

EXTERMINATION/PEST CONTROL MANAGEMENT SERVICES

1. INTENT

These general conditions and requirements are proposed for the purpose of entering into a contract with a contractor that will provide an integrated pest management (IPM) approach for pest extermination for buildings of the County of Union by utilizing coordinated pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment. The goal of the IPM approach is to manage pests and the environment so as to balance costs, benefits, public health, and environmental quality.

2. OBJECTIVE OF IPM

The objective of the County in utilizing an IPM is to reduce direct human exposure to pesticides by always deferring to methods such as mechanical, physical, cultural, non-toxic biological or, if those methods prove non-effective, the least environmentally active pesticide means available. Further, "the least environmentally active pesticide available" is defined as the least toxic product with the shortest residual effects on the environment.

3. PROTECTION OF THE BUILDING AND SITE

The Contractor shall, during the course of the work, take those precautions necessary to protect buildings from any damage.

4. USE OF THE SITE

The Contractor shall confine his operations to those areas designated by the appropriate department head or his designee. He shall at all times keep the premises free from accumulation of waste materials or other debris caused by his operations. At the conclusion of the work, he shall remove all waste materials, tools and equipment from the site.

5. PERMITS

The Contractor shall obtain and pay for all permits and licenses required by this contract. The Contractor must coordinate all activities with the appropriate department.

6. COMPLIANCE STANDARDS

Materials, equipment and service shall comply with all current rules and regulations of all applicable Federal, State, County and Local Laws, Ordinances, Regulations.

All work shall be executed in a workmanlike manner and shall present a neat and professional appearance when completed.

7. FAULTY MATERIALS

The Contractor shall take full responsibility for faulty materials and/or workmanship and shall remedy all defects due thereto, and pay any damage to others resulting there from, which shall appear within one (1) year. The Owner shall give notice of observed defects with reasonable promptness.

8. BID PRICES

All charges for scheduled visits and/or hourly rates quoted shall include all travel time. No additional travel time will be honored.

9. PESTS INCLUDED AND EXCLUDED UNDER THE IPM PROGRAM

The contractor shall adequately suppress indoor populations of rats, mice, cockroaches, ants (excluding carpenter ants), flies, sewer flies, ground beetles, bees (excluding carpenter bees), wasps, hornets, millipedes, centipedes, spiders, sow bugs, pill bugs, clover mites and any other pests not specifically excluded from the contract. Populations of these pests that are located outside of the specified buildings are included.

Populations of the following pests will be considered special services, separate from the specifications of this contract:

- Birds, fleas, ticks, bed bugs, termites, carpenter ants, carpenter bees, food infesting insect and all wild life trapping.
- The contractor shall provide pest control services for the excluded pests on a time and material basis as per contract rates. A written estimate must be provided and approved before any work can be done. In all instances, the least toxic product with the shortest residual effects on the environment shall be used only when all alternative methods have been exhausted.
- In addition to the pests excluded in the weekly/monthly inspection services, the successful contractor should be able to provide additional pest control services such as but not limited to: netting, solar energized barriers, posts, wire, and ledge products (i.e.: Nixalite, Bird-B-Gone), live trapping, population relocation, power washing of bird droppings, etc. All power washing/cleaning shall be performed with "Simple Green" or equivalent non-toxic degreaser deodorizer which is safe to both the environment and live stock.

Estimates shall be itemized as to labor and material charges.

Successful vendor must supply a Log Book to each department representative that includes service schedules, reports, labels, health and safety information for each pesticide used, as well as emergency numbers for Company personnel.

Successful vendor must provide, in writing, the scope of its routine services including inspections, exclusion practices, habitat modification, monitoring, insect bait placements, pest population removal and reporting.

The Contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the surveillance, trapping, and pesticide application components of the IPM program. The Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications necessary to achieve pest prevention.

