

**Request for Quote**

**ADDENDUM # 1**

**ISSUED March 28, 2014**

**RFQ NUMBER: ODRC14-4**

**DATE ISSUED: 3/28/2014**

**The Ohio Department of Rehabilitation and Correction is requesting  
Quotes for:**

***PEST CONTROL SERVICES***

***INQUIRY PERIOD BEGINS: 3/28/2014***

***INQUIRY PERIOD ENDS: 4/8/2014***

***OPENING DATE: 4/11/2014***

***OPENING TIME: 12:00 Noon Eastern Standard Time***

***OPENING LOCATION: ODRC Operation Support Center  
770 West Broad Street  
Columbus OH 43222***

***ATTN: Darcy Turner-Olinger, Business  
Administrator***

**Reason for Addendum:** This Addendum is issued to:

Add Ross Correctional Institution (RCI) to the institution list, site visit and the Cost Summary Schedule;

Add one (1) additional building to North East Reintegration Center (NERC)

**Please print and replace.**

All other terms, conditions and specifications remain the same.

THIS IS NOT AN ORDER

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION

THIS IS NOT AN ORDER

P.O. /Quote No.  
ODRC14-4

# REQUEST FOR QUOTATION

Quote Date  
03/27/2014

We are in need of the items listed below. If you are interested in furnishing them please submit your quotation to the party listed below.

QUOTES WILL BE RECEIVED UNTIL 12:00 NOON OF THE OPENING DATE.

Fund	Account	ALI	DEPT	Program	Grant/Prj	Project	Serv Loc	Reporting
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**BILL TO :** Ohio Shared Services c/o \*\*attached listing of Institutions to follow

**CONTACT PERSON:** Darcy Turner-Olinger, Business Administrator **PHONE:** (614) 752-1630 x.

F.O.B. PREPAID DEST.

Send Quote to: →

ODRC14-4      04/11/2014  
 QUOTE NO.      OPENING DATE 12:00 NOON

Ohio Dept. of Rehabilitation & Correction  
 Darcy Turner-Olinger, Business Admin.  
 770 West Broad Street, 4th Floor  
 Columbus, Ohio 43222

FEDERAL E.I. NO.

QUOTER'S NAME

STREET ADDRESS

CITY STATE & ZIP

QUOTER'S CONTACT PERSON: PHONE NO.

ITEM NO.	QUANTITY	UNIT	DESCRIPTION AND SPECIFICATIONS	UNIT PRICE	AMOUNT
			CLASS, ITEM AND SPECIFICATION NO.:  <b>PEST CONTROL SERVICES FOR THE FOLLOWING FACILITIES WITHIN THE OHIO DEPT. OF REHABILITATION &amp; CORRECTION:</b> Grafton Correctional Institution & Correctional Camp Richland Correctional Institution Corrections Training Academy Pickaway Correctional Institution Allen/Oakwood Correctional Institution Northeast Reintegration Center Noble Correctional Institution Chillicothe Correctional Institution Ross Correctional Institution Please complete attached cost summary schedule & return with signed request for quotation form by Friday, 4-11-2014.  AWARD: There will be one award for each facility/institution made to the lowest responsive and responsible Bidder meeting all bid specifications and requirements listed herein for above-listed facility/institution locations. **This quotation request is a Minority Business Enterprise** set-aside in accordance with ORC CH. 125.081.		

Quotations must comply with instructions that accompany this form. Please read the instructions along with the terms and conditions carefully before preparing the request for quotation. Failure to comply fully with instructions may disqualify your quotation.

Shipment to be made \_\_\_\_\_ days after receipt of order.

