



September 8, 2026

Invitation for Bid IFB 27-002 Pest Control Services

To Whom It May Concern:

The Pulaski County Special School District (PCSSD) invites your firm to submit a Bid for **Pest Control Services** in accordance with the scope of work outlined in the attached Invitation for Bid (IFB).

In a sealed envelope, submit the original signed Bid and two (2) printed copies to the Purchasing Department, 925 East Dixon Road, Ground Floor, Little Rock, AR 72206, no later than **12:00 p.m. Friday, November 6, 2026**. Contractors must reference, on the outside of the envelope, the Bid number, opening date, and time. Emailed or faxed Bids will not be accepted.

Sealed Bids will be publicly opened at **12:00 p.m. on Friday, November 6, 2026**, via video conference. The video-conference link will be posted on the District's website at <https://www.pcssd.org/page/purchasing>. The District will evaluate the Bids and notify the awarded Bidder in accordance with the terms of this IFB. Do not contact any District official concerning this IFB without prior permission from the Chief Financial Officer.

The District reserves the right to reject any or all Bids and to waive any irregularities or formalities. The contract will be awarded to the lowest responsive and responsible Bidder whose Bid meets all requirements and specifications of this IFB.

Pre-Bid Mandatory Walk-Through Schedules

Mandatory pre-bid walkthroughs will be conducted October 26–30, 2026, as scheduled in Attachment A – Pest Control Service Locations. Bidders are required to attend each scheduled walkthrough. Failure to attend any scheduled walkthrough will render the Bidder ineligible to submit a Bid.

Contractor Bidding Information

We, the undersigned, have read and understand all requirements set forth in this Invitation for Bid, including the specifications, instructions, conditions, and other pertinent information. We agree to provide the required services at the prices stated in our Bid.

Arkansas Sales or Use Tax Register No.: _____

Arkansas Commercial Pest Control License No.: _____

Company Name: _____

Address: _____

Telephone No.: _____ E-mail: _____

Name & Title: _____ Signature: _____

(Person authorized to sign Bids)

BIDS ARE SUBJECT TO REJECTION UNLESS SUBMITTED ON THESE FORMS

GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

The following General Instructions, Terms and Conditions, Specifications, Price Sheets, Signature Page and Required Forms will become part of any contract entered into in the event the Bid is accepted by the Pulaski County Special School District. Terms and Conditions submitted by the Contractor will not be considered.

1.1 DEFINITION OF TERMS

1. IFB shall mean Invitation for Bid.
2. Vendor, Company, Bidder and Contractor may be used interchangeably throughout this document and shall refer to the entity submitting a Bid in response to this IFB.
3. The terms "District", "Owner", or "PCSSD" are used interchangeably and refer to the Pulaski County Special School District.
4. The terms "Bid" and "Response" shall be used interchangeably and shall mean the Bidder's response to this IFB.
5. Qualifications shall mean the Bidder's ability, experience, resources, licenses, personnel, and capacity to perform the requirements identified in this IFB and shall be provided in sufficient detail where requested.

1.2 SUBMISSION OF BIDS

- A. Bids must be submitted to this office using the forms included in this IFB and must be received on or before the date and time specified for Bid submission. Emailed or faxed Bids will not be accepted.
- B. Each Bid must be placed in a sealed envelope and properly identified with the Bid number, opening date, and opening time.
- C. Late submissions will not be considered under any circumstances.
- D. Failure to sign the Bid will result in disqualification.
- E. The person signing the Bid shall indicate title or authority to bind his/her firm to a contract.
- F. Signature must be in ink.
- G. Any required electronic forms or documents submitted with the Bid must be compatible with Microsoft Word.

1.3 BID COMPLIANCE

It is solely and strictly the responsibility of the Bidder to ensure that its Bid is received by the PCSSD Purchasing Department on or before the specified date and time. PCSSD will not be responsible for delays caused by any cause or circumstance beyond its control.

The specified Bid opening date and time shall be strictly observed. Under no circumstances will Bids received after the specified opening date and time be considered. Offers or Bids submitted by telephone, email, or fax will not be accepted. Bidders will not be permitted to withdraw or modify their Bids after the specified opening date and time.

1.4 BID OPENING

1. Each Bidder must submit a completed response to this solicitation using the forms provided by the District. Failure to use the required forms may be grounds for rejection of the Bid.
2. Bid openings will be conducted via video conference. The video-conference link will be posted on the District's website and will be available for public access. There will be no in-person Bid opening.
3. The District may conduct pre-bid meetings or other solicitation-related meetings via a video-conferencing platform designated by the District.
4. Bids received by PCSSD shall become the property of PCSSD and shall be subject to applicable laws and regulations governing public records and disclosure.

1.5 INQUIRIES

Inquiries related to the IFB should be directed to the attention of **Candace Jackson, Buyer**, by email: cjackson7961@pcssd.org.

