

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 OT900914 | OPENING DATE (1:00 p.m.) AUGUST 30, 2013 | STREET ADDRESS <input type="checkbox"/> 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 |
| Attn: Bid Desk | | COUNTY | MBE/EDGE CERTIFICATE NUMBER |
| | | TELEPHONE NO. () | TOLL FREE NO. 1 - () |
| | | CONTACT PERSON | FAX NO. () |
| REQ./INDEX NO. LDC105 | BID NOTICE DATE 08/09/2013 | 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) | | | |
| <input type="checkbox"/> E-Mail <input type="checkbox"/> 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 | | | |
| <u>PARTICIPATING AGENCY(IES):</u> Various Institutions Listed Herein: | | | |
| MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081 | | | |
| <u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:</u> | | | |
| PROFESSIONAL PEST CONTROL SERVICES | | | |
| <u>TERM OF CONTRACT:</u> 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 <u>10/01/13</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>09/30/16</u> 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. | | | |
| <u>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS</u> , Revised 09/2012, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: <u>Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions.</u> 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"]

- 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)
- 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)
- 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):

- The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
 Yes (Go to C) No (Go to B-2)
- Bidder has significant economic presence within the state of Ohio.
 Yes (Answer a, b, c, d below) No (Go to B-3)
 - Bidder has paid the required taxes due the state of Ohio Yes No
 - 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/>
 - Bidder has ten or more employees based in Ohio or border state. Yes No (Go to B-2d)
 - Bidder has seventy-five percent or more employees based in Ohio or border state.
 Yes No (Go to B-3)
- Border state bidder:
 Yes (Specify which state then go to B-2c): KY MI NY PA IN No (Go to B-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>

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.

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.

MANDATORY SITE VISIT: A mandatory site visit will be held on the date, times and locations as indicated below to survey the facility and discuss the requirements of the bid. The site visit will commence promptly at times listed for each facility below barring an unforeseen circumstance that results in a delay of the site visit. Attendance will be taken. If your company is the current Contractor you are not excluded from the mandatory site visit and must attend or be represented in order to Bid. The state will not be responsible to a bidder for their failure to obtain information discussed during the site visit due to their arriving after the site visit has begun. Bidders who fail to attend the mandatory bid conference will be deemed not responsive.

No additional compensation will be awarded due to unfamiliarity with the scope of service required. It will be assumed that the bidder has full knowledge of existing conditions/service areas and accepts them as is, unless otherwise specified within this bid. Once a contract is awarded, failure of the bidder to have requested a site visit, to become familiar with the facility/institution and requirements of the bid, will be insufficient reason to support any request to be released from the contract.

Please contact the facility(s)/institution(s) you wish to visit during regular business hours to make arrangements for authorization to enter the facility.

MINORITY SET ASIDE: It is necessary for the participating agency to purchase the supplies or services from a certified Minority Business Enterprise to meet the requirements of Ohio Revised Code Section 125.081. The aggregate value of the amount of these purchases exempted from this Contract, for purposes of Revised Code Section 125.081, will not exceed fifteen percent (15%) of the aggregate value of the Contract.

| INSTITUTION | CONTACT INFORMATION | SITE VISIT DATE AND TIME |
|--|---|---|
| Cuyahoga Hills Juvenile Correctional Facility 4321 Green Road Highland Hills, OH 44128 | Gary Schultz Schultz@dys.ohio.gov (216) 682-2227 | 9:00 a.m. Friday August 16, 2013 |
| Warrensville Developmental Center 4325 Green Rd. Highland Hills, OH 44128 | Mark Trew Mark.trew@dodd.ohio.gov (216) 464-7400 | 11:00 a.m. Friday August 16, 2013 |

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

PROOF OF INSURANCE, BLANKET COVERAGE, SPECIAL HAZARDS: The Bidder should submit with their Bid response, certificates and/or copies of coverage of public liability and property damage insurance. Contractors shall not cause them to be canceled or permit them to lapse until the work has been performed and the contract has been completed.

LICENSE CATEGORIES:

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

- (7) Vertebrate Animal Control

- (10) Domestic, Institutional, Structural, and Health-related Pest Control
 - (10a) General Pest Control
 - (10b) Termite (Optional - Unless specified by institution)*
 - (10d) 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.