10. INSPECTION SERVICE SITES

The following buildings shall be covered under this agreement:

GROUP# 1 – (WEEKLY INSPECTIONS)

Contact: Chris Russo, Buildings Superintendent (908) 527-4240

Union County Police/Child Safety Seat, Kenilworth Boulevard, Cranford, NJ

**Union County Courthouse Complex, 2 Broad St, Elizabeth, NJ: (Old Courthouse, Rotunda, Tower,
Old Annex and Old Jail)**

Courthouse New Annex Building, 9 Elizabethtown Plaza, Elizabeth, NJ

Detention Center and Parking Garage, 7 Elizabethtown Plaza, Elizabeth, NJ

Oriscello Correctional Facility (Union County Jail), 15 Elizabethtown Plaza, Elizabeth, NJ

Union County Administration Building, 10 Elizabethtown Plaza, Elizabeth, NJ

Ruotolo Justice Center, 32 Rahway Ave, Elizabeth, NJ

Division of Motor Vehicles/Print Services, 79 W. Grand St, Elizabeth, NJ

Board of Elections/Taxation, 271 N. Broad St, Elizabeth, NJ

Al Bender Building, 1143-1145 E. Jersey St, Elizabeth, NJ

Child Advocacy Center, 240-242 W. Jersey St, Elizabeth, NJ

Cultural & Heritage Affairs, 633 Pearl St, Elizabeth, NJ

Division of Social Services, 40 Parker Rd, Elizabeth, NJ

Bridge Control Center, Front St., Elizabeth, NJ

Fire Training Academy, 710 Lower Rd, Linden, NJ

Juvenile Detention Center, 1075 Edwards St, Linden, NJ

Youth Service Bureau, 1130 E. St. Georges Ave, Linden, NJ

Repeater Control Shack, Prospect Ave, Mountainside, NJ

Probation Office, 315 E. Front St, Plainfield, NJ

Union County Performing Arts Center, 1601 Irving St, Rahway, NJ

Division of Engineering, 2325 South Ave, Scotch Plains, NJ

**Division of Public Works Complex, 2371 South Ave, Scotch Plains, NJ: Bureau of Roads and Bridges,
Tool Room/Storage Building**

Division of Traffic Safety and Maintenance, 2325 South Ave, Scotch Plains, NJ

Board of Elections Warehouse, 2375 South Ave, Scotch Plains, NJ

Bureau of Mosquito Control, 2371 South Ave, Scotch Plains, NJ

Police Academy, 1776 Raritan Rd, Scotch Plains, NJ

Narcotic Strike Force, 50 Progress St, Union, NJ

Froehlich Public Safety Building (Union County Police), 300 North Ave East, Westfield, NJ

Colleen Fraser Building, 300 North Ave East, Westfield, NJ

GROUP# 1A – (MONTHLY INSPECTIONS)

Contact: Greg Gustofson, Trades Supervisor (908) 654-9807

- Oak Ridge Park Club House, 136 Oak Ridge Rd, Clark, NJ**
- Oak Ridge Park Service Yard, 136 Oak Ridge Rd, Clark, NJ**
- Warinanco Park Administration Building, 114 Acme St, Elizabeth, NJ**
- Warinanco Park Service Yard, 114 Acme St, Elizabeth, NJ**
- Galloping Hill Golf Course Club House, 3 Golf Drive, Kenilworth, NJ**
- Galloping Hill Golf Course Learning Center, 1 Golf Drive, Kenilworth, NJ**
- Galloping Hill Golf Course Service Yard, Kenilworth Boulevard, Kenilworth, NJ**
- Trailside Nature & Science Center (New Bldg), 452 New Providence Rd, Mountainside, NJ**
- Trailside Nature & Science Center (Old TMA Bldg) and Planetarium, 452 New Providence Rd, Mountainside, NJ**
- Watchung Stables (Administration Building), 1160 Summit Lane, Mountainside, NJ**
- Cedar Brook Park Service Yard, Matthewson Dr, Plainfield, NJ**
- Rahway Park Service Yard, Rahway Park, St. Georges Ave, Rahway, NJ**
- Warinanco Ice Skating Center, Warinanco Park, St. Georges Ave, Roselle, NJ**
- Ash Brook Golf Course Club House, 1210 Raritan Rd, Scotch Plains, NJ**
- Ash Brook Golf Course Service Yard, 1210 Raritan Rd, Scotch Plains, NJ**
- Watchung Reservation/Quarry Service Yard, Shunpike Rd, Springfield, NJ**
- Echo Lake Park Service Yard, Springfield Ave, Westfield, NJ**

GROUP# 1B – (SEMI-ANNUAL INSPECTIONS – APRIL through OCTOBER)

Contact: Greg Gustofson, Trades Supervisor (908) 654-9807

- Rahway Park Concession Stand, Rahway Park, St. Georges Ave, Rahway, NJ**
- Warinanco Park Boathouse Concession Stand, Warinanco Park, St. Georges Ave, Roselle, NJ**
- Warinanco Park Snack Stand, Warinanco Park, St. Georges Ave, Roselle, NJ**
- Echo Lake Park Boathouse Concession Stand, Springfield Ave, Mountainside, NJ**
- Watchung Loop Concession Stand, Watchung Reservation, Mountainside, NJ**