All requests for clarification must be submitted in writing to the Purchasing Department no later than **4:00 p.m. on Friday, October 23, 2026**. Questions or requests for clarification received after this deadline will not be answered. Any clarification provided to a prospective Bidder that modifies the specifications, requirements, or terms of this IFB, or that the District determines is necessary for prospective Bidders to properly prepare their Bids, will be issued in writing to all prospective Bidders by formal addendum.

1.6 CONTRACT TERMS AND EXTENSIONS

The required services shall commence no later than a date mutually agreed upon by PCSSD and the Contractor and shall continue for an initial term of one (1) year, unless terminated earlier in accordance with the terms of the contract.

Upon mutual agreement, the contract may be renewed for up to three (3) additional one-year periods.

Renewal pricing shall remain firm for each contract year unless an adjustment is proposed by the Contractor and approved in writing by the District prior to renewal. The District is under no obligation to accept any proposed price increase. Each annual renewal shall require a written agreement or renewal document signed by both PCSSD and the Contractor. No renewal shall become effective unless and until both parties have agreed to and signed the applicable renewal document.

Either party may elect not to renew the contract for any subsequent renewal period by providing at least thirty (30) days' written notice to the other party prior to the expiration of the then-current contract term.

No additional charges shall be assessed for services included within the base scope of this IFB unless the service is specifically identified as an additional service on the Price Proposal Sheet or is otherwise authorized in writing by the District prior to performance.

1.7 ASSIGNMENTS

Neither this contract nor any interest in or claim arising under this contract may be assigned or transferred by the Contractor without the prior written approval of the District. The Contractor shall not enter into any subcontract or agreement with another party for the furnishing of any products, work, or services required under this contract without the prior written approval of the District.

1.8 CONFLICT OF INTEREST

By submitting a Bid, the Bidder certifies that no PCSSD employee or representative has a direct or indirect financial interest in the Bid or resulting contract. The Bidder further certifies that it has not attempted to improperly influence any PCSSD employee or representative or gain an unfair advantage in the competitive bidding process. Violation of this provision may result in disqualification or termination of the contract.

1.9 CONTRACT AGREEMENT

The contract between the District and the Contractor shall consist of:

1. The Invitation for Bid (IFB) and any amendments or addenda issued by the District;
2. These General Instructions, Terms and Conditions;
3. The Specifications;
4. The Price Schedule; and

5. The Bid submitted by the Contractor in response to the IFB.

In the event of a conflict between the IFB and the Bid submitted by the Contractor, the provisions and requirements of the IFB shall govern.

The Purchasing Director may issue written clarification regarding the contractual requirements with the agreement of the Contractor. Any such clarification shall become part of the contract and shall govern only to the extent of the specific clarification.

The successful Bidder will receive written notification of intent to award, including any approved clarifications or modifications.

1.10 CONTRACT CHANGES

No verbal understanding, agreement, modification, change order, or other deviation from the terms of this contract shall be effective or binding upon the District unless it is made in writing and executed by the Chief Financial Officer or their authorized designee.

1.11 CONTRACT GUIDELINES

The Bidder acknowledges that no contract shall become effective until the contract has been awarded by the District and a written agreement, purchase order, award letter, or other written notice to proceed has been executed or issued by the District.

1.12 INDEMNIFICATION AND LEGAL COMPLIANCE

The Contractor shall at all times observe and fully comply with any and all Federal, State and local laws, statutes, orders, ordinances and regulations. The Contractor agrees to save, hold harmless and to indemnify the District, its agents, employees, officers and board members against any and all liability, losses, claims or costs of whatsoever kind or nature relative to the performance of the contract or any occurrence or accident in connection with inadequate performance, breach of contract, material failure, default or the performance of any work, services or products supplied pursuant to the award, whether to property or persons. Further, Contractor shall indemnify, hold harmless and defend the District, its agents, employees, officers and board members from any lawsuits, causes of action, claims, liabilities and damages of any kind and nature, including but not limited to attorney's fees and costs, arising out of the performance of this contract.

1.13 NON-COLLUSIVE AFFIDAVIT

By submitting a Bid, the company and the individual signing the Bid represent and warrant that the Bid is genuine and non-collusive, and is not made on behalf of any person or entity not named in the Bid. The Bidder further represents that it has not induced or solicited any other company to submit a competitive Bid, nor caused any other company to refrain from or be unable to submit a Bid.

1.14 PENALTY FOR COLLUSION

If the District determines that the person, firm, or corporation awarded the Contract has colluded with any other party in submitting its Bid, the District may, at its sole discretion, declare the Contract null and void or consider it breached. The Contractor shall be liable for any resulting loss or damage to the District, and the District may seek a new contractor.

1.15 NON-DISCRIMINATION

The Contractor shall not discriminate against or segregate any person or group of persons on the basis of race, color, creed, religion, sex, sexual orientation, marital status, familial status, national origin, ancestry, disability, or any other status protected by law in the performance of this Contract. The Contractor shall not establish or permit any

discriminatory practices or policies. The Contractor shall include a similar non-discrimination provision in all subcontracts related to this Contract.

