

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

MANDATORY USE CONTRACT FOR: PROFESSIONAL PEST CONTROL SERVICES

CONTRACT No.: OT905313

EFFECTIVE DATES: 04/05/13 to 03/31/16

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT906512 that opened on 02/22/13. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the [Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

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

This Requirements Contract is available to facilities and institutions as listed herein, as applicable.

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

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

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

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

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

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

Minority Business Enterprise Award in accordance with ORC CH. 125.081

Signed: _____
Robert Blair, Director Date

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SPECIAL CONTRACT TERMS AND CONDITIONS

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

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

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.

SITE VISIT: Prior to submitting their bid response, the bidder should visit the institution(s) for which they are bidding in order to survey the facility(s) and to become familiar with the requirements of the bid. The bidder must contact each facility(s)/institution(s) they are bidding to schedule an appointment. (See Page 4. for contact information) Site visits will only be held during the following dates from 02/11/13 – 02/15/13 after which time it will up to the discretion of the contact person whether or not a potential bidder will be permitted to visit the facility(s)/institution(s). The bidder must call the contact person at each applicable facility(s)/institution(s) listed at least two (2) business days prior to schedule a site visit to obtain entry authorization into the facility(s)/institution(s). Bidder must schedule the site visit between February 11, 2013 and February 15, 2013 during normal business hours. Bidders must have with them a picture I.D. (such as a valid Ohio driver's license) in order to be admitted into facility(s)/institution(s) for a site visit. In accordance with agency policy, no knives, firearms, cameras/photo equipment, recording devices, cell phones, computers and/or pagers will be allowed in the institutions.

MANDATORY SITE VISIT: For sites specified as mandatory: 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.

Bidders that call prior or to their scheduled site visit due to or during unforeseen circumstances i.e. emergency circumstances that will require lateness of over 30 minutes may make arrangements with that institution by following the above Site Visit instructions. It is at the discretion of the facility/institution to allow this visit.

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.

SPECIAL CONTRACT TERMS AND CONDITIONS

FACILITY/INSTITUTION	CONTACT INFORMATION	SITE VISIT DATE AND TIME
Mt. Vernon Developmental Center 1250 Vernonview Dr. Mt. Vernon, OH 43050	Jennifer Buhn Jennifer.buhn@dodd.ohio.gov (740)393-6467	SITE VISIT (Please See Page 3. Instructions)
Scioto Juvenile Correctional Facility 5993 Home Road Dublin, OH 43015	Rick Terry Rick.terry@dys.ohio.gov (740) 881-3481	SITE VISIT (Please See Page 3. Instructions)
Freedom Residential Treatment Center 8101 Dublin Road Delaware, OH 43015	Rick Terry Rick.terry@dys.ohio.gov (740) 881-3481	SITE VISIT (Please See Page 3. Instructions)
Circleville Juvenile Correctional Facility 640 Island Rd., Circleville, Oh 43113	Steve Hamric Steve.hamric@dys.ohio.gov (740)477-2500 Ext. 6280	NO SITE VISIT REQUIRED
Trumbull Correctional Institution 5701 Burnett Rd. Leavittsburg, OH 44430	Rich Wheeler Richard.wheeler@odrc.state.oh.us (330) 898-0820, Ext 6024	SITE VISIT (Please See Page 3. Instructions)

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

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.

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.

CONTRACT AWARD: There will be one (1) award for each facility/institution made to the lowest responsive and responsible Bidder meeting all Bid specifications and requirements listed herein. The Contract will be awarded to the lowest responsive and responsible Bidder listed herein for each facility/institution.

For the following group there will be one low lot total award to the lowest responsive and responsible Bidder meeting all Bid specifications and requirements listed herein.

Group 1 - Scioto Juvenile Correctional Facility and Freedom Center Residential Treatment Center.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, to determine the price of each facility/institution/group of institutions, the state will multiply the estimated applications, per request usage and annual usage, whichever is applicable, of each facility/institution/group of institutions 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 facility/institution and/or group locations providing he/she is the lowest responsive and responsible Bidder meeting all Bid specifications and requirements.

