



**COLLIN COUNTY**

## **Services: Pest Control**

**IFB 2017-217**

**Shannon Poe  
Jack Hatchell Administration Building  
2300 Bloomdale Road, Ste. 3160  
McKinney, TX 75071**

**(P) 972-548-4115 (F) 972-548-4694  
[spoe@collincountytexas.gov](mailto:spoe@collincountytexas.gov)**

Collin County exclusively uses IonWave Technologies, Inc. ([Collin County eBid](#)) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means.

## LEGAL NOTICE

By order of the Commissioners' Court of Collin County, Texas, sealed bids will be received by the Purchasing Agent, 2300 Bloomdale Road, Suite 3160, McKinney, TX 75071, until **2:00 P.M., Thursday, August 3, 2017**, for competitive bids on the **Services: Pest Control, IFB 2017-217**. A pre-bid meeting will be held for **Services: Pest Control** on **Friday, July 21, 2017 @ 10:00 a.m. at the Collin County Central Plant 2<sup>nd</sup> Floor Conference Room located at 4600 Community Blvd., McKinney, TX 75071**. Bidders should use unit pricing. Bidders may obtain detailed specifications and other documents at Office of the Purchasing Agent: Collin County Administration Building, 2300 Bloomdale Road, Suite 3160, McKinney, TX 75071, 972-548-4165, or by going to: <https://collincountytx.ionwave.net>. Sealed bids will be opened on **Thursday, August 3, 2017 at 2:00 P.M.** by the Purchasing Agent, Collin County Administration, Purchasing Department, 2300 Bloomdale Road, Suite 3160, McKinney, TX 75071. The Commissioners' Court reserves the right to reject any and all proposals.

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<b>ATTENTION:</b>	<b>CLASSIFIEDS</b>
<b>BILL TO:</b>	<b>ACCOUNT NO 06100315-00</b>
	<b>COMMISSIONERS' COURT</b>

NOTICE TO PUBLISHERS: Please publish in your issue on **Thursday, July 13, 2017**, and **Thursday, July 20, 2017**. A copy of this notice and the publishers' affidavit must accompany the invoice when presented for payment.

<b>NEWSPAPER:</b>	<b><u>Plano Star Courier</u></b>
<b>DATE:</b>	<b><u>July 11, 2017</u></b>
<b>FAX:</b>	<b><u>972-529-1684</u></b>

# Collin County, Texas

## Bid Information

Bid Owner Shannon Poe Buyer II  
Email spoe@collincountytx.gov  
Phone (972) 548-4115  
Fax (972) 548-4694

Bid Number 2017-217  
Title Services: Pest Control  
Bid Type IFB  
Issue Date 07/11/2017  
Close Date 8/3/2017 02:00:00 PM (CT)

## Contact Information

Address 2300 Bloomdale Rd.  
Ste. 3160  
McKinney, TX 75071

Contact Shannon Poe  
Department Purchasing  
Building Admin. Building  
Floor/Room Ste.3160  
Telephone (972) 548-4115  
Fax (972) 548-4694  
Email spoe@collincountytx.gov

## Ship to Information

Address 2300 Bloomdale Rd.  
McKinney, TX 75071

Contact  
Department Multiple Departments  
Building  
Floor/Room  
Telephone  
Fax  
Email

## Supplier Information

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

## Supplier Notes

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby certifies the foregoing bid submitted by the company listed below hereinafter called "bidder" is the duly authorized agent of said company and the person signing said bid has been duly authorized to execute same. Bidder affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder or other person or persons engaged in the same line of business; and that the contents of this bid as to prices, terms and conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Bid Notes

## Bid Activities

Date	Name	Description
7/21/2017 10:00 AM (CT)	Pre-Bid Meeting	Collin County Central Plant 2nd Floor Conference Room 4600 Community Blvd McKinney, Texas, 75071
7/28/2017 05:00 PM (CT)	Intent to Bid	State your intent to bid.

## Bid Messages

## Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

#	Filename	Description
Header	General Instructions_Bid.docx	General Instructions_Bid

Header	Terms of Contract_Bid.docx	Terms of Contract - Bid
Header	Insurance.doc	Insurance
Header	Specifications.doc	Specifications
Header	Exhibit A - Collin County Pest Control_Exterminating Reporting Log.docx	Exhibit A
Header	Exhibit B - Collin County Pest Control_Exterminating - Detention Center.doc	Exhibit B
Header	Exhibit C - Collin County Pest Control_Exterminating - Minimum Security Jail.doc	Exhibit C
Header	Exhibit D - Collin County Pest Control_Exterminating - Juvenile Detention.doc	Exhibit D
Header	Exhibit E - Collin County Pest Control_Exterminating - Animal Shelter.doc	Exhibit E
Header	Exhibit F - Collin County Termite Control_Exterminating.docx	Exhibit F
Header	Exhibit G - Collin County Pest Control_Exterminating Bi-Annual Cleaning - Detention Center.doc	Exhibit G
Header	Exhibit H - Collin County Pest Control_Exterminating Bi-Annual Cleaning - Min Security.doc	Exhibit H
Header	Exhibit I - Collin County Pest Control_Exterminating Bi-Annual Cleaning - Juv Detention.doc	Exhibit I
Header	HB23 CIQ - Fac.docx	HB23
Header	CIQ_113015.pdf	Conflict of Interest Questionnaire
Header	W9_2014.pdf	W-9

### Bid Attachments Requested

The following attachments are requested with this opportunity

#	Required	Specified Attachment
1	YES	Descriptive Literature : Per Section 4.10
2	YES	License : Proof of License per Section 4.20

### Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Delivery	Delivery will be F.O.B. inside delivery at Collin County designated locations and all transportation charges are to be paid by the supplier to destination.	_____ (Required)

Please state delivery in calendar days from date of order.