GROUP# 1C – (SEASONAL INSPECTIONS – JUNE through AUGUST)

Contact: Greg Gustofson, Trades Supervisor (908) 654-9807

- Wheeler Pool Bathhouse / Admin Building, W. Stimpson Ave, Linden, NJ**
- Rahway Pool Bathhouse / Admin Building / Concession Stand, Rahway Park, St. Georges Ave, Rahway, NJ**

11. SPECIAL REQUIREMENTS FOR ORISCELLO CORRECTIONAL FACILITY

Weekly inspection shall be performed of the entire jail complex, with treatments performed as needed. The kitchen area shall be treated after 7:30 pm weekly.

ALL pipe chases and mechanical rooms shall be treated for all insects and rodents two (2) times per month. These treatments shall include spraying and placement of sticky traps.

12. SITES FOR ANT CONTROL (DRAX)

All buildings will be covered under the Drax Baiting Units, where applicable.

13. SITE EXAMINATION

It shall be the responsibility of the bidder to visit the specified sites and make a tour and inspection of the buildings to be serviced under the terms of this bid request prior to the bid opening date. No special consideration shall be given after the bid opening because of the bidder's failure to be knowledgeable of all conditions at the site. Bidder shall contact Charles Chirafesi at (908) 527-4240 of the Division of Facilities Management to schedule a site visit. Parties submitting bids will be held to have accepted the terms and conditions as expressed in the specifications.

14. MATERIAL LIST

Bidder must establish an "**APPROVED MATERIALS LIST.**" This list will be tailored to fit the needs of the facilities. The materials on the list will be made up from but not limited to products from the following chemical families: botanicals, biologicals, inorganics, synthetic pyrethroids, insect growth regulators, and pheromones. Other material may include rodenticides, glue boards, mechanical traps, caulk, copper mesh, concrete, fly grids, fly sticky paper, insect baits and monitors, and snap traps. This list will be broken down into two categories: materials approved for immediate use and those that need prior approval from the appropriate department head.

15. SCOPE OF WORK

The IPM technician will conduct weekly/monthly routine visual inspections (as required) of pest prone areas, including pipe chases, basements, attics and penthouses for signs of active pest infestations and for conditions that are conducive to attracting or harboring pests. If treatment is required for any included pests (see "**PESTS INCLUDED AND EXCLUDED**" Section 9) the technician shall treat the infested area(s), after normal working hours, if required by Pesticide Application section (see below), at no additional cost to the County.

When called, the cost of the inspection shall also include the treatment of the infestation caused by the "**INCLUDED**" pests.

A. The Successful Bidder must:

1. Possess a valid pesticide applicator business license with the New Jersey Department of Environmental Protection and Energy's Pesticide Control Program.
2. Employ a sufficient number of applicators licensed and certified as per NJAC 7:30-6.4 and 6.5.
3. Provide references demonstrating experience in successful exterminating programs similar in size and scope of which the bidding is being done.
4. Agree to retain and utilize an entomologist that can be called on for consultation and pest identification. The entomologist/consultant must have as a minimum a bachelor's degree in Entomology and three (3) years experience in Integrated Pest Management.
5. Provide with the bid a copy of the Commercial Pesticide Applicator License for every Contractor's representative who will be performing on-site service under contract. At minimum, the Contractor shall submit copies of the licenses of three (3) individuals. In addition, these individuals must have the following certifications:

- 3A. & 3B. - Turf & Ornamental
- 7A. - General Pest Control
- 7B. - Termite
- 7D. - Commercial

6. Agree to retain and utilize a State Certified Licensed Animal Control Officer (A.E.O) who will be available to respond within two hours time.

B. The work called for under these specification consist of furnishing adequate supervision, all labor, supplies and proper types of equipment necessary to accomplish all specified Pest Control Services in the various building sites for the County of Union.

16. PESTICIDE APPLICATION

The Contractor shall use non-pesticide methods of control wherever possible.

For example:

- Sticky traps are used to guide and evaluate indoor pest control efforts wherever necessary.

The goal of IPM is to deliver effective pest control while at the same time reducing the volume and toxicity of pesticides used. When it is determined that a pesticide must be used in order to obtain adequate control, the Contractor shall employ the use of formulations and treatment techniques which minimize the amount of pesticides used and the potential exposure of people and the environment.

