

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: PEST CONTROL SERVICES

CONTRACT No.: OT902712

EFFECTIVE DATES: 11/01/11 to 09/30/14

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT902712 that opened on 09/23/11 and to Bid No. OT902812 that opened on 09/23/11. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the [Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to Corrections Training Academy, Pickaway Correctional Institution and Ohio Penal Industries at Pickaway Correctional Institution, 11781 St. Rt. 762, Orient, OH 43146 and Corrections Medical Center, 1990 Harmon Ave., Columbus, OH 43223 and the Franklin Pre-Release Center, 1800 Harmon Ave., Columbus, OH 43223, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

**SPECIAL NOTE:** State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Peggy J. Canada, CPPB  
peggy.canada@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

Partial Minority Business Enterprise award in accordance with ORC.CH.125.81

Signed: \_\_\_\_\_  
Robert Blair, Director Date

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**SPECIAL CONTRACT TERMS AND CONDITIONS**

**DELIVERY AND ACCEPTANCE:** Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

**AMENDMENTS TO CONTRACT TERMS AND CONDITIONS:** The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

**SITE VISIT:** A site visit will be held on 09/14/11 at the Training Academy Facility and The Pickaway Correctional Institution and OPI at Pickaway Correctional Institution (Warehouse, Beverage Processing Plant and Meat Processing Plant Center) to survey the facilities and discuss the requirements of the bid. The site visit will commence promptly at 9:00 a.m. at the Training Academy Facility for Bidders wanting to bid this facility and at 10:00 a.m. for Pickaway Correctional and 11:00 a.m. for OPI Pickaway Correctional Facilities, barring an unforeseen circumstance that results in a delay of the site visit. Attendance will be taken. The state will not be responsible to a bidder for their failure to obtain information discussed during the site visit due to their failure to attend and/or arriving after the site visit has convened.

Please refer to the chart below and contact agency representatives by 09/12/11 during regular business hours to make arrangements for authorization to enter the facility.

INSTITUTION	INSTITUTION CONTACT	TELEPHONE NUMBER	SITE VISIT DATE AND TIME
<b><u>Corrections Training Academy</u></b> 11781 St. Rt. 762 Orient, OH 43146	<u>Beverly Johnson</u>	<a href="mailto:johnson.beverly@odrc.state.oh.us">johnson.beverly@odrc.state.oh.us</a>  (614) 877-4345, Ext. 3223	09/14/11 9:00 a.m.
<b>Pickaway Correctional Institution</b> 11781 St. Rt. 762 Orient, OH 43146	<u>Margaret Brown</u>	<a href="mailto:margaret.brown@odrc.state.oh.us">margaret.brown@odrc.state.oh.us</a>  (614) 877-4362, Ext. 2560	09/14/11 10:00 a.m.
<b>Ohio Penal Industries(OPI) at Pickaway Correctional Institution</b> 11781 St. Rt. 762 Orient, OH 43146	<u>Margaret Brown</u>	<a href="mailto:margaret.brown@odrc.state.oh.us">margaret.brown@odrc.state.oh.us</a>  (614) 877-4362, Ext. 2560	09/14/11 11:00 a.m.

**OPTIONAL SITE VISIT:** Prior to submitting their bid response, the bidder should visit the agency(ies) they are bidding in order to survey the facility(s) and to become familiar with the requirements of the bid. The bidder must contact each facility to schedule an appointment. To schedule an appointment, please contact Otto Barr at (614) 445-5960 Ext. 2051 or refer to chart below. Once a contract is awarded, failure of the bidder to have requested a site visit to become familiar with the facility and requirements of the bid will be insufficient reason to support any request to be released from the contract.

INSTITUTION	INSTITUTION CONTACT	TELEPHONE NUMBER	SITE VISIT DATE AND TIME
<b>Corrections Medical Center</b> 1990 Harmon Avenue Columbus, OH 43223	Otto Barr	<a href="mailto:otto.barr@odrc.state.oh.us">otto.barr@odrc.state.oh.us</a>  (614) 445-5960, Ext. 2051	Optional Site Visit
<b>Franklin Pre-Release Center</b> 1800 Harmon Ave. Columbus, OH 43223	Otto Barr	<a href="mailto:otto.barr@odrc.state.oh.us">otto.barr@odrc.state.oh.us</a>  (614) 445-5960, Ext. 2051	Optional Site Visit

**TRANSPORTATION CHARGES:** All exterminating services rendered shall be F.O.B. and prepaid to destination.

**LICENSE CATEGORIES:**

In order to be considered for award of this contract, the bidder shall be licensed by the Ohio Department of Agriculture in the following categories which include CORE, Category 7 and 10 as listed below:

- CORE
- (7) Vertebrate Animal Control
  
- (10) Domestic, Institutional, Structural, and Health-related Pest Control
  - (a) General Pest Control
  - (b) Termite\*
  - (d) Mosquito, House fly, and other Vector Control

**NOTE:** Bidder's license shall be active, at the time of bid opening, and in force for the duration of the contract.

\*License to be requested on an as needed basis.

**REFERENCES REQUIRED:** Each bidder is to submit with the bid a listing of three (3) references with whom you are currently or have provided pest control services. Please include name, address and current telephone number of each reference. Bidder is to provide technicians resumes detailing training, experience, and certifications. Bidder is to have all necessary licenses and/or permits to perform complete professional pest control services within the state of Ohio. Failure to submit resumes and copies of certifications/licenses as specified may deem your bid non-responsive and further consideration for award may not be given.

**AWARD:** The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by multiplying the unit cost by the estimated usage listed in the bid and then adding each of the totals together to arrive at a total all locations. Failure to bid all locations may result in the bidder being deemed not responsive.

**EVALUATION:** Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, to determine the price of each location, the state will multiply the estimated applications, per request usage and annual usage, whichever is applicable, of each institution and its corresponding cost per month and then add these totals together. Failure to bid all locations may result in the bidder being deemed not responsive.

**PROOF OF LICENSE:** Each bidder is to submit with their bid a copy of their current license. The license must cover the specification requirements stated in this bid. The Contractor and pesticide technicians shall be properly licensed by the Ohio Department of Agriculture and shall be in compliance with all existing federal, state, and local regulations governing the performance of pest control work and the use of pest control materials.

