Request for Proposal # 1446

For: Integrated Pest Control Management Services

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<td>September 3, 2020</td>
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Dates are subject to change. All changes will be reflected in Addendum issued.

Small Business Set-Aside
(Refer to RFP Section 4.4.2.2 for more information.)

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<tr>
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<tr>
<td>☐ Entire Contract</td>
<td>□ II</td>
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<tr>
<td>☐ Partial Contract</td>
<td>□ III</td>
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<td>☐ Subcontracting Only</td>
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RFP Issued By
Office of Procurement Services
Montclair State University
Overlook Corporate Center
150 Clove Road, Third Floor
Little Falls, New Jersey 07424

Assigned Procurement Services Buyer: Chantelle Collins
Telephone #: (973) 655-7468
Fax #: (973) 655-5468
E-mail: collinsch@montclair.edu
Date: August 17, 2020
SIGNATURE PAGE: REQUEST FOR PROPOSAL # 1446

FOR: Integrated Pest Control Management Services

RETURN BID PROPOSAL TO:
OFFICE OF PROCUREMENT SERVICES
MONTCLAIR STATE UNIVERSITY
150 Clove Road, Third Floor
Little Falls, NJ 07424

PROCUREMENT SERVICES BUYER: Chantelle Collins
EMAIL: collinsch@montclair.edu
FAX#: (973) 655-5468

1. BID PROPOSALS MUST BE RECEIVED AT OR BEFORE THE PUBLIC OPENING TIME OF 10:00AM ON SEPTEMBER 3, 2020 AT THE FOLLOWING ADDRESS (NOTE: TELEPHONE, TELEFACSIMILE, EMAIL, OR TELEGRAPH PROPOSALS WILL NOT BE ACCEPTED):

   OFFICE OF PROCUREMENT SERVICES
   MONTCLAIR STATE UNIVERSITY
   150 CLOVE RD, 3RD FLOOR
   LITTLE FALLS, NJ 07424

2. THE BIDDER MUST SIGN THIS REQUEST FOR PROPOSAL (RFP) SIGNATURE PAGE IN ADDITION TO THE ITEMS LISTED AS “APPLICABLE” IN APPENDIX #1 OF THIS REQUEST. HYPERLINKS TO EACH FORM HAVE BEEN PROVIDED WITHIN THE APPENDIX.

3. THE BID PROPOSAL MUST INCLUDE ALL PRICE INFORMATION. PROPOSAL PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS. F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. PROPOSAL PRICES MUST BE FIRM THROUGH ISSUANCE OF CONTRACT.

4. ALL PROPOSAL PRICES MUST BE TYPED OR WRITTEN IN INK.

5. THE BIDDER IS STRONGLY ENCOURAGED TO ATTEND THE PRE-BID CONFERENCE(S) AND SITE VISIT(S). NO SPECIAL ARRANGEMENTS WILL BE MADE FOR THOSE NOT ATTENDING. INFORMATION ON PRE-BID CONFERENCE(S) AND SITE VISIT(S) CAN BE FOUND IN THE SCHEDULE OF EVENTS SECTION OF THIS REQUEST.

6. PROPOSALS SHALL REMAIN OPEN FOR ACCEPTANCE AND MAY NOT BE CHANGED OR WITHDRAWN FOR A PERIOD OF SIXTY (60) DAYS AFTER THE BID OPENING DATE.

TO BE COMPLETED BY BIDDER

BIDDER NAME:
ADDRESS:

BIDDER TEL#: ___________________________ FEDERAL TAX IDENTIFICATION#
EXT:_________ #
BIDDER FAX#:
BIDDER E-MAIL:

SIGNATURE OF THE BIDDER ATTESTS THAT THE BIDDER HAS READ, UNDERSTANDS, AND AGREES TO ALL TERMS, CONDITIONS, AND SPECIFICATIONS SET FORTH IN THE REQUEST FOR PROPOSAL INCLUDING ALL ADDENDA. FURTHERMORE, SIGNATURE BY THE BIDDER SIGNIFIES THAT ADDENDA ISSUED, THE REQUEST FOR PROPOSAL, THE UNIVERSITY’S STANDARD TERMS AND CONDITIONS (APPENDIX 1) AND THE RESPONSIVE BID PROPOSAL CONSTITUTE A CONTRACT UPON THE UNIVERSITY’S OPTION TO ISSUE A WRITTEN NOTICE OF ACCEPTANCE TO BIDDER FOR ANY OR ALL OF THE ITEMS BID, AND FOR THE LENGTH OF TIME INDICATED IN THE REQUEST FOR PROPOSAL. FAILURE TO ACCEPT THE CONTRACT WITHIN THE TIME PERIOD INDICATED IN THE REQUEST FOR PROPOSAL, OR FAILURE TO HOLD PRICES OR TO MEET ANY OTHER TERMS AND CONDITIONS AS DEFINED IN EITHER ADDENDA OR THE REQUEST FOR PROPOSAL DURING THE TERM OF THE CONTRACT SHALL CONSTITUTE A BREACH AND MAY RESULT IN DEFAULT BY THE CONTRACTOR AND/OR CONTRACT TERMINATION.

ORIGINAL SIGNATURE OF BIDDER
DATE

PRINT/TYPED NAME
TITLE
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1.0 INFORMATION FOR BIDDERS

1.1 SCHEDULE OF EVENTS

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1.1.1 REQUEST FOR PROPOSAL
Bidders are requested to provide their proposals in accordance with the terms and conditions provided within this solicitation.

1.1.2 SITE VISIT / PRE-BID MEETINGS
The bidder is strongly encouraged to attend the pre-bid conference(s) and site visit(s). No special arrangements will be made for those not attending. The bidder is responsible for the full Scope of Work regardless of attendance to the pre-bid conference(s) and site visit(s).

