



Administered by
UNIVERSITY OF MAINE SYSTEM
Office of Strategic Procurement

REQUEST FOR BIDS

PEST MANAGEMENT SERVICES
University of Maine

RFB # 06-12

ISSUE DATE:
September 21, 2011

BIDS MUST BE RECEIVED BY:
October 20, 2011, 2:00 pm

DELIVER BIDS TO:

University of Maine System
Office of Strategic Procurement
Attn: Hal Wells
16 Central Street
Bangor, ME 04401

SECTION ONE

1.0 GENERAL INFORMATION:

- 1.1 Purpose: The University of Maine System, acting through the University of Maine is seeking bids from qualified contractors for integrated pest management and extermination services at the University of Maine campus in Orono.
- 1.2 Definitions: The University of Maine will hereinafter be referred to as the "University." Respondents to the Request for Bids (RFB) shall be referred to as "Bidder(s)" or "bidder(s)". The Bidder to whom the contract is awarded shall be referred to as the "Contractor."
- 1.3 Scope of Work: The University is seeking bids for Integrated Pest Management (IPM) and extermination services. The Contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the monitoring, management and eradication components of the pest program. The Contractor shall perform monthly inspections of listed buildings, inspections of other locations as required, and shall identify and treat pests consistent with IPM principles in order to maintain control and to prevent infestations. The University is also accepting bids for services to detect, control and eradicate bed bugs on an as-needed basis.

The Contractor shall comply with IPM principles by minimizing exposure and human risk to the maximum extent practicable using currently available technology and by including, at a minimum, the following control strategies:

- Use pesticides and application methods that present the lowest potential hazard to people and the environment whenever possible (based on efficacy, volatility, the potential for exposure, the signal word on the pesticide label, the material safety data sheet and any label language imposing a ventilation requirement.)
 - Use baits, gels, pastes or granular materials and crack and crevice treatments whenever residents, children, sensitive individuals or non-consenting employees are in the same room.
 - Provide a written evaluation of conditions conducive to the development of pest problems and specific recommendations for practical non-pesticide control measures.
- 1.4 Evaluation Criteria: Award will be made to the low bidder provided that IPM principles and experience can be documented and the bidder's references are satisfactory however consideration may be given for IPM certification if that is in the best interest of the University.
 - 1.5 Award: It is the intent of the University to award this bid all to one bidder **however** a separate award may be made to the bidder providing the most effective and comprehensive services for the eradication of bed bugs. The University reserves the right to conduct any tests it may deem advisable and to make all evaluations. The University reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interests of the University. The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University will not be considered in the evaluation of bids. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for "in-state bidders". When tie bids are both in-state or both out-of-state, the award will be made to the bid that arrives first at the Office of Strategic Procurement.

- 1.6 Award Protest: Bidders may appeal the award decision by submitting a written protest to the University of Maine System's Director of Strategic Procurement within five (5) business days of the date of the award notice, with a copy of the protest to the successful bidder. The protest must contain a statement of the basis for the challenge.
- 1.7 Communication with the University: It is the responsibility of the bidder to inquire about any requirement of this RFB that is not understood. Responses to inquiries, if they change or clarify the RFB in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFB. Addenda will also be posted on our web site, www.maine.edu/strategic/upcoming_bids.php. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Hal Wells
 Office of Strategic Procurement
 University of Maine System
 16 Central Street
 Bangor, Maine 04401
 (207) 973-3302
hcwells@maine.edu

**WRITTEN INQUIRIES SHALL BE SUBMITTED NO LATER THAN OCTOBER 6, 2011
 RESPONSES TO INQUIRIES WILL BE SENT NO LATER THAN OCTOBER 13, 2011**