The Contractor shall be responsible for application of pesticides according to the product label. All pesticides used by the Contractor must be registered with the Environmental Protection Agency (EPA), and the State Department of Environmental Protection. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable federal, state, and local laws and regulations.

The Contractor will use the following pesticide use hierarchy as a guide to minimize the amounts of pesticides applied as well as the potential for exposure:

- Containerized and other types of bait formulations rather than sprays shall be used for cockroach and ant control wherever appropriate. Baits are considered for standard choice for non-food preparatory spaces. Baits for other insects should also be considered as they are introduced into the marketplace and their efficiency established.
- As a general rule, if effective baits are not available, liquid, aerosol, or dust formulations shall be applied only as crack and crevice treatments with application devices specifically designed or modified for this purpose. "Crack and crevice treatment" is defined in this contract as an application in which the pesticide is only released within the crack and crevice and does not leave a deposit on exposed surfaces.

Application of pesticide liquid, aerosol, or dust to exposed surfaces, and pesticide space sprays (including fogs, mists, and ultra-low volume applications), shall be restricted to unique situations where no alternative measures which will result in control within the predetermined tolerance thresholds, are practical. In the event that these applications become necessary, a formulation with the least potential for exposure will be chosen. As a general

rule, wettable powder and microencapsulated formulations will be considered as first choices. Solvent-based pesticides will be used only as a last resort when no other effective alternatives exist. Such applications shall be made only to areas unoccupied at the time of application and shall remain unoccupied until the treated surfaces have dried, or longer if the label specifies a longer reentry time. The Contractor and appropriate department head or his representative will determine, on a case-by-case basis, what additional ventilation and pre-notification is needed.

The Contractor shall obtain the approval of the appropriate department head or his representative prior to any application of pesticide liquid, aerosol, or dust to exposed surfaces or any space spray treatment. The Contractor shall take all necessary precautions to ensure tenant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application. No liquid, aerosol, or dust applications shall be made while tenant personnel are present. "If pesticides need to be applied, it shall be done on a Friday (excluding Holiday) after working hours of the particular department that need the work done".

NO EXCEPTIONS.

17. PERFORMANCE REQUIREMENTS

Contractor shall have single source responsibility. No portion of the work shall be subcontracted or assigned.

It shall be the responsibility of the bidder to visit the sites and make a tour and inspection of the buildings to be serviced under the terms of this bid request. No special consideration shall be given after bids are opened because of the bidder's failure to be knowledgeable of all conditions at the site. See the Inspection Service Sites Section for contact names and telephone numbers to schedule an appointment.

All Pest Control Services shall be performed as described in this specification. Deviations will not be considered unless the bidder can explain in detail that the deviation of service levels is at least equal to that specified.

The County does not guarantee that all buildings listed on the schedule will continue in such use that warrants pest control service, and, as changes in assignment occur, the contractor may be directed to perform additional services or may be directed to discontinue services in certain areas when use of any part thereof no longer requires it. Payment for significant additions or deletions in pest control services shall be on a proportionate basis.

18. CONTRACTOR PERSONNEL

Throughout the life of this contract, all Contractor personnel providing on-site pest control service must meet state requirements for training, certification and licensing as Commercial Pesticide Applicators. **Uncertified individuals working under the Supervision of a certified Applicator will not be permitted to provide service under the terms of this contract.**

All Contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform clothing. The contractor shall determine and provide additional personnel protection equipment required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used. Vehicles used by the contractor shall be identified in accordance with state and local regulations.

All work shall comply with all applicable state safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.

The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold the County harmless for any action on its part or that of its employees for subcontractors, that results in illness or death.

19. INITIAL INSPECTION

The Contractor shall conduct a thorough, initial inspection of each Building and Grounds listed location within ten (10) working days after the effective date of the contract. The purpose of the initial inspection is for the Contractor to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestations. This initial inspection shall be at no charge to the County.

20. PEST CONTROL PLAN

Prior to initiation of service, the Contractor shall submit to the appropriate department head, or his representative, a Pest Control Plan for each building or site within ten (10) working days following the initial inspection. Upon receipt of the Pest control Plan, the appropriate department head or representative will render a decision regarding its acceptability within five (5) working days following notice of approval. If aspects of the Pest Control Plan are incomplete or disapproved, the Contractor shall have three (3) working days to submit revisions.