1.1.3 QUESTIONS AND ANSWERS
Questions and inquiries regarding bidding information should be sent to collinsch@montclair.edu or faxed to the number provided in the RFP Signature page. All questions submitted by the above due date and time will be answered on the Procurement Services website. Answers will be provided via addendum to this RFP and will be posted on Procurement Services webpage on or around the date provided in section 1.1. Additional instructions for question submittal must be in accordance with Section 4 of this solicitation.

1.1.4 QUOTES / PROPOSALS / BIDS DUE DATE
Bidders must be submit all information requested herein no later than the above referenced date and time in order to be considered for award. Incomplete proposals will be rejected. Bidder submissions must be in accordance with the instructions found in Section 4 of this solicitation.

NOTE: Bidders are not to contact the University using department directly, in person, by telephone or by email, concerning this RFP.

1.2 PURPOSE AND INTENT
This Request for Proposal (RFP) is issued by the Office of Procurement Services (Procurement Services), Montclair State University (University). The purpose of this RFP is to solicit bid proposals from qualified contractors to provide Integrated Pest Control Management Services to the University.
The intent of this RFP is to award a contract to that responsible bidder whose bid proposal, conforming to this RFP is most advantageous to the University, price and other factors considered. However, the University reserves the right to separately procure individual requirements that are the subject of the awarded contract during the contract term, when deemed by the University’s Vice President for Finance and Treasurer to be in the University’s best interest.

The University’s Standard Contract Terms and Conditions (Appendix 1, Item 1), are part of the awarded contract. The University’s Standard Contract Terms and Conditions are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them.

1.3 BACKGROUND
Montclair State University is a research doctoral institution ranked in the top tier of national universities. Building on a distinguished history dating back to 1908, the University today has 10 colleges and schools that serve approximately 21,000 undergraduate and graduate students with more than 300 doctoral, master’s and baccalaureate programs. Situated on a beautiful, 252-acre suburban campus in Passaic and Essex Counties just 14 miles from New York City and having a School of Conservation located in Sussex County, Montclair State delivers the instructional and research resources of a large public university in a supportive, sophisticated and diverse academic environment.

1.4 JOINT VENTURE
If a joint venture is submitting a bid proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture’s bid proposal. Authorized signatories from each party comprising the joint venture must sign the RFP Signature Page and the Source Disclosure Certification (Appendix 1, Item 3). A separate Ownership Disclosure Form (Appendix 1, Item 2) and Company Qualification Certification (Appendix 1, Item 4) must completed by each party to the joint venture.
2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS
The following definitions will be part of the contract awarded as result of this RFP:

Addendum - Written clarification or revision to this RFP issued by Procurement Services.

Amendment - A change in the scope of work to be performed by the contractor after contract award. An amendment is not effective until signed by the University’s Vice President for Finance and Treasurer.

Bidder – A vendor submitting a bid proposal in response to this RFP.

Contract - Any addendum to this RFP, this RFP, the University’s Standard Terms and Conditions (Appendix 1, Item 1), the awarded bidder's bid proposal and the University’s form Agreement incorporating these documents.

Contractor - The contractor is the bidder awarded a contract.

Director – Director of Procurement Services.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May - Denotes that which is permissible, but not mandatory.

Request for Proposal (RFP) - This document, which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of the University.

Shall or Must - Denotes that which is a mandatory requirement.

Should - Denotes that which is recommended, but not mandatory.

2.2 CONTRACT SPECIFIC DEFINITIONS
NONE for this RFP
3.0 COMMODITY DESCRIPTION/SCOPE OF WORK

3.1 Vendor (Contractor) Requirements

3.1.1 The Contractor agrees that they must secure, keep in force and pay for all necessary licenses and permits required for the contracted services of this RFP and comply with all laws, orders, rules and regulations of any federal, State or municipal authority applicable to the operation obligations of the contract, as required in this RFP.

3.1.2 All materials and workmanship must comply with all applicable local, county, State and federal codes, specifications and ordinances.

3.1.3 All certified pesticide applicator registration cards must be on file at the University’s Facilities Office located in the Physical Plant Building during the full term of the contract, and extension thereof. These shall be provided before the start of the contract and must be updated for all changes that occur.

3.1.4 The Contractor must provide a pest free environment, free from but not limited to the following: cock roaches of all species, all crawling insects and pests such as spiders, rodents, mites, fly larvae, weevils, beetles, bed bugs, fleas, stinging insects, biting insects, flying insects, drain flies, and all species of ants. The University has had 2-3 bed bug issues per year in the past, which are to be included as part of the Monthly Service Fee. Pricing for such services shall be indicated on the Attachment # 5 “Price Sheet” as part of the “Monthly Service Fee” section.

3.1.5 Response time for emergencies (defined as incidents that may affect the health and safety of any University member) must be responded to within two (2) hours unless other arrangements are made with the Asst. Vice President of Facilities Services. Pricing for such services shall be indicated on the Attachment # 5 “Price Sheet” as part of the “Monthly Service Fee” section.

3.1.6 The Contractor must provide dead animal removal, live animal trapping, bird and bat trapping, and termite services. Pricing for such services shall be indicated on the Attachment # 5 “Price Sheet”.

3.1.7 The pest control services shall be performed in all areas including but not limited to basements crawl spaces, offices, supply storage spaces and or rooms, closets, base boards, plumbing and steam pipes accesses, shelves, any and/or elevators, dumb waiter and surrounding pits, loading platforms, refuse containers and storage areas, walls or enclosures, residential kitchens, dining rooms, bedrooms, lavatory and shower rooms. Hallways and lounge rooms, and other institutional components. Pest control services are to be performed in all areas that are the responsibility of the MSU Facilities Division, and respond to all work requests for those buildings. The exterior of buildings are to be inspected as needed. The only kitchens on campus that the Contractor will be responsible are the Test Kitchens (classrooms) in University Hall 4006, 4011 and 4054. Also, the kitchens in the apartments at Hawks Crossing and The Village. All other kitchens, cafeterias and commercial food service areas are the responsibility of the Dining Services Contractor CHARTWELLS.

