

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	OPENING DATE (1:00 p.m.)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
OT905916	APRIL 6, 2016	CITY STATE ZIP	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. LDC109	BID NOTICE DATE March 15, 2016	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____ Days, Net 30 Days			
<u>PARTICIPATING AGENCY(IES):</u> VARIOUS INSTITUTIONS AS LISTED HEREIN:			
<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:</u></p> <p>PROFESSIONAL PEST CONTROL SERVICES</p> <p><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>May 1, 2016</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>April 30, 2019</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 agency.</p> <p><u>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS</u>, Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>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.</p> <p><u>INQUIRIES:</u> All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, http://procure.ohio.gov/. Locate the "Quick Links" menu on the right, select "Bid Opportunities Search"; Step 1, enter the "Bid Number; Step 2, click "Search"; Step 3, click the "Document/Bid Number." The "Submit Inquiry" button is at the bottom right of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q & A" button located beneath the "Submit Inquiry" button.</p>			
		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.

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 **March 21, 2016 and March 25, 2016** 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 **March 23, 2016 and March 25, 2016** 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.

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.

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. 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 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.

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.

Bidders that call prior 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.

INSTITUTION	CONTACT INFORMATION	SITE VISIT DATE AND TIME
Ohio Dept. of Agriculture Reynoldsburg Campus 8995 East main Street Reynoldsburg, OH 43068	Daniel Cartwright Dan.Cartwright@agri.ohio.gov (614) 728-3065	MANDATORY SITE VISIT Friday March 25, 2016 8:00 a.m.
Northwest Ohio Psychiatric Hospital (NOPH) 930 South Detroit Avenue Toledo, OH 43614	Twania Harbour Twania.harbour@mha.ohio.gov 419-381-1881 Ext. 2059	SITE VISIT
Vern Riffe Tower 77 South High St. Columbus, OH 43215	Brian Hammen Brian.hammen@das.ohio.gov (614) 644-9854	MANDATORY SITE VISIT Friday March 25, 2016 1:00 p.m.

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

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

LICENSE CATEGORIES:

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

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

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

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by facility.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the cost per month for duration of the contract and then add these totals together to determine the total cost. The lowest total will be the low Bid per line item. Failure to bid the cost per month may result in the bidder being deemed not responsive.

USAGE REPORTS: Every three (3) months the Contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Peggy J. Canada.

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

SPECIFICATIONS

I. GENERAL REQUIREMENTS

A. SERVICE REQUIREMENTS

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

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

3. Pest control services shall be a process for achieving long-term, environmentally sound pest suppression through the use of a variety of technological and management practices. Strategies in a pest control service program are to include monitoring and physical, cultural, biological, and procedural modifications that reduce the food, water, harborage, and access used by pests. Chemical controls are used only as a last resort after considering nontoxic options.
4. All services are to be done during normal business hours, unless otherwise specified. It is to be the Contractor's responsibility to determine the amount of man hours necessary to cover the site. The method used must be effective for no less than thirty (30) days after each application. The Contractor must contact the building superintendent and/or health and safety coordinator prior to any service and give a report on areas covered upon completion of services.
5. Contractors will adhere to all institution security requirements.
6. To meet security requirements when appropriate, the Contractor is to furnish a list of service personnel that are to have access to the building and the name and license number of the certified pesticide applicator under whom any non-certified applicators, i.e. trainees, will be working. Non-certified applicators are to be accompanied by a certified pesticide applicator at all times.
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, rats, mice, roaches of all varieties, flies, bees of all varieties, yellow jackets, water bugs, fleas, lice, silverfish, spiders, ants and clover mites.

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

SPECIFICATIONS (Cont'd)

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

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

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

Contractor's emergency service telephone number: _____.

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

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

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

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

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

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

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

SPECIFICATIONS (Cont'd)

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

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

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

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

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

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

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

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

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

C. INSECT CONTROL

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

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

1. Portable vacuums rather than pesticide sprays shall be used for initial cleanouts of cockroach infestations, for swarming (winged) ants and for control of spiders in webs wherever appropriate.
2. Exclusion and trapping devices rather than pesticide sprays shall be used for control of flying insects indoors wherever appropriate.
3. Bait formulations shall be used for cockroach and any control wherever appropriate. Bait shall be placed in areas inaccessible to employees and other building occupants.
4. The location of all monitoring devices, bait stations and other control devices shall be recorded in the pest control services log book.