REFERENCES REQUIRED: Each Bidder is to submit with the Bid a listing of three (3) references with whom they previously or currently are providing pest control services. Please include name, address and current telephone number of each reference.

CONTRACT AWARD: There will be one (1) low lot award for the following group of facilities made to the lowest responsive and responsible Bidder meeting all Bid specifications and requirements as listed herein.

Group 1 - Cuyahoga Hills Juvenile Correctional Facility and Warrensville Developmental Center.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, to determine the price of the group of facilities, the state will multiply the estimated applications, per request for monthly usage and annual usage, whichever is applicable for the group of facilities and then add these totals together.

CERTIFICATION: A certificate attesting to the fact that the Contractor has the maintenance services and personnel to repair and maintain the various types of equipment requirements specified in this Bid. Such certification shall be submitted with the Bid. Furthermore, this certificate shall be on business or corporate letterhead paper and signed by a duly authorized representative of the organization submitting the response.

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/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(s).

Bidder may be asked to supply the name of 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:

*Indicates license to be requested on an as needed basis.

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.
- C. Identification - The Contractor's personnel shall wear proper company identification when servicing the facilities(s). Technicians shall have an identification photo also.
- 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 if same are 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 (See Attachment One). 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 as specified may deem your Bid non-responsive and further consideration for award may not be given.

Bidder is to provide technician(s) resume(s) 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.

USAGE REPORTS: Every three (3) 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.

The Contractor shall perform routine pest control services that do not adversely affect 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 are 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 method used must be effective for no less than thirty (30) days after each application. 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. To meet security requirements when appropriate, the Contractor is to furnish a list of service personnel that are to have access to the building and the name and license number of the certified pesticide applicator under whom any non-certified applicators, i.e. trainees, will be working. Non-certified applicators are to be accompanied by a certified pesticide applicator at all times.

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 pests are excluded from this Contract: birds, bats and other vertebrates other than commensal rodents; 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.

SPECIFICATIONS (Cont'd)

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 a specific day(s) 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.

The Contractor shall provide detailed, site-specific recommendation for any structural and procedural modifications needed to and 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 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 manager(s) 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.

SPECIFICATIONS (Cont'd)

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.

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 cannot 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 Amadu.Sankoh@ode.state.oh.us 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: A 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 included 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.

CUYAHOGA HILLS JUVENILE CORRECTIONAL FACILITY

In addition to the requirements listed in Section I (Pages 6 through 9) the following will apply to the Cuyahoga Hills Juvenile Correctional Facility

I. SCOPE OF SERVICE

Pest Control – control of common species of pests including but not limited to roaches, rats, mice bats, wasps, bees, yellow jackets, fleas, lice, bedbugs, ants, flies, raccoons and other rodents and insects.

1. Vertebrate Animal Control - The control of vertebrate animals to include but not limited to raccoons, skunks, possums, cats, etc. Vertebrate animals deemed a nuisance or appear to be sick or injured as requested.
2. The Contractor will supply all traps required to capture and remove from the compound all vertebrate animals deemed to be a nuisance.

II. CONTRACTOR RESPONSIBILITIES

The Contractor must schedule all work to be performed between 9:30 a.m. and 4:30 p.m. (Monday, through Friday, excluding Holidays) unless mutually agreed upon by both the contractor and the facility to facilitate the extermination of any pests as stipulated by this contract. The Contractor is required to specify specific day(s) that work will be performed monthly. The Building Maintenance Superintendent will work with the successful Contractor to establish this schedule.

If any area treated by the Contractor continues to show evidence of the existence of pests or rodents after seven (7) days, the Contractor, immediately upon notification by CHJCF, shall retreat the area(s) in question at no additional cost to CHJCF.

Frequency and schedule of service is subject to change by the Cuyahoga Hills Juvenile Correctional Facility with proper notice.

Areas and Services Frequency.