3.1.8 Pest control services shall be performed in all buildings, occupied and unoccupied.

3.1.9 The Contractor must achieve the intent of this RFP through the performance of continuous detailed inspections followed by safe and effective pest control and aggressive integrated pest management program.

3.1.10 The Contractor must perform a thorough detection program during every service utilizing aerosolized pyrethrums or resmethrin with probe attachment for crack and crevice inspection, dated glue boards and a functional flashlight.
3.1.11 Following each scheduled service, the Contractor must submit a written report to the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee listing any and all areas that remain inaccessible for pest control service such as lockers, rooms, closets, etc.

3.1.12 The Contractor must employ or retain for the term of the contract and any extension thereof the services of an entomologist with experience in university or similar pest control. The entomologist must possess a master's degree in entomology, as a minimum requirement. Contract must supply a copy of the entomologist’s current resume with the bid proposal.

3.1.13 The required services of the entomologist for information regarding any pest control problems will be at no additional cost to the University under the contract.

3.2 Submission of Qualification Documents

In response to this RFP, bidders shall submit copies of the following qualification documents:

3.2.1 **Applicator Business Registration – Codes and Licenses (1)** The bidder must have a current and valid pesticide application business registration from the New Jersey Department of Environmental Protection, Bureau of Pesticide Control. This Registration must remain valid for the entirety of the contract period, and any extension thereof.

3.2.2 **New Jersey Certified Commercial Pesticide Applicator Registrations & Employee Resumes (3)** The bidder must have a minimum of three (3) licensed applicators that hold a current New Jersey Certified Commercial Pesticide Applicator Registration and must submit copies for each respective applicator.

3.2.3 For each of the employees holding the New Jersey Certified Commercial Pesticide Applicator Registration, bidder must submit a copy of his/her resume.

3.2.4 Bidder must provide a resume for the entomologist, who must possess a master's degree in entomology, as a minimum requirement.

3.2.5 References - Bidder must submit references demonstrating a total of three (3) years of demonstrated successful operation for pest control services, servicing similar or equal sized facilities as listed in this RFP with university, school, or warehoused facility experience. Bidder shall provide a list of references that demonstrate this requirement. List shall include customer name, customer address, years serviced, and a valid contact number. Submission may be from one (1) qualified customer that has been serviced for three (3) years or multiple qualified customers for whom a total of three (3) years of experience has been provided and is documented therein.

3.3 Contractor’s Personnel Qualifications

3.3.1 All personnel must be physically able to effectively perform their assigned work and be in general good health.

3.3.2 All personnel must be thoroughly trained, commercial certified applicators and qualified in the required work as stated in this RFP and must have a minimum of three years successful experience.

3.3.3 All personnel must observe all regulations in effect at the University and while on University property. Personnel shall be subject to University regulations, but under no circumstance shall personnel be deemed to be employees of the University. Personnel are precluded from representing themselves as employees of the University.
3.3.4 The University Representative or the University Representative’s designee for the facility may request the Contractor to replace pest control employees who are found to be incompetent and/or unacceptable in serving the best interest of the University. The Contractor must replace unacceptable employees with employees having the experience required herein within ten (10) calendar days.

3.3.5 All Contractors’ employees shall be subject to such security clearance as the University shall require. The Contractor shall require all employees to wear suitable uniforms during the time they are on the University property. This shall mean a company uniform with the name and/or logo of the company. Each employee must present an identification badge for admittance on University property. The identification shall include the name and address of the company, the employee’s name and a photograph of the employee. Additionally, this identification shall be such that it is visible at all times that the employee is on the University property.

3.3.6 The Contractor shall require their employees to comply with all instructions issued by the University pertaining to conduct and regulations while on University property.

3.3.7 Contractor's personnel must sign in and sign out with the University Representative or the University Representative’s designee each time they report for service. Areas treated and the amount of time spent working on each area, must be approved by the University Representative or the University Representative’s designee, before payment is made.

3.3.8 Neither the Contractor nor the Contractor's employees shall solicit business while on University property or distribute or display literature, information including business cards.

3.3.9 Neither the Contractor nor the Contractor's employees shall use University equipment including telephone equipment, without prior written consent of the University.

3.3.10 The Contractor must submit a proposed schedule for pest control services to the University Representative or the University Representative’s designee for approval. The schedule shall include, at minimum, service twice per week. Should the scheduled services not be totally effective, or interrupt University activities, the Contractor shall be required to provide necessary services at alternate times agreeable to the University, at no additional cost.

Complaints and service requirements including recall work required between scheduled service visits must be handled within twenty-four (24) hours after notification and will be at no additional cost to the University.

3.4 Operations

3.4.1 The University is an operating academic facility; therefore, any contract work that may disrupt and interfere with that operation shall be scheduled at a later time at the discretion of the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee.

3.4.2 All work schedules shall be submitted to the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee for review and approval. The schedule shall include, at minimum, service twice per week preferably on Mondays and Thursdays. The University reserves the right to make modifications to work schedules to accommodate building operational needs.

3.4.3 The University reserves the right to add additional facilities to the building list at the rates proposed in the bidder’s pricing schedule (Attachment #5).
3.4.4 All work shall be done primarily between the hours of 8:00 A.M. to 4:30 P.M. Monday through Friday. The Contractor shall arrange to work nights or weekend when required with no additional charge for overtime work. There will be times when requests need to be completed after the 8:00AM – 4:30PM normal hours period, or, on weekends due to operational needs at no extra charge (part of the Monthly Service Fee).

