



## ITB-Invitation to Bid

### Pest Control for Luna Community College

#### **Scope of Work**

To provide interior and exterior Pest Control Services for Luna Community College (LCC) Main Campus, Springer Site, Santa Rosa Site and Mora Site. This scope includes monthly pest control services as well as needed basis. Pests include spiders, roaches, ant, bees, silverfish, scorpions, mice, etc. Term will be until a four year contract that will terminate June 30, 2019, or as long as funding is available. **Vendor must be willing to accept contract provisions.**

**LCC reserves the right to contract with more than one vendor for this service.**

#### **Responses to this Invitation to Bid:**

Responses to this Request for Informal Proposals will include at a minimum:

- 1.) A description of costs. Complete Attachment A
- 2.) All required licenses, permits, certifications, and insurances; example below
  - a. General Liability Insurance
  - b. Applicator License
  - c. Business License
- 3.) A list of at least three (3) customer references and contact information
- 4.) Completed attachment A
- 5.) Completion of the Conflict of Interest and Debarment/Suspension Form
- 6.) The signature of a company official

#### **Evaluation of Bid Proposals:**

Although cost is a factor, it is not the sole factor used to determine this contract award. The following is the list of criterion and associated points. The total proposal score is 100.

Ability to meet Scope of work- 40 points

- Monthly visits
- As needed visit (problematic)

Cost- 60 points

#### **Submission of Bid Proposals:**

**Responses must be received no later than 2:00 pm\* September 04, 2015 via any of the following methods:**

- a. E-mail to Juliana Ortega, julortega@luna.edu
- b. Fax 505-454-5393, Attention Juliana Ortega, Purchasing Director
- c. Mail or hand deliver to :  
LCC, Attn: Juliana Ortega, Purchasing  
366 Luna Drive, Las Vegas, NM 87701

Questions regarding this request should be directed to Juliana Ortega at 505-454-5393. Luna Community College reserves the right to reject any and/or all proposals.