The Pest Control Plan shall consist of three parts:

1. Proposed methods for control, including labels and Material Safety Data Sheets (MSDS sheets) for all pesticides to be used. A list of brand names of rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, and any other control devices or equipment should also be included.
2. A proposed pest population level referred to as a predetermined tolerance threshold, if thresholds exist for the given pest.
3. A description of any structural or operational changes that would facilitate the pest control effort.

It shall be the Contractor's responsibility to carry out work according to the approved Pest Control Plan for each building or site. The Contractor shall receive the concurrence of the appropriate department head or his representative prior to implementing any subsequent changes to the approved Pest Control Plan, including additions or replacements to the pesticide list and to on-site service personnel.

21. SPECIAL REQUESTS AND EMERGENCY SERVICE

On occasion, the department head or his representative may request that the Contractor perform corrective, special, or emergency service(s) that are beyond monthly inspections. The Contractor shall respond to these exceptional circumstances and complete the necessary work within one (1) working day after receipt of the request. In the event such services cannot be completed within one working day, the Contractor shall immediately notify the appropriate department head or his representative and indicate an anticipated completion date.

22. MANNER AND TIME TO CONDUCT SERVICES

The Contractor shall perform routine pest control services that do not adversely affect tenant health or productivity during the regular hours of operation in buildings. No sprays or dust may be applied when the area to be treated is occupied. When it is necessary to perform work outside of the regularly scheduled hours set forth in the Pest Control Plan, the Contractor shall notify the appropriate department head or his representative at least one day in advance.

The Contractor shall observe all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering the building. Any restrictions associated with these special areas will be explained by the appropriate department head or his representative. The Contractor shall adhere to these restrictions and incorporate them into the Pest Control Plan for the specific building or site.

Access to buildings shall be coordinated with the appropriate department head or his representative. The department head or his representative will inform the Contractor of any restrictions or areas requiring special scheduling. For access after normal working hours, the Union County Security Department can be reached by calling (908) 527-4008.

The Contractor shall not store any pesticide product on County property.

23. MATERIALS USED

No materials shall be used which will damage floor coverings, woodwork, painted surfaces, furniture, or other items. In conjunction with employee right to know products having less hazardous properties will be procured through the vendor. Contractor shall assist County in meeting any requirement under Worker and Community Right to Know Act.

24. PERFORMANCE

Monitoring: Precisely placing insect monitors which trap a portion of the pest population is the key to informing the IPM technician of areas needing attention. This helps minimize the amount of pesticides applied by focusing treatments into specific harborages with active signs of infestations.

Caulking and Sealing: IPM technicians will routinely caulk cockroach harborages instead of constantly treating them. Technicians also will inspect for and seal openings into the facility such as holes around pipes that may allow rodents and insects to enter the facility.

Insect Baits: Baiting techniques help to reduce liquid residual pesticide use by controlling many infestations before they become a major problem. If it is necessary to use a liquid product it shall be a non-repellent product.

Bait Stations/Traps: Bait stations/traps shall be placed every 25 feet in all warehouse, pantry, laundry and storage areas and shall be checked according to the weekly or monthly service schedule. Only closed type bait stations/traps shall be used in kitchen and food areas. Additional bait and traps shall be supplied where required.

Insect Growth Regulators: Vendor shall utilize Insect Growth Regulators (IGRs) to break the breeding and developmental cycle of many insect pests. The IGRs shall be effective against cockroaches, stored product pests, fleas, ants, and many other insects.

Pheromone Traps: Vendor shall use various types of insect pheromone traps, which contain non-toxic glue and insect pheromone that attracts insects by luring them to the trap with its own scent.

Rodent and Vermin Traps: All rodent and vermin traps shall be changed monthly and the date of change shall be visible on each trap in accordance with the Regional Health Department.

Insect Electrocutors: These units shall be commercial grade, UL listed, and highly effective in catching and killing flies and flying insects.

Ant Bait System: The County has in place Drax Liquidator Bait Systems by Waterbury Companies, Inc., that must be maintained by contractor. The contractor shall have knowledge of the Drax bait systems and perform inspections according to the weekly or monthly service schedule on buildings as specified herein. The Drax stations shall be monitored and bait refilled accordingly. Use only Drax bait as manufactured by Waterbury Companies that contains 1% orthoboric acid. The vendor must be the authorized operator and applicator for the Drax System.

Whenever necessary, all replacement or additional bait stations/systems, traps and insect electrocutors for the pests included under the IPM Program scheduled visits shall be included in the weekly or monthly service charge.

