

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 <u>OT906312</u>	OPENING DATE (1:00 p.m.) <u>MAY 23, 2012</u>	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. GDC034	BID NOTICE DATE APRIL 30, 2012	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			
PARTICIPATING AGENCY(IES): Various Institutions listed herein			
MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:			
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>July 1, 2012</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>June 30, 2015</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 02/2011, 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 <u>www.procure.ohio.gov/</u> . All questions should be submitted a minimum of five (5) working days prior to the bid opening date.			
PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE	

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

REQUIRED CERTIFICATION FOR BIDDING

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

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

1. Where is each product/services being offered mined, raised, grown, produced or manufactured?
 United States: _____(State) Canada Mexico (Go to B-1)
 Other: (Specify Country)_____ (Go to A-2)
2. End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.
 Yes (Go to Section B-1) No (Go to Section A-3)
3. The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy America Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.
_____(Item) _____(Country of Origin)
_____(Item) _____(Country of Origin)

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

B. OHIO PREFERENCE (BUY OHIO):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio. 
 Yes (Go to C) No (Go to B-2)
2. Bidder has significant economic presence within the state of Ohio. Yes (Answer a, b, c, d below) No (Go to B-3)
 - a) Bidder has paid the required taxes due the state of Ohio Yes No
 - b) Bidder is registered with the Ohio Secretary of State
 Yes (Charter/Registration No.: _____) No
Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:
<http://www.sos.state.oh.us/>
 - c) Bidder has ten or more employees based in Ohio or border state. Yes No (Go to B-2d)
 - d) Bidder has seventy-five percent or more employees based in Ohio or border state. Yes No (Go to B-3)
3. Border state bidder:
 Yes (Specify which state then go to B-2c): KY MI NY PA IN No (Go to B-4)
4. Border state bidder: mined products mined in respective border state Yes No Not Applicable

C. E.D.G.E. DESIGNATION

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

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

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

The Bidder being awarded this Contract must:

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

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

SPECIAL CONTRACT TERMS AND CONDITIONS

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

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

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.

Potential Bidder(s) may or may not attend site visit.

SITE VISIT: A site visit will be held on various dates at various locations to survey the facility and discuss the requirements of the bid. To schedule an appointment, please refer to chart on Page(s) 4-5. The site visit will commence promptly at times indicated barring an unforeseen circumstance that results in a delay of the site visit. Each Bidder must contact the facility(s) they want to Bid, approximately 1 to 2 days ahead of time during normal business day(s), Monday through Friday, 8:00 a.m. to 5:00 p.m., to schedule admittance on the date(s) and time(s) listed below. Bidders must have with them a picture/ I.D. (such as a valid Ohio driver's license) and company I.D. in order to be admitted into the institutions. The purpose of the visit(s) is for the Bidders to familiarize themselves with 1) location and size of the facility, 2) the security guidelines at each institution, and 3) specific areas to be serviced. The state will not be responsible to a bidder for their failure to obtain information discussed during the site visit due to their failure to attend and/or arriving after the site visit has convened.

Please contact the facility you wish to visit during regular business hours to make arrangements for authorization to enter the facility.

Potential Bidder(s) Must attend Site visit.

MANDATORY SITE VISITS: Listed below are the dates and times of the mandatory site visits scheduled to survey the facilities and discuss the requirements of the Bid. Each Bidder must contact the facility(s) they want to Bid, approximately 1 to 2 days ahead of time during normal business day(s), Monday through Friday, 8:00 a.m. to 5:00 p.m., to schedule admittance on the date(s) and time(s) listed below. **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 mandatory site visit will commence at the time(s) and date(s) listed below. The state will not be responsible to a Bidder for their failure to obtain information discussed during the mandatory site visit due to late arrival. Bidders must have with them a picture/ I.D. (such as a valid Ohio driver's license) and company I.D. in order to be admitted to institutions. The purpose of the visit(s) is for the Bidders to familiarize themselves with 1) location and size of the facility, 2) the security guidelines at each institution, and 3) specific areas to be serviced.

Optional Site Visit.

SITE VISIT: Prior to submitting their bid response, the bidder should visit the agency(ies) they are bidding in order to survey the facility(s) and to become familiar with the requirements of the bid. The bidder must contact each facility to schedule an appointment. Each Bidder must contact the facility(s) they want to Bid, approximately 1 to 2 days ahead of time during normal business day(s), Monday through Friday, 8:00 a.m. to 5:00 p.m., to schedule admittance on the date(s) and time(s) listed below. Bidders must have with them a picture/ I.D. (such as a valid Ohio driver's license) and company I.D. in order to be admitted to institutions. The purpose of the visit(s) is for the Bidders to familiarize themselves with 1) location and size of the facility, 2) the security guidelines at each institution, and 3) specific areas to be serviced.

Once a contract is awarded, failure of the bidder to have requested a site visit to become familiar with the facility and requirements of the bid will be insufficient reason to support any request to be released from the contract.

