INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.	BIDDER NAME
BID NUMBER: OT901612 / OPENING DATE (1:00 p.m.): JULY 29, 2011	STREET ADDRESS ☐ Check if remit address is different and list on separate sheet
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395	CITY / STATE / ZIP
	COUNTY / MBE/EDGE CERTIFICATE NUMBER
	TELEPHONE NO. ( ) / TOLL FREE NO. 1 - ( )
Attn: Bid Desk	CONTACT PERSON / FAX NO. ( )
REQ./INDEX NO. GDC031 / BID NOTICE DATE JULY 18, 2011	CONTRACTOR'S E-MAIL ADDRESS

SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)

☐ E-Mail ☐ Fax

In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, ____Days, Net 30 Days

PARTICIPATING AGENCY(IES): Corrections Training Academy, Pickaway Correctional Insitution and Ohio Penal Industries at Pickaway Correctional Institution, 11781 St. Rt. 762, Orient, OH 43146

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:

PEST CONTROL SERVICES

TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning 08/15/11 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 08/31/14 unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.

INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 02/2011, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.

By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.

Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.procure.ohio.gov/. All questions should be submitted a minimum of five (5) working days prior to the bid opening date.

PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE

The original signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder not sign their bid in black ink. Bidder certifies, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

REQUIRED CERTIFICATION FOR BIDDING

Those bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.09 and 125.11 and Administrative Code Section 123:5-1-06 must complete the following information. Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process. **BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE.**

A. DOMESTIC PREFERENCE (BUY AMERICA): [Not applicable to "Excepted Products"]

1. Where is each product/services being offered mined, raised, grown, produced or manufactured?

   ☐ United States: _____(State) ☐ Canada ☐ Mexico (Go to B-1)

   ☐ Other: (Specify Country)_____ (Go to A-2)

2. End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.

   ☐ Yes (Go to Section B-1) ☐ No (Go to Section A-3)

3. The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy America Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.

   _____(Item) _____(Country of Origin)

   _____(Item) _____(Country of Origin)

A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the state of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The contractor, their subcontractor(s) and any agent of the contractor or subcontractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).

B. OHIO PREFERENCE (BUY OHIO):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.

   ☐ Yes (Go to C) ☐ No (Go to B-2)

2. Bidder has significant economic presence within the state of Ohio. ☐ Yes (Answer a, b, c, d below) ☐ No (Go to B-3)

   a) Bidder has paid the required taxes due the state of Ohio ☐ Yes ☐ No

   b) Bidder is registered with the Ohio Secretary of State

      ☐ Yes (Charter/Registration No.: _____) ☐ No

      Questions regarding registration should be directed to (614) 466-3910 or visit their web site at: http://www.sos.state.oh.us/

   c) Bidder has ten or more employees based in Ohio or border state. ☐Yes ☐ No (Go to B-2d)

   d) Bidder has seventy-five percent or more employees based in Ohio or border state. ☐ Yes ☐ No (Go to B-3)

3. Border state bidder:

   ☐ Yes (Specify which state then go to B-2c): ☐ KY ☐ MI ☐ NY ☐ PA ☐ IN ☐ No (Go to B-4)

4. Border state bidder: mined products mined in respective border state ☐ Yes ☐ No ☐ Not Applicable

C. E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business ☐ Yes ☐ No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at:
http://www.das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx

D. DECLARATION REGARDING MATERIAL ASSISTANCE/NON-ASSISTANCE TO A TERRORIST ORGANIZATION (DMA)

The Bidder being awarded this Contract must:

1. review the Terrorist Exclusion List at http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf
2. complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form http://www.publicsafety.ohio.gov/links/HLS0038.pdf and submit this with your bid response.

Failure to complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form may result in the bidder being deemed not responsive and/or may invalidate any Contract award. If not submitted with the bid response, the bidder will have seven (7) calendar days, after notification, to submit the form.

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 07/22/11 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 07/20/11 during regular business hours to make arrangements for authorization to enter the facility.