- 2 Exceptions Do you take exceptions to the specifications. If so, by \_\_\_\_\_ (Required)  
separate attachment, please state your exceptions.  
Valid Responses: [Please Select], Yes, No
- 3 Insurance I understand that the insurance requirements of this \_\_\_\_\_ (Required)  
solicitation are required and a certificate of insurance shall  
be submitted to the Purchasing department if I am  
awarded all or a portion of the resulting contract.  
  
Please initial.
- 4 Subcontractors State the business name of all subcontractors and the \_\_\_\_\_ (Required)  
type of work they will be performing under this contract.  
  
If you are fully qualified to self-perform the entire contract,  
please respond with "Not Applicable-Self Perform".
- 5 Reference No. 1 List a company or governmental agency where these \_\_\_\_\_ (Required)  
same/like products /services, as stated herein, have been  
provided.  
  
Include the following: Company/Entity, Contact, Address,  
City/State/Zip, Phone, and E-Mail.
- 6 Reference No. 2 List a company or governmental agency where these \_\_\_\_\_ (Required)  
same/like products /services, as stated herein, have been  
provided.  
  
Include the following: Company/Entity, Contact, Address,  
City/State/Zip, Phone, and E-Mail.
- 7 Reference No. 3 List a company or governmental agency where these \_\_\_\_\_ (Required)  
same/like products /services, as stated herein, have been  
provided.  
  
Include the following: Company/Entity, Contact, Address,  
City/State/Zip, Phone, and E-Mail.
- 8 Cooperative Contracts As permitted under Title 8, Chapter 271, Subchapter F, \_\_\_\_\_ (Required)  
Section 271.101 and 271.102 V.T.C.A. and Title 7,  
Chapter 791, Subchapter C, Section 791.025, V.T.C.A.,  
other local governmental entities may wish to also  
participate under the same terms and conditions contained  
in this contract. Each entity wishing to participate must  
enter into an inter-local agreement with Collin County and  
have prior authorization from vendor. If such participation  
is authorized, all purchase orders will be issued directly  
from and shipped directly to the local governmental entity  
requiring supplies/services. Collin County shall not be  
held responsible for any orders placed, deliveries made or  
payment for supplies/services ordered by these entities.  
Each entity reserves the right to determine their  
participation in this contract.  
  
Would bidder be willing to allow other local governmental  
entities to participate in this contract, if awarded, under the  
same terms and conditions?  
Valid Responses: [Please Select], Yes, No
- 9 Preferential Treatment The County of Collin, as a governmental agency of the \_\_\_\_\_ (Required)  
State of Texas, may not award a contract to a nonresident  
bidder unless the nonresident's bid is lower than the  
lowest bid submitted by a responsible Texas resident

bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A).

1. Is your principal place of business in the State of Texas?

2. If your principal place of business is not in Texas, in which State is your principal place of business?

3. If your principal place of business is not in Texas, does your state favor resident bidders (bidders in your state) by some dollar increment or percentage?

4. If your state favors resident bidders, state by what dollar amount or percentage.

10 Debarment Certification

I certify that neither my company nor an owner or principal \_\_\_\_\_ (Required) of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.

Please initial.

11 Immigration and Reform Act

I declare and affirm that my company is in compliance with \_\_\_\_\_ (Required) the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable by Collin County.

Please initial.

12 Disclosure of Certain Relationships

Chapter 176 of the Texas Local Government Code \_\_\_\_\_ (Required) requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor.

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

Please initial.

13 Anti-Collusion Statement

Bidder certifies that its Bid/Proposal is made without prior \_\_\_\_\_ (Required) understanding, agreement, or connection with any corporation, firm, or person submitting a Bid/Proposal for the same materials, services, supplies, or equipment and

is in all respects fair and without collusion or fraud.

No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal from bidders list.

Please initial.

14 Disclosure of Interested Parties

Section 2252.908 of the Texas Government Code requires \_\_\_\_\_ (Required)  
a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section.

Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

Please initial.

15 Notification Survey

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. \_\_\_\_\_ (Required)  
We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165.

How did you receive notice of this request?

Valid Responses: [Please Select], Plano Star Courier, Plan Room, Collin County eBid Notification, Collin County Website, Other

16 Bidder Acknowledgement

Bidder acknowledges, understands the specifications, any \_\_\_\_\_ (Required)  
and all addenda, and agrees to the bid terms and conditions and can provide the minimum requirements stated herein. Bidder acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid submittal resulting from Bidder's failure to do so. Bidder acknowledges the prices submitted in this Bid have been carefully reviewed and are submitted as correct and final. If Bid is accepted, vendor further certifies and agrees to furnish any and all products upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid.

Please initial.

17 Material Safety Data Sheets

The vendor shall supply Collin County with copies of \_\_\_\_\_ (Required)  
Material Safety Data Sheets (MSDS) showing complete chemical breakdown of all chemicals being used within ten (10) days after notification of award. To acknowledge, please initial.