INSTITUTION	INSTITUTION CONTACT	TELEPHONE NUMBER	SITE VISIT DATE AND TIME
Ohio Reformatory for Women 1479 Collins Rd. Marysville, OH 43040	Mark.C.Smith@odrc.state.oh.us Mark C. Smith	(937) 642-1065 Ext. 2048	Monday May 7, 2012 Site Visit 9:00 a.m.
Marion Correctional Institution 940 Marion-Williamsport Rd. E Marion, OH 43302	Rebecca.gGooding@odrc.state.oh.us Rebecca Gooding-Shafer	(740) 382-5781 Ext. 2400	Monday May 7, 2012 Site Visit 11:00 a.m.
Hocking Correctional Institution P.O. Box 59, 6759 Snake Hollow Rd. Nelsonville, OH 45764	Jeffrey.Oxley@odrc.state.oh.us Jeff Oxley	(740) 753-1917 Ext. 2250	Tuesday May 8, 2012 Mandatory Site-Visit 8:30 a.m.
Southeastern Correctional Institution 5900 B.I.S. Rd Lancaster, OH 43130	Jeff.Stanforth@odrc.state.oh.us Jeff Stanforth	(740) 653- 4324 Ext. 2102	Tuesday May 8, 2012 Mandatory Site-Visit 11:00 a.m.
London Correctional Institution 1580 St. Rt. 56 London, OH 43140	Mike.Mickle@odrc.state.oh.us Mike Mickle	(740) 852-2454 Ext. 1060	Wednesday May 9, 2012 Site Visit 8:00 a.m.
Madison Correctional Institution 1851 St. Rt. 56 London, OH 43140	Warren.Gebhart@odrc.state.oh.us Warren Gebhart	(740) 852-9777 Ext. 2204	Wednesday May 9, 2012 Site Visit 11:00 a.m.
Correctional Reception Center 11271 St. Rt. 762 Orient, OH 43146	Karen.Duffel@odrc.state.oh.us Karen Duffel	(614) 877-2441 Ext. 7000	Thursday May 10, 2012 Site Visit 8:30 a.m.
Columbus Developmental Center 1601 West Broad St. Columbus, OH 43222	Randy.Kinser@dodd.ohio.gov Randy Kinser	(614) 272-3122	Thursday May 10, 2012 Site Visit 11:00 a.m.
Dayton Correctional Institution 4104 Germantown Rd. Dayton, OH 45417	David.Ragland@odrc.state.oh.us David Ragland For Site Visit Only Contact Rick Terrill (937) 263-0060, Ext. 2286	(937) 263-0060 Ext. 2151	Friday May 11, 2012 Site Visit 9:00 a.m.
General Services Division Ohio Department of Buildings 25 S. Front St. Columbus, OH 43215	Brian.Burkhardt@das.state.oh.us Brian Burkhardt	(614) 466-2400	Monday May 14, 2012 Site Visit 8:30 a.m.
General Services Division 246 N. High and 35 E. Chestnut St. Columbus, OH 43215	Eric.Hanna@das.state.oh.us Eric Hanna	(614) 332-1875	Monday May 14, 2012 Site Visit 10:00 a.m.

INSTITUTION	INSTITUTION CONTACT	TELEPHONE NUMBER	SITE VISIT DATE AND TIME
General Services Division/Dept. of Administrative Services 4200 Surface Rd. Columbus, OH 43228	Jean.Booze@das.state.oh.us Jean Booze	(614) 644-0339	Monday May 14, 2012 Site Visit 1:00 p.m.
Northcoast Behavioral Healthcare 1756 Sagamore Road Northfield, OH 44067	Jeffery.Coffman@mh.ohio.gov Jeff Coffman	(330) 351-9238	Optional Site Visit
Lorain Correctional Institution 2575 South Avon-Belden Rd. Grafton, OH 44044	George.Wenner@odrc.state.oh.us George Wenner	(440) 748-1049 Ext. 343	Optional Site Visit
General Services Division Governor's Residence 385 Parkview Avenue Columbus, OH 43209	Ann.Boeckman@governor.ohio.gov Ann Boeckman	CALL MR. TOM NEWKIRT FOR DETAILS REGARDING THIS FACILITY (614) 644- 7644, Ext. 5 or Cell (614)554-9417	NO SITE VISIT

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.

AWARD: There will be one (1) award for each institution made to the lowest responsive and responsible Bidder meeting all Bid specifications, and requirements listed herein for the following institutions:

1. Columbus Developmental Center
2. Correctional Reception Center
3. Dayton Correctional Institution
4. Grafton Correctional Institution
5. Lorain Correctional Institution
6. Marion Correctional Institution
7. Northcoast Behavioral Healthcare
8. Ohio Reformatory for Women

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

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

1. Madison Correctional Institution, London Correctional Institution
2. General Services Division/Ohio Department of Buildings 25 S. Front St. Columbus, OH 43215, General Services Division, 246 N. High and 35 E. Chestnut St., Columbus, OH 43215, Department of Administrative Services/ General Services Administrative, 4200 Surface Rd., Columbus, OH 43228, Governor's Residence, 385 Parkview Avenue, Columbus, OH 43209
3. Southeastern Correctional Institution, Hocking Correctional Institution

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, to determine the price of each institution/group of institutions, the state will multiply the estimated per application cost or monthly cost whichever is applicable of each institution will be used to determine the total cost per year. The lowest total for all three (3) years will determine the low Bid. Although there will be separate awards made, Bidders are eligible to receive awards of multiple and/or group locations providing he/she is the lowest responsive and responsible Bidder meeting all Bid specifications and requirements.

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

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

Pest Control Technicians: The Contractor 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 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.

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.

EDGE Certification: The Office of Procurement Services has identified those Contractors who were E.D.G.E. certified at the time of award of the Contract. It is possible that a Contractor's certification status may change during the term of the Contract. Agencies should refer to the Equal Opportunity Division website at <http://www.das.ohio.gov/eod/mbesearch/edgeindex.asp> to verify E.D.G.E. Certification status of the Contractor.

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

SPECIFICATIONS

I. GENERAL REQUIREMENTS

A. SERVICE REQUIREMENTS

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

The Contractor shall perform routine pest control services that do not adversely 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 is to include monitoring and physical, cultural, biological, and procedural modifications that reduce the food, water, harborage, and access used by pests. Chemical controls are used only as a last resort after considering nontoxic options.
4. All services are to be done during normal business hours, unless otherwise specified. It is to be the Contractor's responsibility to determine the amount of man hours necessary to cover the site. The 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. 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, bedbugs, 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 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 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. This Contractor's emergency service number shall give the institution access to the Contractor on a twenty-four (24) hour basis.