3.4.5 There shall be three (3) Intensive Treatments of the residence halls each year. Cost for said service is to be included in the Monthly Service Fee. Treatment will be conducted during the times when the residence halls have been vacated by the residents (typically in January, May and August). Intensive Treatment consists of a liquid treatment of every room and all common areas. Residence Halls include Bohn Hall, Blanton Hall, Hawk Crossings Apartments (100-300), Freeman Hall, Russ Hall, Stone Hall, Webster Hall, the Village at Little Falls and Sinatra Hall. MSU staff will accompany Contractor technicians to enter occupied dorm apartments.

<table>
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<th>Number of Rooms</th>
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<tr>
<td>Blanton</td>
<td>350</td>
</tr>
<tr>
<td>Bohn</td>
<td>325</td>
</tr>
<tr>
<td>Hawk Crossing Apartments (Bldgs. 100, 200 &amp; 300)</td>
<td>348* (86 Apartments - All 2 bedrooms)</td>
</tr>
<tr>
<td>Freeman</td>
<td>115</td>
</tr>
<tr>
<td>Russ</td>
<td>45</td>
</tr>
<tr>
<td>The Village</td>
<td>954* (212 Apartments Total - 94 four bedrooms &amp; 120 Three bedrooms)</td>
</tr>
<tr>
<td>Sinatra</td>
<td>262</td>
</tr>
<tr>
<td>Stone</td>
<td>81</td>
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*Apartments with bedrooms, kitchen, common room, bathroom

3.4.6 All University buildings are included in the Scope of Work as described on the Campus Map. The Campus Map may be found at: [http://www.montclair.edu/map/](http://www.montclair.edu/map/)
Not included in the Scope of Work, but listed on the map are Café Diem, Floyd Hall, NJ Transit Parking Deck and the Red Hawk Diner.

3.4.7 Included in the work are floor drains in all areas.

3.4.8 Cafeterias, kitchens and food preparation and food storage areas are NOT within the scope of this project; this is the responsibility of the supplier who runs the cafeterias for MSU, currently CHARTWELLS.
3.5 Performance Requirements

3.5.1 The Contractor is to use the proper equipment and material to render the services to insure safety for all human life, livestock and the environment.

3.5.2 The equipment and pesticides used by the Contractor are to be and in full compliance within DEP rules and regulations.

3.5.3 Before an application is made, the Contractor shall notify the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee of any precautionary actions that should be undertaken by the University.

3.5.4 The application of all materials shall be made in a manner which is consistent with label instructions, and which does not cause harm, injury and damage to human life, property and/or the environment.

3.5.5 All pesticides used shall be non-flammable, secured when unattended and registered by the US Environmental Protection Agency and the New Jersey Department of Environmental Protection.

3.5.6 The Contractor shall be responsible for removing and disposing of all excess and/or unneeded chemicals, materials or equipment after the application is completed. No chemicals or equipment are to be stored or disposed of at the University site at any time.

3.5.7 Under no circumstances shall the Contractor use any pesticide without first securing approval from the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee the University. All information requested must be furnished to the satisfaction of the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee for the University before proceeding.

3.5.8 Licensed commercial pesticide applicators must act to ensure that every pesticide application is accorded consideration and investigation relating to environmental factors, with minimal pesticide exposure and prevention of adverse effects at the University.

3.5.9 Under no circumstances shall the pest control material be stored adjacent to or near food areas during the performance of service. The Contractor will secure all material and equipment to prevent use or tampering.

3.5.10 During the performance of contract services, the Contractor must submit written reports of significant structural and sanitation problems for possible correction that would directly contribute to improved pest control efforts. Reports are to be submitted to the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee within seven days of discovery.

3.5.11 If during the performance of the service work, any condition that might be detrimental to the safety of Contractor's personnel, or others is observed such condition shall be reported in writing to the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee.

3.5.12 Pesticide application shall be according to need, and not according to a routine schedule. As general rule, application of pesticides in any area inside or outside the premises shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area.

3.5.13 Preventive pesticide treatments of areas determined to be at risk for infestation by insects or rodents, determined by inspection at the onset of the program or as part of a maintenance program, are acceptable. These applications must be conducted in accordance the pesticide use hierarchy.
3.5.14 Integrated Pest Management (IPM) Description of Services: The Contractor must comply with the IPM practices, as this contract is part of a comprehensive IPM program for the University. The goal of IPM is to deliver effective pest control while at the same time reducing the volume and toxicity of pesticide use. IMP is a process for achieving long term environmentally sound pest control through the use of a wide variety of technological and management practices. Control techniques in an IPM program include a combination of pest monitoring, good sanitation practices, education, appropriate solid waste management, building maintenance, alternative physical, mechanical, and biologic pest control, and as a last resort, the use of pesticides according a predetermined hierarchy of pest management choices, formulations, and application techniques, which will minimize the exposure and potential risks to people and the environment. The emphasis of IPM is a holistic approach and is focused on elimination of causes as opposed to treating symptoms. The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, trapping, and pesticide application components of the IPM program. The Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications necessary to achieve the goal of pest elimination.

3.6 Performance - Start Up

3.6.1 The Contractor shall be extended a thirty (30) day period in order to eliminate pest problems that may have been present prior to contract award. During this thirty (30) day period, the University will not process formal complaint forms against the Contractor for failure to meet performance requirements of this RFP as stated in Section 3.5 Performance - Less Than Satisfactory Rating.

3.6.2 This thirty (30) day period shall give the Contractor sufficient time to start and thoroughly service all locations. The grace period will begin with the contract award start date and continue for thirty (30) consecutive days. However, if, within the thirty (30) day period, a pest control problem is determined to be on the increase and shows no improvement then the University reserves the right to terminate the thirty (30) day period and, if warranted the contract.