Date:	Authorized Signature:	Printed Name:
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<b>COST SUMMARY SCHEDULE</b>			
<b>DESCRIPTION</b>	<b>MONTHLY COST STRUCTURE</b> 05/01/14 – 6/30/14	<b>MONTHLY COST STRUCTURE</b> 07/01/14 – 06/30/15	
Grafton Correctional Institution	\$ _____ Per Month	\$ _____ Per Month	
Grafton Correctional Camp	\$ _____ Per Month	\$ _____ Per Month	
Grafton Correctional Institution/Residences (ROACH TREATMENT)	(Estimated Annual Usage is 2 Occurrences) \$ _____ Per Occurrence	(Estimated Annual Usage is 2 Occurrences) \$ _____ Per Occurrence	
Richland Correctional Institution	\$ _____ Per Month	\$ _____ Per Month	
Corrections Training Academy	\$ _____ Per Month	\$ _____ Per Month	
Corrections Training Academy/Special Residences (BED BUG TREATMENT)	(Estimated Annual Usage is 3 Occurrences) \$ _____ Per Occurrence	(Estimated Annual Usage is 3 Occurrences) \$ _____ Per Occurrence	
Corrections Training Academy (VERTEBRATE ANIMAL CONTROL ie raccoons, ground hogs, skunks,etc.)	\$ _____ Per Application	\$ _____ Per Application	
Pickaway Correctional Institution	\$ _____ Per Month	\$ _____ Per Month	
Pickaway Correctional Institution/Special Residences (PIGEON REMOVAL)	\$ _____ Cost Per Hour	\$ _____ Cost Per Hour	
Pickaway Correctional Institution/Special Residences (ROACH TREATMENT)	(Estimated Annual Usage is 2 Occurrences) \$ _____ Per Occurrence	(Estimated Annual Usage is 2 Occurrences) \$ _____ Per Occurrence	
Pickaway Correctional Institution/Special Residences (FLEA TREATMENT)	(Estimated Annual Usage is 3 Occurrences) \$ _____ Per Occurrence	(Estimated Annual Usage is 3 Occurrences) \$ _____ Per Occurrence	
Pickaway Correctional Institution/Tunnels, Barns, Sewers (PER SPECIFICATIONS STATED HEREIN & SECTION V. – OPTIONAL SERVICES/ C. OTHER AREAS)	(Estimated Annual Usage is 3 Applications) \$ _____ Per Application	(Estimated Annual Usage is 3 Applications) \$ _____ Per Application	
Pickaway Correctional Institution/OPI Warehouse	\$ _____ Per Month	\$ _____ Per Month	
Pickaway Correctional Institution/ Beverage Processing Plant	\$ _____ Per Month	\$ _____ Per Month	
Pickaway Correctional Institution/ Meat Processing Plant	\$ _____ Per Month	\$ _____ Per Month	
Pickaway Correctional Institution/ Meat Processing Plant (ADDITIONAL SCHEDULED VISITS ONLY)	\$ _____ Cost Per Hour	\$ _____ Cost Per Hour	

<b>COST SUMMARY SCHEDULE</b>			
<b>DESCRIPTION</b>	<b>MONTHLY COST STRUCTURE</b> <b>05/01/14 – 6/30/14</b>	<b>MONTHLY COST STRUCTURE</b> <b>07/01/14 – 06/30/15</b>	
Allen/Oakwood Correctional Institution	\$ _____ Per Month	\$ _____ Per Month	
Allen/Oakwood Correctional Institution/ Residences (ROACH TREATMENT)	(Estimated Annual Usage is 2 Occurrences) \$ _____ Per Occurrence	(Estimated Annual Usage is 2 Occurrences) \$ _____ Per Occurrence	
Northeast Reintegration Center	\$ _____ Per Month	\$ _____ Per Month	
Noble Correctional Institution	\$ _____ Per Month	\$ _____ Per Month	
Chillicothe Correctional Institution	\$ _____ Per Month	\$ _____ Per Month	
Chillicothe Correctional Institution (NUISANCE BIRD CONTROL)	\$ _____ Cost Per Hour	\$ _____ Cost Per Hour	
Chillicothe Correctional Institution (FLEA TREATMENT IN TUNNELS)	(Estimated Annual Usage is 30 Occurrences) \$ _____ Per Occurrence	(Estimated Annual Usage is 3 Occurrences) \$ _____ Per Occurrence	
**Ross Correctional Institution	N/A	\$ _____ Per Month	
**Ross Correctional Institution/Residences (ROACH TREATMENT)	N/A	(Estimated Annual Usage is 2 Occurrences) \$ _____ Per Occurrence	

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.