Contractor's emergency service telephone number: _____

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

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

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

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

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

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

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

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

SPECIFICATIONS (Cont'd)

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

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

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

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

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

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

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

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

C. INSECT CONTROL

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

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

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

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

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.

SPECIFICATIONS (Cont'd)

The Contractor at no additional charge shall provide these products. The Contractor shall maintain a minimum inventory of (1) one case of glue boards for agency use on an as needed basis or as otherwise requested within the specifications per facilities listed herein.

Indoor Trapping - Rodent control inside occupied buildings shall be accomplished with trapping devices only. All such devices shall be 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.

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

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

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

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

COLUMBUS DEVELOPMENTAL CENTER

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

I. SCOPE OF SERVICE

Pest Control - control of common species of pests including but not be limited to rats, mice, roaches, fleas, lice, bedbugs, flies, ants, bees, inside and outside of the facility.

II. CONTRACTOR RESPONSIBILITIES

A. Areas and service frequency

1. The Contractor and/or his designated serviceman will service all buildings located throughout the Columbus Developmental Center. The Contractor is to apply a monthly crack and crevice application of water base residual insecticide to all areas of the institution. All products applied in living and food service areas must be labeled safe for use in such areas. Monthly application is to be provided to all living units, offices, work areas, recreation and storage areas in the stockade, correctional camp and storeroom.
2. The Contractor is to provide a minimum amount of time to service all areas, time in other individual areas may vary.

B. Areas to be serviced once a month.

1. 1700 Residential (16) Dorm Units
2. 1720 Residential (16) Dorm Units
3. 1740 Residential (16) Dorm Units
4. 1760 Residential (16) Dorm Units
5. Broadview Residential (32) Dorm Units
6. Carlson Residential (26) Dorm Units
7. Cedargrove Residential (32) Dorm Units
8. Parkside Residential (32) Dorm Units
9. 1800 Offices
10. 1810 Offices
11. Administration Building
12. Medical Wing Offices/Clinic
13. Rehabilitation Recreation/Pool
14. Old Food Services (Food prep. & Storage Areas)
15. Maintenance (Maintenance Shops & Storage Areas)
16. Transportation (Vehicle Maintenance & Storage Areas)

C. Areas to be serviced weekly.

Food Service Area.

CORRECTIONAL RECEPTION CENTER

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Correctional Reception Center.

I. SCOPE OF SERVICE

Pest control - To include but not be limited to rats, mice, yellow jackets, water bugs, silverfish, roaches, fleas, lice bedbugs, raccoons, skunks, bats and ants (inside and outside of buildings). A written report is to be furnished to the business office after each service. Vendor to be on site once a week, areas serviced during weekly visits will be determined by institution.

CORRECTIONAL RECEPTION CENTER (Cont'd)

1. The contractor and/or his designated serviceman will service all buildings located throughout the Correctional Reception Center as listed. This service will include but is not limited to all the offices, restrooms, food service, halls, service closets, panel closets, crawl spaces, basement, sub-basement, vents, stacks, and any other areas that the institution deems necessary in the requirements.
 2. The contractor is to provide a minimum amount of time to service all areas, time in other individual areas may vary.
- B. Areas to be serviced once a month:
1. Bldg. 6,7,8,9,10,11,12 - Housing Units
 2. Bldg. 3 - Administration, Warden's Area, Infirmary, Segregation, Vending Area/Employee, Vending Area/Visit Room
 3. Bldg. 5 - Commissary, Quartermaster, Reception, Maintenance, Psychology, Records, A & O Area, Package Room
 4. Bldg. 2 - Visiting, Telephone Room, Control Room
 5. All restrooms and hallways
 6. Bldg. 1 - Entry Building
 7. Bldg. 4 - Education Areas /Library, Recreation, Chapel
 8. Bldg. 14 - Rear Salley-port
 9. Bldg. 13 - Warehouse
 10. Bldg. 16, 17-Trailers
- C. Area to be serviced once a week:
- Bldg. 5 - Food Service
- D. Exterior Treatment:
1. Exterior treatment shall be administered twice yearly or as needed to the exterior of all buildings and the perimeter of the facility.
 2. Tracking powder, mechanical traps, and stick boards may be needed for rodent control. These products shall be provided by the contractor in addition to the regular service at no extra charge. Contractor will maintain inventory of (2) two cases of stick boards minimum for agency use on an as needed basis.
- E. Contractor cannot service institution during the hours of 10:30 a.m. to 11:30 a.m.
- F. Contractor will be required to complete a background check at the agency's request.
-

DAYTON CORRECTIONAL INSTITUTION

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Dayton Correctional Institution.

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. This is also to include any cats or skunks that may find their way onto the institutions grounds. Bait or Spray will be used in all other areas.

DAYTON CORRECTIONAL INSTITUTION (Cont'd)

2. 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.

The contractor will supply all traps required to capture and remove from the compound all vertebrate animals deemed to be a nuisance.

The removal of stray cats will be provided on an "as requested basis and will be billed separately".

3. **CONTRACTOR RESPONSIBILITIES**

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

The service schedule will be mutually agreed upon between contractor and institution and will be at times that will not conflict with institution's count times (2:30 a.m., 6:20 a.m., 10:45 a.m., 4:00 p.m., 9:30 p.m. and 10:30 p.m.).

Some services will be required after 4:00 p.m. Monday through Friday. Some locations will require two servicing per month which will be at the discretion of the supervisor in that area.

The contractor will 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 institution.

- a. Areas to be serviced once a month or as needed, until problem is solved:

- 1) All class rooms
- 2) Gym
- 3) A Building
- 4) B Building
- 5) All housing units to include offices as needed
- 6) Priority
- 7) Vocational Area
- 8) Warehouse, Garage, Power Plant
- 9) OPI, Maintenance, Laundry, Training Room
- 10) Receiving
- 11) Commissary
- 12) Operations Department
- 13) Grease Traps

- b. Areas to be serviced twice a month or until problem is solved:

- 1) Food Service Kitchen
- 2) Dining Areas

DAYTON CORRECTIONAL INSTITUTION (Cont'd.)