3.6.3 Vendors must possess the minimum equipment as stated in this RFP.

3.7 Performance - Less Than Satisfactory Rating

3.7.1 The Contractor shall service all required facilities and components to ensure that a satisfactory rating will be issued during pest control inspections conducted by DHS Sanitarians, NJ Department of Health, JCAH, HCFA, Federal, New Jersey, N.J. Licensed Health Officers, and any other authorized inspection.

3.7.2 The Contractor shall provide satisfactory service to all contracted areas. Less than satisfactory ratings issued as a result of pest control problems will be cause for action against the Contractor as stated in the Terms and Conditions.

3.7.3 Follow up pest control inspections may be conducted within three (3) to five (5) weeks after the initial pest control inspection. If the Contractor receives two consecutive-less-than satisfactory ratings, the Contractor must have the affected area evaluated by an entomologist within seventy-two (72) hours, at the Contractor's sole cost and expense.

3.7.4 The entomologist shall submit a report within twenty-four (24) hours following the evaluation to the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee stating the problem found and the recommended corrective action.

3.7.5 The Contractor must effectively implement the action recommended by the entomologist within five (5) days from the submission of the entomologist report.
3.7.6 Any area receiving three (3) consecutive less-than-satisfactory ratings shall result in filing a formal complaint with intent to terminate the contract. The Contractor must participate in an aggressive integrated pest management program in mutual cooperation with the University.

3.7.7 The Contractor shall report to the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee daily before starting work and also at the end of each workday. This must be done to establish priorities due to changing availabilities to work areas.

3.7.8 The Contractor shall be required to meet as requested with the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee to review all materials, schedules and discuss the progress of all service work and any problems the Contractor may have encountered. These meetings shall be in accordance with the requirements of the contract and will be at no additional charge to the University.

3.8 Responsibility Of Work

3.8.1 In the event the Contractor observes that any of the contract specifications and documents are at a variance in any respect to any or all federal, State and local laws, order, rules, ordinances and regulations, the Contractor shall promptly notify the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee in writing of such variance with attached documentation for justification.

3.8.2 If the Contractor performs any work contrary to any federal, State and local laws, rules, ordinances and regulations, they shall assume full responsibility and shall bear all costs attributable thereto.

3.8.3 All material to be incorporated in the work, all labor performed and all tools and methods shall be subject to the inspection by the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee.

3.8.4 The Contractor must, within twenty-four (24) hours of a misapplication, submit a written report of all reasons, causes, effects and remedies to the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee.

3.9 Responsibility For Property Damage

3.9.1 When and where, any direct and indirect damage and injury is done to University Property by and/or on account of any act and/or omission, neglect and/or misconduct on the part of the Contractor in the execution of the work, such property shall be restored by the Contractor at the Contractor's expense, to a condition equal to that existing before such damage and/or injury occurred and must be acceptable to the University.

3.9.2 The Contractor assumes full responsibility for the equipment used in the execution of the work hereunder and agrees to make no claims against the University for damages to such equipment from any claims whatsoever.

3.9.3 All property of Contractor and/or the Contractor's employees and/or the agents brought, kept, used and/or left on University premises shall be at the sole risk of the Contractor and/or the Contractor's employees. The Contractor shall be responsible for all loss and/or damage to any such equipment and property.

3.9.4 In the event of damage to University property by the Contractor, the University reserves the right to immediately effect temporary and permanent repairs at the expense of the Contractor, and the Contractor hereby agrees that in such event the University may deduct the cost of such repairs and related expenses incurred by the University from any moneys due the Contractor under this contract.
**3.10 Coordination - Job Site - Clean – Up**

3.10.1 It shall be the responsibility of the Contractor to cooperate fully with the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee and leave the job site in a clean safe condition at the end of each day's work.

3.10.2 Upon completion of the day's job, the Contractor shall immediately remove all tools, equipment, and any surplus materials from University property.

3.10.3 The University is an operating academic facility; therefore, the Contractor shall cooperate with University personnel in keeping all hallways, classrooms, offices, walkways, roadways, parking lots and operating areas free and clear of debris, equipment and/or vehicles during performance of the contract.

3.10.4 Where working conditions interfere with the operation of the University, the Contractor shall secure prior approval of the facility Asst. Vice President of Facilities Services or the Asst. Vice President’s designee before proceeding.

3.10.5 The Contractor must at all times be in total compliance with the provisions of DEP State Statutes Governing Pest Control, NJAC Title 7:Chapter 30-et. seq.

**3.11 Accident Reports**

3.11.1 The Contractor will immediately report all accidents whatsoever arising out of and/or in conjunction with the performance of the work, whether on and/or adjacent to the University which has caused death, personal injury and/or property damage, giving full details and statements of witnesses.

3.11.2 The Contractor will immediately report all accidents in person to University Police and the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee.

3.11.3 Within twenty-four (24) hours of any or all accidents, the Contractor will also submit a written report including full details and statements of witnesses to the Asst. Vice President of Facilities Services or the Asst. Vice President’s designee.

3.11.4 If any claim is made by a third person against the Contractor on account of any accident, the Contractor shall promptly report the claim in writing within twenty-four (24) hours to the Asst. Vice President of Facilities Services or the Asst. Vice Presidents’ designee.

**3.1 STATEMENT OF QUALIFICATIONS**

Statements of Qualifications should be presented in the same order as listed below. Please restate the question as written and respond to each item completely and clearly. Attachments that amplify responses or provide relevant illustrations are welcome.

- **Experience:** The Bidder should include information relating to its organization, personnel, and experience, including but not limited to: references together with contact names and telephone numbers, evidencing the Bidder’s qualification and capabilities to perform the services required by this RFP.