1.16 PROPRIETARY INFORMATION

Information submitted in response to this IFB is subject to applicable public records laws and may be available for public inspection following the District's award of the contract. Bidders should not include trade secrets or confidential or proprietary information unless necessary. Any such information must be submitted separately and clearly identified as confidential.

The District does not guarantee confidentiality and may be required to disclose information pursuant to the Arkansas Freedom of Information Act or other applicable law.

1.17 REJECTION OF BIDS

The District reserves the right to reject the Bid of any Bidder that has demonstrated a documented history of material nonperformance, default, or failure to satisfactorily perform under a prior contract with the District, subject to applicable law. The District may waive any irregularities or formalities in the solicitation or any Bid.

In determining the best Bid, the District may consider the Bidder's integrity, financial resources, experience, facilities, licenses, personnel, and capacity to perform the required work.

1.18 RESERVATIONS

This IFB does not obligate the District to award a contract, reimburse any costs incurred in preparing a Bid, or purchase any services or supplies. The District reserves the right to accept or reject, in whole or in part, any Bid received when it determines that doing so is in the best interest of the District.

1.19 SEVERABILITY

If any provision of these General Instructions, Terms, and Conditions is determined to be void, unenforceable, invalid, or voidable, that provision shall be severed, and the remaining provisions shall remain in full force and effect.

1.20 STATEMENT OF EXPERIENCE AND QUALIFICATIONS

Upon request, the District may require a Bidder to demonstrate that it has the skill, experience, facilities, licenses, qualified personnel, and financial resources necessary to satisfactorily perform the contract within the required time. If the District determines that the Bidder's qualifications are insufficient, the District may reject the Bid.

1.21 FISCAL FUNDING

If the Contract extends beyond the current funding year, purchases in future funding years are contingent upon the District's receipt of applicable federal and/or state funds. The District reserves the right to change service requirements, increase or decrease quantities, and add or remove facilities as needed.

1.22 CONTRACT ADMINISTRATOR

The Chief Financial Officer or their designee shall serve as the Contract Administrator and liaison for all matters concerning this Contract. No understanding, agreement, modification, change order, or other deviation from the terms of this Contract shall be effective or binding upon the District unless authorized by the Contract Administrator or their designee and properly executed in writing.

1.23 CONFORMANCE

Contractor employees working on District property shall comply with all applicable District rules, regulations, and policies. Failure to comply may result in termination of the Contract or any other remedy available to the District under applicable law.

1.24 STATE OF ARKANSAS FRANCHISE TAX

The Contractor shall be responsible for all applicable federal, state, and local taxes arising from its performance of the Contract.

Sales and Use Tax shall not be included in the Bid price but shall be added to invoices as applicable.

The Contractor is responsible for registering with and remitting applicable taxes to the Arkansas Department of Finance and Administration.

1.25 STANDARD OF PERFORMANCE

The Contractor shall perform in accordance with the terms and conditions of this IFB and the highest standards of commercial pest management practice.

Instances of poor performance will be documented and provided to the Contractor for review and corrective action.

Upon documented poor performance, the District may require a meeting with the Contractor to develop and implement a mutually agreed-upon corrective action plan.

Continued poor performance shall constitute a breach of the IFB specifications and may be grounds for immediate termination of the Contract.

The District retains the sole discretion to determine whether and when performance is acceptable.

1.26 INSURANCE

A. Each Bid must include a letter of intent from an insurance company authorized to do business in the State of Arkansas stating its willingness to provide the required insurance coverage under any Contract resulting from this IFB.

B. The Contractor shall procure and maintain, at its own expense, the insurance coverage required under the Contract for the duration of the Contract.

C. Failure to provide required insurance certificates within the specified time may result in disqualification of the Bid or termination of the Contract, as applicable.

D. The District reserves the right to increase or decrease required insurance limits when determined to be in the District's best interest.

E. All required insurance shall be issued by an insurer licensed to do business in the State of Arkansas and acceptable to the District and its authorized representative.

F. The District shall be named as an additional insured on applicable policies. Certificates of insurance shall state that the insurer will provide the District with at least thirty (30) days' prior written notice of cancellation or material change, to the extent permitted by the policy and applicable law.

G. Certificates of insurance showing coverage and effective dates shall be provided to the District prior to execution of the Contract.

The minimum required coverage shall include:

1. Workers' Compensation: As required by the State of Arkansas.
2. Commercial General and Public Liability: Broad-form coverage with limits of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate.

1.27 EXAMINATION OF RECORDS

The Contractor agrees that the District or its duly authorized representatives may, at any time during the term of this Contract, access, audit, and examine any records related to this Contract.