Spray or bait will be used to control the infestation of cockroaches inside food service area, living areas as requested by the Health & Safety Coordinator. Food Service Area to be fogged as requested.

The contractor will provide at no extra cost, when needed, tracking powder, mechanical traps, glue boards, fly strips, room foggers. 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.

DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Southeastern Correctional Institution.

I. REQUIREMENTS

A. Service Requirements

1. The pest control Contractor will furnish necessary labor, equipment, and material. The Contractor must provide the building with service for the extermination and prevention of pest infestation of all reported infestations, and is to submit to the Building Superintendent a schedule of services. This schedule must be approved by the Superintendent, and may be revised upon twenty four (24) hours written notice from the Building Superintendent to the Contractor.
2. The Contractor will, whenever possible, use biological control methods known to be effective on the pests being treated. This will include, but is not limited to, the use of insect juvenile hormones, or growth regulators which prevent maturation of insects, especially on the various species of roaches; the elimination of food sources when possible; the use of materials such as Boric Acid Crystals which function as physical controls and do not promote the development of resistant populations of pests, and, when acceptable to the Building Superintendent, release of sterile males.
3. Keys of manned offices will be provided. All spraying to be done during night, weekends, or State holidays. The schedule will be no less than once per month, with the exception of the Governor's residence, which will be upon request, reaching all areas and it will be the Contractors responsibility to determine the amount of man-hours necessary to cover the site.
4. Inside dock parking will be provided for one (1) service vehicle during treatment.

Locations, contact person and type of problems to be serviced for the Department of Administration Services, General Services Division are as follows:

<u>BUILDING</u>	<u>CONTACT</u>	<u>PROBLEMS</u>
1. Ohio Departments Building 25 S. Front Street Columbus, Ohio 43215	Brian Burkhardt (614) 644-0339	Insects, mice, rodents, flies, gnat, exterior treatment.
2. Governor's Residence 358 Parkview Avenue Columbus, Ohio 43209	Tom Newkirt 614) 644-7644, Ext. 5 Cell (614)554-9417	No Immediate Problems Call When Needed
3. Division of Office Services 4200 Surface Road Columbus, Ohio 43228	Jean Booze (614) 644-0339	Insects and mice, removal of varmints, wasp/bees, yellow jackets and fruit flies (Warehouse and all restrooms)

DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION (Cont'd)

<u>BUILDING</u>	<u>CONTACT</u>	<u>PROBLEMS</u>
4. General Services Division 246 N. High and 35 E. Chestnut St. Columbus 43215	Eric Hanna (614) 332-1875	Insects and mice, gnats (Monthly service and additional service as needed, 246 N. High -cafeteria to be sprayed weekly)

HOCKING CORRECTIONAL FACILITY

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Hocking Correctional Facility.

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.

II. **CONTRACTOR RESPONSIBILITIES**

Areas and service frequency

1. Areas to be serviced twice a month:

A. Food Service Bldg. - All Areas (Twice a Month):

1. Main Dining Room
2. Staff Dining Room
3. Storage Area
4. Kitchen
5. Closet
6. Mop Room
7. Dietetics Office
8. Serving Line Equipment

B. A-Building as follows (Twice a Month):

1. Armory
2. Post 1
3. Restroom and Shower Areas

C. Administration Building as follows (Twice a Month):

1. All Offices
2. Restrooms
3. General Storeroom
4. Basement Area

HOCKING CORRECTIONAL FACILITY (Cont'd)

D. Main Building - all offices as needed:

1. Visiting Area and Vendor Machines
2. Mail Room
3. Dormitories A, B, C and Offices
4. Maintenance/Power Plant Areas
5. Infirmary
6. H-Block (7 cells and shower area)
7. Education Area
8. East and West Gym
9. Control Center
10. Training Office
11. Laundry
12. Training Center

E. Any other areas on an as needed, pre-arranged visit.

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

Contractor shall provide tracking powder, mechanical traps, and stick boards at no extra charge for use in the following areas:

- A. Food Service Department
- B. Commissary
- C. Storeroom
- D. Vending Area
- E. Any other areas on an as needed, pre-arranged visit - both interior and exterior.

3. Specified time of application/billing

- A. Regular service for all areas after 10:00 a.m.
- B. Contractor must inspect entire institution no less frequently than twice per month to determine effectiveness of pest control program and furnish a written report to the Business Office summarizing the result of said inspection.
- C. The Contractor's service technician will be required to sign a Department of Rehabilitation and Corrections Standard of Employee Conduct, certificate of Drug Free Workplace. The Contractor's service technician must also attend a 4-hour in-service training session held at Hocking Correctional Facility.

LONDON CORRECTIONAL INSTITUTION

In addition to the requirements listed in Section I (Pages 8 through 11) the following shall apply to London Correctional Institution.

I. **SCOPE OF SERVICE**

Pest Control - control of common species of pests including but not be limited to rats, mice, roaches, fleas, lice, bedbugs, flies, ants, bees, inside and outside of the facility. Specific pest control to be included for the trapping and the disposal of birds, rodents, skunks, and raccoons.

LONDON CORRECTIONAL INSTITUTION (Cont'd)

II. CONTRACTOR RESPONSIBILITIES

The Contractor will apply a monthly crack and crevice application of oil base insecticide to all areas of the institution. All products applied in living and food service areas must be labeled safe for use in such areas. Monthly application is to be provided to all living units, offices, work areas, recreation and storage areas in the stockade, correctional camp and storeroom.