**BIDDER QUALIFICATIONS AND DOCUMENTATION:** Bidder must utilize trained personnel directly employed or supervised by him for services rendered under this contract. Bidder must be able to supply personnel, equipment and materials to perform professional pest control services on any awarded facility.

Bidder may be asked to supply the name of a supervisor and an alternate identified with copies of applicator license during the evolution of this contract. The supervisor shall be the Contractor's authority to act on matters pertaining to the performance of services required under the contract. This individual shall assure safety and carry out coordination and continuity of the program routine. The supervisor and alternate shall both have a working knowledge of this contract and detailed pest control services plan and schedule for each building. The supervisor and alternate must both meet the qualifications identified below:

**Pest Control Technicians:** The Contractor shall provide, the names of all pest control personnel assigned to this contract and pertinent information regarding their qualifications, experience and training. Throughout the life of this contract all personnel providing on-site pest control services must be certified in appropriate category of structural and health related pest control. No uncertified personnel will be permitted to work on-site under this contract.

- A. Conduct - The Contractor and pest control personnel shall maintain the highest standards of conduct and integrity while on facility premises.
- B. Appearance - Pest control technicians shall wear a distinct uniform with the company's name displayed and present a clean, neat and professional appearance. Technicians shall have an identification photo also.
- C. Identification - The Contractor's personnel shall wear proper company identification when servicing the facilities(s).
- D. Personnel's Equipment - The Contractor shall supply and insure that each service technician assigned to these facilities maintains the necessary and required equipment for the safe use and application of pesticides as required by conditions.
- E. Replacements - The Contractor shall be responsible for the orientation of replacement personnel who are not familiar with the facilities to be serviced.

Bidder must have a minimum of five (5) years experience in professional pest control services. A letter on bidder's company letterhead certifying that the bidder meets the above requirements should be submitted with the bid response. Failure to submit letter as specified may deem your bid non-responsive and further consideration for award may not be given.

Bidder is to provide three (3) references of commercial customers for whom the bidder has provided preventive maintenance services for pest control services similar to the services listed in the bid within the last three (3) years, including contact name and telephone number. Failure to submit references as specified may deem your bid non-responsive and further consideration for award may not be given.

A copy of the pest control work order form and supporting documentation that the Contractor proposes to use may be requested. Failure to supply a copy of the pest control work order form within seven (7) calendar days after notification may deem your bid non-responsive and further consideration for award may not be given.

**USAGE REPORTS:** Every six (6) months the Contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Peggy J. Canada.

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## SPECIFICATIONS

### I. GENERAL REQUIREMENTS

#### A. SERVICE REQUIREMENTS

1. The pest control Contractor will furnish necessary labor, equipment and material. The Contractor will provide the building with service for the extermination and prevention of pest infestation of all reported infestation plus scheduled services.
2. The scheduled service will include all offices, restrooms, eating areas, halls, service closets, panel closets, penthouse, crawl spaces, basement, sub-basement, vent stacks, food preparation, storage, dormitories, agricultural areas and any other areas that the institution deems necessary in the specifications including outside perimeter of buildings.

The Contractor shall perform routine pest control services that do not adversely effect building occupant health or productivity during the regular hours of operation in the buildings. When it is necessary to perform work outside of the regularly scheduled hours set forth in the following specifications of the institutions listed herein, the Contractor shall notify the Building Superintendent at least one day in advance.

3. Pest control services shall be a process for achieving long-term, environmentally sound pest suppression through the use of a variety of technological and management practices. Strategies in a pest control service program is to include monitoring and physical, cultural, biological, and procedural modifications that reduce the food, water, harborage, and access used by pests. Chemical controls are used only as a last resort after considering nontoxic options.
4. All services are to be done during normal business hours, unless otherwise specified. It is to be the Contractor's responsibility to determine the amount of man hours necessary to cover the site. The Contractor must contact the building superintendent and/or health and safety coordinator prior to any service and give a report on areas covered upon completion of services.
5. Contractors will adhere to all institution security requirements.
6. All Contractor personnel working in or around buildings designated under this contract shall wear distinctive clothing. The Contractor shall determine the need for and provide any personal protective items required for the safe performance of work. Protective clothing, equipment, and devices shall comply with FIRE (Federal Insecticide, Fungicide, and Rodenticide Act) and the specific pesticide labels.

#### B. VERMIN CONTROL

The successful Contractor will furnish necessary labor, equipment, and materials for extermination, control, and prevention of all pests including, but not limited to, rats, mice, roaches of all varieties, flies, bees of all varieties, yellow jackets, water bugs, fleas, lice, silverfish, spiders, ants and clover mites.

The following pest are excluded from this contract: birds, bats and other vertebrates other than commensal rodent; termites and other wood-destroying organisms; mosquitoes; pests located outside buildings that primarily feed on outdoor vegetation. However, the Contractor may be called upon to control or remove these pests under the extra compensation provisions of the contract or as specified by specific institutions as listed herein.

Work Report - The Contractor's technician must submit to the building's designated representative signed copies of work orders indicating check-in and check-out time, the area serviced, method used, the pesticide used, and the rate/concentration or amount of material applied. These orders will become the basis for the proof of services rendered in order to qualify the Contractor for payment. The Contractor is required to specify specific days that work will be performed weekly. On reporting to the Institution the Contractor will check-in on arrival. The Contractor will then report to the general storeroom to pick up the pest control log which will be the instrument which will become the basis for payment. The Contractor must report to the office specified for each building entered and be escorted throughout. Each escort will sign the log on completion. The log is returned to the general storeroom at the end of the day. Upon completion of the work, the Contractor will check-out.

## SPECIFICATIONS (Cont'd)

The Contractor shall provide detailed, site-specific recommendation for any structural and procedural modifications needed for pest prevention. No partial treatments of buildings will be accepted unless the Licensed Pesticide Applicator can provide reasonable evidence to the Building Superintendent that the infestation is localized within a specific area and will not spread beyond the zone of treatment.

Emergency Service – The Contractor will provide emergency service to treat infested areas, upon request, within twenty-four (24) hours of notification. There will be no extra charge for such service. This Contractor's emergency service number shall give the institution access to the Contractor on a twenty-four (24) hour basis.