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

SPECIAL CONTRACT TERMS AND CONDITIONS

BIDDER QUALIFICATIONS AND DOCUMENTATION: Bidder must utilize trained personnel directly employed or supervised by them 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 life 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 facility. The supervisor and alternate must both meet the qualifications identified below:

Pest Control Technicians: The Contractor may be requested to 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 within the 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 of 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.

CONTRACTOR QUARTERLY SALES REPORT: The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales, to include both state agencies and political subdivisions, under this Contract by calendar quarter (e.g. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contract user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

The Contractor will receive an email with a User ID and password and must report the quarterly dollar value of sales to the Department of Administrative Services (DAS) via the Internet using the web form at the Ohio DAS Contract Management Contractor Portal, <https://cm.ohio.gov/>. If no sales occur, the Contractor must show zero. The report must be submitted thirty (30) days following the completion of the reporting period. The Contractor is responsible for emailing the Analyst listed on page one of the contract with any company contact changes.

SPECIAL CONTRACT TERMS AND CONDITIONS

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero "0" sales in the close-out report.

The Contractor must forward the Quarterly Sales Report to the following address:

Department of Administrative Services
GSD Business Office
4200 Surface Road
Columbus, OH 43228

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may suspend, terminate or cancel this Contract.

NOTICE ON THE USE OF SOCIAL SECURITY NUMBERS AS FEDERAL TAX IDENTIFICATION NUMBERS: The Department of Administrative Services (Department) requires vendors and contractors wishing to do business with the State to provide their Federal Taxpayer Identification Number to the Department. The Department does this so that it can perform statutorily required "responsibility" analyses on those vendors and contractors doing business with the State and, under limited circumstances, for tax reporting purposes. If you are a vendor or contractor using your Social Security Number as your Federal Taxpayer Identification Number, please be aware that the information you submit is a public record, and the Department may be compelled by Ohio law to release Federal Taxpayer Identification Numbers as a public record. If you do not want to have your Social Security Number potentially disclosed as a Federal Taxpayer Identification Number, the Department encourages you to use a separate Employer Identification Number (EIN) obtained from the United States Internal Revenue Service's to serve as your Federal Taxpayer Identification Number.

EXPENDITURE OF PUBLIC FUNDS ON OFFSHORE SERVICES: The Contractor affirms to have read and understands [Executive Order 2011-12K](#) and shall abide by those requirements in the performance of this Contract. Notwithstanding any other terms of this Contract, the State reserves the right to recover any funds paid for services the Contractor performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in this Contract.

The bidder must complete the attached Contractor/Subcontractor Affirmation and Disclosure form attachment to abide with Executive Order 2011-12K, affirming no services of the Contractor or its subcontractors under this Contract will be performed outside the United States. During the performance of this Contract, the Contractor must not change the location(s) of the country where the services are performed, change the location(s) of the country where the data are maintained, or made available unless a duly signed waiver from the State has been attained to perform the services outside the United States.

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.

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.

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 (to include dining and serving areas), storage, dormitories, agricultural areas and any other areas that the facilities/institutions deems necessary in the specifications including outside perimeter of buildings.

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 facilities/institutions listed herein, the Contractor shall notify the Facility Manager/Building Superintendent or his/her designee 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 considering nontoxic options, and with the approval of the Facility Manager/Building Superintendent.
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 Facility Manager/Building Superintendent or his/her designee for any service and give a report on areas covered upon completion of services.
5. Contractors will adhere to all facility/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 will be working.
7. 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 bedbugs, 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.

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 facility/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

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 Facility Manager/Building Superintendent or his/her designee 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 four (4) hours of notification. This Contractor's emergency service number shall give the facility (DAS Buildings) access to the Contractor on a four (4) hour basis. For institutions/buildings other than DAS buildings, emergency service notification shall be on a twenty-four (24) hour basis. There will be no charge for emergency service.

