

Request for Quotes
2024-2025 Contract Year

Agency: Cincinnati Job Corps Center
1409 Wester Ave.
Cincinnati, OH 45214



This is a Subcontracting Opportunity

I. SOLICITATION

This Request for Quote is provided for **Pest Control** services located on the center as set forth below in the SOW for the Cincinnati Job Corps Center operated by **Insights Training Group, LLC** under Contract number **1605JW-22-C-0004** with the United States Department of Labor. The extent of the work is described below.

The general conditions of the contract for this project shall be consistent with the Federal Acquisition Regulation (FAR) except as modified or amended herein. A copy of the FAR can be obtained on-line at <http://farsite.hill.af.mil/vmfara.htm>.

If it becomes necessary to make changes in quantity, specifications, delivery schedules, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by amendment of the solicitation. Amendments shall be sent to everyone to whom invitations have been furnished.

To be considered for award, a Quote must comply in all material respects with the Request for Quotes (RFQ). Such compliance enables bidders to stand on an equal footing. Bidders who do not provide the requested responses will be considered non-responsive.

Quotes should be filled out, executed, and submitted in accordance with the instructions in the RFQ. If a bidder uses its own bid form(s) or a letter to submit a Quote, the Quote will be considered only if --

- (1) The bidder accepts all the terms and conditions of the request to quote. The full listing of the Terms and Conditions can be found on the Insights website at www.insightssl.net.
- (2) Award on the quote would result in a binding contract with terms and conditions that do not vary from the terms and conditions of the invitation.

Quotes submitted by e-mail shall be considered, provided they are timely. Electronic Quotes must reference the solicitation and be sent to Burnett.Nancy@jobcorps.org

1. REPRESENTATION

A. Specific Requirements

1. The parties mutually agree that this agreement shall be in effect **6/1/2024 through 5/31/2025**.
2. The contractor shall research, and be responsible for obtaining, all regulatory, permitting, and licensing requirements.
3. All conflicts and requests for interpretation or clarification shall be submitted to the Cincinnati Job Corps Center Director.

B. Specific Requirements

The prospective offerors must take such steps as may be necessary to ascertain the nature and scope of the work.

1. Quotes must be submitted by **May 24, 2024 at 5:00pm EST**.
2. Once awarded, Contractor must be able to start work **after 6/1/24 as scheduled by the Department Manager your services coordinate with.**

II. INSTRUCTIONS – QUOTE SUBMISSION REQUIREMENTS

All offerors must address the items listed below in their submission in order to be determined technically acceptable. Failure to address these requirements will result in the offeror being deemed unresponsive.

1. Offerors must provide evidence of licenses, certification, and be registered in the State of Ohio to perform the scope of work [as applicable].
2. Offerors must not be excluded from competing on government contracts. Verification will be completed through the SAM portal.
3. Offerors shall submit a fixed price quote based upon the SOW and Extent of Work outlined in the Schedule. Labor and materials cost must be detailed in the response when applicable.
4. A minimum 60-day bid guarantee is required.
5. Goods and services are sales/use tax-exempt.
6. Subcontractor must accept purchase orders with net terms.
7. Subcontractor must provide a completed New Vendor Profile (Sample in Attachments) & W-9

III. SCOPE OF WORK (SOW):

Cincinnati Job Corps is a DOL funded government facility that trains students in multiple career pathways for skilled labor employment. We have an onsite capacity of 202 students on our campus.

CJCC's Maintenance Department requires a Vendor who can provide Pest Control Services as a flat rate monthly service with service twice a month.

Pest Control Service entail the following:

Monthly pest spray of all buildings of our facility. Rodent devices as needed.

Monitoring sticky traps placed in locations out of site to stay ahead of bug issues.

The spraying should be for common pests (Spiders, Roaches, Ants, Crickets, and Mice). Provide 2 room decontaminations regarding bed bugs as part of the monthly service.

Vendor must provide a POC in sales and accounts payable to coordinate any issues or handle any other service related charges.

This is a subcontract requiring the adherence to the OH Wage Determination for working on a Government facility. A set wage must be provided to any employee of your institution and official records provided showing proof. If you pay a higher wage to your employees who conduct the service calls for your organization, then prevailing wage will be default. A letter statement of proof will be needed to showcase this in your agreement.

IV. INSURANCE

Prior to starting any work or service physically on center, the contractor shall show proof of required insurance, in amounts to cover risk or as required by statute, including:

- Bodily Injury Liability - \$500,000 each person; \$1,000,000 each occurrence and will include coverage for owned, non-owned, and hired vehicles.
- Property Damage Liability - \$500,000 each accident; \$500,000 aggregate
- Workers Compensation and Employer's Liability – Amounts in coverage as required by the State of Ohio compensation laws or union agreements. Employer's liability at least \$500,000 each accident. Amount shall remain in effect for a minimum of one year from the time of substantial completion, but in no event less than the time required to complete all warranty work.