The Contractor shall retain such records for at least five (5) years from the date the records are created, unless the District authorizes earlier disposition. The Contractor shall refund any underpayments or overcharges identified through an audit or take other corrective action as required by the District.

1.28 PERMITS AND LICENSES

The Contractor shall obtain and maintain, at its own expense and in its name, all licenses, insurance, certifications, permits, and registrations required to perform the services described herein. The Contractor shall maintain all pest-control licenses and certifications required by applicable law and shall provide copies to the District upon request.

1.29 DAMAGE TO DISTRICT PROPERTY

The Contractor shall be responsible for any damage to the District's equipment, premises, or other property caused by the negligent or intentional acts or omissions of the Contractor's employees, agents, or officers, excluding ordinary wear and tear.

The Contractor shall promptly repair or replace such damage to the District's satisfaction at no cost to the District.

1.30 AWARD

The District intends to award **one contract for Pest Control Services covering all District facilities identified in Attachment A**. The Bidder must submit pricing for the complete scope of services. Partial Bids will not be considered. Award shall be made to the lowest responsive and responsible Bidder whose Bid meets all requirements and specifications of this IFB.

1.31 SUBCONTRACTORS

NO PORTION OF THE WORK SHALL BE SUBCONTRACTED WITHOUT PRIOR WRITTEN CONSENT FROM THE DISTRICT.

SECTION II – REQUIRED WORK

2.1 GENERAL PEST CONTROL SERVICES

The Contractor shall provide comprehensive pest control services for all District facilities identified in Attachment A. The Contractor shall provide all labor, supervision, equipment, materials, pest-control products, transportation, and other resources necessary to perform the Work. Services shall be performed in accordance with the requirements of this IFB, applicable laws and regulations, product labeling, and applicable pest-management standards.

2.2 PESTS INCLUDED

Routine pest control services shall address common pests observed or reasonably anticipated at District facilities, including, but not limited to:

1. Ants;
2. Cockroaches/Roaches;
3. Spiders;
4. Flies and other nuisance insects;
5. Wasps, hornets, and other stinging insects;
6. Silverfish and other occasional invaders;
7. Mice and rats;
8. Other common structural pests; and
9. Other pests specifically identified by the District.

The Contractor shall inspect, identify, treat, monitor, and provide recommendations for pest activity as appropriate.

2.3 ROUTINE SERVICE

The Contractor shall provide routine pest-control service at each District facility in accordance with the service schedule established by the District. Routine pest control services shall be provided at each District facility at least monthly, unless otherwise specified by the District. The annual bid price shall include all routine services required during the contract year, including labor, materials, equipment, pest-control products, transportation, inspection, treatment, monitoring, documentation, and follow-up necessary to meet the requirements of this IFB.

Routine service shall include:

1. Inspection of accessible areas for evidence of pest activity;
2. Inspection of interior and exterior areas, as applicable;
3. Identification of pest activity;
4. Application of appropriate control measures;
5. Monitoring and servicing of pest-control devices, where applicable;
6. Identification of conditions contributing to pest activity;
7. Recommendations for corrective action;
8. Follow-up treatment when necessary; and
9. Documentation of services performed.

Routine service shall be designed to prevent and control pest activity rather than rely solely on corrective treatment after an infestation occurs. Unless specifically identified as an Additional Service, all services necessary to satisfy the routine requirements of this IFB shall be included in the annual bid price.

2.4 INTERIOR SERVICES

Interior pest-control services shall include inspection and treatment of areas where pest activity may occur, including, as applicable:

1. Offices;
2. Cafeterias and food-service areas;
3. Kitchens;
4. Breakrooms
5. Other areas identified by the District.
6. Upon Request

The Contractor shall coordinate interior services with District personnel to minimize disruption to students, staff, visitors, and District operations.

2.5 EXTERIOR SERVICES

Exterior pest-control services shall include, as applicable:

1. Building perimeters;
2. Exterior doors and entrances;
3. Loading areas;
4. Other exterior areas identified by the District.
5. Upon Request

The Contractor shall use appropriate preventive measures to reduce pest entry into District buildings.

2.6 RODENT CONTROL

The Contractor shall inspect District facilities for evidence of rodents and shall provide appropriate control measures when rodent activity is identified.

Services may include:

1. Inspection for evidence of rodent activity;
2. Identification of potential entry points;
3. Inspection and servicing of traps or monitoring devices;
4. Appropriate placement and servicing of control devices;
5. Removal or disposal of captured pests, where applicable;
6. Identification of conditions contributing to rodent activity; and
7. Recommendations for exclusion or corrective measures.

The Contractor shall promptly notify the District of conditions that may contribute to recurring rodent activity.

2.7 STINGING INSECTS

1. The Contractor shall respond to reports of wasps, hornets, bees, or other stinging insects on District property.
2. The Contractor shall provide treatment or control measures appropriate to the identified pest and location.
3. Stinging-insect activity in areas occupied or regularly accessed by students or staff shall be treated as a priority service request.

