background

Sage Collegiate is authorized by the State Public Charter School Authority. Sage Collegiate is a K-8 school that opened with Kindergarten through 5th grade in August 2022. The school has a modified slow growth model and is opening with 244 students, growing to no more than 796 at capacity.

Mission Statement

Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.

Selection Criteria

Sage Collegiate will receive and review all proposals. The ED will then present the recommended vendors for consideration before the Sage Collegiate Board of Directors. The Board of Directors will make the final decision on which vendor will be awarded the final contract.

Areas used to determine viability of information include the following:

1. Strength and capability of the Vendor's Company (Depth of services, Installations in similar educational facilities, Equipment engineering, etc.)
2. Price (including all costs)
3. Implementation Plan if applicable
4. Reliable Service Structure, Average Response Times, Delivery, if applicable
5. Company References (provide at least 3 from similar type institutions of size and needs)

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Request for Proposal Components

Address each of the following:

1. **Vendor Experience.** Please describe the company's experience in working with educational entities of similar size and the types of projects completed. Include references as described in selection criteria and any other company background / qualifications that apply.
2. **Vendor Contact Information.** Please include company's web address.
3. **Pricing.** Complete Pricing Worksheet
4. **Maintenance Agreement**
5. **Substitutions and Exceptions.** Please list the company's ability to be creative with any options that may be in the best interest of Sage Collegiate as it relates to this plan in the areas of pricing and configuration options. Provide details regarding the options available to the base plan that you would like to include. Be sure to include details for cost of any respective substitutions or exceptions.
6. **Invoicing.** Please detail how your invoicing is processed and list any requirement by the company for payment on Net 30 terms. Provide a sample invoice.
7. **Implementation Plan.** Provide a timeline for implementation including the services provided by the vendor and any costs associated with the implementation, if applicable.

Service / Maintenance Agreement

1. Describe the Maintenance Agreement offered by the company. Be sure to include all items that may impact overall maintenance costs.
2. Describe the procedures for a school to report any maintenance issues.
3. Describe the process used to escalate and solve any maintenance issues.
4. Include average response times to service calls, if applicable.

Minimum Standards List

- Monthly visits to the campus to treat all buildings and modular buildings (if applicable) for all general pests.
- Exterior and interior services. Interior service will include all food areas, breakrooms, restrooms, lobby, main offices, electrical closets, janitorial closets, and classrooms as needed.
- Interior of the facility will be serviced monthly, and the exterior will be treated on a bi-monthly basis.
- Facility must be assessed for rodents and equipment cost must be listed separately should the facility require coverage for rodents.
- Include in the price sheet the cost associated for scorpions, bees, and bedbugs.
- All equipment and additional services must be listed as and addendum to your cost for the general pest treatment

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Terms of Contract

Sage Collegiate requests an agreement for pest control services on a monthly basis. The contract must allow for additions of services as requested without resetting terms or beginning new terms. Invoices should be processed for each individual campus. Exceptions will be considered upon approval by Sage Collegiate of the vendor's standard invoicing process.



Vendor Authorized Contact Information

Company Name	
Mailing Address	
Phone Number	
Remittance Address (if different from above)	
Main Point of Contact Sales (include phone & email)	
Main Point of Contact Service (include phone & email)	
Main Point of Contact Billing (include phone & email)	

RFP Authorized by: _____

Title: _____

Signature: _____

Date: _____

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