- Umbrella Liability – \$5,000,000.00 each occurrence

Once awarded, Contractor must maintain and keep current the above limits for the entire period of performance. It is the contractor's responsibility to provide a new and/or replacement Certificate of Insurance at least (15) fifteen days prior to the expiration of such policy. Contractor must give CJCC at least (30) thirty days' prior written notice of cancellation or termination of coverage.

EVALUATION FACTORS FOR AWARD:

1. **Insights Training Group, LLC** anticipates the award of a single contract as a result of this solicitation to the responsible Offeror whose quote is technically acceptable and the lowest price.

2. **Service Contract Act**

This service is subject to the provisions of the Service Contract Act for service work on a federally funded Job Corps center. Accordingly, the contractor shall be required to conform to the latest wage rate decision for the locality. The latest Service Contract Act wage determination can be found at: <https://www.wdol.gov/sca.aspx>. The contractor shall provide written confirmation of compliance with wage rate and fringe on company letterhead and provide to the Buyer with certification that employees are being paid according to payroll records. The Certified Payroll Records shall be submitted to the Buyer using the sample form in Attachment 4.

The current form and instructions for using the form (wh347 dated 2008), and obtaining a fillable PDF of the form, can be obtained on the web at <http://www.dol.gov/whd/forms/wh347instr.htm>. The contractor shall submit a copy of all weekly payroll forms with each invoice for payment, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each service employee has been paid not less than the proper Service Contract prevailing wage rate for the work performed if required. The Buyer will compare the payroll record with the daily visitor sign in log. Any discrepancies between the payroll record and the center log shall be reconciled by the Contractor before a progress payment is made.

3. **Invoicing/Certified Payroll**

Invoices shall be rendered by Contractor with net terms. Invoices shall be rendered by Contractor with net terms. Weekly certified payroll must accompany every invoice to be accepted. Net terms begin upon review and acceptance of certified payroll. Cincinnati JCC reserves the right to withhold payment due to contractor until the vendor provides compliant certified payroll and required documents.

4. **Indemnification**

To the fullest extent permitted by law, Subcontractor shall defend, indemnify and hold harmless **Insights Training Group, LLC**, U.S. Department of Labor, Parsons and its stockholder, employees, technical advisors, agents, successors and assigns from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, or actions in respect thereto, whether caused by that its negligence or intentional acts or omissions, arising out of or resulting from the performance of its (or its employees, contractors, or agents) work under this Agreement. This indemnification shall include claims for property damage, and for loss or expense attributable to personal injury, sickness, disease, or death or injury or destruction of tangible and non-tangible property including the loss of use resulting there from. Neither party shall be responsible for failure to perform under this Agreement due to circumstances beyond its control. This clause shall survive the term of this Agreement.

5. **Facility Operating Hours**

The center shall remain in operation at all times throughout period of performance. All project activity shall be coordinated with the Maintenance Manager in order to minimize disruption to center operations. All anticipated interruptions to center operations shall have prior approval from the Maintenance Manager at least 36 hours in advance of the interruption.