2.8 EMERGENCY SERVICE

The Contractor shall provide emergency pest-control services when requested by the District.

Emergency service shall include situations involving:

1. Stinging insects in occupied or high-traffic areas;
2. Significant pest infestations;
3. Rodent activity affecting occupied areas;

4. Pest conditions affecting food-service operations; or
5. Other pest conditions determined by the District to require immediate attention.

Emergency Response Requirement:

The Contractor shall acknowledge emergency service requests within two (2) hours and shall initiate an on-site response within twenty-four (24) hours after notification by the District, unless a shorter response is required by the circumstances or agreed upon by the District.

2.9 SCHEDULING

The Contractor shall provide the District with a monthly service schedule at least seven (7) calendar days before the beginning of each month. The Contractor shall coordinate service schedules with the District's designated representative and facility personnel. Services shall be scheduled to minimize disruption to instructional activities, student programs, food-service operations, and other District activities.

The Contractor shall notify the District of any schedule changes before the scheduled service whenever practicable.

2.10 PEST CONTROL PRODUCTS AND APPLICATION

1. All pest-control products shall be registered and approved for their intended use and shall be applied in accordance with applicable laws, regulations, product labeling, and licensing requirements.
2. The Contractor shall use the least hazardous effective treatment method appropriate for the circumstances.
3. The Contractor shall not apply any product in a manner inconsistent with the product label.
4. The Contractor shall maintain all required licenses and certifications.
5. The Contractor shall provide Safety Data Sheets (SDS) to the District upon request.
6. The Contractor shall not apply pesticides in occupied areas when such application is prohibited by the product label or applicable law.
7. The Contractor shall coordinate applications with District personnel when areas must be vacated or otherwise restricted.
8. The Contractor shall properly secure and control all pest-control products and equipment while on District property.

2.11 NOTIFICATION AND SAFETY

1. The Contractor shall notify the designated District representative of scheduled treatments when notification is required by law, product labeling, or District policy.
2. The Contractor shall take reasonable precautions to prevent students, employees, visitors, and unauthorized persons from coming into contact with pest-control products or treatment equipment.
3. The Contractor shall place warning signs, notices, or other required controls when necessary.
4. The Contractor shall comply with all applicable safety requirements and provide employees with required personal protective equipment.

2.12 SERVICE REPORTS

The Contractor shall provide a written service report following each routine or emergency service visit. Each service report shall include, at a minimum:

1. Facility name;
2. Date of service;
3. Time of service;
4. Areas inspected;
5. Pest activity observed;
6. Treatment or control measures performed;

7. Products used, when applicable;
8. Monitoring devices serviced, when applicable;
9. Conditions contributing to pest activity;
10. Recommendations for corrective action; and
11. Follow-up service required, if applicable.

Service reports shall be provided to the District's designated representative within two (2) business days after each service visit.

2.13 PEST MANAGEMENT DEVICES

Where pest-control devices are used, the Contractor shall:

1. Install devices in appropriate locations;
2. Maintain devices in clean and serviceable condition;
3. Inspect devices during scheduled service;
4. Replace damaged or ineffective devices;
5. Maintain appropriate records of device placement and service; and
6. Ensure devices do not create hazards or interfere with District operations.

The Contractor shall obtain District approval before installing permanent devices in locations visible to students or the public.

2.14 EXCLUSION AND CORRECTIVE RECOMMENDATIONS

The Contractor shall identify conditions that may contribute to pest activity, including, when observed:

1. Gaps or openings around doors and windows;
2. Cracks or openings in building structures;
3. Improper storage of food or materials;
4. Standing water or moisture conditions;
5. Waste or debris accumulation;
6. Vegetation or other exterior conditions contributing to pest activity; and
7. Other conditions that may contribute to pest activity.

The Contractor shall notify the District of such conditions and recommend corrective action. Unless specifically included in the Bid, structural repairs and other corrective work shall be the responsibility of the District.

2.15 KITCHEN AND FOOD-SERVICE AREAS

1. The Contractor shall coordinate pest-control services in kitchens, cafeterias, food-storage areas, and other food-service areas with District food-service personnel.
2. The Contractor shall perform services in a manner that protects food, food-contact surfaces, equipment, students, and employees.
3. The Contractor shall not contaminate food, food-contact surfaces, utensils, equipment, or food-storage areas.

Any treatment involving food-service areas shall comply with applicable laws, product labeling, and District requirements.

2.16 DEFICIENT WORK AND CORRECTIVE ACTION

1. All Work shall be performed in a professional and workmanlike manner and in accordance with the requirements of this IFB and the applicable service schedule.

2. The Contractor shall correct deficient or incomplete Work at no additional cost to the District within seven (7) calendar days after receiving written notice from the District, or sooner when necessary to address an active pest condition or maintain the required service schedule.
3. If the Contractor fails to correct the deficiency within the required time, the District may obtain the necessary services from another provider and seek reimbursement from the Contractor, to the extent permitted by the Contract and applicable law.

