

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>OT906712</u>	OPENING DATE (1:00 p.m.) <u>MAY 30, 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 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. GDC034	BID NOTICE DATE 05/21/2012	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			
<u>PARTICIPATING AGENCY(IES):</u> Various Institutions here listed herein.			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 05/21/12			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> PEST CONTROL SERVICES			
Attached are pages 10, 11, 12, 13 to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to update Bid Opening Date and specifications.			

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<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:</u></p> <p>PEST CONTROL SERVICES</p> <p>TERM OF CONTRACT: 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>07/01/12</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>06/30/12</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 or letter. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.</p> <p>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 10-01-07, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions. 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>Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.procure.ohio.gov/. All questions should be submitted a minimum of five (5) working days prior to the bid opening date.</p>			
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.

GRAFTON CORRECTIONAL INSTITUTION

In addition to the requirements listed in Section I (Pages 6 through 9) the following will apply to Grafton Correctional Institution and Grafton Correctional Camp.

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

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 Grafton Correctional Institution and Grafton Correctional Camp 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 Grafton Correctional Institution and Grafton Correctional Camp conducted at pre-arranged time at the following locations:

A. *Areas of the institution to be serviced Per Visit.

- (2) Administration - Building Offices and Hallways
- (2) Visiting Room
- (2) Receiving Building Offices & Hallways
- (2) Clinic
- (2) Pharmacy
- (2) Commissary
- (2) Package and receiving area
- (2) Food service areas to include dock and compactor area
- (2) Laundry / Quarter Master
- (1) Inmate Barber Shop
- (2) Population Gym
- (2) Lawns & Grounds
- (2) Maintenance Offices
- (2) Maintenance Warehouses
- (1) Health & Safety Offices
- (1) Garage
- (13) Dormitories
- (2) Education Buildings and Offices
- (1) Segregation
- (2) Chapel/recovery service

*Indicates Changes.

GRAFTON CORRECTIONAL INSTITUTION (Cont'd)

B. Areas to be serviced as needed:

1. Warehouse/garage
2. (4) State Houses
3. *Laundry/ Quartermaster

C. Areas to be serviced a minimum of once a month:

1. Visiting Areas
2. Receiving buildings/hallways/Package room
3. Clinics
4. Pharmacy
5. Inmate Barber
6. Population Gym areas
7. Maintenance Offices
8. Maintenance Warehouses
9. Health & Safety Offices
10. Education Buildings (Education, Library, OPI and College)
11. Mental Health Building
12. Chapel / Recovery Service

D. *Areas to be serviced a minimum of twice a month:

1. All Housing units/ Dormitories
2. Visiting
3. Segregation
4. Food Service (offices, storerooms, staff dining room, inmate dining rooms, classroom, serving areas and work areas).
5. Commissary (office, store rooms and service area).

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

Pest control services are to include all other buildings which may be constructed on GCC or GCI state property.

Any Area of the institution and GCC will be serviced if a problem is noted or a work order is submitted for service.

Pest control services are to include all other buildings, state houses which may be constructed or exist on GCI or GCC state property.

*Indicates Changes.

RICHLAND CORRECTIONAL INSTITUTION

In addition to the requirements listed in Section I (Pages 6 through 9) the following will apply to Richland Correctional Institutional.

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. REQUIREMENTS

SERVICE REQUIREMENTS

- A. The Contractor will provide Richland Correctional Institution with a weekly schedule, while meeting the service requirements outlined in this agreement.
- B. At the request of any administrative staff or delegated authority, Contractor shall furnish, at no additional charge, competent assistance in connection with special control problems and/or infestations as a consultant.
- C. **IMPORTANT:** Contractor must provide written verification of time spent while servicing Richland Correctional Institution, which will include areas serviced and problems associated, with infestations and/or pests of any nature.
- D. Contractor must be responsible to act promptly on any complaint and/or special service calls required by the Richland and Correctional Institution.

III. CONTRACTOR RESPONSIBILITIES

- A. Pest Control contractor must furnish necessary labor, equipment, and material. The contractor will provide the building with service for the exterminating and prevention of all reported infestation plus scheduled services. Contractor will provide all traps (sticky cards, hotel traps, etc.), and also provide pellets for the yard when needed for mosquito control and prevention. Contractor to service eighty-eight (89) bait stations that have been installed by the institution.
- B. The scheduled services will include all areas of the institution as well as any areas outside of the institution maintained by Richland Correctional Institution.
- C. Areas and Service Frequency
 - 1. The Contractor and/or the designated serviceman must service all areas of Richland Correctional Institution, and any other areas the Richland Correctional Institution deems necessary.
 - 2. Frequency of service is subject to change by Richland Correctional Institution.
- D. Areas to be serviced once a month
 - 1. A-Building Offices and Hallways
 - 2. Records Office
 - 3. Visiting Room
 - 4. Receiving Building Offices & Hallways
 - 5. Clinic
 - 6. Pharmacy
 - 7. Outside Mailroom
 - 8. Chapel (K-Building)

*Repagination.

RICHLAND CORRECTIONAL INSTITUTION (Cont'd)

9. Laundry
10. Inside Mailroom
11. Inmate Barber Shop
12. Music Room
13. Population Gym
14. Quartermaster
14. Lawns & Grounds
15. Maintenance Offices
16. Maintenance Warehouses
17. Health & Safety Offices
18. Garage
19. (10) Dormitories
20. Graphic Arts Building
22. Education Buildings and Offices
23. Segregation

E. Areas to be serviced twice a month

1. Warehouse
2. Receiving Area

F. Areas to be serviced once a week

1. Food Service (offices, storerooms, staff dining room, inmate dining rooms, classroom, serving areas and work areas).
2. Commissary (office, store rooms and service area).

G. Areas to be service upon request

1. Locksmith
2. Armory
3. Food Service (fogging)
4. Commissary (fogging)

Food Service Area is to be treated once a month with residual spray. The Food Service Area can only be serviced on Friday nights at 8:00 p.m.

The Contractor or designee will spend at a minimum of two (2) hours per week servicing the areas of Richland Correctional Institution.

*Repagination.

PRICE SCHEDULE

YOUR BID:

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

NOTE: It is the responsibility of the Bidder(s) to inspect the institution(s) they Bid upon. Therefore the price quoted in this I.T.B. cannot be revised in the event the quoted dollar amount does not cover all building locations and or areas for that institution.

ITEM ID.	DESCRIPTION	COST		COST		COST	
		07/01/12 - 06/30/13		07/01/13 - 06/30/14		07/01/14 - 06/30/15	
4189	Grafton Correctional Institution	\$	PER MO	\$	PER MO	\$	PER MO
10603	Richland Correctional Institution	\$	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

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

*Indicates Changes and Repagination.