Line Items

#	Qty	UOM	Description	Response
1	1	square foot	State price per square foot for Exterminating Services.	\$ _____ (Required) Unit Price
Supplier Notes: _____				
2	1	hour	State price per hour of Exterminating Services.	\$ _____ (Required) Unit Price
Supplier Notes: _____				
3	1	job	State price for twice a year cleaning per Section 4.27.3.	\$ _____ (Required) Unit Price
Supplier Notes: _____				
4	1	linear foot	State price per linear foot for Termite Prevention/Treatment.	\$ _____ (Required) Unit Price
Supplier Notes: _____				
5	1	each	Pest Control Supplies	\$ _____ (Optional) Price
Supplier Notes: _____				

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Rat Glue Traps	State price per case for Rat Glue Traps	\$ _____ (Required)
2	Mice Glue Traps	State price per case for Mice Glue Traps.	\$ _____ (Required)
3	Plastic Bait Stations	State price each for Plastic Bait Stations	\$ _____ (Required)
4	Covered Monitoring Traps	State price per case for Covered Monitoring Traps.	\$ _____ (Required)



6 1 each Additional/Special Services

\$ \_\_\_\_\_  
(Optional)  
Price

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Per Square Foot	State price per square foot for additional/special services per section 4.29.	\$ _____ (Required)
2	Per Linear Foot	State price per linear foot for additional/special services per section 4.29.	\$ _____ (Required)
3	Per Hour	State price per hour for additional/special services per section 4.29.	\$ _____ (Required)
4	Per Square Foot to treat perimeter and plumbing	State price per square foot to treat perimeter and plumbing.	\$ _____ (Required)
5	Public Works Fogging	State price for fogging Public Works Center.	\$ _____ (Required)

7 1 each State minimum charge for service calls per section 4.29.

\$ \_\_\_\_\_  
(Required)  
Unit Price

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

## 1.0 GENERAL INSTRUCTIONS

### 1.0.1 Definitions

1.0.1.1 Bidder: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder.

1.0.1.4 IFB: refers to Invitation For Bid.

1.1 If Bidder does not wish to submit an offer at this time, please submit a No Bid.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses ionWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid may not be withdrawn or canceled by the bidder prior to the ninety-first (91<sup>st</sup>) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids for any or all products and/or services covered in an Invitation For Bid (IFB), and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's may be submitted in electronic format via Collin County eBid.

1.9 All Invitation For Bids (IFB) submitted electronically via Collin County eBid shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation for Bids (IFB) submitted in hard copy paper form. IFB's received in the Collin County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid, and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via Collin County eBid.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **Collin County eBid** <https://collincountytexas.com>, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.17 Bidders taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder shall state these exceptions in the section provided in the IFB or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.19 Minimum Standards for Responsible Prospective Bidders: A prospective Bidder must meet the following minimum requirements:

1.19.1 have adequate financial resources, or the ability to obtain such resources as required;

1.19.2 be able to comply with the required or proposed delivery/completion schedule;

1.19.3 have a satisfactory record of performance;

1.19.4 have a satisfactory record of integrity and ethics;

1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with its preparation of an IFB.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

## 2.0 TERMS OF CONTRACT

2.1 A bid, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of a Change Order.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Bids must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.

2.11 If a contract, resulting from a Collin County IFB is for the execution of a public work, the following shall apply:

2.11.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond

shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.12 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

2.13 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

2.14 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

2.15 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid price. All components required to render the item complete, installed and operational shall be included in the total bid price. Collin County will pay no additional freight/delivery/installation/setup fees.

2.16 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

2.17 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.18 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

2.18.1 Collin County Purchase Order Number;

2.18.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

2.18.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

2.19 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.

2.20 All warranties shall be stated as required in the Uniform Commercial Code.

2.21 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

2.22 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.

2.23 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.

2.24 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.

2.25 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.

2.26 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.

2.27 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.

2.28 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.

2.29 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County Homeland Security prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.

2.30 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.31 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.32 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.33 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or “lockdown”; and (7) subjected to a search of your person or property. While the Collin County Sheriff’s Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

#### 2.34 Delays and Extensions of Time when applicable:

2.34.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.34.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

2.35 Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor’s affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

2.36 Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

**NOTE:** All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB Solicitation documents as Special Terms, Conditions and Specifications.



### **3.0 INSURANCE REQUIREMENTS**

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Coverage must be written on occurrence form.

- Each Occurrence: \$1,000,000
- Personal Injury & Adv. Injury: \$1,000,000
- Products/Completed Operation Aggregate: \$2,000,000
- General Aggregate: \$2,000,000

3.1.2 **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability, Each Accident: \$500,000
- Disease-Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

3.1.3 **Commercial Automobile Liability** insurance which includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

3.2 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability, and Workers' Compensation.

3.2.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.2.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.2.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.2.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.3 All insurance shall be purchased from an insurance company that meets the following requirements:

3.3.1 A financial rating of A-VII or higher as assigned by the BEST Rating Company or equivalent.

3.4 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.4.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.4.2 Sets forth the notice of cancellation or termination to Collin County.

<b>4.0 SPECIAL CONDITIONS AND SPECIFICATIONS:</b>
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4.1 AUTHORIZATION: By order of the Commissioners' Court of Collin County, Texas sealed bids will be received for Exterminator, Pest Control and Termite Prevention/Treatment Services.

4.2 PURPOSE: The intended purpose for this Invitation for Bid is to provide sufficient information to obtain a vendor for exterminator, pest control and termite services for various locations within Collin County. Bid evaluations will be based on Line Item 1, the price per square foot for Exterminating Services and Line Item 3, the price for twice a year cleaning. Other pricing will be utilized as needed.