- 1.8 Submission: A **SIGNED** original and four (4) copies of the bid must be received at the Office of Strategic Procurement, University of Maine System, 16 Central Street, Bangor, Maine 04401, in a sealed envelope no later than **2:00 P.M. local time, Thursday, October 20, 2011**, for a public opening. The bid must be date/time stamped by the Office of Strategic Procurement in order to be considered. Bidders are strongly encouraged to submit bids in advance of the due date/time to avoid the possibility of missing the 2:00 deadline due to unforeseen circumstances. Bidders assume the risk of the methods of dispatch chosen. The University assumes no responsibility for delays caused by any package or mail delivery service. A postmark on or before the due date WILL NOT substitute for receipt of bid. In the event of suspended University operations, the bid opening will be rescheduled for the next business day at the same time and location. Bidders may wish to check <http://www.maine.edu/alerts/> to determine if University operations have been suspended. Bids received after the due date and time will be returned unopened. Additional time will not be granted to any single bidder, however, additional time may be granted to all bidders when the University determines that circumstances require it. **FAXED OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

- 1.19 Bid Envelope: The signed bid should be returned in an envelope or package, sealed and identified as follows:

From _____	October 20, 2011	2:00 p.m.	RFB #06-12
Name	Due Date	Time	Bid No.

- 1.10 Bid Understanding: By submitting a bid, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.
- 1.11 Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.
- 1.12 Debarment: Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment,

declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the University will be notified of any change in this status.

- 1.13 Bid Validity: Unless specified otherwise, all bids shall be valid for ninety (90) days from the due date of the bid.
- 1.14 Errors: Bids may be withdrawn or amended by bidders at any time prior to the bid opening. After the bid opening, bids may not be amended. If a significant mistake has been made by an apparent low bidder, the bidder will be given the option of selling at the price given or withdrawing the bid. If an extension error has been made, the unit price will prevail.
- 1.15 Specification Protest Process and Remedies: If a bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Office of Strategic Procurement. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the bid may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest against the award due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications. Protests should be delivered to the Office of Strategic Procurement in sealed envelopes, clearly marked as follows:

SPECIFICATION PROTEST, RFB #06-12

SECTION TWO

2.0 GENERAL TERMS AND CONDITIONS:

- 2.1 **Contract Administration:** The University of Maine's Director of Purchasing and Resource Efficiency or designee shall be the University's authorized representative in all matters pertaining to the administration of this Contract.
- 2.2 **Contract Documents:** If a separate contract is not written, the Contract entered into by the parties shall consist of the RFB, the signed bid submitted by the Contractor, the specifications including all modifications thereof, and a purchase order, all of which shall be referred to collectively as the Contract Documents.
- 2.3 **Contract Term:** The Contract term shall be for a period of one (1) year commencing upon award of the Contract. With mutual written agreement of the parties this Contract may be extended for four (4) additional one-year periods.
- 2.4 **Contract Modification and Amendment:** The parties may adjust the specific terms of this Contract (except for pricing) where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Contractor must be in writing to the Contract Administrator. Any agreed upon modification or amendment must be in writing and signed by both parties.
- 2.5 **Cancellation/Termination:** If the Contractor defaults in its agreement to provide personnel or equipment to the University's satisfaction, places University students or employees at significant risk of harm, or in any other way fails to provide service in accordance with the contract terms, the University shall promptly notify the Contractor of such default and if adequate correction is not made within forty-eight (48) hours the University may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel this Contract with written notice. Except for such cancellation for cause by the University, either the University or the Contractor may terminate this Contract by giving sixty (60) days advance written notice to the other party. Cancellation does not release the Contractor from its obligation to provide goods or services per the terms of the Contract during the notification period.
- 2.6 **Contract Validity:** In the event one or more clauses of the Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the Contract.
- 2.7 **Clarification of Responsibilities:** If the Contractor needs clarification of or deviation from the terms of the Contract, it is the Contractor's responsibility to obtain written clarification or approval from the Contract Administrator.
- 2.8 **Non-Waiver of Defaults:** Any failure of the University to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights.
- 2.9 **Litigation:** This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Maine without reference to its conflicts of laws principles. The Contractor agrees that any litigation, action or proceeding arising out of this Contract, shall be instituted in a state court located in the State of Maine.
- 2.10 **Indemnification:** The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the University and its employees from and against all loss, damage, cost and

expense (including attorney's fees) suffered or sustained by the University or for which the University may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.