Contractor's emergency service telephone number: (614) 619-6044

Initial Building Inspections - The Contractor and Building Superintendent or Health & Safety Coordinator shall conduct a thorough, initial inspection during the first month of this contract. The purpose of the initial inspection is for the Contractor to evaluate the pest control needs of the property and discuss these with the Building Superintendent. Access to the building shall be coordinated with the Building Superintendent. The inspection shall address:

1. Identification of problem area in and around the buildings.
2. Identification of structural features or sanitation problems contributing to pest infestations.
3. Discussion of the effectiveness of previous control efforts.
4. Facilitation of Contractor access to all necessary areas.

Information about restrictions, special safety precautions, or other constraints of which the Contractor should be aware.

Inspections and Recommendations - The Contractor will perform inspections and make recommendations to the facility managers on a monthly basis concerning repairs to the building that may be necessary in order to seal off entrance points of pests or rodents, and also for the removal of harborages and food supplies. Indication or evidence of termites or other wood destroying organisms should be reported immediately.

The Contractor will also submit a name of a company or a written recommendation to the Building Superintendents Office and one to the Office of Building Maintenance and Security (when applicable).

The Contractor shall describe physical, structural, operational, biological, and least hazardous chemical responses to pest populations that exceed the established thresholds or other measures aimed at preventing pest infestations. The Contractor shall use non-chemical methods wherever possible.

The Contractor shall minimize the use of pesticides whenever possible. These applications shall be restricted to unique situations where no alternative measures are available or practical and non-chemical options have been exhausted. The pesticides used by the Contractor must be registered with U.S. Environmental Protection Agency (EPA) and used in strict accordance with the manufacturer's label instructions and all applicable federal, state, and local laws and regulations.

The Contractor shall not use any pesticide until after inspections or monitoring indicate the presence of pests that exceed action thresholds and non-chemical control methods or action have not reduced the pest population to below the action threshold. The Contractor shall provide a written report explaining the identity of the target pest, the need for such treatment, the time and specific place of treatment, the pesticide to be used, the method of application, what precautions should be taken to ensure tenant and employees safety, and the steps taken to ensure the containment of the pesticide to the site of application. The Contractor shall employ the least-hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.

## SPECIFICATIONS (Cont'd)

Pesticides - Pesticide applications shall be by need and not by schedule. The Contractor must obtain written permission from the Building Superintendent to use pesticides that require notification of staff under state law.

All pesticides must be approved for use in food processing facilities and animal housing facilities by the Ohio Department of Agriculture, the U.S. Department of Agriculture, the Food and Drug Administration, the United States and Ohio Environmental Protection Agencies, and all other appropriate Federal, State, County or Local Agencies that have jurisdiction.

Pesticides must be administered by qualified technicians. The Contractor will comply with all rules and regulation set forth in The Federal Insecticide, Fungicide, Rodenticide Act, as currently amended; known as FIRE, and all articles of the Ohio Pesticide Law as currently amended.

The successful bidder will provide a list of all chemicals with EPA warnings and antidotes to be used to the building's designated representative.

The Contractor(s) will submit to the agency/institution, Building Superintendent, a Material Safety Data Sheet (MSDS) prior to any product(s) being used at the agency/institution. The Contractor shall provide current labels for all pesticides to be used as well as brand names of pesticide application equipment, rodent bait boxes, pest monitoring devices, pest surveillance and detection equipment, and any other pest control devices or equipment that may be used to provide services.

The Contractor will contact the business office or the safety office at the institution for further directions.

The chemical compounds used to kill the pests will provide residual control for as long as can be reasonably expected, while still complying with the rotational requirement to avoid resistant populations of pests.

The Contractor will collect and dispose of all dead rats and mice, and the work will be performed in such a manner that interference with the building operation is minimal. The Contractor must leave the areas neat and clean.

### C. INSECT CONTROL

Sticky traps shall be used to guide and evaluate indoor insect populations and control efforts as appropriate.

The Contractor shall use non-chemical methods of control whenever possible for example:

1. Portable vacuums rather than pesticide sprays shall be used for initial cleanouts of cockroach infestations, for swarming (winged) ants and for control of spiders in webs wherever appropriate.
2. Exclusion and trapping devices rather than pesticide sprays shall be used for control of flying insects indoors wherever appropriate.
3. Bait formulations shall be used for cockroach and any control wherever appropriate. Bait shall be placed in areas inaccessible to employees and other building occupants.

The location of all monitoring devices, bait stations and other control devices shall be recorded in the pest control services log book.

## SPECIFICATIONS (Cont'd)

### D. RODENT CONTROL

Outdoor Trapping - Rodenticide applications outside the building shall emphasize the direct treatment of rodent burrows whenever feasible. When rodent burrows can not be located, exterior rodent control shall be accomplished with secured EPA-registered tamper-resistant bait boxes. Each bait box shall be labeled with the Contractor's business name and address. Each bait box must be anchored and have date and initial stickers placed on the inside of each lid. Each sticker must be dated and initialed each month by the Contractor's Service Technician. Bait is to be secured within the bait station and should be changed at least every 90 days to ensure effectiveness. Tracking powder, mechanical traps, and glue boards may be needed for additional rodent control. The Contractor at no additional charge shall provide these products. The Contractor shall maintain a minimum inventory of (1) one case of glue boards for agency use on an as needed basis or as otherwise requested within the specifications per facilities listed herein.

Indoor Trapping - Rodent control inside occupied buildings shall be accomplished with trapping devices only. All such devices shall be accomplished with trapping devices only. All such devices shall be concealed out of the general view and in area inaccessible to employees and other building occupants and in protected areas not affected by routine cleaning and other operations. The Contractor must check trapping devices regularly. Each trapping device must have a date and initial sticker on the inside of each lid. The stickers must be dated and initialed each month by the Contractor's Service Technician. The Contractor shall dispose of rodents killed or trapped found upon inspection during the Contractor's regularly scheduled service date. Trap-checking and rodent removal will be the responsibility of personnel outside of the Contractor's regularly scheduled service date. In some cases EPA-registered tamper-resistant bait boxes may be used indoors, but only upon approval from the Building Superintendent.