25. VACUUMS

Under some circumstances vacuums are to be used to collect insects out of their harborages. Vendor must provide, in writing, what means it will take should a pest problem continue to occur and what specific guarantees it can provide to the County system as to keeping costs at a minimum.

26. PESTICIDE PRODUCTS AND USE

Vendor must provide, in writing, the specifics of when and how pesticides will be applied, including the decision process used in selecting the method for pest control.

Vendor must submit its procedure for application of any pesticide that has an odor or leaves a residual deposit. These pesticides shall be applied after working hours. Vendor is to make arrangements with the appropriate department head or his designee and the Union County Security Department to gain access to buildings after hours.

Vendor shall give written notice as to when building can be re-occupied by County employees and the public.

Follow up inspections of areas known to be pest infiltrated shall be frequent and serve to determine an end to whatever problem may have existed.

Vendor shall employ crack and crevice caulking to deter pest reentry.

27. PESTICIDE APPLICATION

The Contractor shall not apply any pesticide product that has not been included in the Pest Control Plan or approved in writing by the appropriate department head or his representative.

28. STRUCTURAL/PROCEDURAL RECOMMENDATIONS

Structural modifications for pest control, including the application of caulk and other sealing materials will be the responsibility of the Contractor. Throughout the life of this contract, the Contractor shall be responsible for notifying the appropriate department head or his representative in writing about any structural, sanitary, or procedural modifications deemed necessary to eliminate pest food, water, harborage or access.

29. RECORD KEEPING

The Contractor shall be responsible for maintaining a pest control logbook or file for each building or site specified in this contract. These records shall be kept on County property at each site and maintained on each visit by the Contractor.

Each logbook or file shall contain at least the following items:

- A copy of the Pest Control Plan for the building or site, including labels and MSDS sheets for all pesticides used in the building, (brand names of all) and pest control devices (and equipment) used in the building, and the Contractor's service schedule for the building.
- The Pest Control Work and Inspection Report forms will be supplied by the Contractor and will be used to advise the appropriate department head or his representative of routine service requests and to document the performance of all work, including emergency work. This includes all the information on pesticide applications required by NJAC 7:30-6.8 and 7.3. Upon completion of a service visit to the building, the Contractor's representative performing the service shall complete, sign and date the form, and return it to the logbook or file on the same or succeeding day of the services rendered.

Vendor must provide a weekly/monthly written report to each Division explaining all pest activity at each inspected location, IPM methods used to deter or eradicate pests, and if pesticides were used, the type and rate of application applied. The report shall also include pest identification and pest predictions for the coming weeks/months.

30. RODENT CONTROL

A. Non-Pesticide Products and Use:

As a general rule, 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 protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule approved by the appropriate department or his representative. During regular service, the Contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.

B. Pesticide Products and Use:

In exceptional circumstances, when rodenticides are deemed essential for adequate rodent control inside occupied buildings, the Contractor shall obtain the approval of the appropriate department head or his representative prior to making any interior rodenticide treatment.

All rodenticides, regardless of packing, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA-approved tamper-resistant bait boxes.

Frequency of bait boxes servicing shall depend upon the level of rodent infestation. All bait boxes shall be maintained in accordance with EPA regulations and the New Jersey Pesticide Control Code, NJAC 7:30-9.5, with an emphasis on the safety of non-target organisms. The Contractor shall adhere to the following five points:

1. All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine operations.
2. The lids of all bait boxes shall be securely locked or fastened shut.
3. All bait boxes shall be securely attached or anchored to the floor, ground, wall, or other surfaces, so that the box cannot be picked up or moved.
4. Bait shall always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box.
5. All bait boxes shall be labeled with the Contractor's business name and address, and dated at the time of installation and each servicing.

As a general rule, rodenticide application outside buildings shall emphasize the direct treatment of rodent burrows wherever feasible. The Contractor shall be responsible for notifying the appropriate department head or his representative about the location of all rodent burrows on the premises that must be filled.

31. PROGRAM EVALUATION

The County reserves the right to evaluate the progress of this contract in terms of effectiveness and safety, and to require such changes as necessary. The Contractor shall take prompt action to correct all identified deficiencies.