A. Areas to be serviced Bi-weekly:

Food Service Kitchen/Prep and Dining Areas:

1. Food Storage Areas
2. Loading docks 1 & 2
3. Outdoor pavilions (Seasonally)

B. Areas to be serviced monthly:

Unit's A through H including:

1. All sleeping areas
2. All day areas
3. Shower / restroom areas
4. Fire stairwells
5. Mechanical rooms
6. Staff offices (3)
7. Storage areas (2)
8. Employee Break Areas (2)
9. Kitchenettes in Superintendent Area
10. Medical department
11. Visitation room

CUYAHOGA HILLS JUVENILE CORRECTIONAL FACILITY (Cont'd)

C. Areas to be services as identified by the facility but no less than quarterly:

1. Quartermaster / laundry area
2. Maintenance Department
3. Psychology office
4. Garage
5. Superintendent / Business Office / HR Areas
6. Operations Office area
7. Main entrance area
8. All Mechanical Areas
9. Educational department (approximately 36 classrooms)
10. Educational Administrative office space
11. Gymnasium

WARRENSVILLE DEVELOPMENTAL CENTER

In addition to the requirements listed in Section I (Pages 6 through 9) the following will apply to the Warrensville Developmental Center

I. **SCOPE OF SERVICE**

Pest Control - control of common species of pests including but not be limited to roaches, rats, mice, wasps, bees, yellow jackets, fleas, lice, bedbugs, ants, flies, water bugs. Bait will be used in all other areas. No open bait containers will be permitted in any building.

The specifications cover pest control services for the various buildings and grounds throughout the Warrensville Developmental Center.

II. **CONTRACTOR RESPONSIBILITIES**

The Contractor must schedule the work to be performed with as little conflict as possible with Warrensville Developmental Center and client's schedule. The Operations Director and/or Maintenance Superintendent will work with the successful Contractor to set the schedule.

Each building will receive a minimal monthly inspection and treatment as necessary. Kitchens, dining areas and food storage areas will be priority areas but each building is to be kept free of pests. The exterior of each building is to be treated at least one time annually.

Areas and Services Frequency.

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

Service will include all offices, restrooms, food service areas, closets, living rooms, dining rooms and bedrooms:

1. Administration/Clinic Building
2. Community Center Building
3. Maintenance/Services Building (Includes Central Kitchen)
4. Houses 2, 4, 7, 8, 9

B. Exterior Treatment:

The exterior of each building listed above will be treated at least once annually to prohibit common pests from entering through walls.

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 facilities(s) they bid upon. Therefore the price cannot be revised in the event the quoted dollar amount does not cover all building locations and or areas for that facility.

Group 1

| ITEM NO. | DESCRIPTION | COST 10/01/13 - 9/30/14 | COST 10/01/14 - 9/30/15 | COST 10/01/15 - 9/30/16 |
|-----------------|---|------------------------------------|------------------------------------|------------------------------------|
| | Cuyahoga Hills Juvenile Correctional Facility, 4321 Green Rd. Highland Hills, OH 44128 | Per Month \$ _____ | Per Month \$ _____ | Per Month \$ _____ |
| | Cuyahoga Hills Juvenile Correctional Facility Vertebrate Animal Trapping | Per App. \$ _____ | Per App. \$ _____ | Per App. \$ _____ |
| | Warrensville Developmental Center 4325 Green Rd. Highland Hills, OH 44128 | Per Month \$ _____ | Per Month \$ _____ | Per Month \$ _____ |

ADDITIONAL PRODUCT/SERVICE PRICING: Pricing for the purchase of items and service outside of regular service per agency request will not be used as part of evaluation.

Ant Bait Stations \$ _____ Cost Per Case

Drain Gel \$ _____ Cost Per Gallon

Bedbug Treatment/Service \$ _____ Per Treatment

ATTACHMENT ONE
OFFEROR REFERENCES

Three (3) professional references who have received services from the Offeror in the past five (5) years

| | | | |
|---|--|--|---|
| Company Name: | | Contact Name: | |
| Address: | | Phone Number: | |
| | | E-Mail Address: | |
| Project Name: | | Beginning Date of Project: (Month/Year) | Ending Date of Project: (Month/Year) |
| Description of project size, complexity and the Offeror's role in this project. | | | |

| | | | |
|---|--|--|---|
| Company Name: | | Contact Name: | |
| Address: | | Phone Number: | |
| | | E-Mail Address: | |
| Project Name: | | Beginning Date of Project: (Month/Year) | Ending Date of Project: (Month/Year) |
| Description of project size, complexity and the Offeror's role in this project. | | | |

| | | | |
|---|--|--|---|
| Company Name: | | Contact Name: | |
| Address: | | Phone Number: | |
| | | E-Mail Address: | |
| Project Name: | | Beginning Date of Project: (Month/Year) | Ending Date of Project: (Month/Year) |
| Description of project size, complexity and the Offeror's role in this project. | | | |