INSTITUTION	INSTITUTION CONTACT	TELEPHONE NUMBER	SITE VISIT DATE AND TIME
Corrections Training Academy **11781 St. Rt. 762** **Orient, OH 43146**	Beverly Johnson	johnson.beverly@odrc.state.oh.us (614) 877-4345, Ext. 3223	07/22/11 9:00 a.m.
Pickaway Correctional Institution **11781 St. Rt. 762** **Orient, OH 43146**	Margaret Brown	margaret.brown@odrc.state.oh.us (614) 877-4362, Ext. 2560	07/22/11 10:00 a.m.
Ohio Penal Industries(OPI) at **Pickaway Correctional Institution** **11781 St. Rt. 762** **Orient, OH 43146**	Margaret Brown	margaret.brown@odrc.state.oh.us (614) 877-4362, Ext. 2560	07/22/11 11:00 a.m.

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 for each group of locations. Failure to bid all locations within a group may result in the bidder being deemed not responsive.

There will be one low lot total award to the lowest responsive and responsible bidder meeting all bid specifications and requirements listed herein for the following groups of institutions:

Group 1. Corrections Training Academy, Pickaway Correctional Institution
Group 2. Ohio Penal Industries (OPI) at Pickaway Correctional Institution.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, to determine the price of each institution/group of institutions, the state will multiply the estimated applications, per request usage and annual usage, which ever is applicable, of each institution and its corresponding cost per month and then add these totals together. Although there will be separate awards made, Bidders are eligible to receive awards of multiple and/or group locations providing he/she is the lowest responsive and responsible Bidder meeting all Bid specifications and requirements. Failure to bid all locations within a group 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.

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: _____

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 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, lice, flies, bedbugs, water bugs, silverfish, raccoons, skunks, bats, birds, mosquitoes and ants (inside and outsides buildings)

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:

Parkview Building - Foodservice

C. Areas to be service upon request:

1. Lock shop
2. Armory
3. Range
4. Foodservice Fogging

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 Plan, 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 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 (montly 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 monthly

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
B Bldg.	Psychology Administrative Offices Vault All Offices All Halls All Bathrooms	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	All Living Areas All Offices All Bath & Shower Areas All Storage & Side Rooms All Hallways	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	2 Dining Rooms 2 Dishwashing Rooms Kitchen Vegetable Prep Room 2 Storage Rooms Butcher Shop 4 Offices 4 Bathrooms Pulping Room All Hallways	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
Multi Purpose Bldg.	All Offices All Bathrooms Education Records Control Center & Key Rooms Administrative Offices Visiting Room Library Gymnasium	School Administrator Records Manager Officer Gene Gilliland Lt. Library Recreation Director		Roaches Ants	Monthly If needed	8:30 a.m.- 4:30 p.m.	None
	Culinary Arts	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	All Storage Areas Offices Bathrooms	Warehouse Manager		Roaches and Mice	Weekly	8:30 a.m.-4:00 p.m.	Food storage area. USDA approved chemicals
Power House	Office Bath Shower	Engineer		Roaches & Silverfish	Monthly If needed	8:30 a.m.-4:00 p.m.	None
Plumbing/ Electric Shop	All Storage Areas Office Bathrooms Halls	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 (Cont'd)

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

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	Garage Grain Storage Area Farm Equipment Storage	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.	Offices Bathrooms	Farm Manager	Assigned	Roaches	Monthly If needed	8:00 a.m.-3:30 p.m.	None
Dairy 2 Bldgs.	Feeding Areas – Cattle Milk Parlor Offices	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	Office Inmate Lunch Room	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	Office Digester Building White Block Building Screen Building Blower Building Finishing Building Maintenance Shed UV Tank	Supervisor	Assigned	Roaches, Mosquitoes in season	Monthly If needed	8:00 a.m.-4:30 p.m.	None