### E. SAFETY OBLIGATIONS

The Contractor will not use anything in the chemical formulation that will be injurious to human beings and animals, that will endanger health or life, damage electric wiring or any property, or equipment with which the formulation may come in contact. No deadly poisons; e.g. 1080, arsenic, bad odor types etc., are to be used by the Contractor except under controlled conditions and with prior written approval from the Building Superintendent. Pesticides must be applied by qualified operators licensed under the Ohio Pesticide Use and Application Law by the Ohio Department of Agriculture, Division of Plant Industry and Division of Animal Industry.

The Contractor must use chemicals compatible with humans safety and be applied in such a manner to minimize risks to humans and pets.

The Contractor will provide photocopies of the business' Pest Control License and Pesticide Applicator Certificates as well as the Pesticide Applicator's Licenses and Identification Badges for every Contractor employee who will be performing on-site services under this contract.

Subcontracting - Only the Contractor will perform the services as specified, subcontracting will not be allowed during the duration of this contract. All Contractors will be held solely responsible to meet the performance schedules and specifications for services in a timely and professional manner.

The Contractor's shall be responsible for documenting each visit to the site and all services provided. This file shall include: An copy of the Contractor's approved Pest Control Services Plan, including labels and MSDS for all pesticides used in the buildings, brand names of all pest control devices and the Contractor's service schedule for the building. Also to be include in the file are pest monitoring data sheets, which record the number and specific location of pests as revealed by the Contractor's monitoring program or sightings by building occupants.

The Contractor shall provide copies of a Contractor's Service Report Form at each service, documenting all information on the pesticide applications, including the check-in and check-out times, areas serviced, products used, and the rate /concentration or amount of materials used.

Law and Ordinance Notification - The bidder is responsible for the knowledge and compliance to all pertinent requirements for pest control contained in any and all federal, state, and local regulations.

Personnel - All applications must be made by technicians trained, licensed and certified to make such applications.

## CORRECTIONS MEDICAL CENTER

In addition to the requirements listed in Section I (Pages 6 through 9) the following will apply to Corrections Medical Center.

### I. SCOPE OF SERVICE

The Corrections Medical Center is a 210 bed Skilled Nursing Facility and Clinic for adult felons. Pest Control Services will be required to include, but not be limited to rats, mice, roaches, fleas, flies, gnat, lice, bedbugs and ants inside and outside the facility.

### II. CONTRACTOR RESPONSIBILITIES

#### A. Areas and service frequency:

1. The Contractor and/or his designated serviceman will service all buildings located throughout the Corrections Medical Center as listed. This service will include all the offices, restrooms, food service, halls, service closets, crawl spaces, vent stacks, and any other areas that the institution deems necessary in the requirements.
2. The Contractor is to provide a minimum amount of time to service all areas, time in other individual areas may vary.

#### B. Areas to be serviced a minimum of once a month:

Contractor will apply a liquid residual insecticide in cracks, crevices, along baseboards to:

1. All nourishment stations on institutional grounds including Control and the Armory, rear sally port controls area.
2. Administration Building.
3. Building B first level, second level and third level.
4. Isolation rooms on the 3rd floor should be treated, however, vendor must check with the nurse prior to entry.

**NOTE:** Detention and control areas will be treated only on a requested basis as the need arises.

#### C. Areas to be serviced twice monthly:

Contractor will apply a liquid residual insecticide in cracks and crevices to:

1. Food Service Department (storage areas, restrooms, office plumbing panels and all known harborage sites)
2. Cadre/Employee Dining Room.
3. The Commissary (if applicable)
4. The storeroom (if perishable items are stored).
5. Vending area.

#### D. Areas to be fogged twice monthly:

Contractor will apply a non-residual insecticide ULV at 3%, labeled safe for living and food service areas.

1. Food Service Department and Employee Dining Room.
2. Storeroom (if perishable items are stored).
3. Commissary (if applicable).

**CORRECTIONS MEDICAL CENTER (Cont'd)**

- E. Areas that require stick boards, mechanical traps and tracking powder for rodent control.

Contractor will provide tracking powder, mechanical traps and stick barrels at no extra charge for use in the following areas.

1. Food Service Department.
2. Storeroom.
3. Near the dock.
4. Commissary (if applicable).
5. Nourishment stations.
6. In any other part of the building where it is deemed necessary.
7. Outside where deemed necessary
8. Near trash compactor.

- F. Exterior Treatment

Power spray twice yearly (Spring and Fall) to the exterior of all buildings of the facility.

Primary service for exterior treatment during normal business hours Monday through Friday 8:00 am to 4:30 p.m.

Tracking powder, mechanical traps, stick boards may be needed for rodent control. These products will be provided by the Contractor in addition to the regular service at no extra charge.

III. **SPECIFIED TIME OF APPLICATION/BILLING:**

- A. Regular service for all areas, except for the following:

Departments must be serviced at the times indicated and completed before 11:00 P.M.:

- |    |               |               |
|----|---------------|---------------|
| 1. | Food Service  | after 7:00 PM |
| 2. | Storeroom     | after 5:00 PM |
| 3. | Clinic        | after 7:00 PM |
| 4. | Holding Cells | after 7:00 PM |
| 5. | Vending Room  | after 7:00 PM |
| 6. | Armory        | after 7:00 PM |

- B. Following any daily application, Contractor's technician will furnish the Business Office with a receipt signed by the institution's escorting employee, which shows the date of application and area(s) in which the application was made.
- C. Contractor will invoice monthly.
- D. A regular application schedule will be developed jointly by the institution and the Contractor. Once set, a minimum of five (5) days advance notice will be required if the Contractor must deviate from the schedule for any reason except an emergency.
- E. Contractor will inspect the entire institution no less frequently than once per month to determine the effectiveness of the pest control program and furnish a written report to the Business Office summarizing the result of said inspection.
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**FRANKLIN PRE-RELEASE CENTER**

In addition to the requirements listed in Section I (Pages 7 through 10) the following will apply to Franklin Pre-Release Center.

I. SCOPE OF SERVICE:

Pest Control - to include but not be limited to all crawling insects, bees, flies, gnats, mice, wasps, and rodents.

II. CONTRACTOR RESPONSIBILITIES:

**NOTE:** The Contractor is to provide a minimum amount of time to service all areas, time in other individual areas may vary.