SPECIFICATIONS (Cont'd)

D. RODENT CONTROL

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

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

E. SAFETY OBLIGATIONS

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

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

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

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

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

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

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

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

SPECIFICATIONS (Cont'd)

F. REFERENCES REQUIRED

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

G. CERTIFICATION

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

H. 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.

I. BIDDER QUALIFICATIONS/DOCUMENTATION:

Bidder must utilize trained personnel directly employed or supervised by the Bidder for services rendered under this contract. Bidder must be able to supply personnel, equipment and materials to perform professional pest control services on any awarded facility(s).

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

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

1. **Conduct** - The Contractor and pest control personnel shall maintain the highest standards of conduct and integrity while on facility premises.
2. **Appearance** - Pest control technicians shall wear a distinct uniform with the company's name displayed and present a clean, neat and professional appearance.
3. **Identification** - The Contractor's personnel shall wear proper company identification when servicing the facilities(s). Technicians shall have an identification photo also.
4. **Personnel Equipment** - The Contractor shall supply and insure that each service technician assigned to these facilities maintains the necessary and required equipment for the safe use and application of pesticides if same are required by conditions.

SPECIFICATIONS

5. 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 (See Attachment One). Failure to submit references as specified may deem your Bid non-responsive and further consideration for award may not be given.

A copy of the pest control work order form and supporting documentation that the Contractor proposes to use may be requested. Failure to supply a copy of the pest control work order form as specified may deem your Bid non-responsive and further consideration for award may not be given.

Bidder is to provide technician(s) resume(s) detailing training, experience, and certifications. Bidder is to have all necessary licenses and/or permits to perform complete professional pest control services within the state of Ohio. Failure to submit resumes and copies of certifications/licenses as specified may deem your Bid non-responsive and further consideration for award may not be given.

OHIO DEPARTMENT OF AGRICULTURE, REYNOLDSBURG CAMPUS

In addition to the requirements listed in Section I General Requirements (Pages 5 through 10), the following will apply to the Ohio Department of Agriculture, Reynoldsburg Campus.

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.

Pest control service contractor shall furnish necessary labor, equipment and material for exterminating and control of pests on the campus grounds as well as in and around the perimeter of the buildings and areas of the Campus at 8995 East Main Street, Reynoldsburg, Ohio 43068 as listed herein:

Building #1 A.B. Graham Building	Building #3 Consumer Protection Laboratory ODH Laboratory	Building #4 Stackhouse Laboratory
Building #5 Weights and Measures Laboratory	Building #6 Animal Health	Building #17 Fleet Garage
Building #18 Maintenance Shop	Building #21 Bromfield Building	Building #22 Ohio EPA Laboratory
Building #23 Plant Health Laboratory		

II. FREQUENCY OF SERVICE

Service is to be performed on a bi-monthly basis. This service will include treatment of exterior and interior of all buildings at least once per month. Service shall be performed, whenever possible, during normal business hours (7:00 am to 3:30 pm, Monday through Friday). Special servicing requirements may be met through evening, weekend and/or night-time, upon arrangements with the above stated or delegated authority.

All buildings shall be completely serviced once a month.

III. CONTRACTOR RESPONSIBILITIES

- A. 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.
- B. 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.
- C. The Contractor will supply all traps required to capture and remove from the compound all vertebrate animals deemed to be a nuisance.
- D. The Contractor upon request will provide the institution's contact person with a sample of any pesticide being used inside the facility.

NORTHWEST PSYCHIATRIC HOSPITAL

In addition to the requirements listed in Section I (Pages 5 through 10) the following will apply to the Northwest Psychiatric Hospital (NOPH), 930 South Detroit Ave., Toledo, OH.