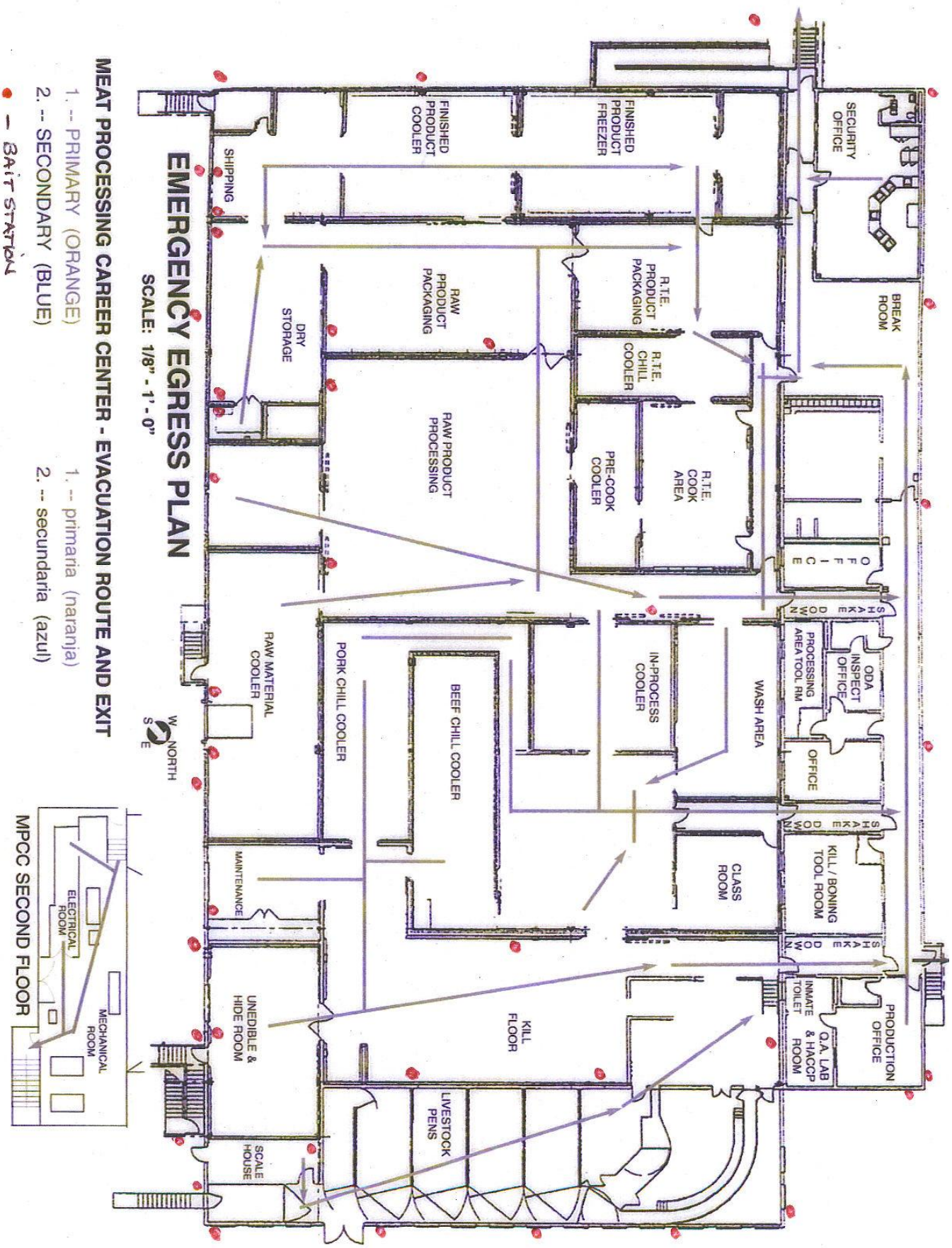
PICKAWAY CORRECTIONAL INSTITUTION (Cont'd)