Contractor's emergency service telephone number: AAA General Pest Services, Inc. - (614) (614) 619-6044, Environmental Plus Pest Control - (614) 263-0202.

Initial Building Inspections - The Contractor and Facility Manager/Building Superintendent or his/her designee 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 Facility Manager/Building Superintendent or his/her designee. Access to the building shall be coordinated with the Facility Manager/Building Superintendent or his/her designee. 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/Building Superintendent or his/her designees 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 Facility Manager/Building Superintendent or his/her designees 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.

Pesticides - Pesticide applications shall be by need and not by schedule. The Contractor must obtain written permission from the Facility Manager/Building Superintendent or his/her designee 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.

SPECIFICATIONS

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, Facility Manager/Building Superintendent or his/her designee, 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 facility/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.
4. The location of all monitoring devices, bait stations and other control devices shall be recorded in the pest control services log book.

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 of glue boards for agency use on an as needed basis or as otherwise requested within the specifications per facilities listed herein.

SPECIFICATIONS

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 Facility Manager/Building Superintendent or his/her designee.

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 Facility Manager/Building Superintendent or his/her designee. 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.

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 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.

MOUNT VERNON DEVELOPMENTAL CENTER

In addition to the requirements listed in Section I General Requirements (Pages 8 through 11) the following will apply to Mount Vernon Developmental Center.

I. SCOPE

Pest Control - To include, but not limited to, roaches, rats, mice, bats, wasps, millipedes, bees, yellow jackets, flies, fleas, lice, bedbugs, ants, water bugs, and other crawling and/or flying insects, and other rodents.

II. CONTRACTOR RESPONSIBILITIES

A. Areas and service frequency

1. Non-Critical Areas (Serviced Monthly)

The contractor and/or his designated serviceman shall service all buildings located throughout the Mount Vernon Developmental Center. This service shall include all the offices, restrooms, eating areas, halls, service closets, panel closets, crawl spaces, basement, sub-basement, vent stacks, and any other areas that the institution deems necessary in the requirements. Staff lounges, passageways, maintenance rooms or work areas, janitor closets, mechanical equipment rooms, restrooms, and showers.

2. Critical Areas (Serviced Weekly)

- a. For rodent (rats and mice) in critical food handling areas. Whenever evidence of rat or mouse infestation is observed, bait stations, mechanical traps, sticky traps or snap traps, shall be placed in strategic areas of the premise infested. Bait stations will be tamper resistant and shall be enclosed or anchored. A sufficient supply of fresh attractive and acceptable anti-coagulant bait shall be introduced into each station to control rats or mice that may migrate into the area.
- b. If a building is exterminated and continues to support evidence of the active existence of any pests or rodents within seven (7) days after treatment, the contractor shall be notified and required to immediately exterminate the problem at no additional cost to the Mount Vernon Developmental Center.
- c. Frequency of service subject to change by the Mount Vernon Developmental Center.

B. Areas to be Serviced Minimum of once a Month (Non-Critical Areas):

1. Offices
2. Passage Ways
3. Work Shops
4. Janitors' Closets
5. Equipment Rooms
6. Baths/Showers
7. Repair Rooms
8. Housekeeping Areas
9. Storage Rooms
10. Jones Cottage (Int./Ext.)
11. Jefferson Cottage (Int./Ext.)
12. Lincoln Cottage (Int./Ext.)
13. Washington Cottage (Int./Ext.)
14. Snyder Cottage (Int./Ext.)
15. Senior Center/Greenhouse
16. Administration Building/Attic
17. Maintenance Building

MOUNT VERNON DEVELOPMENTAL CENTER (Cont.)