2.17 CONTRACTOR RESPONSIBILITIES

1. The Contractor shall perform all Work in accordance with the specifications and service schedule.
2. The Contractor shall ensure that all employees comply with District rules, applicable laws, licensing requirements, and safety requirements.
3. The Contractor shall provide qualified and properly licensed personnel to perform the Work.
4. The Contractor shall provide a qualified supervisor to oversee services and communicate with the District.
5. The Contractor shall make a supervisor available for site inspections upon request.
6. The Contractor shall promptly respond to District requests regarding scheduling, deficiencies, safety concerns, pest activity, or property damage.
7. The Contractor shall perform services according to the required service schedule and shall not omit or reduce required services without District approval.
8. The Contractor shall maintain sufficient personnel and resources to respond promptly to routine service requests, emergencies, and performance issues.
9. The Contractor shall provide the District with a monthly service schedule at least seven (7) calendar days before the beginning of each month.
10. The Contractor shall provide all labor, equipment, materials, pest-control products, transportation, and other resources necessary to perform the Work.

2.18 PESTICIDE REPORTING

The Contractor shall report any significant pest infestation or condition requiring additional corrective action to the designated District representative.

The Contractor shall provide records of pesticide applications upon request.

Pesticide application records shall include the information required by applicable law and shall identify the facility, date, area treated, product used, and applicator, as applicable.

2.19 ADDITIONAL SERVICES

Services not included in the routine monthly service shall require District authorization before the Contractor performs the work. The Contractor shall not perform chargeable additional services without prior approval from the District's designated representative. Additional services shall be billed at the prices provided in the Bid unless otherwise approved in writing by the District.

2.20 SERVICE LOCATIONS AND PRICING

The Contract shall cover all District facilities identified in **Attachment A – Pest Control Service Locations**. Bidders shall provide pricing for all facilities and services included in the Price Proposal Sheet. The District intends to award one contract covering the entire District requirement.

Prices shall include all labor, supervision, equipment, materials, pest-control products, transportation, fuel, disposal, administrative costs, and other costs necessary to perform the Work specified in this IFB.

2.21 INVOICING AND PAYMENT

The Contractor shall submit one invoice monthly for all services provided during the preceding month. The invoice shall be separated by location, with the amount billed for each District property clearly identified as follows:

1. Facility;
2. Date of service;
3. Type of service;
4. Amount due; and
5. Any authorized additional services.

The District shall not be responsible for payment of services that were not authorized or performed in accordance with the Contract.

PRICE PROPOSAL SHEET

Bidders shall submit pricing for the complete District-wide requirement.

	Property	Address	Annual Bid Amount
G R O U P 1	Mills High	1205 E. Dixon Rd., Little Rock, AR 72206	\$
	Mills Middle	808 E. Dixon Rd., Little Rock, AR 72206	\$
	College Station Elem	4710 Frasier Pike, College Station, AR 72053	\$
	Daisy Bates Elem	14300 Dineen Drive, Little Rock, AR 72206	\$
	Landmark Elem	16712 Arch Street Pike, Little Rock, AR 72206	\$
	Pulaski East	3924 Neely Rd., Little Rock, AR 72206	\$
	Central Office	925 E. Dixon Rd., Little Rock, AR 72206	\$
	Transportation South	7400 Highway 365 S, Little Rock, AR, 72206	\$
	Maintenance Complex	1101 E. Dixon Rd. Little Rock, AR 72206	\$

G R O U P 2	Maumelle High	1000 Carnahan Dr., Maumelle, AR 72206	\$
	Maumelle Middle	100 Victory Lane, Maumelle, AR 72206	\$
	Crystal Hill Elem	5001 Dupree Venable Rd., N. Little Rock, AR 72118	\$
	Oak Grove Elem	5703 Oak Grove Rd., N. Little Rock, AR 72118	\$
	Transportation - Northwest	7508 MacArthur Drive, North Little Rock, AR 72118	\$
	Pine Forest Elem	400 Pine Forest Dr., Maumelle, AR 72113	\$

G R O U P 3	Robinson High	21501 Cantrell Rd., Little Rock, AR 72223	\$
	Robinson Middle	21201 Cantrell Rd., Little Rock, AR 72223	\$
	Robinson Elem	21600 Cantrell Rd., Little Rock, AR 72223	\$
	Baker Elem	15001 Kanis Rd, Little Rock, AR 72223	\$
	Lawson Elem	19901 Lawson Rd, Little Rock, AR 72210	\$
	Chenal Elem	21201 Denny Rd., Little Rock, AR 72223	\$
	Driven School of Opportunity	21001 Cantrell Rd., Little Rock, AR 72223	\$
	Transportation West	16401 Colonel Glenn Rd, Little Rock, AR 72210	\$