4.3 PRE-BID CONFERENCE: A pre-bid conference will be held 10:00 A.M., Friday, July 21, 2017 at the Collin County Central Plant 2<sup>nd</sup> floor conference room located at 4600 Community Blvd. McKinney, Texas, 75071. All prospective bidders are requested to have a representative present. It is the bidder's responsibility to review the site and documents to gain a full understanding of the requirements of the bid.

4.4 TERM: Provide for a term contract commencing upon award, and continuing through and including September 30, 2018. At Collin County's option and approval by the vendor, the contract may be renewed for four (4) additional one (1) year terms. If either party refuses, fails or is unable to observe any of the terms or conditions of this contract for any reason, the party claiming such failure shall give the other party a written notice of such breach. If within thirty (30) days from such notice, the failure has not been corrected, the injured party may cancel the contract with sixty (60) days written notification.

4.5 FUNDING: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.

4.6 PRICE REDUCTION: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that Collin County shall receive such price reduction.

4.7 PRICE RE-DETERMINATION: A price re-determination may be considered by Collin County only at the twelve (12) month, twenty-four (24) month, thirty-six (36) and forty-eight (48) month anniversary date. The anniversary date for this contract will be October 1<sup>st</sup> of each year. All requests for price re-determination shall be in written form, shall be submitted a minimum of thirty (30) days prior to anniversary date and shall include documents supporting price re-determination such as Manufacture's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A., insurance Coverage Rates, etc. The bidder's past experience of honoring contracts at the bid price will be an important consideration in the evaluation of the lowest and the best bid. Collin County reserves the right to accept or reject any/all of the price re-determination as it deems to be in the best interest of the County.

4.8 TESTING: Testing may be performed at the request of Collin County, by an agent so designated by the County, without expense to Collin County.

4.9 SAMPLES/DEMOS: When requested, samples/demos shall be furnished to the County at no expense.

4.10 DESCRIPTIVE LITERATURE: Each bidder is requested to submit descriptive literature with sufficient detail to enable an intelligent comparison of the specification of the product(s) bid. Failure to provide literature with this Invitation for Bid may result in rejection of the bid or that part of the bid.

4.11 APPROXIMATE USAGE/ESTIMATED VALUE: Square footage has been provided for each of the buildings and/or areas to be treated (see Section 4.25). The total square footage of exterminating services is approximately 1,634,633. Usage does not constitute an order, but only implies the approximate square footage the County will have serviced. An estimated value of this contract is \$40,000.

4.12 RESPONSIBILITIES: Each bidder shall be held responsible to have a full understanding of these specifications and the County's needs and is cognizant of all factors relating to requirements contained in these specifications as no extra charges or compensation will be allowed after bids are opened.

**IT IS THE SUCCESSFUL BIDDER'S RESPONSIBILITY TO INSTRUCT AND INFORM ITS EMPLOYEES OF THE TERMS AND CONDITIONS, AND REQUIREMENTS OF THIS INVITATION FOR BID AND RESULTING CONTRACT.**

4.13 INSPECTION: Vendor shall make monthly inspections and furnish a written plan of action detailing how and when correction of discrepancies will be accomplished in order to eliminate complaints. The vendor shall have a regular systematic inspection by the supervisor to maximize efficiency at all times. Upon request, inspections shall be made with Collin County's designated representative.

Collin County reserves the right to make periodic, unannounced inspections without the vendor being present. If after inspection, problem areas are not corrected (within one (1) working day), or (within four (4) hours), charges for such services shall be deducted from monthly payment for failure to perform per the contract terms. Vendor may utilize outside source for these services if needed.

4.14 MATERIALS AND SERVICES: Materials and services shall be subject to the County's approval. If services are found to be unsatisfactory, treatment(s) shall be repeated or reapplied at no additional expense to the County.

4.15 SCHEDULE OF SERVICES: Services will include treatment of facilities listed herein on a once a month basis, at a minimum. Normal working business hours are 8:00 a.m. until 5:00 p.m. Monday through Friday. Myers Park shall be treated between 8:00 a.m. and 4:00 p.m. Monday through Friday. Vendor shall check in at the Haggard House before any treatments are started. Collin County may request some buildings and/or some individual departments to be treated other than normal working hours at no additional cost to Collin County. The Jail Dock shall be sprayed every Wednesday between the hours of 8:00 a.m. and 10:00 a.m. Vendor shall check in with the Lieutenant at the dock to see if there are any problems in the jail and sign the book for the State Jail Commission. Problem areas will be attended as needed during the interim at no additional cost to Collin County. Response time for problem areas shall be the following: Calls between 8:00 a.m. and 12:00 noon--response time will be before 5:00 p.m. the same day. Calls between 12:00 noon and 5:00 p.m.--response time will be before noon the following day.

4.16 REPORT OF SERVICES: On a monthly basis, vendor shall submit to the Collin County Control Room Technical Coordinator, a Collin County Pest Control/Exterminating Log (see Exhibits A - E), a Termite Services Log Sheet (see Exhibit F) and/or a Collin County Pest Control/Exterminating Bi-Annual Cleaning Reporting Log (Exhibit G – I), which shall be completed showing the dates of service for each of the County's locations included under this contract. A book will be kept in the control room at the Central Plant. It is the responsibility of the vendor to add the sheets in the book every month per Facilities.