- A. Areas to be serviced monthly, twice a month (ULV fogging) or As Needed
 - 1. Storeroom - As Needed
 - 2. Hog Lot Office - Crack and crevice application and ULV fogging using USDA registered materials.
 - 3. Food Service and Commissary areas (monthly crack and crevice inspection to determine use of application of bait or insecticides).
 - 4. Wardens and Residential areas (Buckeye Units A/B and C/D – Opening December 2007) - As Needed
 - 5. Best Practices areas - Monthly

Tracking Powder, Scented Stick/Glue Boards, Fly strips are maintained as inventory items and to be provided by the Vendor at Institution's request. Any necessary call backs for problem areas will be provided at no extra charge. Twenty-four (24) hour notice required by both parties for change in spraying or fogging schedule.

III. SERVICES

- A. The Contractor will provide all necessary labor, equipment, and pesticides to destroy pigeons and starlings.
- B. The Contractor must collect and dispose of all dead birds, and the work will be performed in such a manner that interference with the normal routine is minimum. The area is to be left neat and clean.
- C. The Contractor's servicemen must furnish a written report stating: check in and check out time; areas treated and problems associated; comments, if any.
- D. The Business Office Manager will provide a service schedule.
- E. Areas to be fogged monthly.
 - 1. Dairy Barn
 - 2. Hog lot
- F. Areas that require stick boards, mechanical traps, and tracking powder for rodent control

Contractor is to apply general crack and crevice liquid insecticide to floor/wall junctions, ceiling/wall junctions, and other known harborage areas as needed. Powdered insecticides will be applied to void areas as needed.

Mechanical traps, cardboard bait boxes with glue boards shall be utilized as needed for the control of rodents. Mechanical traps will have log stickers attached to the inside of each lid. If new mechanical traps are needed, they must have prior approval before installation. Mechanical traps, when purchased, become the property of the London Correctional Institution, and will be cleaned, dated, and serviced each visit.

LORAIN CORRECTIONAL INSTITUTION

In addition to the requirements listed in Section I (Pages 8 through 11) the following shall apply to the Lorain Correctional Institution.

I. SCOPE OF SERVICE

Pest Control - To include but not be limited to rats, mice, yellow jackets, wasp, water bugs, roaches, fleas, lice, bedbugs and ants (inside and outside of buildings).

II. CONTRACTOR RESPONSIBILITIES:

The Contractor and/or his designated serviceman must service all buildings located throughout the Lorain Correctional Institution as listed. This service will include all the offices, restrooms, food service 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.

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

Areas to be serviced minimum of twice a month (the first and third Tuesday of each month between the times of 8:00 am and 12:00 pm.

1. Six (6) housing units - Five (5) units with two (2) housing areas per unit and one (1) unit with three (3) housing areas.
2. Administration, South & North Wings
3. Warden's Area
4. Quartermaster/Laundry Area
5. Visit Room
6. All Restrooms
7. All parole offices and hallways
8. Infirmary Building
9. Maintenance and OPI Shops
10. Entry Building
11. Education Areas/Library
12. Recreation Building
13. Reception Building
14. Chapel

B. Areas to be serviced twice monthly: Inside Compound

1. Food Services Areas
2. Reception Area
3. Commissary
4. Package Room
5. Vending Area/Employee
6. Vending Area/Visit Room

C. Areas where bait is to be placed as needed and/or deemed necessary:

1. Entry Building
2. Chapel

LORAIN CORRECTIONAL INSTITUTION (Cont'd)

3. Maintenance
4. Visiting
5. Infirmary
6. Recreation
7. School

NOTE: Any necessary call backs for problem areas between service calls will be provided at no extra charge.

MADISON CORRECTIONAL INSTITUTION

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Madison Correctional Institution.

I. **SCOPE OF SERVICE**

Pest Control - control of common species of pests including, but not limited to rats, mice and all crawling insects.

II. **CONTRACTOR RESPONSIBILITIES**

A. Areas and Service Frequency

Contractor must provide bi-weekly inspection and treatment consisting of bait treatment to two (2) food service areas, one (1) staff dining hall. The following schedule is for liquid crack and crevice treatment. The Contractor is to apply a liquid insecticide to all wall and floor junctions, under equipment and other known harborage sites as needed to control all common crawling insects.

Contractor is to maintain six (6) bait stations near/or around the food service area to be installed by the institution.

B. Areas to be serviced minimum of once a month: (Monthly liquid crack and crevice treatment)

1. Ten (10) Dormitories 18 (Buildings A, B, C, D, R, S, T, U, Banneker A/B, C/D)
2. Two (2) OPI Shops and Maintenance Areas
3. Two (2) Education Areas
4. Two (2) Laundry, Commissary, and Quartermaster Areas
5. Three (3) Administration Buildings
6. One (1) Segregation Area
7. One (1) Infirmary Building
8. Two (2) Recreational Buildings
9. One (1) Entry Building (F Building)
10. One (1) Receiving Building
11. Two (2) Food Service Areas including staff dining room - *ULV fogging and liquid crack and crevice treatment.
12. One (1) Warehouse Building – *ULV fogging and liquid crack and crevice treatment.
13. Two (2) Commissaries (bait treatment)

C. Contractor is to complete a sanitation report outlining any areas of concern for the Commissary and Warehouse areas.

Any necessary call backs for problem areas between service calls will be provided at no extra charges.

All pesticides used at the facility must be approved by the United States E.P.A.

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

*UPON REQUEST ONLY.

MARION CORRECTIONAL INSTITUTION

In addition to the requirements listed in Section I (Pages 8 through 11) the following shall apply to Marion Correctional Institution.

I. SCOPE OF SERVICE

Eradication of common species of roaches (including water bugs), ants (except pharaoh ants, but including carpenter ants), silverfish, spiders, other crawling insects, bees and rodents/mice in all areas; and bees, termites, spiders, roaches, silver fish, crickets, ants - including carpenter ants and rodents/mice in the State houses at M.C.I.