G R O U P 4	Cato Elem	9906 Jacksonville Cato Road, Sherwood, AR 72120	\$
	Harris Elem	4424 Highway 161 North Little Rock, AR 72117	\$
	Clinton Elem	142 Hollywood Avenue, Sherwood, AR 72120	\$
	Sherwood Elem	307 Verona Avenue, Sherwood, AR 72120	\$
	Oakbrooke Elem	2200 Thornhill, Sherwood, AR 72120	\$
	Sylvan Hills Middle	10020 Bamboo Lane, North Little Rock, AR 72120	\$
	Sylvan Hills Elem	402 Dee Jay Hudson Drive, Sherwood, AR 72120	\$
	Sylvan Hills High	484 Bear Paw Road Sherwood, AR 72120	\$
	Sylvan Hills Jr. High	10001 Johnson Drive Sherwood, AR 72120	\$
		Total Annual District-Wide Bid	\$

ADDITIONAL SERVICES

Service	Unit	Unit Price
Emergency Pest Service	Per Call	\$_____
Stinging-Insect Treatment	Per Treatment	\$_____
Rodent Treatment Beyond Routine Service	Per Treatment	\$_____
Additional Interior Treatment	Per Treatment	\$_____
Additional Exterior Treatment	Per Treatment	\$_____
Termite Inspection	Per Inspection	\$_____
Other: _____	Per Service	\$_____

Bidder shall identify any additional services or charges not specifically listed above:

PRICING CERTIFICATION

The undersigned certifies that the prices submitted above include all labor, supervision, equipment, materials, pest-control products, transportation, disposal, administrative costs, and other expenses necessary to perform the requirements of this IFB.

Company Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

SMALL AND MINORITY BUSINESS PARTICIPATION

Whenever possible, a preference will be given to small and minority businesses; women's business enterprises; and labor surplus area firms.

The District shall provide a preference to Arkansas residents whenever the District is accepting bids to purchase materials and equipment as part of a construction project if:

- a. One (1) or more Arkansas residents who submitted bids made written claim for a preference at the time they submitted a bid; and
- b. An Arkansas resident's bid does not exceed the lowest qualified bid from a nonresident by more than five percent (5%).

If the qualifications for the Arkansas resident preference are met, then the District shall take the lowest bid from an Arkansas resident regardless of whether the Arkansas resident was one of the individuals who requested the preference.

BIDDER AFFIDAVIT, ASSURANCES AND DISCLOSURE

This form must be completed, signed, and notarized. Failure to complete this form may result in rejection of the bid.

I, _____, being the duly authorized representative of _____, the Bidder submitting the attached bid, hereby state and certify as follows:

1. Authority and Accuracy

I am authorized to submit this bid on behalf of the Bidder and certify that the information provided in the bid and accompanying documents is true and correct to the best of my knowledge.

2. Non-Collusion

Neither the Bidder nor any person acting on its behalf has entered into any agreement or understanding with another Bidder for the purpose of restricting competition, establishing a fixed price, refraining from bidding, or otherwise affecting the competitive bidding process.

Neither the Bidder nor any person acting on its behalf has entered into any agreement or discussion with a District official or employee concerning the quality, quantity, price, or other terms of the prospective contract for the purpose of obtaining an improper advantage.

3. Improper Consideration

Neither the Bidder nor any person acting on its behalf has offered, given, or agreed to give any money, gift, or other thing of value to any employee, representative, or official of the District for the purpose of obtaining favorable consideration in the award of this contract.

4. Compliance with Bid Requirements

The Bidder agrees to comply with all specifications, terms, conditions, and requirements contained in the Invitation for Bid. Any deviation from the specifications shall require prior approval by the District.

5. Debarment and Eligibility

The Bidder certifies that it is not currently debarred, suspended, or otherwise ineligible to participate in public procurement or contract with the District under applicable law.

6. Disclosure

a. Does any District school board member or employee have a financial interest in your business or hold a position as an officer, director, trustee, partner, or other management position? _____ Yes _____ No

b. Does any District school board member or employee have a family relationship with anyone employed by your business? _____ Yes _____ No

c. Did you or your company assist the District or any agent of the District with the development of the bid specifications? _____ Yes _____ No

If the answer is yes to any question above, provide details in a separate attachment to this form.

1. Were you or your company compensated? _____ Yes _____ No

2. Is your company's name or identity included anywhere within the specifications?

_____ Yes _____ No

3. Were you or your company offered any preferential treatment in connection with this solicitation?

_____ Yes _____ No

SIGNATURE

I certify that the statements made in this Bidder Affidavit, Assurances and Disclosure are true and correct to the best of my knowledge and belief.

Bidder Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

NOTARY

Subscribed and sworn to before me this _____ day of _____, 2026.

Notary Public: _____

Commission Expires: _____

SIGNATURE PAGE

Contractors must read and initial each requirement below to acknowledge that they understand, agree to, and accept the basic requirements of this Invitation for Bid (IFB). Failure to comply with any of these requirements may constitute a breach of contract and may result in termination of the contract.