A. Areas to be serviced a minimum of once a month:

1. All class rooms
2. Kitchen and store rooms
4. Dining room
5. Administrative Building
6. All dorms
7. All common areas, including visitors rooms, office, etc.
8. Laundry
9. Any area having persistent pest problem

B. Exterior Treatment

Power spray twice yearly (spring and fall) to the exterior of all buildings of the facility.

Primary service during normal business hours Monday through Friday 8:00 a.m. to 4:30 p.m.

Tracking powder, mechanical traps, and stick boards may be needed for rodent control. These products must be provided by the Contractor in addition to the regular service at no extra charge.

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**CORRECTIONS TRAINING ACADEMY**

In addition to the requirements listed in Section I (Pages 6 through 9) the following will apply to the Corrections Training Academy.

**I. SCOPE OF SERVICE**

Pest Control – Control of common species of pests including but not limited to: roaches, rats, mice, bats, wasp, bees, yellow jackets, spiders, fleas, flies, water bugs, silverfish, raccoons, skunks, bats, birds, mosquitoes and ants (inside and outside buildings). Pest control to be included for the servicing, trapping and the disposal of birds, rodents, skunks, raccoons and bed bugs. Services for trapping and disposal of rodent and small animals will be provided on an “as requested” basis and billed separately.

**II. CONTRACTOR RESPONSIBILITIES**

The Contractor and/or his designated serviceman will service all buildings located throughout the Corrections Training Academy as listed. This service will include but not limited to all offices, restrooms, food service halls service closets, panel closets, crawl spaces, pen houses and other areas that the Corrections Training Academy deems necessary.

Areas and Service Frequency.

A. Areas to be serviced once a month:

	Large Offices/Dorm Rooms	Small Office/Storage	Bathrooms
1. AT Building	13	24	6
2. Oakwood Building	18	10	4
3. Briarwood Building	18	10	4
4. Beechwood Building	18	10	4
5. Pinewood Building	18	10	4
6. Parkview Building	10 (9-Foodservice Rms. and 1- Large Classroom)	N/A	2
7. Dogwood Modular Building	4	3	2

B. Areas to be serviced once a week:

1. Parkview Building – Foodservice

C. Areas to be service upon request:

1. Lock shop
2. Armory
3. Range
4. Foodservice Fogging – Service twice a month as needed on Fridays after 12:30 p.m.

Exterior Treatment shall be administered twice yearly or as needed to the exterior of all buildings.

Service will be performed on Fridays.

Any necessary call backs for problem area between service call will be provided at no extra charge.

Place bait appropriately as needed in all area of the institution. Tracking powder, mechanical traps and stick boards may be needed for rodent control. These products shall be provided by the Contractor in addition to the regular service at no extra charge.

After each visit the Contractor must furnish the Business Office with a receipt signed by the Academy's escorting employee, which shows date of application, area of application and application used. Material Safety Data Sheet is required for all chemicals used.

**PICKAWAY CORRECTIONAL INSTITUTION and OHIO PENAL INDUSTRIES (OPI) at PICKAWAY CORRECTIONAL INSTITUTION**

In addition to the requirements listed in Section I (Pages 6 through 9) the following will apply to the Pickaway Correctional Institution and Ohio Penal Industries (OPI) at the Pickaway Correctional Institution unless otherwise stated.

I. SCOPE OF SERVICE

To control roaches of all varieties and all other pest, to include but not be limited, rats, mice, bats, wasps, bees, yellow jackets, fleas, lice, bedbugs, ants, raccoons and other rodents and insects inside and outside. This work is to be done in the safest manner possible meeting all USDA, OSHA, and EPA requirements.

II. SERVICE SCHEDULE

- A. The Contractor must schedule the work to be performed to conform to the production schedules for the Beverage Processing Plant, Meat Processing Plant Center and food service preparation which may require night and/or weekend work after 7 p.m.
- B. The Contractor is to submit a proposed service schedule to the Deputy Superintendent for approval.
- C. Special treatment dates and times may be requested by the institution for particular pest control problem areas identified by the construction Contractors or institutional staff. A thorough treatment of each building may be requested by the institution prior to and after the opening of these buildings.

III. CONTRACTOR RESPONSIBILITIES

The Contractor will provide tracking powder, mechanical traps, stick boards and glue traps. These products must be provided by the Contractor in addition to the regular service at no extra charge.

Contractor will apply a non-residual insecticide ULV, labeled safe for living and food service areas.

Areas and Service Frequency

NOTE: The Contractor is to provide a minimum amount of time to service all areas, time in other individual areas may vary.

Areas to be serviced Monthly:

- A. Health Center (Medical Bldg.)
- B. Segregation

Areas to be fogged.

- A. Central Food Service in Multi-Purpose Bldg after 7 p.m. (weekly).
- B. ODR - Officers Dining Room (as needed).
- C. Food Warehouse (weekly)
- D. BOSCO (monthly as needed)
- E. Sallyport (monthly as needed)

IV. CONTRACTORS RESPONSIBILITY

OPI Meat Processing Plant Center

Additional visits may include twice per month, once per week or on an as needed basis as determined by the facility's need to meet The Department of Agriculture's regulatory compliance.

**PICKAWAY CORRECTIONAL INSTITUTION and OHIO PENAL INDUSTRIES (OPI) at PICKAWAY CORRECTIONAL INSTITUTION (Cont'd)**

The products and additional equipment to be distributed include but are not limited to: Fly bait, rodent traps, glue boards, rodent bait boxes, rodent 'catch-alls', residual bait, rodent bait and like equipment or supplies.

Rodent and Pest equipment, currently on-site of the Meat Processing Career Center, is owned by the State of Ohio, Ohio Penal Industries, Meat Processing Career Center, Pickaway Correctional Institute, Orient, Ohio.

Areas to be monitored and serviced for the Meat Processing Plant at OPI.

- A. Monitoring and servicing of 20 bait traps on the inside and 20 outside bait traps of facility. Please see attached.
- B. Monitoring and servicing of insect light traps.

V. OPTIONAL SERVICES

The Contractor must have the capability of providing the following services to Pickaway Correctional Institution and Ohio Penal Industries (OPI) at the Pickaway Correctional Institution unless otherwise stated. These services may or may not be needed and is to be available upon request of the institution. Pricing must be provided in this Invitation To Bid and institution will be billed separately. For evaluation purposes, an estimate of three (3) times per year will be used for each unless otherwise noted under Price Schedule.