BACKGROUND - Northwest Ohio Psychiatric Hospital (NOPH), located at 930 South Detroit Avenue in Toledo, OH is a 203,500 square foot multi-story restricted and secure 114 bed residential psychiatric hospital that operates on a 24 Hour per day schedule. There are five patient living units, program areas, office space and a kitchen in the main body of the hospital, and there are also two maintenance structures which, together, equal 6000 additional square feet.

I. SCOPE OF SERVICE

Pest Control – control of common species of pests including but not limited to ants, roaches, crickets, water bugs stink bugs, ladybugs, bed bugs, lice, beetles, bees, wasps, hornets, ground hornets, mud daubers, flies, fleas, gnats, fruit flies, drain flies, mosquitos, or any other crawling or flying pests. Mammals – ground hogs, skunks, chipmunks, squirrels, mice, rats, raccoons, bats, or any other pests. Birds – Removal of Bird nests and supply deterrent to inhibit re-nesting (including geese).

1. Vertebrate Animal Control - The control of vertebrate animals to include but not limited to; ground hogs, skunks, chipmunks, squirrels, mice rats, raccoons, bats, skunks, possums, cats or any other pest: 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

Areas and service frequency

1. Areas to be serviced a minimum of Four (4) times a month and/or on an As Needed Basis:

A. Main Building

1. Clinic
2. Visitation Room
3. Courtroom
4. Chapel
5. All Bedrooms
6. Offices
7. Restrooms
8. Shower Rooms
9. Kitchenettes
10. Storage Rooms
11. Conference Rooms
12. Day Areas
13. TV Rooms
14. Recreational Rooms
15. Treatment Spaces
16. Business Wings
17. Stairwells
18. Hallways
19. Kitchen
20. Cantina,
21. Mechanical spaces
22. Pipe Chases
23. Basements

NORTHWEST PSYCHIATRIC HOSPITAL (Cont'd)

24. Building Perimeter
 25. Courtyards
 26. Roof
 27. Compacter
 28. Dumpster Areas
1. Areas to be Serviced a minimum of Four (4) times a month and/or on an As Needed Basis:
- A. Annex Building
 1. Admissions Wing
 2. Doctor's Suite
 3. All Bedrooms
 4. Offices
 5. Restrooms
 6. Shower Rooms
 7. Kitchenettes
 8. Storage Rooms
 9. Conference Rooms
 10. Day Areas
 11. TV Rooms
 12. Recreational Room
 13. Treatment Spaces
 14. Hallways
 15. Mechanical Spaces
 16. Pipe Chases
 17. Unoccupied areas, etc., in all areas.
 18. Building Perimeter
 19. Gazebos,
 20. Courtyards,
 21. Compacter
 22. Dumpster Areas
2. Areas to be Serviced Twice annually:
- A. Annex Building
 - Roof
3. Areas to be Serviced Twice Annually or on an As Needed Basis:
- A. Power Building
 1. Building Perimeter
 2. Roof
 3. Dumpster Area

NORTHWEST PSYCHIATRIC HOSPITAL (Cont'd)

4. Areas to be Serviced Twice Annually or on an As Needed Basis:
 - A. Maintenance Building
 1. Building Perimeter
 2. Roof
 3. Dumpster Area
5. Areas to be Serviced Twice Annually or on an As Needed Basis:
 - A. Shelter House
 1. Building Perimeter
 2. Interior
 3. Rafters
6. Areas to be Serviced Four (4) time per month and /or on an As Needed Basis:
 - A. Dietary Areas:
 1. Dumpster Areas Treated
7. Areas to be Serviced Four (4) time per month and /or on an As Needed Basis:
 - A. Clinical Services
 1. Clinical Services Area
8. Service will be scheduled to cause as little conflict as possible with NOPH. The regular working day is Monday through Friday 8:00 a.m. – 4:30 p.m. The Environmental Services Manager will provide a service schedule to the Contractor.
9. Any necessary call backs for problem issues between service calls must be provided promptly and at no extra charge.
10. MSDS sheets for all products to be used at NOPH must be provided to the Safety Department.
11. All charges for trip and truck fees, mileage, equipment, traps, and unforeseeable treatments must be included in the treatment cost and not as extras.
12. Contractor will provide the facility with spray cans of non-restricted pesticides to be used to kill insects during intermittent service. If needed, other related products (mouse traps, etc.) must be furnished. Any additional cost must be included in contract price.

DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION – VERN RIFFE

In addition to the requirements listed in Section I (Pages 5 through 10) the following will apply to the Vern Riffe.

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 Facility Manager or his/her designee a schedule of services. This schedule must be approved by the Facility Manager or his/her designee, and may be revised upon twenty four (24) hours written notice from the Facility Manager or his/her designee to the Contractor.
2. Keys of manned offices will be provided. All spraying to be done during night, weekends, or State holidays.
3. Inside dock parking will be provided for one (1) service vehicle during treatment.

B. Location, 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>
Vern Riffe Tower 77 South High St. Columbus, OH 43215	Brian Hammen (614) 644-9853	Bed bugs, insects, roaches, mice, flies, gnats, ants, rodents

II. SCOPE

Pest Control – To include all but not limited to roaches, flies, fleas, bedbugs, ants, gnats, wasps, bees, water bugs, spiders, rats, mice, and other crawling and/or flying insects or rodents.

If the building is treated but continues to support evidence of active pests or rodents within seven (7) days after treatment, the Contractor shall be notified and required to immediately re-address the problem at no additional charge.

III. CONTRACTOR RESPONSIBILITIES

Contractor shall service the entire building including lobbies, office tower, conference areas, theaters, daycare and art gallery.

A. Areas and Service Frequency:

Monthly Service

1. Lobbies
2. Office Tower
3. Conferences Areas
4. Theaters (If Applicable)
5. Day Care (If Applicable)
6. Art Gallery (If Applicable)

Vern Riffe Tower (Cont'd)

The service shall include all restrooms, dressings rooms, eating areas, cafeterias, kitchenettes, service closets, crawl spaces, basement, sub-basement, passageways, tunnels, maintenance rooms, workshop areas, janitor closets, mechanical equipment rooms and any other areas the Facility Manager may deem necessary.

B. Weekly Service:

For infestations involving bed bugs, the Contractor will use proven trapping and insecticide measures as necessary. The treated areas are to be inspected for evidence of bed bugs every three days. If evidence continues to support the presence of bed bugs, the area will be treated again within the frequency of application guidelines for the insecticide being used. Inspections and/or treatments shall continue every three (3) days until evidence clearly indicates the bed bugs have been eradicated.

PRICE SCHEDULE

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

NOTE: It is the responsibility of the bidder(s) to inspect the facilities they bid upon. Therefore, the price quoted in this Invitation to Bid cannot be revised in the event the quoted dollar amount does not cover all building locations and or areas for that facility.

ITEM ID.	DESCRIPTION	COST 04/01/16 - 03/30/17	COST 04/01/17 - 03/30/18	COST 04/01/18 - 03/30/19
TBD	OHIO DEPT. OF AGRICULTURE	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO
29266	NORTHWEST PSYCHIATRIC HOSPITAL	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO
25761	VERN RIFFE TOWER	\$ _____ PER MO	\$ _____ PER MO	\$ _____ PER MO

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

Ant Bait Stations \$ _____ Cost Per Case

Drain Gel \$ _____ Cost Per Gallon

Bedbug Treatment/Service \$ _____ Per Treatment

***Additional Product/Service Pricing will not be a part of the evaluation process.**

ATTACHMENT 1

REFERENCES

Company's Name: _____

Service: _____

Three (3) professional references who have received services in the past three (3) years

Company Name:		Contact Name:	
Address:		Phone Number: E-mail:	
Service:		Beginning Date: Month/Year	Ending Date: Month/Year
Description.			
Company Name:		Contact Name:	
Address:		Phone Number: E-mail:	
Service:		Beginning Date: Month/Year	Ending Date: Month/Year
Description.			
Company Name:		Contact Name:	
Address:		Phone Number: E-mail:	
Service:		Beginning Date: Month/Year	Ending Date: Month/Year
Description.			