4.17 ADDITION/DELETION OF SERVICES: Collin County reserves the right to make changes to the contract if the County adds buildings; discontinues buildings being serviced; or otherwise makes other permanent improvements on property being maintained under this contract. Collin County also reserves the right to temporarily discontinue services in any particular office if it is determined by Collin County to be in the best interest of the County. At the same time Collin County reserves the right to resume those services temporarily halted. If this occurs, Collin County will negotiate deletions/additions and issue a change order. A thirty (30) day written notice will be issued by the Purchasing Department.

4.18 CONTRACT AGREEMENT: The vendor agrees to maintain and assure that the facilities stated herein shall remain pest free according to the schedule of services. All work performed in fulfilling the requirements of this contract will be accomplished by competent personnel utilizing the highest professional exterminating, pest control or termite prevention/treatment methods and following procedures, supervision, material equipment and supplies/chemicals as herein stated in this specification.

4.19 SAFETY: The vendor or representative's responsibility is the protection of all site facilities, personnel and County customers. The vendor shall supply Collin County with copies of Material Safety Data Sheets (MSDS) showing complete chemical breakdown of all chemicals being used within ten (10) days after notification of award. Collin County reserves the right to require the vendor to discontinue the use of chemicals or request a change of chemicals at any time at no cost to the County.

Vendor must comply with U.S. Department of Labor Occupational Safety and Health Hazard Communication 1910.1200 in using chemicals, provide necessary material safety data sheets for chemicals used and meet all requirements of the labor law.

Vendor shall not use insecticides or any chemicals which do not meet FDA requirements.

4.20 LICENCES: Vendor shall have all approved local, state and federal licenses and conform to all licensing requirements to include, but not limited to, the posting of signs. Pest control signs must be posted at least forty-eight (48) hours prior to treatment in an area of common access. The information on the sign will allow individuals to obtain information as to the type of pesticide to be used. **For evaluation purposes the bidder shall submit with his/her bid, proof of License, and to whom the license is issued.**

4.21 SERVICE CALLS: Vendor shall respond to interim service calls at no further cost to the County.

4.22 NOTIFICATIONS: Vendor shall notify the Control Room Technical Coordinator's office prior to treatments and upon completion of treatments to any/all buildings. Vendor shall call 972-547-5339 or Dallas Metro 972-424-1460, ext. 5339 to report prior to and upon completion of

treatment. **Failure to report to Central Plant as defined above shall be considered as non-treatment for those buildings, and deductions in payment shall be made accordingly.**

Vendor shall be accompanied by Collin County Sheriff's Office or Facilities Maintenance personnel while treating the Detention area of the Justice Center, Minimum Security Facility, and Juvenile Detention Center Facility. Vendor shall check in at the Haggard House before work is to be performed at any Myers Park facility.

4.23 INVOICES: All invoices shall be sent to the Control Room Technical Coordinator at Collin County Central Plant, 4600 Community Avenue, McKinney, Texas 75070.

4.24 EMPLOYEES: Vendor shall provide a list of names of employees in company that would be available for service to Collin County for regular service and emergency calls. Vendor shall notify the Collin County Control Room Technical Coordinator's office of any changes to the current list of employee's names on file with Collin County.

4.25 CRIMINAL HISTORY BACKGROUND CHECK: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendors /Contractor /Provider shall provide a list of individuals to Collin County Purchasing Department within five (5) working days of commencing work.

4.26 LOCATIONS: Exterminating, pest control and termite prevention/treatment services as described herein are to be performed at the locations listed below:

<b><u>FACILITY</u></b>	<b><u>APPROX. SQ.FT.</u></b>
<b>Administration Facility</b> 2300 Bloomdale Road McKinney, Texas 75071	94,101
<b>Animal Shelter</b> 4750 Community Blvd. McKinney, Texas 75071	10,079
<b>Bloomdale Courthouse</b> 2100 Community Blvd. McKinney, Texas 75071	508,970
<b>Celina Radio Tower</b> 9165 County Road 101 Celina, Texas 75009	780
<b>Central Plant</b> 4600 Community Avenue McKinney, Texas 75071	26,564
<b>Central Plant Metal Shop</b> 4600 Community Avenue McKinney, Texas 75071	4,800
<b>Collin County Justice Center</b>	

4300 Community Avenue McKinney, Texas 75071	
Detention Facilities	410,836
Sheriff Administration Bldg.	80,209
Spray Jail Dock Area <u>Weekly</u>	1,000
<b>Constable &amp; Justice of the Peace Precinct 2</b>	2,500
406 A Raymond Street Farmersville, Texas 75442	
<b>Constable &amp; Justice of the Peace Precinct 4</b>	8,200
8585 John Wesley, Ste. 130 Frisco, Texas 75034	
<b>Copeville Radio Tower</b>	780
15528 FM 1778 Farmersville, Texas 75442	
<b>Elections</b>	24,624
2010 Redbud Blvd., Ste. 102 McKinney, Texas 75069	
<b>Frisco WIC Office</b>	1,890
8785 McKinney Rd., Ste. 101 Frisco, Texas 75034	
<b>Health Care Annex</b>	46,812
825 North McDonald McKinney, Texas 75069	
<b>JJAEP School</b>	47,000
4690 Community Ave. McKinney, Texas 75071	
<b>Juvenile Detention Center Facility</b>	54,908
4700 Community Avenue McKinney, Texas 75071	
<b>Medical Examiner Facility</b>	9,509
700B Wilmeth Road McKinney, Texas 75069	
<b>Minimum Security Facility</b>	46,337
4800 Community Ave McKinney, Texas 75071	
<b>Myers Park Facilities</b>	
7117 CR 166 McKinney, Texas 75071	
Haggard House	1,500
Wells Building	14,000