IX. PERIOD OF PERFORMANCE

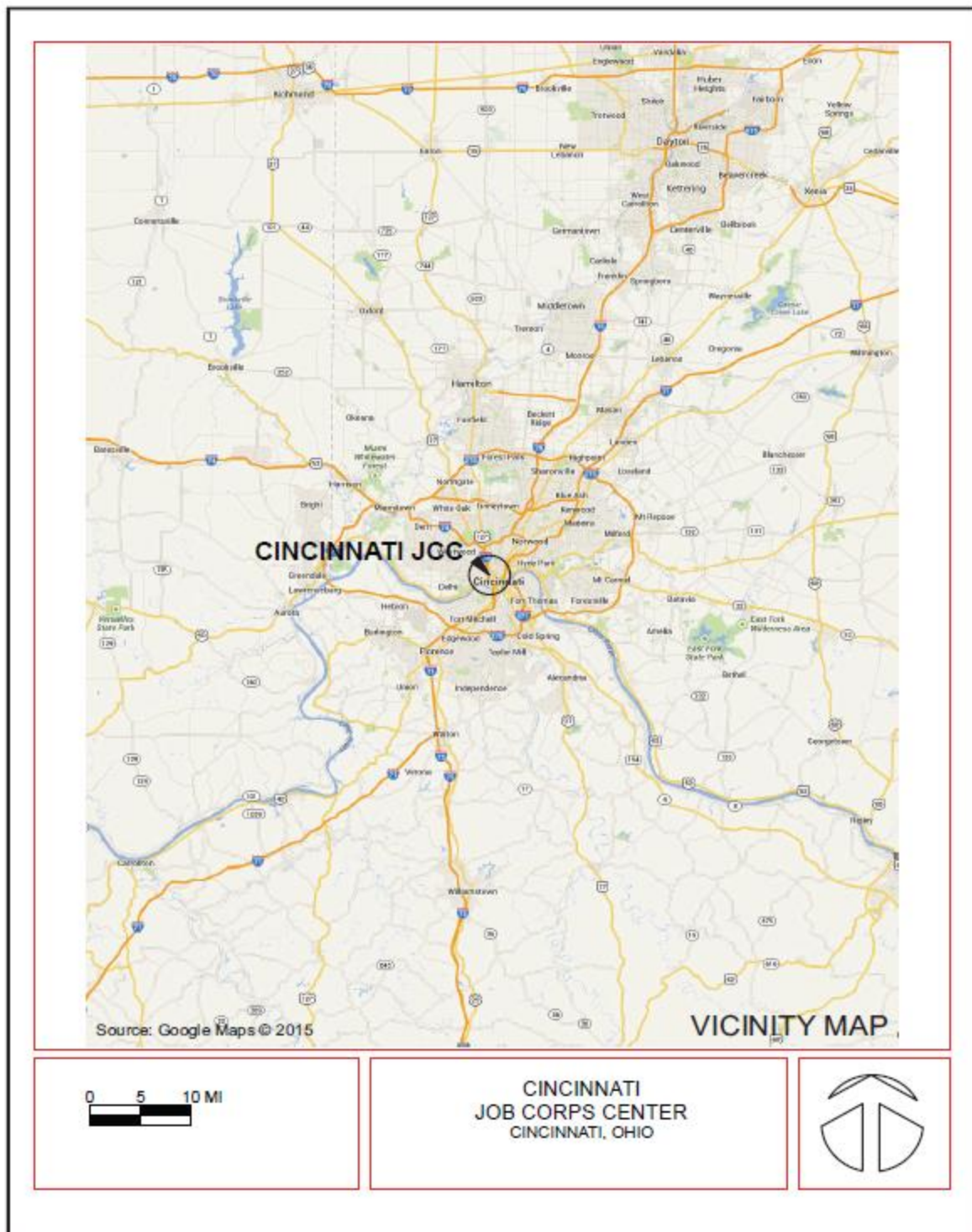
Period of performance is 6/1/2024-5/31/2025.

X. Attachment 1 – Contract Clauses by Reference

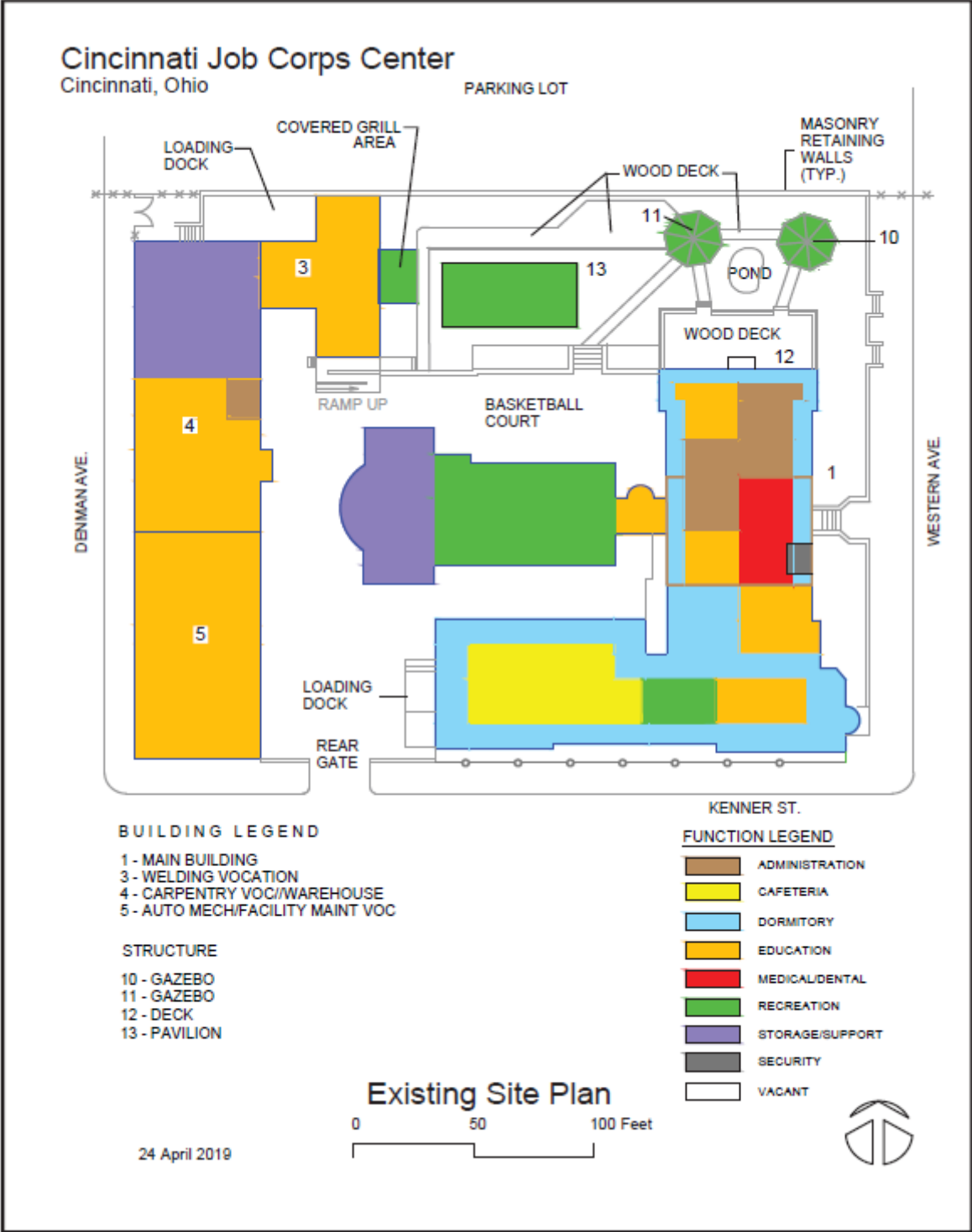
This contract incorporates one or more clauses by reference, with the same force and effects as if they were given in full text. Upon request, the Buyer shall make their full text available. General terms and conditions are made part of this agreement – copies are available at: www.Insightsllc.net.