A. Pigeon Control

- 1. The Contractor shall provide all necessary labor, equipment, and pesticides to destroy pigeons.
- 2. The Contractor shall collect and dispose of all dead birds, and the work shall be performed in such a manner that interference with the normal household routine is minimal. The areas shall be left neat and clean.

B. Special Residences – Services to be performed (Per Request)

- 1. Superintendent's Residence – Old two-story home
- 2. Apartments 2 and 3 – employee residences
- 3. Apartments 4 and 5 – employee residences
- 4. Farm House residence

C. Other Areas

- 1. Tunnels – Both deep and shallow tunnels connect all main buildings, steam lines, and telephone cable.
  - 2. Barns – Several outbuildings used for hay storage and animal (pigs and cows) housing.
  - 3. Sewers – Both sanitary and storm sewers and all manholes.
-



**PICKAWAY CORRECTIONAL INSTITUTION (Cont'd)**

BUILDING	AREAS	REPORT TO	ESCORT	MAJOR PEST PROBLEMS	FREQUENCY OF SERVICE	TIME OF SERVICE	SPECIAL REQUIREMENTS
Multi Purpose Bldg.	<u>All Offices</u> <u>All Bathrooms</u> <u>Education</u> <u>Records</u> <u>Control Center &amp; Key Rooms</u> <u>Administrative Offices</u> <u>Visiting Room</u> <u>Library</u> <u>Gymnasium</u>	<u>School Administrator</u> <u>Records Manager</u> <u>Officer</u> <u>Gene Gilliland</u> <u>Lt.</u> <u>Library</u> <u>Recreation Director</u>		Roaches Ants	Monthly If needed	8:30 a.m.- 4:30 p.m.	None
	<u>Culinary Arts</u>	Teacher in charge of culinary arts				1:30 p.m.-4:30 p.m.	USDA approved chemicals for use in food preparation and dining room
Food Warehouse Inmate Gym	<u>All Storage Areas</u> <u>Offices</u> <u>Bathrooms</u>	Warehouse Manager		Roaches and Mice	Weekly	8:30 a.m.-4:00 p.m.	Food storage area. USDA approved chemicals
Power House	<u>Office</u> <u>Bath</u> <u>Shower</u>	Engineer		Roaches & Silverfish	Monthly If needed	8:30 a.m.-4:00 p.m.	None
Plumbing/ Electric Shop	<u>All Storage Areas</u> <u>Office</u> <u>Bathrooms</u> <u>Halls</u>	Maintenance Supt.		Roaches Ants	Weekly If needed	8:00 a.m.-4:00 p.m.	Some foodstuffs stored for brief periods – USDA approved

**PICKAWAY CORRECTIONAL INSTITUTION**

BUILDING	AREAS	REPORT TO	ESCORT	MAJOR PEST PROBLEMS	FREQUENCY OF SERVICE	TIME OF SERVICE	SPECIAL REQUIREMENTS
B Bldg.	<u>Psychology</u> <u>Administrative Offices</u> <u>Vault</u> <u>All Offices</u> <u>All Halls</u> <u>All Bathrooms</u>	Captains	Officer Assigned	Roaches Ants Water Bugs	Weekly If needed	8:30 a.m.-4:30 p.m.	Vault has food products; USDA approved chemicals must be used in living areas and areas where food products are kept.
A, B, C, D Units	<u>All Living Areas</u> <u>All Offices</u> <u>All Bath &amp; Shower Areas</u> <u>All Storage &amp; Side Rooms</u> <u>All Hallways</u>	Security Office	Officer Assigned	Roaches Ants Water Bugs	Weekly If needed	8:30 a.m.-4:30 p.m.	Food stored throughout living areas in inmate lockers; Chemical used approved for populated living areas and food items; As requested by unit manager.
Multi Purpose Bldg. Central Food Service	<u>1 Dining Rooms</u> <u>2 Dishwashing Rooms</u> <u>Kitchen</u> <u>Vegetable Prep Room</u> <u>3 Storage Rooms</u> <u>Butcher Shop</u> <u>4 Offices</u> <u>4 Bathrooms</u> <u>Pulping Room</u> <u>All Hallways</u>	Shirley Hix, Loretta Blankenship or Everett Sheets	Loretta Blankenship Everett Sheets or Designee	Roaches, Mice, and Flies	Weekly	4:30 p.m.-7:30 p.m.	Chemical must be USDA approved for food preparation and food service areas.
	Food Service Truck	Manager	Assigned	Roaches	Monthly If needed	8:30 a.m.-4:30 p.m.	None

**PICKAWAY CORRECTIONAL INSTITUTION (Cont'd)**

BUILDING	AREAS	REPORT TO	ESCORT	MAJOR PEST PROBLEMS	FREQUENCY OF SERVICE	TIME OF SERVICE	SPECIAL REQUIREMENTS
Laundry	<u>Laundry Truck</u> <u>Laundry Area</u> <u>Offices</u> <u>Storage Area</u> <u>Basement</u>	Laundry Manager	Assigned	Roaches	Weekly If needed	7:30 a.m.-4:00 p.m.	None
Maintenance Office	<u>All Storage Areas</u> <u>All Offices</u> <u>All Bathrooms</u> <u>Halls and Entry Ways</u>	Maintenance Supervisor		Roaches Ants	Weekly If needed	8:00 a.m.-3:30 p.m.	None
Welding HVAC	<u>All Bays</u> <u>All Storage Areas</u> <u>Office</u> <u>Bathroom</u>	Maintenance Supervisor		Roaches Ants	Monthly If needed	8:00 a.m.-3:00 p.m.	None
Telecommuni- cations & Paint Bldg.	<u>Server and Phone Room</u> <u>Paint Storage</u>	Maintenance Supervisor	Assigned Staff	Roaches Water Bugs Ants	Monthly If needed	8:00 a.m.-3:30 p.m.	None
Programs Bldg.	<u>All Offices</u> <u>All Classrooms</u> <u>All Meeting Rooms</u> <u>All Bathrooms</u> <u>Hall &amp; Entry Ways</u>	Captains Office	Assigned Staff	Roaches Ants	Weekly If needed	8:00 a.m.-3:30 p.m.	None
Commissary	<u>All Storage Areas</u> <u>All Offices</u> <u>All Bathrooms</u> <u>All Hall &amp; Entry Ways</u>	Commissary Manager		Roaches Ants Mice	Weekly (as needed)	8:00 a.m. - 3:00 p.m.	None
Carpenter Shop	<u>All storage Areas</u> <u>All Offices</u> <u>Kitchen Area</u>	Maintenance Supervisor		Roaches Ants Mice	Monthly If needed	8:00 a.m. - 3:00 p.m.	None