The Landing	6,000
Amphitheatre Restrooms	709
Farm Museum	1,500
Horse Barn	45,000
Maintenance Barn 1	2,400
Maintenance Barn 2	2,400
Show Barn	60,000
Well House	120
<b>North Texas Historical Museum</b>	14,079
300 E Virginia St.	
McKinney, Texas 75069	
<b>Park Plaza Facilities</b>	
Plano, Texas 75074	
900 E. Park Blvd.	27,200
920 E. Park Blvd.	40,626
<b>Public Works Farmersville Precinct Barn</b>	3,500
1269 State Highway 78 North	
Farmersville, Texas 75442	
<b>Public Works Radio Tower</b>	780
700 A Wilmeth Road	
McKinney, Texas 75069	
<b>Public Works Service Center</b>	21,700
700A West Wilmeth Road	
McKinney, Texas 75069	
<b>Public Works Service Center Red Barn Annex</b>	5,000
700 A West Wilmeth Road	
McKinney, Texas 75069	
<b>Public Works Storage Barn</b>	1,440
700 A Wilmeth Road	
McKinney, Texas 75069	
<b>Public Works Weston Barn</b>	5,000
3821 West FM 455	
Anna, Texas 75049	
<b>Verona Radio Tower</b>	780
8499 County Rd., 502	
Blue Ridge, Texas 75424	
<b>Wylie WIC Office</b>	1,000
303 West Hwy 78, Ste. 102	
Wylie, Texas 75098	



#### 4.27 SPECIFICATIONS – PART I: EXTERMINATING AND PEST CONTROL TREATMENT SERVICES

4.27.1 Pests that are covered under the monthly/weekly requirements of this contract are those pests normally controlled, including, but not limited to, non-wood damaging pests, insects or rodents which enter a facility to live, breed, infest and cause damage or create health hazards (i.e., rats, mice, roaches, ants, water bugs, silver fish, crickets, mosquitoes, spiders, scorpions, lizards, snakes and wasps).

4.27.2 Attached to this bid are forms titled "Collin County Pest Control/Exterminating Reporting Log" (Exhibits A, B, C, D and E). Vendor and/or employees shall complete this form and submit to the Collin County Control Room Technical Coordinator once a month showing dates services were performed. A separate form shall be filled out and turned in monthly to the Control Room Technical Coordinator's office for the following:

4.27.2.1 All other buildings inclusive. (Exhibit A)

4.27.2.2 Collin County Detention Center Facility at 4300 Community Avenue, McKinney, Texas (Exhibit B)

4.27.2.3 Minimum Security Facility at 4800 Community Avenue, McKinney, Texas (Exhibit C)

4.27.2.4 Juvenile Detention Center Facility at 4700 Community Avenue, McKinney, Texas (Exhibit D)

4.27.2.5 Animal Shelter at 4750 Community Avenue, McKinney, Texas (Exhibit E)

Please note that reporting on separate forms for items 4.27.2.2, 4.27.2.3, 4.27.2.4, and 4.27.2.5 is a regulatory requirement of the Texas Jail Standards Commission.

4.27.3 The twice a year cleaning of the Jail, Minimum Security Jail, Juvenile Detention, Transfer areas at the Bloomdale Courthouse are cleaned as follows. All plumbing chases will be vacuumed; trash picked up and cleaned along with being dusted with insecticide. Monitoring stations with peanut butter flavored pellets will be installed in all plumbing chases between the cells and behind the cells in all pods, infirmary cells and holdover cells. Cluster 4 is the only Cluster with a dirt void underneath at the Jail. This void will be cleaned and treated with liquid insecticide; it's roughly 20,000 sq. ft. with a ceiling height of 20 ft. in some areas. The Juvenile Detention Cluster 4 also has a partial crawl space dirt void that will also need to be cleaned and treated like the Jail. A list of the monitoring stations and what was caught on them will be turned into the Control Room Coordinator at the Central Plant after each cleaning of all the Facilities. This will be included in the State Jail Inspection and The State Inmate Court grievances books to be on file.

The inmates and personnel in the Clusters, Jail Infirmary, Lower Level Book-in, Fast tract hallway and transfer area's cannot be moved out of the pods or clusters, the inmates can be moved from their cells with the exception of the infirmary which inmates cannot be moved from the isolation or suicide watch cells.

4.27.4 Attached to this bid are forms titled "Collin County Pest Control/Exterminating Bi-Annual Cleaning Reporting Log" (Exhibits G, H and I). Vendor and/or employees shall complete this form and submit to the Collin County Control Room Technical Coordinator bi-annually showing dates services were performed. A separate form shall be filled out and turned in bi-annually to the Control Room Technical Coordinator's office for the following:

4.27.4.1 Collin County Detention Center Facility at 4300 Community Avenue, McKinney, Texas (Exhibit G)

4.27.4.2 Minimum Security Facility at 4800 Community Avenue, McKinney, Texas (Exhibit H)

4.27.4.3 Juvenile Detention Center Facility at 4700 Community Avenue, McKinney, Texas (Exhibit I)

Please note that reporting on separate forms for items 4.27.4.1, 4.27.4.2, and 4.27.4.3 is a regulatory requirement of the Texas Jail Standards Commission.

#### 4.28 SPECIFICATIONS – PART II: TERMITE PREVENTION/TREATMENT SERVICES

4.28.1 Those pests covered under this section are termites and other wood destroying insects. Bidder is requested to state, in the space provided, the price per linear foot for prevention/ treatment of termites.