- 2.11 Assignment: Neither party of the Contract shall assign the Contract without the prior written consent of the other, nor shall the Contractor assign any money due or to become due without the prior written consent of the University.
- 2.12 Equal Opportunity: In the execution of the Contract, the Contractor and all subcontractors agree, consistent with University policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, genetic information, or veteran's status and to provide reasonable accommodations to qualified individuals with disabilities upon request. The University encourages the employment of individuals with disabilities.
- 2.13 Sexual Harassment: The University is committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this educational and working climate. The University thus has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of sexual harassment. Consistent with the state and federal law, this right to freedom from sexual harassment was defined as University policy by the Board of Trustees.

Failure to comply with this policy could result in termination of this Contract without advance notice. Further information regarding this policy is available from the Director of Equal Opportunity, North Stevens Hall Orono, Maine 04469, (207) 581-1226

- 2.14 Contractor's Liability Insurance: During the term of this agreement, the Contractor shall provide General Liability insurance with coverage for premises and operations, products and completed operations, explosion, collapse and underground hazards, broad form property damage, contractual, personal and advertising injury liabilities. Insurance shall be provided on a standard Insurance Services Office (ISO) Commercial General Liability Form CG 00 01 12 04 or equivalent and shall include the following three endorsements or their equivalent:
 - 1. Additional Insured – Owners, Lessees or Contractors – Scheduled Person or Organization (CG 20 10 07 04) with the University of Maine System, 16 Central Street, Bangor ME 04401 listed as additional insured;
 - 2. Additional Insured – Owners, Lessees or Contractors – Completed Operations (CG 20 37 07 04) with the University of Maine System, 16 Central Street, Bangor ME 04401 listed as additional insured; and,
 - 3. Designated Construction Project General Aggregate Limit (CG 25 03 03 97) as the Aggregate limits shall apply on a per location or job basis. The policy form and endorsements must be included on the certificate of insurance. The below required minimum insurance limits shall not be construed as a limitation of the University's rights under any insurance with higher limits and no insurance shall be endorsed to include such a limitation. General Liability insurance required minimum limits:

<u>Insurance Type</u>	<u>Coverage Limit</u>
1. General Aggregate	\$2,000,000
2. Products & Completed Operations Aggregate	\$2,000,000
3. Personal Injury Aggregate	\$1,000,000
4. Each Occurrence for Contracts Under \$1 million	\$1,000,000

- | | | |
|----|-----------------------------------|-------------|
| 5. | Personal/Advertising Injury | \$1,000,000 |
| 6. | Medical Payments (Any One Person) | \$5,000 |

Workers' Compensation: Contractor, including Independent Contractors, shall provide Workers' Compensation insurance with coverage on a statutory basis according to Maine Law and apply to all personnel on the job site. Workers' Compensation insurance required minimum limits: Coverage A (Workers' Compensation) Statutory Limits

Vehicle Liability Insurance: Contractor shall provide Vehicle Liability insurance with coverage for all owned, hired/rented and non-owned* vehicles. Vehicle Liability insurance required minimum limit:

- | | | |
|----|-----------------------|--|
| 1. | Combined Single Limit | \$1,000,000 each accident |
| | or | |
| 2. | Split Limits | \$1,000,000 bodily injury
\$1,000,000 property damage |

*Hired/rented and Non-Owned Vehicle Liability insurance covers vehicles used by the Contractor that are not owned by the individual or firm. This type of coverage by itself is acceptable if the Contractor does not own any vehicles.

The University of Maine System shall be named as an Additional Insured on the Commercial General Liability insurance.