**PICKAWAY CORRECTIONAL INSTITUTION (Cont'd)**

BUILDING	AREAS	REPORT TO	ESCORT	MAJOR PEST PROBLEMS	FREQUENCY OF SERVICE	TIME OF SERVICE	SPECIAL REQUIREMENTS
Farm Storage Bldg. – 3	<u>Garage</u> <u>Grain Storage Area</u> <u>Farm Equipment Storage</u>	Farm Manager	Assigned	Roaches Mice Pigeons	Monthly If needed	8:00 a.m.-3:00 p.m.	USDA approved chemicals around grain storage areas
Farm Admin. Bldg.	<u>Offices</u> <u>Bathrooms</u>	Farm Manager	Assigned	Roaches	Monthly If needed	8:00 a.m.-3:30 p.m.	None
Dairy 2 Bldgs.	<u>Feeding Areas – Cattle</u> <u>Milk Parlor</u> <u>Offices</u>	Farm Manager	Assigned	Roaches, Rats and Mice	Weekly If needed	8:00 a.m.-3:00 p.m.	Cattle feeding area and milk production areas – USDA approved chemicals
Water Plant	<u>Office</u> <u>Inmate Lunch Room</u>	Supervisor	Assigned	Roaches	Monthly If needed	8:00 a.m.-4:30 p.m.	USDA approved chemicals for use around potable water
Waste Water Plant	<u>Office</u> <u>Digester Building</u> <u>White Block Building</u> <u>Screen Building</u> <u>Blower Building</u> <u>Finishing Building</u> <u>Maintenance Shed</u> <u>UV Tank</u>	Supervisor	Assigned	Roaches, Mosquitoes in season	Monthly If needed	8:00 a.m.-4:30 p.m.	None

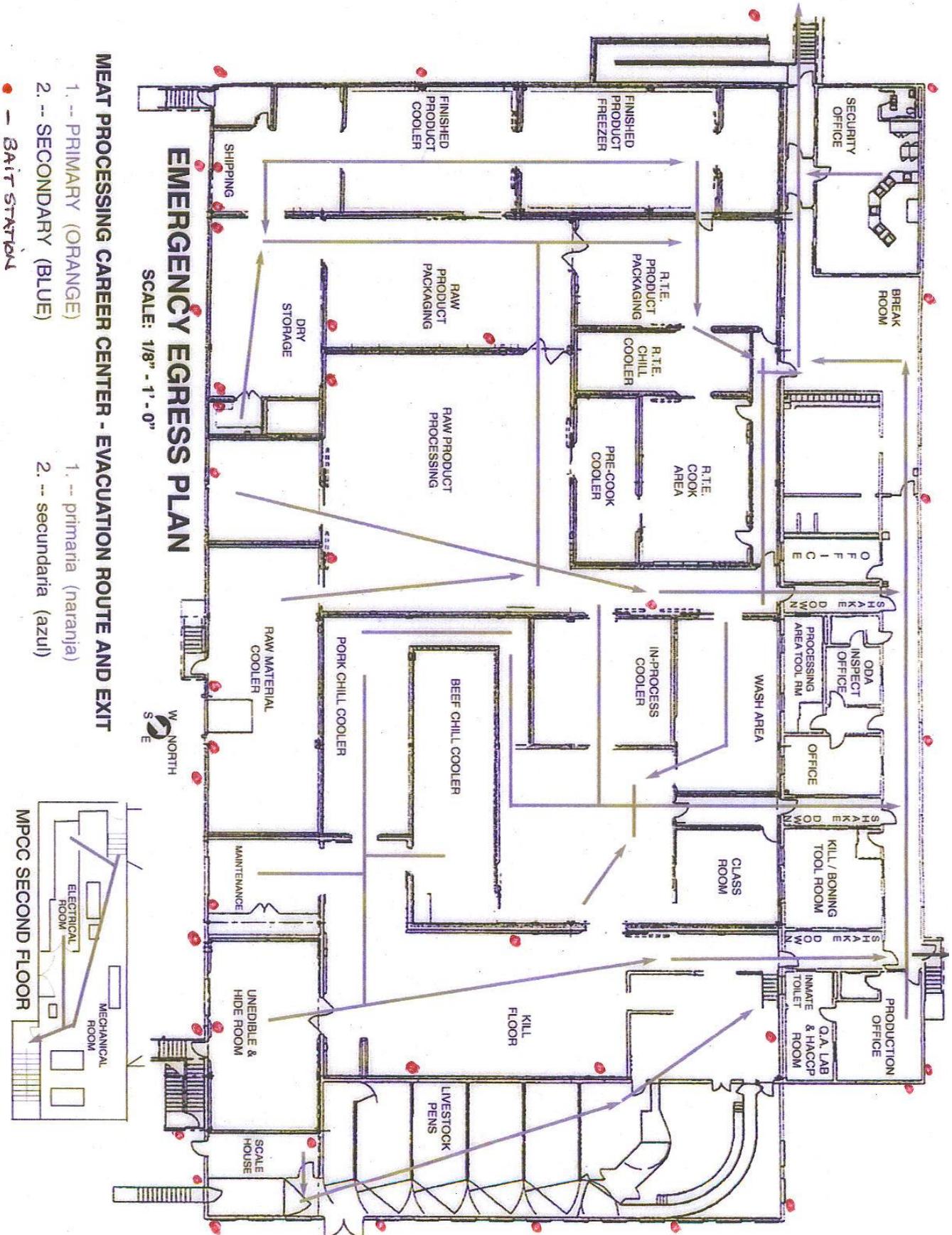
**PICKAWAY CORRECTIONAL INSTITUTION (Cont'd)**