4.28.2 The general scope of work required shall include, but not limited to, the initial inspection of accessible areas of each structure; preparation and submission of a Termite Treatment plan for each structure containing active termite colonies and/or damages.

4.28.3 After initial treatment annual inspections are required on the treated building during their warranty period.

4.28.4 Subterranean termite treatment and control as required herein shall consist of chemically treating the soil and bases of the structure in a manner that prevents any termites from existing within the structure.

4.28.5 The proposed Termite Treatment plan submitted by the vendor shall reflect any conditions which, if not corrected by the Collin County, will adversely impact treatment of any of the included structures. The plan will also reflect any existing damages to the structure. The existing contracts of termite treatments where in ground receptacles are used shall be checked and serviced with a copy of inspection or changes to the Control Room Technical Coordinator.

4.28.6 Each treated building and/or related structure shall be guaranteed for a lifetime against further attacks and damage from subterranean termites following application of initial treatment and any subsequent treatment. Any and all new damages shall be repaired by the vendor at no additional cost.

4.28.7 Selected vendor shall have an organization predominantly and regularly engaged in the performance of the majority of work prescribed in this bid.

4.28.8 Attached to this bid are forms titled "Collin County Termite Control Reporting Log" (Exhibit F), which shall be provided to the vendor. Vendor and/or employees shall complete this form and submit to the Collin County Control Room Technical Coordinator once a month showing dates services were performed. A separate form shall be filled out and turned in monthly to the Control Room Technical Coordinator's office for each building covered.

4.29 ADDITIONAL/SPECIAL SERVICES: The vendor may be required by Collin County to perform additional/special services outside the normal contract requirements. Services covered under this section would be any pests not included in Parts I and II above, to include but not limited to fleas, ticks and pest birds. These services may require personnel/equipment or both. The services will be approved by Collin County in writing prior to services being performed and shall be billed and paid for by the Collin County under a separate invoice at the rate per linear foot and/or square foot or hourly rate awarded to the vendor. Bidder is requested to state, in the space provided, the price per square foot, linear foot and price per hour for prevention and/or treatment.

Public Works Service Center and Public Works Red Barn will be fogged quarterly for Brown Recluse Spiders. Vendor shall remove ceiling tiles in the areas that will be fogged for treatment of pests to ensure complete fogging of facilities with drop ceilings.

4.29.1 Rate per square foot for additional/special services required and approved by Collin County. Line Item 13

4.29.2 Rate per linear foot for additional/special services required and approved by Collin County. Line Item 14

4.29.3 Rate per hour for additional/special services required and approved by Collin County. Line Item 15

4.29.4 Rate per square foot to treat perimeter and plumbing. Line Item 16

4.29.5 State minimum charge, if any for service calls. Line Item 17

# Exhibit A

## Collin County Pest Control/Exterminating Reporting Log (Other)

Month of \_\_\_\_\_ 20\_\_\_\_  
Services Performed Once Monthly

<u>Location</u>	<u>Dates of Service</u>
Administration Building	
Bloomdale Courthouse	
Central Plant	
Central Plant Metal Shop	
Collin County Elections	
Constable/JP2 Farmersville	
Constable/JP4 Frisco	
Frisco WIC Office	
Health Care Annex	
JJAEP School	
Medical Examiners	
Myers Park Amphitheatre Restrooms	
Myers Park Farm Museum	
Myers Park Haggard House	
Myers Park House Barn	
Myers Park Maintenance Barn	
Myers Park Maintenance Barn 2	
Myers Park Show Barn	

<u>Location</u>	<u>Dates of Service</u>
Myers Park the Landing	
Myers Park Wells Building	
Myers Park Well Pump House	
North Texas Historical Museum	
Park Plaza 900 Facilities	
Park Plaza 920 Facilities	
Public Works Service Center	
Public Works Service Center Red Barn	
Public Works Service Center Storage Barn	
Public Works Farmersville Precinct Barn	
Radio Towers	
Celina Radio Tower	
Copeville Radio Tower	
Public Works Radio Tower	
Verona Radio Tower	
Sheriff Administration	
Wylie WIC Office	

Special Services Performed on Date:

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Signed: \_\_\_\_\_

**Return Completed and Signed to:**

Collin County Central Plant  
4600 Community Avenue  
McKinney, TX 75070  
Attn: Control Room Technical Coordinator  
(972) 547-5330 or Dallas Metro 424-1460, Ext. 5330

## Exhibit B

### Collin County Pest Control/Exterminating Reporting Log

Month of: \_\_\_\_\_ 20\_\_\_\_  
Services Performed Once Monthly

Location

Dates of Service Each Month

Collin County Detention Center Facility  
4300 Community Avenue  
McKinney, TX 75071

\_\_\_\_\_

Special Services Performed on Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Signed: \_\_\_\_\_

**Return Completed and Signed to:**

Collin County Central Plant  
4600 Community Avenue  
McKinney, TX 75071  
Attn: Control Room Technical Coordinator  
(972) 547-5330 or Dallas Metro 424-1460, ext. 5330

**Exhibit C**

**Collin County Pest Control/Exterminating  
Reporting Log**

Month of: \_\_\_\_\_ 20\_\_\_\_  
Services Performed Once Monthly

<u>Location</u>	<u>Dates of Service Each Month</u>
Minimum Security Jail 4800 Community Avenue McKinney, TX 75071	_____
Special Services Performed on Date: _____	
_____	
_____	
_____	
_____	
_____	
_____	