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

ATTACHMENT


EMERGENCY EGRESS PLAN
SCALE: 1/8" - 1' - 0"
MEAT PROCESSING CAREER CENTER - EVACUATION ROUTE AND EXIT
1. -- PRIMARY (ORANGE)
2. -- SECONDARY (BLUE)
1. -- primaria (naranja)
2. -- secundaria (azul)
- BAIT STATION
SECURITY OFFICE
BREAK ROOM
FINISHED PRODUCT FREEZER
FINISHED PRODUCT COOLER
SHIPPING
R.T.E. PRODUCT PACKAGING
R.T.E. CHILL COOLER
R.T.E. COOK AREA
PRE-COOK COOLER
RAW PRODUCT PACKAGING
DRY STORAGE
RAW PRODUCT PROCESSING
RAW MATERIAL COOLER
PORK CHILL COOLER
BEEF CHILL COOLER
IN-PROCESS COOLER
WASH AREA
PROCESSING AREA TOOL RM
ODA INSPECT OFFICE
OFFICE
CLASS ROOM
KILL / BONING TOOL ROOM
MAINTENANCE
UNEDIBLE & HIDE ROOM
KILL FLOOR
LIVESTOCK PENS
SCALE HOUSE
INMATE TOILET
Q.A. LAB & HACCP ROOM
PRODUCTION OFFICE
NORTH
MECHANICAL ROOM
ELECTRICAL ROOM
MPCC SECOND FLOOR

PRICE SCHEDULE

YOUR BID:

General Pest Control as per specifications stated herein for the following locations: Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by State Purchasing and not used in the evaluation and any subsequent award.

NOTE: It is the responsibility of the Bidder(s) to inspect the institution(s) they Bid upon. Therefore the price quoted in this I.T.B. cannot be revised in the event the quoted dollar amount does not cover all building locations and or areas for that institution.

GROUP 1

Item No.	DESCRIPTION	COST 08/15/11 – 08/31/12	COST 09/01/12 – 08/31/13	COST 09/01/13 – 08/31/14
8681	Corrections Training Academy	$_____ Per month	$_____ Per month	$_____ Per month
4278	Pickaway Correctional Institution	$_____ Per month	$_____ Per month	$_____ Per month
4604	Pickaway Correctional Institution Special Residences as per specifications stated herein under Section IV A. PIGEON	$_____ Cost Per Hr.	$_____ Cost Per Hr.	$_____ 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 $_____ Per app.	Est. Usage is 3 (three) app. Cost Per Applications $_____ Per app.	Est. Usage is 3 (three) app. Cost Per Applications $_____ 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 $_____ Per app.	Est. Usage is 3 (three) app. Cost Per Applications $_____ Per app.	Est. Usage is 3 (three) app. Cost Per Applications $_____ 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 $_____ Per app.	Est. Usage is 3 (three) app. Cost Per Applications $_____ Per app.	Est. Usage is 3 (three) app. Cost Per Applications $_____ Per app.

GROUP 1

Item No.	DESCRIPTION	COST 08/15/11 – 08/31/12	COST 09/01/12 – 08/31/13	COST 09/01/13 – 08/31/14
4602	OPI at Pickaway Correctional Institution WAREHOUSE	$_____ Per month	$_____ Per month	$_____ Per month
8582	OPI at Pickaway Correctional Institution BEVERAGE PROCESSING PLANT	$_____ Per month	$_____ Per month	$_____ Per month
4603	OPI at Pickaway Correctional Institution MEAT PROCESSING PLANT CENTER	$_____ Per month	$_____ Per month	$_____ Per month
8583	OPI at Pickaway Correctional Institution MEAT PROCESSING PLANT CENTER Section IV ADDITIONAL VISITS ONLY.	$_____ Cost Per Hr.	$_____ Cost Per Hr.	$_____ Cost Per Hr.

Bid Automobile Liability Checklist:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

☐ Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of $500,000.00. (This number may be increased as necessary.)

☐ Goods/Services will be delivered via common carrier.

☐ No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

DISCLOSURE OF SERVICE PROVIDERS (See Standard Contract Terms and Conditions, Section [Roman Numeral] V. General Provisions:, Paragraph G.): [For Services Contracts]

Bidders seeking to enter into a service contract shall disclose the following:

a) Principal location of business for the contractor (Name/City/State/Country)

_____

b) Location where services will be performed (Name/City/State/Country)

_____

_____

_____

c) Location where any State data, applicable to the Contract, will be maintained or made available (Name/City/State/Country)

_____

_____

_____

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors, locations where services will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.