**4.0 BID PROPOSAL PREPARATION AND SUBMISSION**
4.1 QUESTION AND ANSWER PERIOD
Procurement Services will accept questions and inquiries from all potential bidders via e-mail or fax to the Procurement Services buyer identified in the cover sheet. Bidders are not to contact the University user department directly, in person, by telephone or by email, concerning this RFP. Answers will be provided via addendum to this RFP and will be posted on Procurement Services webpage after the question due date (see Section 1.1 of this RFP for question due date).

4.2 ADDENDUM: REVISIONS TO THIS RFP
In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

ADDENDUM ISSUED WILL BE POSTED ON PROCUREMENT SERVICES WEBPAGE.

There are no designated dates for release of addendum. Interested bidders should check the Procurement Services’ webpage on a daily basis from time of RFP issuance through bid proposal submission. It is the sole responsibility of the bidder to be knowledgeable of addendum issued relating to this RFP.

Notice of addendum issued will be faxed by the assigned Procurement Services buyer to any bidder who has picked up a copy of the RFP at Procurement Services and who provided Procurement Services with its fax number.

4.3 CONTENTS OF BID PROPOSAL
Bidders are instructed to supply all documentation identified in Appendix 1, with their bid proposal. Subsequent to bid opening, all information submitted by a bidder in the bid proposal is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and/or other applicable law.

A bidder may designate specific information in its bid proposal as confidential and proprietary if the bidder has a good faith legal/factual basis for such assertion. The University reserves the right to make the determination and will advise the bidder accordingly. Confidential and proprietary information shall be clearly and prominently identified in the bid proposal and in a cover letter. The University will disregard any attempt by a bidder either to designate its entire bid proposal as confidential, proprietary and/or subject to copyright protection.

By signing the RFP Signature Page, the bidder waives any claims of copyright protection set forth within its proposal and any third party manufacturer's price list and/or catalogs. Price lists and/or catalogs cannot be kept confidential and must be accessible to University user departments.

The bidder is advised to thoroughly read and follow all instructions contained in this RFP.
Note: Bid proposals shall not contain URLs (Uniform Resource Locators, i.e., the global address of documents and other resources on the World Wide Web) or web addresses. Inasmuch as the web contains dynamically changing content, inclusion of a URL or web address in a bid response is indicative of potentially changing information. Inclusion of a URL or web address in a bid response implies that the bid proposal’s content changes as the referenced web pages change.

4.3.1 PRICE ALTERATION
Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

4.3.2 BID ERRORS
A bidder may request that its bid proposal be withdrawn prior to bid opening. Such request must be made, in writing, to the Director of Procurement Services.

If, after the opening of bid proposals but before contract award, a bidder discovers an error in its bid proposal, the bidder may make written request to the Director of Procurement Services for authorization to withdraw its bid proposal from consideration for award. Evidence of the bidder’s good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the contract resulting from the bid proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder’s exercise of reasonable care; and that the University will not be significantly prejudiced by granting the withdrawal of the bid proposal.

If, during the evaluation of bid proposals received, an obvious pricing error made by a potential contract awardee is found, the Director of Procurement Services shall issue written notice to the bidder. The bidder will have five days after receipt of the notice to confirm its pricing. If the bidder fails to respond, its bid proposal shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the bidder’s intention is not readily discernible from other parts of the bid proposal, the assigned Procurement Services buyer may seek clarification from the bidder to ascertain the true intent of the bid proposal.
4.3.3 BID DISCREPANCIES
In evaluating bid proposals:

Discrepancies between words and figures will be resolved in favor of words;

Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices;

Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices;

Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total; and

Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

4.3.4 PRICING
The bidder must submit its pricing using the format set forth in the price sheet(s) attached to this RFP (Attachment #1). Failure to submit all information required will result in the bid proposal being considered non-responsive unless the University determines the information is not material and may be waived. Notwithstanding the Contract Effective Date on the RFP Signature Page, each bidder is required to hold its prices firm through issuance of the contract.

4.4 SUBMISSION OF BID PROPOSAL
In order to be considered for award, the bid proposal must be received by Procurement Services at the location and by the required date and time identified in this RFP in a sealed envelope marked with the bid proposal title and number.

If your proposal is being submitted by **US Mail**, it must be addressed to:

Montclair State University  
Office of Procurement Services  
1 Normal Avenue  
Montclair, New Jersey 07042

If your proposal is being submitted **BY HAND OR OVERNIGHT DELIVERY (FedEx, UPS, etc.)**, please address it to:

Montclair State University  
Office of Procurement Services,  
150 Clove Road, 3rd Floor,  
Little Falls, New Jersey 07424.
ANY BID PROPOSAL NOT RECEIVED BY THE DATE, TIME AND AT THE LOCATION NOTED IN THIS RFP WILL BE REJECTED.

Note: Bidders using US Regular or Express mail services should allow adequate time to ensure that bid proposals are received at Procurement Services on the date and time indicated on the cover sheet.

4.5 BIDDER RESPONSIBILITY
The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

4.6 COST LIABILITY
The University assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

4.7 BID PROPOSAL DELIVERY AND IDENTIFICATION
In order to be considered, a bid proposal must arrive at Procurement Services in accordance with the instructions on the RFP Signature Page.

Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. Late bid proposals are ineligible for consideration.

THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED WITH THE RFP NUMBER AND TITLE AND THE BIDDER’S NAME AND ADDRESS.

4.8 NUMBER OF BID PROPOSAL COPIES
The bidder must submit one (1) complete ORIGINAL bid proposal, clearly marked as the “ORIGINAL” bid proposal. The bidder should submit one (1) full, complete and exact electronic copy of the original. The copies requested are necessary in the evaluation of the bid proposal. A bidder failing to provide the requested number of copies will be charged the cost incurred by the University in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

4.9 SUBMITTALS
Bidders must respond to all sections of the Specifications

4.9.1 SAMPLE TESTING
The samples submitted must meet the specification requirements set forth in the RFP and must be representative of the product bid. Bid samples for evaluation and testing purposes are to be made available at no charge and delivered to University, at the bidder’s expense. The bidder must, within working days following a request from the Procurement Services buyer, submit bid samples to Procurement Services. Bid samples will not be returned. The University
reserves the right to perform any tests necessary to assure that the bid samples conform to this RFP. The testing results of the University are final.