BUILDING	AREAS	REPORT TO	ESCORT	MAJOR PEST PROBLEMS	FREQUENCY OF SERVICE	TIME OF SERVICE	SPECIAL REQUIREMENTS
OPI PRINT SHOP	<u>All Work Areas</u> <u>All Offices</u>	Manager	Officer Assigned	Roaches	Weekly If needed	8:30 a.m.-4:30 p.m.	None

**OHIO PENAL INDUSTRIES at PICKAWAY CORRECTIONAL INSTITUTION**

BUILDING	AREAS	REPORT TO	ESCORT	MAJOR PEST PROBLEMS	FREQUENCY OF SERVICE	TIME OF SERVICE	SPECIAL REQUIREMENTS
OPI WAREHOUSE	<u>All Work Areas</u> <u>All Offices</u>	Manager	Officer Assigned	Roaches	Weekly If needed	8:30 a.m.-4:30 p.m.	None
BEVERAGE PROCESSING PLANT	<u>All Work Areas</u> <u>All Offices</u> <u>Bathrooms</u> <u>Storage Areas</u> <u>Shipping and Packaging</u>	Manager	Assigned Employee	Roaches, Flies	Weekly	8:30 a.m.-4:00 p.m.	Milk processing – USDA approved chemicals
MEAT PROCESSING PLANT CENTER	<u>All Work Areas</u> <u>All Offices</u> <u>Bathrooms</u> <u>Storage Areas</u> <u>Shipping and Packaging</u>	Manager	Officer Employee	Roaches, Flies, mice	Weekly	7:30 a.m.-3:00 p.m.	Meat processing – USDA approved chemicals

ATTACHMENT



PRICE SCHEDULE

Item No.	DESCRIPTION	COST 11/01/11 – 08/31/12	COST 09/01/12 – 08/31/13	COST 09/01/13 – 08/31/14
8561	Franklin Pre-Release Center*	\$ 325.00 Per month	\$ 350.00 Per month	\$ 375.00 Per month
4187	Corrections Medical Center*	\$ 325.00 Per month	\$ 350.00 Per month	\$ 375.00 Per month
19989	Corrections Training Academy	\$ 325.00 Per month	\$ 350.00 Per month	\$ 350.00 Per month
19990	Corrections Training Academy Special Residences BED BUGS	Est. Usage is 3 (three) Occ. Cost Per Occurrence \$ 225.00 Per Occ.	Est. Usage is 3 (three) Occ. Cost Per Occurrence \$ 225.00 Per Occ.	Est. Usage is 3 (three) Occ. Cost Per Occurrence \$ 225.00 Per Occ.
19991	Corrections Training Academy VERTEBRATE ANIMAL CONTROL (i.e. Raccoons, Ground Hogs, Skunks etc.)	\$ 175.00 Per app.	\$ 175.00 Per app.	\$ 175.00 Per app.
4278	Pickaway Correctional Institution	\$ 1,000.00 Per month	\$ 1,000.00 Per month	\$ 1,000.00 Per month
19992	Pickaway Correctional Institution Special Residences BED BUGS	Est. Usage is 3 (three) Occ. Cost Per Occurrence \$ 225.00 Per Occ.	Est. Usage is 3 (three) Occ. Cost Per Occurrence \$ 225.00 Per Occ.	Est. Usage is 3 (three) Occ. Cost Per Occurrence \$ 225.00 Per Occ.
4604	Pickaway Correctional Institution Special Residences as per specifications stated herein under Section IV A. PIGEON	\$ 125.00 Cost Per Hr.	\$ 125.00 Cost Per Hr.	\$ 125.00 Cost Per Hr.
4605	Pickaway Correctional Institution Special Residences as per specifications stated herein under Section IV B. ROACHES	Est. Usage is 3 (three) app. Cost Per Applications \$ 125.00 Per app.	Est. Usage is 3 (three) app. Cost Per Applications \$ 125.00 Per app.	Est. Usage is 3 (three) app. Cost Per Applications \$ 125.00 Per app.
8584	Pickaway Correctional Institution Special Residences as per specifications stated herein and Section IV B. FLEAS	Est. Usage is 3 (three) app. Cost Per Applications \$ 125.00 Per app.	Est. Usage is 3 (three) app. Cost Per Applications \$ 125.00 Per app.	Est. Usage is 3 (three) app. Cost Per Applications \$ 125.00 Per app.
11911	Pickaway Correctional Institution Tunnels, Barns and Sewers as per specifications stated herein and Section IV C.	Est. Usage is 3 (three) app. Cost Per Applications \$ 125.00 Per app.	Est. Usage is 3 (three) app. Cost Per Applications \$ 125.00 Per app.	Est. Usage is 3 (three) app. Cost Per Applications \$ 125.00 Per app.
4602	OPI at Pickaway Correctional Institution WAREHOUSE	\$ 50.00 Per month	\$ 50.00 Per month	\$ 50.00 Per month
8582	OPI at Pickaway Correctional Institution BEVERAGE PROCESSING PLANT	\$ 50.00 Per month	\$ 50.00 Per month	\$ 50.00 Per month
4603	OPI at Pickaway Correctional Institution MEAT PROCESSING PLANT CENTER	\$ 50.00 Per month	\$ 50.00 Per month	\$ 50.00 Per month
8583	OPI at Pickaway Correctional Institution MEAT PROCESSING PLANT CENTER Section IV ADDITIONAL VISITS ONLY.	\$ 125.00 Cost Per Hr.	\$ 125.00 Cost Per Hr.	\$ 125.00 Cost Per Hr.

\* Minority Business Enterprise awarded in accordance with Ohio Revised Code CH. 125.081

**CONTRACTORS INDEX**



**CONTRACTOR AND TERMS:**

67748  
AAA General Services, Inc.  
P.O. Box 27521  
Columbus, OH 43227

**CONTRACTOR'S CONTACT:** Terrence S. McCrary

**BID CONTRACT NO.:** OT902712-1 (09/30/14)

**MBE CONTRACTOR - SPECIFIED LOCATIONS\***

**TERMS:** Net 30 Days

Telephone: (614) 619-6044

FAX: (614) 917-0744

E-mail: [ageneralpest@yahoo.com](mailto:ageneralpest@yahoo.com)

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\*Franklin Pre-Release and Corrections Medical Center were bid and awarded as MBE Set-Aside.