II. CONTRACTOR RESPONSIBILITIES

Areas and service frequency

1. Areas to be serviced once a month.

A. Cell Blocks:

1. Treat five (5) cell blocks, excluding "O" Block and "R" Block.
2. "O" Block and "R" Block per request.

B. Dormitories:

Treat fourteen (14) dorm units, MCC Camp 1 and MCC Camp 2.

C. Gym

D. Classrooms

2. Areas to be serviced once a week after 7 p.m.

A. Food Service Building:

1. Kitchen and dining room.
2. Garbage storage.
3. Laundry.
4. Office, Kitchen, and Dining Room.
5. Bakery, Butcher shop, bone room.
6. Four (4) dry good storage.
7. Receiving and warehouse.

B. Food Service at the Camp:

1. Kitchen and Dining room.
2. Garbage storage.
3. Dry storage area.

3. Areas to be serviced twice a week.

A. Hospital buildings (all three floors).

B. Commissary will be treated (main stockade and the Marion Correctional Camp.)

C. All other common areas, including two (2) visitors rooms, two (2) storage areas, and offices will be treated once a week.

MARION CORRECTIONAL INSTITUTION (Cont'd)

4. Areas to be serviced once a month.
 - A. Outside storeroom.
 - B. Administration Building
 - C. Administrative Short Hall (including 1-9 below).
 1. Vault
 2. Deputy office
 3. Psychology offices
 4. T.I.E. offices
 5. Ice room
 6. Control room #1
 7. Control room #2
 8. Staff restroom
 9. Job counselor
 - D. Areas to be serviced as needed:
 1. Shops (Industrial)
 2. Tunnels
 3. Penthouses
 - E. State Houses (8):
 1. Initial intensive treatment for bees, ants – including carpenter ants, spiders, roaches, rodents/mice.
 2. Optional service on a quarterly basis, with emergency service provided at no additional charge.
 - F. Areas that require stick boards, mechanical traps, and tracking powder for rodent control must be approved by the Health and Safety Coordinator.
 1. Contractor is to apply general crack and crevice liquid insecticide to floor/wall junctions, ceiling/wall junctions, and other known harborage areas as needed.
 2. Mechanical traps, cardboard bait boxes with glue boards will be utilized as needed for the control of rodents. Mechanical traps will have log stickers attached to the inside of each lid. If new mechanical traps are needed, they will have prior approval before installation. Mechanical traps, when purchased, become the property of the Marion Correctional Institution, and will be cleaned dated and serviced each visit.
 - G. Exterior Treatment
 1. Exterior treatment state homes twice yearly (April through September) or as needed.

NORTHCOAST BEHAVIORAL HEALTHCARE - NORTHFIELD, OH

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Northcoast Behavioral Healthcare 1756 Sagamore Road.

NORTHCOAST BEHAVIORAL HEALTHCARE - NORTHFIELD, OH (Cont'd)

I. SCOPE OF SERVICE:

Pest Control - To include, but not limited to, roaches, rats, raccoon, 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.

II. REQUIREMENTS

Service will be schedule to cause as little conflict as possible with Northcoast Behavioral Healthcare Facility. The regular working day is Monday through Friday 7:00 a.m. – 3:30 p.m. The Property Manager will provide a service schedule to the awarded Contractor.

III. CONTRACTOR RESPONSIBILITIES

Areas and service frequency.

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

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

1. Dietary Building

2. McKee Building

- a. Patient Units; McKee 4, 3 and 2
- b. Offices/Meeting Rooms
- c. Rehabilitation Areas and Chapel
- d. Clinic
- e. Cafe
- f. Staff/Visitor Restrooms
- g. Food Service Pantry
- h. Dock/Receiving

3. Building 22 (Contractor is responsible for the entire building)

- a. Patient Units: 22A, B, F,C,D,E
- b. Office
- c. Rehabilitation Area
- d. Visitor Room
- e. Vending Areas
- f. Food Service Pantry
- g. Staff/Visitor Restrooms
- h. Admisssion

4. Administration

- a. Offices
- b. Restrooms
- c. Vending Room
- d. Visitor Room
- e. Meeting Room

NORTHCOAST BEHAVIORAL HEALTHCARE - NORTHFIELD, OH (Cont'd)

- B. Areas to be serviced a minimum of twice a month:
 - 1. Cottage 7
 - a. Offices
 - b. Meeting Rooms
 - c. Restrooms
 - 2. Property Management
 - a. Receiving and Storage Areas
 - b. Offices
 - c. Break Rooms
 - d. Police Department
- C. Areas to be treated as needed.
 - 1. Garage
 - 2. Tunnels
 - 3. Trash Compactors/Open Tops (monthly May through October)
 - 4. Gazebo
 - 5. Dietary to be fogged as needed.
- D. Contractor will supply services to for the treatment of the McKee building and grounds for the current cluster fly problem. Also special maintenance treatment for roaches in Building 22.
- E. Raccoon, ground hog, bat trappings as needed.
- F. Exterior treatment twice yearly or as needed for all buildings.
- G. Any necessary call backs for problem areas between service calls will be provided at no extra charge.
- H. Contractor will provide the institution with aerosol cans to kill roaches, flying insects, etc., upon request containing non-restricted pesticides to be used during intermittent service. If the need arises other related products (mousetraps) must be furnished. Any additional cost to be included in contract price.

OHIO REFORMATORY FOR WOMEN

In addition to the requirements listed in Section I (Pages 8 through 11) the following shall apply to the Ohio Reformatory for Women.

I. **SCOPE OF SERVICE**

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

II. **CONTRACTOR RESPONSIBILITIES**

Areas and service frequency.