32. QUALITY CONTROL PROGRAM

The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within five (5) working days prior to the starting date of the contract, the Contractor shall submit a copy of his program to the appropriate department head or his representative. The program shall include, but not be limited to the following:

- An inspection system covering all the services stated in this contract. A checklist used in inspecting contract performance during regularly scheduled or unscheduled inspections. The name(s) of the individual(s) who will perform the inspections.
- The checklist shall include every area of the operation serviced by the Contractor as well as every task required to be performed.
- A system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the appropriate department head or his representative point out the deficiencies.
- A file of all inspections conducted by the Contractor and the corrective actions taken. This documentation shall be maintained locally and made available to County officials upon request.

33. DEFINITION OF REGULAR AND OVERTIME WORK HOURS

Regular work hours are defined as any eight (8) hour work period.

Overtime (any work performed after any eight (8) hour work period or Saturday) will be paid at 1 ½ times the regular hourly rate.

34. TIME AND MATERIAL WORK

Hourly Labor Rate (Outside of scheduled visits)

For bid purposes only, 125 hours of total labor are shown in the Bid Form pages.

We have attempted to accurately reflect a true picture of the approximate amount of labor hours that the County anticipates for twenty-four (24) months. The County does not guarantee any minimum number of hours and will pay only for the actual number of hours authorized and worked. **The labor charge shall include all travel. No additional travel time will be honored.**

Materials Excluded From Standard Extermination Program

Materials have been estimated also. The County will only pay for materials that have been authorized and used.

Parts / Materials Prices: All materials shall be invoiced at actual wholesale cost plus a percentage (%) markup. Copies of the contractor's own purchase invoices reflecting actual costs shall accompany each invoice to the County.

35. INSTRUCTIONS FOR ITEM NO. 4 ON BID FORM PAGES

For the purpose of this Bid: assume materials (for pests excluded from the IPM Program) estimate of \$10,000.00 (excluding mark-up) for twenty-four (24) months. Calculate percentage of mark-up charges on wholesale cost of materials by multiplying the material estimate amount by your standard mark-up %, and adding that figure to the material estimate amount and then put that sum on the appropriate line of the bid form page.

e.g. $\$10,000.00 \times 1\% = \100.00 . Adding that to $\$10,000.00$ would give you a sum of $\$10,100.00$

36. TERM OF CONTRACT

The period of the contract shall be for twenty-four (24) consecutive months with the provision for one (1) twenty-four (24) month extension subject to the following limitations: the extension contract shall be awarded by resolution of the governing body (within 60 days prior to the expiration date), upon a finding by the governing body that the services are being performed in an effective and efficient manner.

N.J.S.A. 40A:11-15 provides that any price changes pursuant to extensions of the original term of this agreement shall be based upon the price of the original agreement as cumulatively adjusted pursuant to any previous adjustment or extensions and shall not exceed the change in the Index Rate for the twelve (12) months preceding the most recent quarterly calculation available at the time this agreement is reviewed. The Index Rate

is promulgated bi-annually by the State of New Jersey, Division of Local Government Services and is based on the annual percentage increase in the implicit price deflator for State and Local Government Services, computed quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis.

Any extension of the original term of this agreement shall be subjected to the availability and appropriation annually of sufficient funds by the County of Union pursuant to N.J.S.A. 40A:11-15.

The County reserves the right to terminate this agreement with written notice to the contractor thirty (30) days prior to such action.

Payment to Vendor is to be made within forty-five (45) days after the receipt of Vendor's invoice and a signed County voucher attesting to the delivery of the goods and services by some officer or duly designated employee of the using County entity and after approval of the appropriate Department head. The Vendor shall prepare invoices and shall submit them to the office/designated employee of the using County entity.

The vendor will not provide any goods and/or services without a valid and current purchase order from the County unit

BID FORM PAGE
(Page 1 of 2)

Having carefully read the notice to bidders, specifications and instructions to bidders, the undersigned hereby agrees to provide an **INTEGRATED PEST MANAGEMENT (IPM) APPROACH FOR BUILDING PEST EXTERMINATION** for the County of Union, Division of Facilities Management.

DO NOT ALTER ANY LINES OR LANGUAGE ON THE BID FORM PAGE(S). ANY ALTERATION OR SUBSTITUTION ON THE BID FORM PAGE(S) SHALL RENDER THE BID UNRESPONSIVE AND RESULT IN THE REJECTION OF THE BID. ANY CORRECTIONS, CROSS-OUTS, OR WHITE-OUTS TO THE SUBMITTED PRICING OF THE BIDDER MUST BE INITIALED BY THE BIDDER.