4.9.2 BID SECURITY
Each bid proposal must be accompanied by a Bid Bond (See Appendix 1, Item 10), Certified or Cashier’s Check made payable to the University equal to ten percent (10%) of the amount of the bid proposal, not to exceed $20,000.00, as evidence of good faith, which guarantees that if the bid proposal submitted by the bidder is accepted, the bidder will enter into the Contract and will furnish the required Contract Documents and Surety Bonds. If a Bid Bond is submitted, it shall also provide that the Surety issuing the Bid Bond is bound to issue the required Payment and Performance Bonds (See Appendix 1, Item 11), if the bidder is awarded the Contract. If the bidder whose bid proposal is accepted is unable to provide the Performance and Payment Bonds or fails to execute a Contract, then such Bidder and the Bid Bond Surety shall be obligated to pay Montclair State University the difference between the amount of the bid proposal and the amount which the University contracts to pay another party to perform the work. The University reserves the right to retain any Certified or Cashier’s Check deposited hereunder as reimbursement for the difference as aforesaid, and shall return any unrequited balance to the bidder. Should there be a deficiency in the amount of the Bid deposit, the bidder and the Surety shall pay the entire amount of the difference in cost upon demand. The bidder awarded the Contract shall construe nothing contained herein as a waiver of any other legal remedies the University may have by reason of a default or breach. Certified or Cashier's Checks or Bonds submitted by unsuccessful bidders will be returned after the Contract has been executed. Bidders electing to furnish a Bid Bond must also include a Consent of Surety, in form acceptable to the University. Attorneys-in-fact who sign Bid Bonds or Contract Bonds must file a certified Power-of-Attorney with the University indicating the effective date of that power.

4.9.3 FINANCIAL CAPABILITY OF THE BIDDER
In order to provide the University with the ability to judge the bidder’s financial capacity and capabilities to undertake and successfully complete the contract, the bidder should submit its most recent annual audited or certified financial statement that includes a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the bidder’s most recent fiscal year. If a certified financial statement is not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statement, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statement and other information included in the statement fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the period presented in the statement. In addition, the bidder should submit a bank reference.
If the financial information is not included with the bidder’s response, the University may request the bidder to submit it, or deem the bid non-responsive. If the University requests it be submitted and the bidder fails to submit within seven (7) business days, the University may deem the bidder’s proposal non-responsive.

The bidder may designate specific financial information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The bidder may submit specific financial documents in a separate, sealed package clearly marked “Confidential-Financial Information” along with its bid proposal.

The University reserves the right to make the determination whether to accept the bidder’s assertion of confidentiality and will advise the bidder accordingly.

5.0 PROPOSAL EVALUATION

5.1 EVALUATION CRITERIA
Proposals will be evaluated on Price and other factors in accordance with the University’s Procurement Policies. Additionally, the following criteria will be used to evaluate all bid proposals that meet the requirements of this RFP. The criteria are not necessarily listed in order of importance:

- Price
- Experience of the bidder
- Bidders past performance under similar contracts
- Bidder’s references

5.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL
The University may request the highest ranking bidder(s) be required to give an oral presentation to the University concerning its bid proposal. The University may also require the bidder to submit written responses to questions regarding its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the University’s discretion whether to require the highest ranking bidder(s) be required to give an oral presentation or require the highest ranking bidder(s) to submit written responses to questions regarding its bid proposal. The assigned Procurement Services buyer is the sole point of contact regarding any request for an oral presentation or clarification.
6.0 CONTRACT AWARD
The contract award shall be made with reasonable promptness by written notice to that responsible bidder, whose bid proposal, conforming to this RFP, is most advantageous to the University, price, and other factors considered. The University reserves the right to reject any or all bids, or to award in whole or in part, if deemed to be in the best interest of the University to do so. Furthermore, the University reserves the right to waive any other bid requirement in their sole discretion when such waiver is in the best interest of the University and where such waiver is permitted by law.

6.1 BIDDERS RIGHT TO PROTEST AWARD OF CONTRACT
A bidder who submits a proposal in response to an advertised RFP may submit a written protest to the Director of Procurement of the University setting forth in detail the specific grounds for challenging the award. The protest shall be filed within ten (10) business days following the bidder's receipt of written notification, sent either by certified mail or facsimile transmission, that its bid was not accepted or of notice of the decision to award the contract. Any protest filed after the 10 day period may be disregarded. If the contract award is protested, the University may proceed to award the contract if the failure to award will result in substantial cost to the University or if public exigency so requires. All contract awards will be posted on the Procurement Services website

https://www.montclair.edu/procurement/awarded-contracts/

7.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS

7.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS
The contract awarded as a result of this RFP shall consist of addendum to this RFP, this RFP (including the University’s Standard Contract Terms and Conditions (Appendix 1, Item 1), the contractor's bid proposal and the University’s Agreement incorporating these documents and signed by the contractor and the University’s Vice President for Finance and Treasurer. In the event of a conflict between provisions within the contract documents, the contract documents shall have the following order of priority: Agreement, RFP Addendum in the order of the most recent issuance date, the RFP, the University’s Standard Contract Terms and Conditions and the contractor’s bid proposal.

7.2 CONTRACT TERM AND EXTENSION OPTION
The term of the contract shall be for a period of three (3) years. The anticipated "Contract Effective Date" is provided on the Signature Page of this Request for Proposal. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract. The contract may be extended for all or part of two (2) one-year periods, by the mutual written consent of the contractor and the University’s Vice President of Finance and Treasurer.
7.3 CONTRACT TRANSITION
In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

7.4 CONTRACT AMENDMENT
Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and signed by the contractor and the University’s Vice President for Finance and Treasurer.