Initial	Requirement
_____	1. The Contractor, by submitting this Bid, acknowledges that it has examined and understands the extent and character of the services required and the conditions surrounding their performance.
_____	2. The District will not be responsible for any alleged misunderstanding of the specifications, facility conditions, or conditions surrounding the delivery of required services.
_____	3. The Contractor agrees that all services performed will meet or exceed the requirements and specifications stated in this IFB.
_____	4. The Contractor is responsible for familiarizing itself with all District facilities identified in this document before completing and submitting this Bid.
_____	5. The Contractor acknowledges that it has reviewed the service locations and understands the requirements of this Invitation for Bid.
_____	6. The Contractor understands that unsatisfactory or incomplete services may result in corrective action and/or deductions from submitted invoices as provided by the Contract.
_____	7. Execution of this contract constitutes the Contractor's commitment to fulfill all terms, conditions, specifications, and requirements of this Invitation for Bid.

By signing below, the Contractor Representative acknowledges that they have read, understand, and agree to the requirements stated above and all applicable terms and conditions of this Invitation for Bid.

Contractor Representative's Signature: _____

Printed Name: _____

Title: _____

Date: _____

NOTARY ACKNOWLEDGMENT

Subscribed and sworn to before me this _____ day of _____ 2026.

Notary Public's Signature: _____

Commission Expires: _____

**ATTACHMENT A
PEST CONTROL SERVICE LOCATIONS**

The following District facilities are included in the Pest Control Services contract.

Monday, October 26, 2026 9:00 a.m.			
1	Mills High	1205 E. Dixon Rd., Little Rock, AR 72206	School
2	Mills Middle	808 E. Dixon Rd., Little Rock, AR 72206	School
3	College Station Elementary	4710 Frasier Pike, College Station, AR 72053	School
4	Daisy Bates Elementary	14300 Dineen Drive, Little Rock, AR 72206	School
5	Landmark Elementary	16712 Arch Street Pike, Little Rock, AR 72206	School
6	Pulaski East	3924 Neely Rd., Little Rock, AR 72206	District Facility
7	Central Office	925 E. Dixon Rd., Little Rock, AR 72206	District Facility
8	Maintenance Complex	1101 E. Dixon Rd., Little Rock, AR 72206	District Facility
9	Transportation - South	7400 Highway 365 S, Little Rock, AR, 72206	District Facility
Tuesday, October 27, 2026 9:00 a.m.			
10	Maumelle High	1000 Carnahan Dr., Maumelle, AR 72206	School
11	Maumelle Middle	100 Victory Lane, Maumelle, AR 72206	School
12	Crystal Hill Elementary	5001 Dupree Venable Rd., N. Little Rock, AR 72118	School
13	Oak Grove Elementary	5703 Oak Grove Rd., N. Little Rock, AR 72118	School
14	Pine Forest Elementary	400 Pine Forest Dr., Maumelle, AR 72113	School
15	Transportation – Northwest	7508 MacArthur Drive, North Little Rock, AR 72118	District Facility
Wednesday, October 28, 2026 9:00 a.m.			
16	Robinson High	21501 Cantrell Rd., Little Rock, AR 72223	School
17	Robinson Middle	21201 Cantrell Rd., Little Rock, AR 72223	School
18	Robinson Elementary	21600 Cantrell Rd., Little Rock, AR 72223	School
19	Baker Elementary	15001 Kanis Rd., Little Rock, AR 72223	School
20	Lawson Elementary	19901 Lawson Rd., Little Rock, AR 72210	School
21	Chenal Elementary	21201 Denny Rd., Little Rock, AR 72223	School
22	Driven School of Opportunity	21001 Cantrell Rd, Little Rock, AR 72223	School
23	Transportation - West	16401 Colonel Glenn Rd, Little Rock, AR 72210	District Facility
Thursday, October 29, 2026 9:00 a.m. & Friday, October 30, 2026 9:00 a.m.			
24	Cato Elementary	9906 Jacksonville Cato Road, Sherwood, AR 72120	School
25	Harris Elementary	4424 Highway 161, North Little Rock, AR 72117	School
26	Clinton Elementary	142 Hollywood Avenue, Sherwood, AR 72120	School
27	Sherwood Elementary	307 Verona Avenue, Sherwood, AR 72120	School
28	Oakbrooke Elementary	2200 Thornhill, Sherwood, AR 72120	School
29	Sylvan Hills Middle	10020 Bamboo Lane, North Little Rock, AR 72120	School
30	Sylvan Hills Elementary	402 Dee Jay Hudson Drive, Sherwood, AR 72120	School
31	Sylvan Hills High	484 Bear Paw Road, Sherwood, AR 72120	School
32	Sylvan Hills Jr. High	10001 Johnson Drive, Sherwood, AR 72120	School