BIDDER MUST BID ON ALL ITEMS OR BID WILL NOT BE ACCEPTED. CONTRACT SHALL BE AWARDED TO BIDDER WITH THE LOWEST RESPONSIBLE AND RESPONSIVE GRAND TOTAL PRICE INCLUSIVE OF ALL BID ITEMS.

PRICE SCHEDULE

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>CHARGE</u>	<u>TOTAL PRICE FOR 24 MONTH TERM</u>
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1. INSPECTION AND IPM PROGRAM	(Weekly Charge x 104 Visits)
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Provide **WEEKLY** Inspection and Extermination Services as Specified in Section 10, Group 1

(29) Sites	\$ _____ Weekly Cost for (29) Sites	X	104 Visits	\$ _____ 24 Month Cost for (29) Sites
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1A. INSPECTION AND IPM PROGRAM	(Monthly Charge x 24 Visits)
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Provide **MONTHLY** Inspection and Extermination Services as Specified in Section 10, Group 1A

(17) Sites	\$ _____ Monthly Cost for (17) Sites	X	24 Visits	\$ _____ 24 Month Cost for (17) Sites
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1B. INSPECTION AND IPM PROGRAM	(Monthly Charge x 14 Visits)
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Provide **SEMI-ANNUAL** Inspection and Extermination Services as Specified in Section 10, Group 1B

(5) Sites	\$ _____ Monthly Cost for (5) Sites (April through October)	X	14 Visits	\$ _____ 24 Month Cost for (5) Sites
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NAME OF BIDDER: _____

**EXTENSION FORM FOR UNION COUNTY
COOPERATIVE CONTRACT PURCHASING SYSTEM**

ACCOMMODATION OF LOCAL CONTRACTING UNITS WITHIN THE COUNTY OF UNION:

[] **CHECK HERE** IF WILLING TO PROVIDE THE GOODS AND SERVICES HEREIN BID UPON TO LOCAL GOVERNMENTAL CONTRACTING UNITS LOCATED WITHIN THE COUNTY OF UNION, UNION COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM # **CK-06-UNION** WITHOUT SUBSTITUTION OR DEVIATION FROM SPECIFICATIONS, SIZE FEATURES, QUALITY, PRICE OR AVAILABILITY AS HEREIN SET FORTH. IT IS UNDERSTOOD THAT ORDERS WILL BE PLACED DIRECTLY BY THE CONTRACTING UNITS, SUBJECT TO THE OVERALL TERMS OF THE CONTRACT TO BE AWARDED BY THE COUNTY OF UNION, AND THAT NO ADDITIONAL SERVICE OR DELIVERY CHARGES WILL BE ALLOWED EXCEPT AS PERMITTED BY THESE SPECIFICATIONS.

[] **CHECK HERE** IF NOT WILLING TO EXTEND PRICES TO CONTRACTING UNITS LOCATED IN THE COUNTY OF UNION. THIS WILL NOT AFFECT CONSIDERATION OF THIS BID WITH RESPECT TO THE NEEDS OF THE COUNTY OF UNION.

IF THE LOWEST RESPONSIBLE BIDDER DOES NOT EXTEND HIS PRICES TO THE REGISTERED MEMBERS, THE CONTRACT FOR THE STATED NEEDS OF UNION COUNTY WILL BE AWARDED TO SAID LOWEST RESPONSIBLE BIDDER AND SPECIFICALLY NOT MADE AVAILABLE TO CONTRACTING UNITS WITHIN THE COUNTY.

_____ **Initial**

NAME OF BIDDER _____

EXPERIENCE STATEMENT

County of Union, Elizabeth, NJ

The vendor must submit with their bid references demonstrating experience in successful exterminating programs similar in size and scope of which the bidding is being done. Provide name and address of each reference, along with the names and phone numbers of the main contact person for each.

We hereby certify that my company has performed the following private or public work which is relevant to this bid, I further certify that my company has never defaulted under any contract.

Witness

Name of Company

Date

Address

By: _____
Title

EXPERTISE STATEMENT

1. Provide copy of a valid Pesticide Applicator Business License.
2. Provide copy of Commercial Pesticide Applicator License for every representative who will be performing on-site service under contract. (Minimum of three (3) representatives).
3. In addition, copies of the following certificates (for each of the three (3) representatives):
 - 3A & 3B Turf & Ornamental
 - 7A General Pest Control
 - 7B Termite
 - 7D Commercial

NAME OF BIDDER: _____