

**REQUEST FOR PROPOSALS FOR
PEST CONTROL SERVICES FOR
COUNTY BUILDINGS**

I. PURPOSE:

The Buchanan County, Va. Board of Supervisors (herein after referred to as “County”) requires monthly pest control services for the county buildings so provide for the health and safety of patrons and employees located in owned and operated by Buchanan County located in Buchanan County, Virginia.

II. SCOPE OF SERVICES:

The successful firm or individual will provide pest control services to the County in the capacity of an independent contractor. County building’s may be added or deleted throughout the year.

The following buildings would require monthly pest control services:

3019 Slate Creek Road – Old 911 Bldg.
Animal Shelter
Old County Garage
New County Garage
Buchanan County Courthouse
Council Park
Council Senior Citizens
Buchanan County Government Center
Hurley Park/Trey Adkins Athletic Center
Info Park V.E.C.
Keen Mtn. Park
Library
Public Works Bldg.
Rowe Senior Citizens
Buchanan County Sheriff’s Office
Whitewood Community/Senior Citizens
Big Rock Park/Harman Park
Big Rock Community Center
Poplar Gap Athletic Park
Poplar Gap Park Gym/Upper-Level
Harman Food Pantry
Poplar Creek Mini-Park
Breaks Community Center
Willowbrook Golf Course

III. PROPOSED SCHEDULE

August 15, 2025 at 3:00 PM	Deadline for Proposals
Week of August 18, 2025	Interviews of Offerors
Week of August 18, 2025	Interview Committee’s Rankings
Begin Week of August 25, 2025	Contract Negotiations

September 8, 2025	Board of Supervisors Award of Contract
October 1, 2025	Contract for Pest Control Services to Begin

IV. SELECTION CRITERIA AND PROCESS

This RFP does not commit the County to enter into an agreement or to pay any costs incurred in the preparation of a proposal or in any subsequent negotiations. Acceptance of a proposal by the County is not an order to proceed.

The County will utilize a selection committee to review all proposals for services, conduct any interviews, and obtain references as appropriate in evaluating qualifications of the responding firms.

1. Qualifications and experience of the firm/individual relative to this type of work;
2. Familiarity and understanding of the area and existing facilities for which pest control services shall be required;
3. Expertise of key personnel to be assigned;
4. Quality of performance in similar work; and
5. Ability to meet or exceed the pest control service expectations, particular in regard to health and safety of county employees and the public.
6. Price of pest control services being requested, including multiple pest control servicing for buildings requiring more than once per month servicing.
7. Availability of pest control service on an emergency basis.
8. The availability of repeat pest control service in the same month if needed (some buildings have in the past required more than one monthly pest control servicing).

In accordance with section 2.2-4302.2 (A)(3) of Chapter 43 of Title 2.2 of the code of Virginia, the committee shall select two or more offerors whose qualifications and proposed services are deemed most in line with the County's needs for pest control services, based on the factors involved in the Request for Proposals, including price. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the Buchanan County, Virginia Board of Supervisors shall select the offeror which, in its opinion, has made the proposal which provides the best value, and shall award the contract to that offeror. Should the Board of Supervisors determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

The County may make such investigations, as it deems appropriate to determine the ability of the Firm or individual to perform the work. The Firm or individual should be prepared to furnish the County with all such information and data for this purpose as the County may request.

V. SUBMISSION AND DEADLINES

Fully responsive proposals will contain the following information:

1. The qualifications (licensure or certifications) and a brief history of your business, and the key personnel who will be involved with providing the pest control services.

2. An indication of your understanding of the nature of the pest control services to be provided and associated problems, work needed and the expertise required.
3. Brief description of past experience in providing pest control services.
4. Other localities for which you have provided pest control services and the name, address, and phone number of current contacts at those locations.
5. Your firm's current workload and the impact that it would have on your ability to respond if you were selected for this work.
6. Ties and other work in Buchanan County, Virginia.
7. Why your firm wants to provide these services for County and why your firm would be best for this work.

You may also include other information that you believe would assist the County in determining the appropriateness of your firm for this work.

For consideration, **five (5) copies of the PROPOSALS** must be received not later than 3:00 P.M., August 15, 2025. The submittals are to be marked on the outside **“PEST CONTROL SERVICES PROJECT”**. All submissions, including mailed submissions must be received in the County Administrator's Office by the deadline and addressed to:

Robert Craig Horn, County Administrator
County Administrator's Office
Buchanan County Government Center, Third Floor
4447 Slate Creek Road
Buchanan County, Virginia
P.O. Drawer 950
Grundy, Virginia 24614
276-935-6508

After the PROPOSALS are reviewed, the County will meet with the firm/individual or firms/individuals deemed best qualified for more detailed discussions of the project and their qualifications and proposals for pest control services.