OHIO REFORMATORY FOR WOMEN (Cont'd)

- A. Areas to be serviced once monthly:
1. Main Building - all Offices as needed
 2. Central Food Service - including Basement
 3. Visiting Room - Vending Machine Area and entire visiting room
 4. Activity Room - Vending Machine Area and Eating Area
 5. Officer's Dining Room
 6. Honor Camp - Food Service Area, Vending Machine Area and Eating Area
- B. Areas of treatment to be serviced on a rotating basis with a minimum of two (2) buildings to be treated, once a month, which shall also include any other areas on a pre-arranged visit. Treatments shall coincide with the above areas:
1. Arn Complex
 2. Jean Gossee Cottage
 3. Hospital
 4. New Cottage
 5. Elizabeth
 6. Washington
 7. Lincoln
 8. Harmon Building
 9. School
 10. Old OPI Building
 11. Laundry
 12. Commissary
 13. Cosmetology
 14. Annex
 15. Honor Camp
 16. Hale
 17. Multi-Purpose Building
 18. Kennedy – Living Unit
- C. Areas that require stick boards, mechanical traps, and tracking powder for rodent control.
- Contractor is to apply general crack and crevice liquid insecticide to floor/wall junctions, ceiling/wall junctions, and other known harborage areas as needed. Powdered insecticides will be applied to void areas as needed.
- Mechanical traps, cardboard bait boxes with glue boards will be utilized as needed for the control of rodents. Mechanical traps will have log stickers attached to the inside of each lid. If new mechanical traps are needed, they must have prior approval before installation. Mechanical traps, when purchased, become the property of the Ohio Reformatory for Women, and will be cleaned, dated, and serviced each visit.
- D. Special Requirements.
- Wood destroying insects, carpenter ants, bats, human parasites, flying vectors, large mammal rodents such as raccoons and marsupials such as possums; these pest occur occasionally and require special applications and equipment.
- E. Exterior granule treatment once a year.
- F. After each visit the Contractor must furnish the business office with a receipt signed by the Institution's escorting employee which shows date of application, area of application, and application used. Material Safety Data Sheet is required for all chemicals used.

OHIO REFORMATORY FOR WOMEN (Cont'd)

- G. Contractor will invoice monthly, all invoices must be signed by authorized personnel.
- H. A regular application schedule must be developed jointly by the institution and the Contractor. Once set, a minimum of five(5) days advance notice will be required if the Contractor must deviate from the schedule for any reason except an emergency.
- I. Contractor will inspect the entire institution no less frequently than once per month to determine effectiveness of pest control program and furnish a written report to the business office summarizing the result of said inspection.
- J. All vendors will be required to sign a DR&C Standard of Employee Conduct, Certificates of Drug Free Workplace.

SOUTHEASTERN CORRECTIONAL INSTITUTION

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Southeastern Correctional Institution.

I. **SCOPE OF SERVICE:**

Pest Control - To include, but not limited to, spiders, 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.

II. **CONTRACTOR RESPONSIBILITIES.**

A. Areas to be serviced weekly:

To be performed after normal working hours; approximately 4 - 6 hours to apply through crack and crevice treatment and fogging.

Food Service Bldg. - All Areas

- 1. Central Dining Area
- 2. Storage Areas
- 3. Employee Dining Room and Kitchen
- 4. Trash Room
- 5. Dock Area
- 6. Camp Reams Boot Camp Food Service and Living Areas.
- 7. General Storeroom.
- 8. Commissary.
- 9. Quartermaster/Package Room
- 10. H-I - All Areas (dormitories)
- 11. Any Special Problem Areas That May Arise

B. Areas to be serviced-every two weeks.

- 1. Infirmary
- 2. O Building
- 3. Camp Reams Quartermaster/Tool Control
- 4. M Dorm
- 5. Dormitories to include F, H, I, M, and any new additions.
- 6. A-Building including school (all classrooms)

SOUTHEASTERN CORRECTIONAL INSTITUTION (Cont'd)

- a. Gym
 - b. Employee workout area
 - c. Visitors Area
 - d. Officers Assembly Room
 - e. Shakedown Room
 - g. Front Lobby
 - h. Attorney Rooms
 - i. Officer's Quartermaster
 - j. Jaycee Storage Room
 - k. Control Center
7. Correctional Training Center/BIS Museum
 8. E-Building - All Areas
 9. Chapel
 10. Mail Area
- C. Areas to be fogged.
1. Food Service Once a Week or As Needed during May through October (after 7 p.m.)
 2. Storeroom Once a Month (after 3 p.m.)
 3. Commissary Once a Month (after 6 p.m.)
 4. Tunnels Once a Month (must adapt to OSHA requirements of confined entry procedures)
 5. Any other area on an as needed pre-arranged appointment.
- D. Areas that require stick boards, mechanical traps, and tracking powder for rodent control.
- Contractor shall provide tracking powder, mechanical traps, and stick boards at no extra charge for use in the following areas:
1. Food Service Department
 2. Tunnel Areas
 3. Commissary
 4. Storeroom
 5. Vending Areas
 6. Trash Compacting Area
 7. Any other area deemed necessary - both interior and exterior needs
 8. Quartermaster
- E. Areas to be serviced once a month
1. Maintenance Area Including All Shops, Tool Control, and Garage
 2. Laundry
 3. All Vocational Shop Areas
 4. Power Plant and Sewage Plant
 5. OPI Shops (soap, mulch, silk screening)
 6. Tower per request
 7. Farm Offices per request
 8. Guard Shacks per request
 9. Lake Reams and Recreation (outside) Areas on an as needed basis
 10. Armory
 11. Lock Shop

SOUTHEASTERN CORRECTIONAL INSTITUTION (Cont'd)

F. Exterior Treatment

Powder spray twice yearly (spring and fall) to exterior of all buildings of the facility including Camp Reams and CTC (Corrections Training Center/BIS Museum).