18. Physical Health & Education
19. Laundry
20. Power House
21. Willow Works

C. Areas to be Serviced Weekly (Critical Areas):

MASTER KITCHEN

1. Receiving Area
2. Food Storage Area
3. Food Preparation Area
4. Food Assembly Area
5. Dishwashing Area
6. Disposal Area
7. Utility Area
8. Food Delivery System

The Contractor shall service all the basements and all tunnels on-grounds and all tunnels that connect buildings together. The awarded Contractor is to provide chemical treatment beginning in May to prevent millipede infestation in Jones, Cottage and Snyder Cottage. The Contractor shall provide preventive maintenance for our ½ acre duck pond (treatment for algae growth to keep down the mosquito population. Contractor shall spend a minimum of two (2) hours on premises, for such services per visit.

III. REQUIREMENTS

Service Requirements

- A. A service schedule will be provided by the institution, arrangements for specifics servicing requirements must be coordinated with the Business Administration Office.
- B. At the request of the Deputy Warden Operations or delegated authority, contractor shall furnish, without charge, competent assistance in connection with special control problems as a consultant.
- C. IMPORTANT: The contractor shall furnish a written report stating: check in and check out time; areas treated and problem associated, e.g. roaches, rats etc.; comments, if any.
- D. The contractor shall be responsible to act promptly on any complaint and/or special service calls for any building not listed herein.

IV. SPECIAL REQUIREMENTS

Vermin Control

Control and clean-up measures shall be provided for pigeons, starlings, raccoons and ground hogs.

V. SERVICES

- A. Initial service shall be performed after the inception of contract once a month and/or on an as needed basis thereafter.
- B. The contractor shall provide all necessary labor, equipment, and pesticides to destroy and/or control pigeons, starlings, raccoons and ground hogs.
- C. The contractor shall collect and dispose of all dead vermin, and the work shall be performed in such a manner that interference with the normal routine is minimum. The area shall be left neat and clean.
- D. Deputy Warden Operations or delegated authority at Mount Vernon Developmental Center will provide a service schedule.

SCIOTO JUVENILE CORRECTIONAL FACILITY

In addition to the requirements listed in Section I General Requirements (Pages 8 through 11) the following will apply to Scioto 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. The is also to include any cats or skunks that may find their way onto the facilities grounds. Bait or spray will be used in all other areas.

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 the work to be performed to conform to food service preparation schedules, which may require night/weekend work.

Contractor shall provide semi-annual seasonal exterior power spray in October and May of each contract year. Such treatment shall cover the exterior of the buildings, two feet up from the ground and five feet out from the foundation.

The Contractor shall use bait/spray to attract and destroy and remove insect pests outside of all building. This will help reduce the need for continued spraying inside office and housing areas.

The contractor upon request will provide the institution's contact person with a sample of any pesticide being used inside the facility.

Spray or bait will be used to control the infestation of cockroaches in the food service area as requested by the Health & Safety Coordinator. Food Service Areas to be fogged as requested.

The Contractor will provide at no extra cost, when needed tracking powder, mechanical traps, glue boards, fly strips, room loggers. Upon request, the Contractor will leave a supply of glue boards, ant traps, fly strips, to be used between service calls at no extra charge. Some services will be required after 4:00 p.m. Monday through Friday as needed.

Areas to be serviced once a month or until problem is solved:

- A. Ten (10) cottages (units) each cottage has 6 offices, 1 dayroom, 25 bedrooms, 8 restrooms, 3 Mechanical/storage rooms.

1. Jefferson cottage / Carver cottage (2 units - 1 building) Total 18,000 sf.
2. Davey cottage / Buckeye cottage (2 units - 1 building) Total 18,000 sf.
3. Hunter cottage / Allman cottage (2 units - 1 building) Total 18,000 sf.
4. Boone cottage / Woodson cottage (2 units - 1 building) Total 18,000 sf.
5. Sycamore cottage / Cedar cottage (2 units - 1 building) Total 18,000 sf.

10 cottages (units) each cottage has 6 offices, 1 dayroom, 25 bedrooms, 8 restrooms, 3 mechanical/storage rooms.