Signed: \_\_\_\_\_

**Return Completed and Signed to:**  
Collin County Central Plant  
4600 Community Avenue  
McKinney, TX 75071  
Attn: Control Room Technical Coordinator  
(972) 547-5330 or Dallas Metro 424-1460, ext. 5330

**Exhibit D**

**Collin County Pest Control/Exterminating  
Reporting Log**

Month of: \_\_\_\_\_ 20\_\_\_\_  
Services Performed Once Monthly

<u>Location</u>	<u>Dates of Service Each Month</u>
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Juvenile Detention Center 4700 Community Avenue McKinney, TX 75071	_____
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Special Services Performed on Date: \_\_\_\_\_

\_\_\_\_\_

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Signed: \_\_\_\_\_

**Return Completed and Signed to:**  
Collin County Central Plant  
4600 Community Avenue  
McKinney, TX 75071  
Attn: Control Room Technical Coordinator  
(972) 547-5330 or Dallas Metro 424-1460, ext. 5330

## Exhibit E

### Collin County Pest Control/Exterminating Reporting Log

Month of: \_\_\_\_\_ 20\_\_\_\_  
Services Performed Once Monthly

Location

Dates of Service Each Month

Animal Shelter  
4750 Community Avenue  
McKinney, TX 75071

\_\_\_\_\_

Special Services Performed on Date: \_\_\_\_\_

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\_\_\_\_\_

Signed: \_\_\_\_\_

**Return Completed and Signed to:**

Collin County Central Plant  
4600 Community Avenue  
McKinney, TX 75071  
Attn: Control Room Technical Coordinator  
(972) 547-5330 or Dallas Metro 424-1460, ext. 5330



## Exhibit F

### Collin County Termite Control/Exterminating Reporting Log

Month of: \_\_\_\_\_ 20\_\_\_\_  
Services Performed Monthly

Location

Date of Service

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Special Services Performed on Date:\_\_\_\_\_

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Signed:\_\_\_\_\_

**Return Completed and Signed to:**

Collin County Central Plant  
4600 Community Avenue  
McKinney, TX 75071  
Attn: Control Room Technical Coordinator  
(972) 547-5330 or Dallas Metro 424-1460, ext. 5330

**Exhibit G**

**Collin County Pest Control/Exterminating (Bi-Annual Cleaning)  
Reporting Log**

Month of:\_\_\_\_\_ 20\_\_\_\_  
Services Performed Bi-Annually

Location

Dates of Service

Collin County Detention Center Facility  
4300 Community Avenue  
McKinney, TX 75071

\_\_\_\_\_

Special Services Performed on Date:\_\_\_\_\_

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Signed:\_\_\_\_\_

**Return Completed and Signed to:**  
Collin County Central Plant  
4600 Community Avenue  
McKinney, TX 75071  
Attn: Control Room Technical Coordinator  
(972) 547-5330 or Dallas Metro 424-1460, ext. 5330

Exhibit H

Collin County Pest Control/Exterminating (Bi-Annual Cleaning)  
Reporting Log

Month of:\_\_\_\_\_ 20\_\_\_\_  
Services Performed Bi-Annually

Location

Dates of Service

Minimum Security Jail  
4800 Community Avenue  
McKinney, TX 75071

\_\_\_\_\_

Special Services Performed on Date:\_\_\_\_\_

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Signed:\_\_\_\_\_

**Return Completed and Signed to:**  
Collin County Central Plant  
4600 Community Avenue  
McKinney, TX 75071  
Attn: Control Room Technical Coordinator  
(972) 547-5330 or Dallas Metro 424-1460, ext. 5330

# Exhibit I

## Collin County Pest Control/Exterminating (Bi-Annual Cleaning) Reporting Log

Month of: \_\_\_\_\_ 20\_\_\_\_  
Services Performed Bi-Annually

Location

Dates of Service

Juvenile Detention Center  
4700 Community Avenue  
McKinney, TX 75071

\_\_\_\_\_

Special Services Performed on Date: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

Signed: \_\_\_\_\_

**Return Completed and Signed to:**

Collin County Central Plant  
4600 Community Avenue  
McKinney, TX 75071  
Attn: Control Room Technical Coordinator  
(972) 547-5330 or Dallas Metro 424-1460, ext. 5330

## **INFORMATION REGARDING CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79<sup>th</sup> Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84<sup>th</sup> Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and

CIS: [http://www.ethics.state.tx.us/filinginfo/conflict\\_form  
s.htm](http://www.ethics.state.tx.us/filinginfo/conflict_form_s.htm)

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytexas.gov/government/Pages/officials.aspx>

The following County employees will be involved in the planning, recommending, selecting, and contracting for the attached procurement:

Department:

Dan James, Director of Facilities

Mark Crull, Facilities Tech Coordinator

Purchasing:

Michalyn Rains – Purchasing Agent

Sara Hoglund, CPPB – Asst. Purchasing Agent

Shannon Poe – Buyer

Commissioners' Court:

Keith Self – County Judge

Susan Fletcher – Commissioner Precinct No. 1

Cheryl Williams – Commissioner Precinct No. 2

Chris Hill – Commissioner Precinct No. 3

Duncan Webb – Commissioner Precinct No. 4

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

## OFFICE USE ONLY

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2** ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6** ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. <b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<b>Social security number</b> [ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ][ ][ ] <b>or</b> <b>Employer identification number</b> [ ][ ] - [ ][ ][ ][ ][ ][ ][ ][ ][ ]
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<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	<b>Signature of U.S. person ▶</b>  <b>Date ▶</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.