G. Specified Time of Application/Billing

- | | |
|------------------|--------------|
| 1. Commissary | after 6 p.m. |
| 2. Food Service | after 7 p.m. |
| 3. Storeroom | after 3 p.m. |
| 4. Vending Room | after 7 p.m. |
| 5. Holding Cells | after 7 p.m. |

H. Any fogging after normal hours if in living areas - a prearranged time will be set for these incidents.

I. After each visit the Contractor must furnish the Business Office with a receipt signed by the Institution's escorting employee which shows date of application, area of application, and application used.

J. Contractor will invoice monthly.

K. A regular application schedule is to be developed jointly by the institution and the Contractor. Once set a minimum of five(5) days advance notice will be required if the Contractor must deviate from the schedule for any reason except an emergency.

L. Contractor must inspect the entire institution no less frequently than once per month to determine effectiveness of pest control program and furnish a written report to the Business Office summarizing the result of said inspection.

M. All vendors will be required to sign a DR&C Standard of Employee Conduct, certificates of Drug Free Workplace compliance, and abide by OSHA requirements of confined entry for our tunnel areas.

PRICE SCHEDULE

ITEM ID.	DESCRIPTION	COST 07/01/12 - 06/30/13	COST 07/01/13 - 06/30/14	COST 07/01/14 - 06/30/15
10606	Columbus Developmental Center	\$ PER MO	\$ PER MO	\$ PER MO
10605	Correctional Reception Center	\$ PER MO	\$ PER MO	\$ PER MO
4189	Grafton Correctional Institution	\$ PER MO	\$ PER MO	\$ PER MO
8565	Marion Correctional Institution	\$ PER MO	\$ PER MO	\$ PER MO
4608	Ohio Reformatory for Women	\$ PER MO	\$ PER MO	\$ PER MO
4610	Ohio Reformatory for Women TERMITES ONLY	Est. Usage is 6 (six) app. Cost Per Applications \$ Per app.	Est. Usage is 6 (six) app. Cost Per Applications \$ Per app.	Est. Usage is 6 (six) app. Cost Per Applications \$ Per app.
8637	Ohio Reformatory for Women POSSUMS AND RACCOON TRAPPING	Est. Usage is 6 (six) app. Cost Per Applications \$ Per app.	Est. Usage is 6 (six) app. Cost Per Applications \$ Per app.	Est. Usage is 6 (six) app. Cost Per Applications \$ Per app.
4609	Ohio Reformatory for Women PIGEON AND STARLING CONTROL	Est. Usage is 6 (six) app. Cost Per Applications \$ Per app.	Est. Usage is 6 (six) app. Cost Per Applications \$ Per app.	Est. Usage is 6 (six) app. Cost Per Applications \$ Per app.
10604	Lorain Correctional Institution	\$ PER MO	\$ PER MO	\$ PER MO
8560	Dayton Correctional Institution	\$ PER MO	\$ PER MO	\$ PER MO
4188	Dayton Correctional Institution VERTEBRATE ANIMAL CONTROL	\$ PER MO	\$ PER MO	\$ PER MO
8567	Northcoast Behavioral Institution, Northfield, OH	\$ PER MO	\$ PER MO	\$ PER MO
8637	Northcoast Behavioral Institution, Northfield, OH POSSUMS AND RACCOON TRAPPING	Est. Usage is 6 (six) app. Cost Per Applications \$ Per app.	Est. Usage is 6 (six) app. Cost Per Applications \$ Per app.	Est. Usage is 6 (six) app. Cost Per Applications \$ Per app.

PRICE SCHEDULE (Cont'd)

GROUP 3

ITEM ID.	DESCRIPTION	COST 07/01/12 - 06/30/13	COST 07/01/13 - 06/30/14	COST 07/01/14 - 06/30/15
8563	London Correctional Institution	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO
4190	London Correctional Institution BIRD CONTROL	Est. Usage is 6 (six) app. Cost Per Applications \$ _____ Per app.	Est. Usage is 6 (six) app. Cost Per Applications \$ _____ Per app.	Est. Usage is 6 (six) app. Cost Per Applications \$ _____ Per app.
4191	London Correctional Institution RACCOON TRAPPING	Est. Usage is 6 (six) app. Cost Per Applications \$ _____ Per app.	Est. Usage is 6 (six) app. Cost Per Applications \$ _____ Per app.	Est. Usage is 6 (six) app. Cost Per Applications \$ _____ Per app.
4192	Madison Correctional Institution	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO

GROUP 4

10602	General Services Division (all buildings) BIRD CONTROL ONLY	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO
4182	Division of Office Services 4200 Surface Rd.	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO
8557	Governor's Residence 358 Parkview (est. service seven (7) calls annually)	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO
4184	Ohio Department of Buildings 25 S. Front St.	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO
8556	General Services Division 35 E. Chestnut St.	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO
4183	General Services Division 246 N. High St.	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO

GROUP 5

4199	Southeastern Correctional Institution	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO
8620	Southeastern Correctional Institution TUNNELS	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO
8562	Hocking Correctional Facility	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO

Bid Automobile Liability Checklist:

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

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00. (This number may be increased as necessary.)
 - Goods/Services will be delivered via common carrier.
 - No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.
-

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

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

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

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

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

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

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address) (City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name) (Address, City, State, Zip)

Contractor also affirms, understands and agrees that Contractor and its subcontractors are under a duty to disclose to the State any change or shift in location of services performed by Contractor or its subcontractors before, during and after execution of any Contract with the State. Contractor agrees it shall so notify the State immediately of any such change or shift in location of its services. The State has the right to immediately terminate the contract, unless a duly signed waiver from the State has been attained by the Contractor to perform the services outside the United States.

On behalf of the Contractor, I acknowledge that I am duly authorized to execute this Affirmation and Disclosure form and have read and understand that this form is a part of any Contract that Contractor may enter into with the State and is incorporated therein.

By: _____
Contractor

Print Name: _____

Title: _____

Date: _____