- B. Clinic / Central Medical Facility (CMF) (1 building) Total 21,000 sf.

1. Bedrooms (6)
2. Dental (1)

SCIOTO JUVENILE CORRECTIONAL FACILITY (Cont'd.)

3. Restrooms (4)
 4. Storage Rooms (5)
 5. Exam Rooms (3)
 6. Conference Room (1)
 7. Offices (6)
 8. Dayroom (1)
 9. Nurses Stations (2)
- C. Cafeteria 12,600 sf.
1. Offices (4)
 2. Restrooms (4)
 3. Medical Room (1)
 4. Storage Rooms (5)
 5. Dining hall (1).
- D. Girls school 24,570 sf.
1. Restrooms (17)
 2. Offices (8)
 3. Classrooms (11)
 4. 1 library, 1 auditorium, 4 storage/mechanical rooms.
- E. Fitness Center 16,000 sf.
1. Classrooms (3)
 2. Restrooms (6)
 3. Shower/locker rooms (2)
 4. Offices (2)
 5. Gymnasium (1)
 6. Swimming pool (1)
 7. Game room (1)
 8. Storage/mechanical rooms (3)
- F. Boys school annex 7,500 sf.
1. Restrooms (5)
 2. Classrooms (6)
 3. Offices (3)
 4. Storage/mechanical rooms (4)
 5. Crawl space (1)

CIRCLEVILLE JUVENILE CORRECTIONAL FACILITY

In addition to the requirements listed in Section I General Requirements (Pages 8 through 10) the following will apply to Circleville Juvenile Correctional Facility.

I. **SCOPE OF SERVICE**

Pest Control – To include, but not limited to roaches, rats, raccoon, cats, ground hogs, bats, mice, wasps, bees, yellow jackets, flies, ants, lady bugs, water bugs, spiders and or other crawling or flying insects and other rodents.

CIRCLEVILLE JUVENILE CORRECTIONAL FACILITY (Cont'd.)

II. REQUIREMENTS

Service will be scheduled to cause as little conflict as possible with Circleville Juvenile Correctional Facility. The regular working day is Monday through Friday 7:00 a.m. – 3:00 p.m. The maintenance superintendent will provide a service schedule to the awarded Contractor.

III. CONTRACTOR RESPONSIBILITIES

Areas to be serviced and frequency.

Areas to be serviced twice a month:

Service will include all offices, restrooms, food service halls, and services areas, closet, living room, dining rooms and bedrooms.

1. Food Service
2. Education Room
3. Maintenance
4. Storeroom
5. House 1
6. House 2
7. House 3
8. Administration including medical
9. Pond mosquito control

Provide glue traps, rat, mice bait traps and bait, remove dead rodents in traps and re-stock.

FREEDOM RESIDENTIAL TREATMENT CENTER

In addition to the requirements listed in Section I General Requirements (Pages 8 through 10) the following will apply to Freedom Center Residential Treatment Center.

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, drain flies, raccoons and other rodents and insects. The is also to include any cats or skunks that may find their way onto the facilities grounds. Bait or spray will be used in all other areas.

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 the work to be performed to conform to food service preparation schedules, which may require night/weekend work. *Some services will be required after 4:00 p.m. Monday through Friday as needed.

Contractor shall provide semi-annual seasonal exterior power spray in October and May of each contract year. Such treatment shall cover the exterior of the buildings, two feet up from the ground and five feet out from the foundation.

FREEDOM CENTER RESIDENTIAL TREATMENT CENTER (Cont'd)

The Contractor shall use bait/spray to attract and destroy and remove insect pests outside of all building. This will help reduce the need for continued spraying inside office and housing areas.

The contractor upon request will provide the institution's contact person with a sample of any pesticide being used inside the facility.

Spray or bait will be used to control the infestation of cockroaches in the food service area as requested by the Health & Safety Coordinator. Food Service Areas to be fogged as requested.