7.5 CONTRACTOR’S WARRANTY
The contractor is responsible for the quality, technical accuracy, timely completion and delivery of all deliverables and other services to be furnished by the contractor under the contract. The contractor agrees to perform in a good, skillful and timely manner all services set forth in the contract.

The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its services and deliverables furnished under the contract. The approval of interim deliverables furnished under the contract shall not in any way relieve the contractor of fulfilling all of its obligations under the contract. The acceptance or payment for any of the services rendered under the contract shall not be construed as a waiver by the University, of any rights under the agreement or of any cause of action arising out of the contractor’s performance of the contract.

The acceptance of, approval of or payment for any of the services performed by the contractor under the contract shall not constitute a release or waiver of any claim the University has or may have for latent defects or errors or other breaches of warranty or negligence.

7.6 ITEMS ORDERED AND DELIVERED
The contractor is authorized to ship only those items covered by the contract resulting from this RFP. If a review of orders placed by University user departments reveals that material other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the University’s Vice President for Finance and Treasurer as a basis to terminate the contract and/or as a basis not to award the contractor a subsequent contract. The University’s Vice President for Finance and Treasurer may take such steps as are necessary to have the items returned to the contractor, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor shall reimburse the University the full purchase price.
The contract involves items which are necessary for the continuation of ongoing critical University services. Any delay in delivery of these items would disrupt University services and would force the University to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the University's ongoing needs.

7.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS

In the event that the contractor fails to comply with any material contract requirements, the University’s Vice President for Finance and Treasurer may take steps to terminate the contract in accordance with the provisions herein and/or authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the University by the defaulting contractor.
## APPENDIX #1

**REQUIRED SUPPORTING BID DOCUMENTS**

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Applicable?</th>
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<tbody>
<tr>
<td>1. MONTCLAIR STATE UNIVERSITY STANDARD CONTRACT TERMS AND CONDITIONS</td>
<td>Y</td>
</tr>
<tr>
<td>2. SOFTWARE AS A SERVICE TERMS AND CONDITIONS (PROVIDED AS ATTACHMENT)</td>
<td>N</td>
</tr>
<tr>
<td>3. MASTER LICENSE AGREEMENT (PROVIDED AS ATTACHMENT)</td>
<td>N</td>
</tr>
<tr>
<td>4. BUSINESS REGISTRATION CERTIFICATE</td>
<td>Y</td>
</tr>
<tr>
<td>5. POLITICAL CONTRIBUTION DISCLOSURE (CHAPTER 51)</td>
<td>Y</td>
</tr>
<tr>
<td>6. OWNERSHIP DISCLOSURE FORM</td>
<td>Y</td>
</tr>
<tr>
<td>7. SOURCE DISCLOSURE CERTIFICATION</td>
<td>Y</td>
</tr>
<tr>
<td>8. MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE</td>
<td>Y</td>
</tr>
<tr>
<td>9. MACBRIDE PRINCIPLES FORM</td>
<td>Y</td>
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<tr>
<td>10. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN</td>
<td>Y</td>
</tr>
<tr>
<td>11. CONFLICT OF INTEREST</td>
<td>Y</td>
</tr>
<tr>
<td>12. NON-COLLUSION AFFIDAVIT</td>
<td>Y</td>
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<tr>
<td>13. AGREEMENT OF SURETY</td>
<td>Y</td>
</tr>
<tr>
<td>14. EXCESS LIABILITY INSURANCE (PROVIDED IN STANDARD CONTRACT TERMS AND CONDITIONS)</td>
<td>Y</td>
</tr>
<tr>
<td>15. BID BOND (PROVIDED AS ATTACHMENT)</td>
<td>N</td>
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Please go to the Procurement Services Form Webpage at https://www.montclair.edu/procurement/forms/ should any of the above hyperlinks not work. If a form is unavailable on the webpage, contact the assigned procurement services buyer listed on the cover page for assistance.

**NOTE:** The documents listed above are required by State Law and University Policy. All documents listed as “Applicable” are required to be completed and included in bidder submissions in order to be considered responsive.
Bidder Name: ____________________________

The University will award this contract based on price and other factors. The pricing to be submitted is listed below. Please reference Commodity Description/Scope of Work Section 3.0. Pricing must be submitted in the provided format. No other price format will be considered or your bid will be non-responsive.

Fees – 3 Year (36 Month) Base Contract

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
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<tbody>
<tr>
<td>Monthly Service Fee</td>
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<td>$</td>
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<tr>
<td>Dead Animal Removal – per service</td>
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<tr>
<td>Live Animal Trapping – per service</td>
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<tr>
<td>Bird Trapping – per service</td>
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<tr>
<td>Bat Trapping – per service</td>
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<tr>
<td>Termite Service – per LFT</td>
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Fees – 4th Year (Optional)

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<tbody>
<tr>
<td>Monthly Service Fee</td>
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<tr>
<td>Dead Animal Removal – per service</td>
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<tr>
<td>Live Animal Trapping – per service</td>
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<td>Bird Trapping – per service</td>
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<td>Bat Trapping – per service</td>
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<tr>
<td>Termite Service – per LFT</td>
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Fees – 5th Year (Optional)

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**Price Extension**

Will you extend contract prices to other State Colleges and Universities? Yes ______
No______

Montclair State University is a member of the New Jersey Higher Purchasing Association (NJHEPA), whose members include the 4 year Public Colleges and Universities, as well as private institutions: the private Universities include: Princeton University, Seton Hall University, Rider University, and Monmouth University.

Will you extend pricing to members of NJHEPA:  Yes___________ No __________

________________________________________  __________________________
Signature                                      Date

________________________________________  __________________________
Printed Name & Title                           Phone Number