XI. Attachments

VICINITY MAP



SITE PLAN



Initials _____

SERVICE CONTRACT WEEKLY CERTIFIED PAYROLL CON'T

Date _____

I, _____ (Name of Signatory Party) _____ (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

_____ on the
(Contractor or Subcontractor)

_____ that during the payroll period commencing on the
(Building or Work)

_____ day of _____, and ending the _____ day of _____,
all persons employed on said project have been paid the full weekly wages earned, that no rebates have
been or will be made either directly or indirectly to or on behalf of said

_____ from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly
from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part
3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948,
63 Stat. 106, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are
correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the
applicable wage rates contained in any wage determination incorporated into the contract; that the
classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide
apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of
Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a
State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- In addition to the basic hourly wage rates paid to each laborer or mechanic listed in
the above referenced payroll, payments of fringe benefits as listed in the contract
have been or will be made to appropriate programs for the benefit of such
employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer or mechanic listed in the above referenced payroll has been paid,
as indicated on the payroll, an amount not less than the sum of the applicable
basic hourly wage rate plus the amount of the required fringe benefits as listed
in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE	SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR
SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1501 OF TITLE 18 AND SECTION 231 OF TITLE
31 OF THE UNITED STATES CODE.

SAMPLE NEW VENDOR PROFILE

CINCINNATI JOB CORPS CENTER

OPERATED BY



New Vendor Registration Profile

(Please Print or Type)

COMPANY INFORMATION

Company Name _____

Contact Name _____ Title _____

Address _____
Street City/State Zip County

Phone _____ Fax _____

Email _____ Website _____

EIN _____ DUNNS# _____

REMIT PAYMENTS TO (Leave blank if same)

Address _____
Street City/State Zip County

Phone _____ Fax _____ Email _____

Payment Terms _____ Credit Card Payments Accepted? ☐ Yes ☐ No

TYPE OF BUSINESS (Check all that apply)

- | | |
|-------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Large (LG) | <input type="checkbox"/> Woman-Owned Small Business (WOSB) |
| <input type="checkbox"/> Small Business (SB) | <input type="checkbox"/> Veteran-Owned Small Business (VOSB) |
| <input type="checkbox"/> Small Disadvantaged Business (SDB) | <input type="checkbox"/> Service-Disabled Veteran-Owned Small Business (SDVOSB) |
| <input type="checkbox"/> HubZone Small Business (HUB) | <input type="checkbox"/> Other:(Specify) _____ |

Description of Products or Services:

Under Section 16 of the Small Business Act and Title 13 of the Code of Federal Regulations, any person of concern that knowingly misrepresents the small business size status of a person or concern in connection with the federal government subcontracting opportunities is subject to penalties, including fines, imprisonment and debarment.

Signature _____

Title _____

Date _____

Return to:

1409 Western Ave, Cincinnati, OH 45214-2041 - Phone:513-651-2000

www.insightssluc.net • www.cincinnati.jobcorps.gov