The Contractor will provide at no extra cost, when needed tracking powder, mechanical traps, glue boards, fly strips, room loggers. Upon request, the Contractor will leave a supply of glue boards, ant traps, fly strips, to be used between service calls at no extra charge.

Areas to be serviced once a month or until problem is solved:

Freedom Center 12,000 sf.

1. Restrooms (6)
2. Classroom (1)
3. Recreation Room (1)
4. Dayroom (1)
5. Dining Area (1)
6. Kitchenette (1)
7. Youth Training Room w/ Kitchenette (1)
8. Conference Room w/ Refrigerator & Sink (1)
9. Clinic (1)
10. Bedrooms (14)
11. Storage Areas (11)
12. Offices (13)
13. Mechanical Rooms (3)
14. Laundry Room (1)
15. Hair Styling Salon Room (1)
16. Lounging Area (1)
17. Treatment Room (1)
18. Mail Room (1)
19. Lobby (1)
20. Maintenance Room (1)

TRUMBULL CORRECTIONAL INSTITUTION

In addition to the requirements listed in Section I General Requirements (Pages 8 through 10) the following will apply to Trumbull Correctional Institution.

I. SCOPE OF SERVICE:

Pest Control - To include, but not limited to, roaches, rats, mice, bats, wasps, bees, yellow jackets, flies, fleas, lice, bedbugs, ants, water bugs, and other crawling and/or flying insects, and other rodents.

Trumbull Correctional Camp (T.C.C.) is a minimum security facility located on the grounds of Trumbull Correctional Institution. It is capable of housing 400 inmates in an open dorm type setting.

TRUMBULL CORRECTIONAL INSTITUTION (Cont'd.)

II. CONTRACTOR RESPONSIBILITIES

A. Areas and service frequency

1. Food service areas must be serviced between the hours of 9:30 a.m. to 11:30 a.m. or 1:30 p.m. to 3:30 p.m.
2. The contractor and/or the designated serviceman must service all other areas of Trumbull Correctional Institution beginning at 2:00 p.m. to allow for proper escorting throughout the institution.

B. Areas to be serviced once a month

1. All Housing Units
2. Business Offices
3. Entry Lobby
4. Maintenance Area
5. Barber Shop
6. Commissary
7. Warehouse
8. Garage
9. Chapel
10. School
11. Recreation
12. Quartermaster
13. T.C.C. Dorms A & B
14. T.C.C. Commissary
15. T.C.C. Recreation
16. Control
17. Masserator
18. T.C.C. Unit Offices
19. T.C.C. Quartermaster
20. T.C.C. Entry Area
21. Pump house

C. Areas to be serviced twice a month

1. Medical/Infirmary
2. Food Service Areas
3. Package Room
4. Vending Area/Visit Room
5. Visitors Room
6. T.C.C. Food Service
7. R.T.U. 15 West (Food Served)
8. T.C.C. Vending Area/Visiting Room
9. Segregation (Food Served)
10. Receiving Area
11. Vending Area-Employee
12. T.C.C. Medical Area

D. Areas to be fogged as needed.

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

1. Food Service Department and Employee Dining Room

TRUMBULL CORRECTIONAL INSTITUTION (Cont'd)

2. Storeroom (if perishable items are stored)

3. Commissary (if applicable)

E. Exterior Treatment as needed.

Power spraying (spring and fall) to the exterior of all buildings of the facility.

Fogging for mosquitoes may be necessary for outside the gate and wooded areas.

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

The Contractor is to add an exterior treatment once per month beginning in April of each year through September.