**SITE VISIT:** Prior to submitting their bid response, the bidder should visit the facility(s) 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. Facility location and contact information is listed below. Each Bidder must contact the facility(s) they want to Bid, approximately 2 to 3 days ahead of time during normal business day(s), Monday through Friday, 8:00 a.m. to 4:30 p.m., to schedule admittance to said facility. 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.

<u>Facility/Institution</u>	<u>Institution/Facility Contact</u>	<u>Telephone Number</u>
Grafton Correctional Institution/ Grafton Correctional Camp 2500 South Avon Belden Road Grafton, Ohio 44044	Patti Capelety <a href="mailto:Patti.Capelety@ODRC.State.OH.US">Patti.Capelety@ODRC.State.OH.US</a>	440-748-5410/Direct Number 440-748-8015 (Fax)
Richland Correctional Institution 1001 Olivesburg Road Mansfield, Ohio 44905	Rebecca Avery <a href="mailto:Rebecca.Avery@ODRC.State.OH.US">Rebecca.Avery@ODRC.State.OH.US</a>	419-526-2100/Extension 2032 419-521-2810 (Fax)
Corrections Training Academy 11781 State Route 762 Orient, Ohio 43146	Beverly Johnson <a href="mailto:Beverly.Johnson@ODRC.State.OH.US">Beverly.Johnson@ODRC.State.OH.US</a>	614-877-4345/Extension 223 614-877-0108 (Fax)
Pickaway Correctional Institution 11781 State Route 762 Orient, Ohio 43146	Margaret Brown <a href="mailto:Margaret.Brown@ODRC.State.OH.US">Margaret.Brown@ODRC.State.OH.US</a>	614-877-4362/Extension 560 614-877-4514 (Fax)
Allen/Oakwood Correctional Institution 2338 North West Street Lima, Ohio 45802	Tom Ferry <a href="mailto:Tom.Ferry@ODRC.State.OH.US">Tom.Ferry@ODRC.State.OH.US</a>	419-225-8052/Extension 2005 419-224-8000 (Fax)
Northeast Reintegration Center 2675 East 30 <sup>th</sup> Street Cleveland, Ohio 44115	Robbyn Ware <a href="mailto:Robbyn.Ware@ODRC.State.OH.US">Robbyn.Ware@ODRC.State.OH.US</a>	216-771-6460 216-787-3540 (Fax)
Noble Correctional Institution 15708 McConnelsville Road Caldwell, Ohio 43724	Darin Clark <a href="mailto:Darin.Clark@ODRC.State.OH.US">Darin.Clark@ODRC.State.OH.US</a>	740-732-5188/Extension 2154 740-732-2651 (Fax)
Chillicothe Correctional Institution 15802 State Route 104 North Chillicothe, Ohio 45601	Jane McAfee <a href="mailto:Jane.McAfee@ODRC.State.OH.US">Jane.McAfee@ODRC.State.OH.US</a>	740-774-7080/Extension 2277 740-774-7094 (Fax)
Ross Correctional Institution 16149 State Route 104 North Chillicothe, Ohio 45601	Dwight Presler <a href="mailto:Dwight.Presler@ODRC.State.OH.US">Dwight.Presler@ODRC.State.OH.US</a>	740-774-7050/Extension 2351 740-774-7065 (Fax)

**ROSS CORRECTIONAL INSTITUTION** \*\*Added through addendum dated 3-28-2014

**I. SCOPE OF SERVICE**

The purpose of these specifications is to cover pest control service for the various buildings and outside areas for the Ross Correctional Institution, 16149 SR 104 North, Chillicothe, Ohio 45601. Pest Control for the prevention of pests including, but not limited to, rats, mice, roaches of all varieties, flies, mosquitoes, bees, yellow jackets, water bugs, bed bugs, fleas, lice, silverfish, spiders and ants. (Termite control is excluded)

**II. SPECIAL REQUIREMENTS**

The Contractor will supply at no additional cost, when needed, mechanical traps and room foggers. Upon request, the Contractors will leave a minimal supply of glue boards, ant traps and fly strips. These items will be used between service calls. The contractor shall provide the building or outside area with service for the extermination and prevention of pest infestation of any and all reported infestation plus scheduled services. The scheduled service will include all offices, restrooms, eating areas, hall service closets, panel closets, penthouse, crawl spaces, basement, sub-basement, vent stacks and any other areas that the institution deems necessary in the specifications.