PRICE SCHEDULE

ITEM NO.	DESCRIPTION	COST 04/05/13 - 03/31/14	COST 04/01/14 - 03/31/15	COST 04/01/15 - 03/31/16	CONTRACTOR
13076	MT. VERNON DEVELOPMENTAL CENTER	PER \$ 850.00 MO.	PER \$ 875.00 MO.	PER \$ 900.00 MO.	AAA General
13077	MT. Vernon Developmental Center Raccoon Trapping	PER \$ 125.00 APP.	PER \$ 125.00 APP.	PER \$ 125.00 APP.	AAA General
13099	MT. Vernon Developmental Center Pigeon and Starling Control	PER \$ 125.00 APP.	PER \$ 125.00 APP.	PER \$ 125.00 APP.	AAA General
13098	MT. Vernon Developmental Center Ground Hog	PER \$ 125.00 APP.	PER \$ 125.00 APP.	PER \$ 125.00 APP.	AAA General
13080	MT. Vernon Developmental Center (1) Emergency Service	PER \$ 125.00 HR.	PER \$ 125.00 HR.	PER \$ 125.00 HR.	AAA General
13084	CIRCLEVILLE JUVENILE CORRECTIONAL FACILITY	PER \$ 350.00 MO.	PER \$ 350.00 MO.	PER \$ 350.00 MO.	Environment Plus
13085	CIRCLEVILLE JUVENILE CORRECTIONAL FACILITY Pond Mosquito Control	PER \$ 800.00 MO.	PER \$ 800.00 MO.	PER \$ 800.00 MO.	Environment Plus
13086	TRUMBULL CORRECTIONAL FACILITY	PER \$ 850.00 MO.	PER \$ 850.00 MO.	PER \$ 850.00 MO.	Environment Plus

GROUP 1

ITEM NO.	DESCRIPTION	COST 04/05/13 - 03/31/14	COST 04/01/14 - 03/31/15	COST 04/01/15 - 03/31/16	CONTRACTOR
13090	FREEDOM RESIDENTIAL TREATMENT CENTER	PER \$ 300.00 MO.	PER \$ 300.00 MO.	PER \$ 300.00 MO.	Environment Plus
13091	FREEDOM RESIDENTIAL TREATMENT CENTER Vertebrate Control	PER \$ 100.00 APP.	PER \$ 100.00 APP.	PER \$ 100.00 APP.	Environment Plus
13092	SCIOTO JUVENILE CORRECTIONAL FACILITY	PER \$ 300.00 MO.	PER \$ 300.00 MO.	PER \$ 300.00 MO.	Environment Plus
13093	SCIOTO JUVENILE CORRECTIONAL FACILITY Vertebrate Control	PER \$ 100.00 APP.	PER \$ 100.00 APP.	PER \$ 100.00 APP.	Environment Plus

PRICE SCHEDULE (Cont'd)

ADDITIONAL PRODUCT/SERVICE PRICING: Pricing for the purchase of items and service outside of regular service per agency request.

AAA General Services, Inc.

Ant Bait Stations \$ 125.00 Cost Per Case
Drain Gel \$ 125.00 Cost Per Gallon
Bedbug Treatment/Service \$ 225.00 Per Treatment

Environment Plus Pest Control

Ant Bait Stations \$ 100.00 Cost Per Case
Drain Gel \$ 50.00 Cost Per Gallon
Bedbug Treatment/Service \$ 800.00 Per Treatment

CONTRACTOR'S INDEX

CONTRACTOR AND TERMS:

VENDOR ID NO.: 190271
Environment Plus Pest Control
P.O. Box 83545
Columbus, OH 43203

CONTRACTOR'S CONTACT: Robert L. Knox

BID CONTRACT NO.: OT905313-1 (03/31/2016)

MBE CONTRACTOR

TERMS: Net 30 Days

Telephone: (614) 263-0202
FAX: (614) 263-3030

E-mail: environmentplus@insight.rr.com

CONTRACTOR AND TERMS:

VENDOR ID NO.: 67748
AAA General Services, Inc.
P.O. Box 27521
Columbus, OH 43227

CONTRACTOR'S CONTACT: Terrace S. McCrary

BID CONTRACT NO.: OT905313-2 (03/31/2016)

MBE CONTRACTOR

TERMS: Net 30 Days

Telephone: (614) 619-6044
FAX: (614) 917-0744

E-mail: ageneralpest@yahoo.com