**III. CONTRACTOR RESPONSIBILITIES**

The contractor and/or his designated service provider shall service all areas as indicated throughout the Ross Correctional Institution. This service shall include all the offices, restrooms, eating areas, hall service panel closets, crawl spaces, basements, vent stacks and any other areas that the institution deems necessary. Frequency of service is subject to change by agency.

The Contractor must schedule the work to be performed to conform to food service preparation schedules.

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.

Furnish materials and labor for pest control services at the Ross Correctional Institution conducted at pre-arranged times at the following locations:

**A. Areas to be Serviced Minimum of Once Monthly**

1. A-Building (Entry)
2. B-Building (Administration)
3. C-Building (Isolation, Control, Visiting, Medical)
4. D-1 (Offices and all other rooms)
5. D-2 (Offices and all other rooms)
6. E-Building (Quartermaster, Laundry, R&D, Mailroom, Vault, etc.)
7. F-1 (Commissary and all other areas)
8. F-2 (R&D and all other areas)
9. G-1 (Recreation, Vocational and Maintenance)
10. G-2 (Recreation, Vocational and Maintenance)
11. I-Building (Warehouse, Garage)
12. Housing Units (H1 thru H4 – North)
13. Housing Units (H5 thru H8)
14. J-Dorm

**B. Areas to be Serviced Weekly**

1. Food Service
  - A. Full Clean Out
  - B. Weekly service will be performed after cleanup of evening meals.

## Northeast Reintegration Center

### I. SCOPE OF SERVICE

Pest Control - control of common species of pests including but not be limited to rats, mice, bats, wasps, bees, yellow jackets, fleas, lice, bedbugs, ants, flies. The use of pesticide sprays will be limited to areas where there is a visible problem, such as wasps or hornet nests. Bait shall be used on the outside of all buildings for the control of ants. Contractor will provide ant bait stations for the control of ants between service calls.

### II. SPECIAL REQUIREMENTS

The Contractor will supply at no addition cost, when needed, mechanical traps and room foggers. Upon request, the Contractors will leave a minimal supply of glue boards, ant traps and fly strips. These items will be used between service calls.

### III. CONTRACTOR RESPONSIBILITIES

Furnish materials and labor for pest control services at the Northeast Reintegration Center conducted at pre-arranged time at the following locations.

The Contractor must schedule the work to be performed to conform to food service preparation schedules.

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.

Furnish materials and labor for pest control services at the Northeast Reintegration Center conducted at pre-arranged time at the following locations:

I. Areas of the institution to be serviced Per Visit.

1. Administration - Building Offices and Hallways
2. Visiting Room
3. Receiving Building Offices & Hallways
4. Medical Building
5. Pharmacy
6. Commissary
7. Package and receiving area
8. Food service areas to include dock, compactor area and around the building
9. Laundry / Quarter Master
10. Inmate Cell-on Shop
11. Lawns & Grounds
12. Maintenance Offices
13. (8) Housing Units
14. Education Buildings and Offices
15. (8) Segregation units are in all housing units

II. Areas to be serviced as needed:

1. Food Service

III. Areas to be serviced a minimum of at least once a month:

1. Visiting Areas
2. Receiving buildings/hallways/Package room (M unit)
3. Medical Building (B unit)
4. Pharmacy (B unit)
5. Inmate Cell-on Shop
6. Maintenance Offices (D Building)
7. Health & Safety Offices
8. Education Building (E unit)
9. Mental Health Building (H unit)
10. Religious Service (K unit)
11. Recovery Service (J unit)
12. Horticultural Building

**\*\*Added through addendum dated 3-28-2014**

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

1. All Housing units (E,F,G,H,J,K,L,M)
2. Visiting