Certificates of Insurance for the above insurance coverage's shall be submitted prior to the date of performance under this Contract to:

Sherri Dow, Personnel & Administration Coordinator
Office of Facilities Management
University of Maine
5765 Service Building
Orono, ME 04469

Said certificates, in addition to proof of coverage, shall contain the standard ACORD statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

The insurance certificate shall state the University of Maine System as Certificate Holder as follows:

University of Maine System
16 Central Street
Bangor, ME 04401

The Contractor shall not commence work under this contract until the Contractor has obtained all insurance coverage's and limits required and such insurance has been approved by the University; nor shall the Contractor allow any subcontractor to commence work on a subcontract until all similar insurance required of subcontractor has been so obtained and approved by the Contractor.

- 2.15 Smoking Policy: The University of Maine is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited

to, buildings, university grounds, parking areas, walkways, recreational and sporting facilities and university-owned vehicles.

Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco.

- 2.16 Payments: Payment will be upon final acceptance of goods and services and submittal of an invoice by the Contractor on a Net 30 basis unless discount terms are offered. Invoices must include a purchase order number. The University is using several, preferred methods of payment: PCard (Visa); Bank of America's ePayables and PayMode electronic payment systems. Please indicate your ability to accept payment via any or all of these methods.
- 2.17 Independent Contractor: Whether the Contractor is a corporation, partnership, other legal entity, or an individual, the Contractor is an independent contractor. If the Contractor is an individual, the Contractor's duties will be performed with the understanding that the Contractor is a self-employed person, has special expertise as to the services which the Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the University. The Contractor is not to be deemed an employee or agent of the University and has no authority to make any binding commitments or obligations on behalf of the University except as expressly provided herein. The University has prepared specific guidelines to be used for contractual agreements with individuals (not corporations or partnerships) who are not considered employees of the University.
- 2.18 Employees: The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the University. If the Contract Administrator or designee, notifies the Contractor in writing that any person employed on this Contract is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be employed in the execution of this Contract without the prior written consent of the Contract Administrator.
- 2.19 Parking Regulations and Use of Walkways: The Contractor's vehicles and those of their employees working on campus must be registered with the University's Parking and Transportation Services. Unregistered vehicles on the University campus are subject to a parking violation ticket and/or towing off campus. Contractors are advised that parking regulations are strictly enforced by campus police. Towing will be at the Contractor's expense. A copy of regulations can be found at <http://www.umaine.edu/parking> or by calling Parking Services at 581-4047.
- 2.20 Job Site Safety: The Contractor shall take all reasonable precautions to protect University property and the personal safety of the University's employees, students, and its other invitees, and comply with any applicable laws, rules or regulations relating to safety of people and property. The Contractor shall adhere to the applicable Occupational Safety and Health Administration's (OSHA's) most recently published Safety and Health Regulations in the performance of this work. Prior to the commencement of any phase of work under this Contract, the Contractor will submit the names of all persons who shall be responsible for job site safety under this Contract and who are familiar with the above-referenced OSHA regulations to the University's Department of Safety and Environmental Management and to each of the Contract Managers.

Where any of the Contractor's operations occur in, on, or within 50 feet of any door, window, air intake in a building occupied by University employees or students, the Contractor shall, prior to the start of any operation, provide directly to the University's Contract Managers copies of the Material Safety Data Sheets for all materials to be used in the operation that

may be classified as hazardous under the OSHA Hazard Communication Standard, regulated by the State of Maine Pesticide Control Board, or registered with the US Environmental Protection Agency as a pesticide.

- 2.21 Protection and Security of Buildings and Property: The Contractor shall ensure adequate protection of the properties and adjacent properties from damage or loss in the performance of the work under this contract. The Contractor shall assume total liability for any damage to buildings, grounds, surfaces, etc., or other property, including vehicles, resulting from negligence of the Contractor or the Contractor's employees and subcontractors in the performance of the work.

The University shall provide building keys when required in the performance of the work. The Contractor shall be responsible for the replacement cost of lost keys. If the University determines that keys lost by the Contractor or its employees could compromise University security, the Contractor shall be responsible for paying all costs associate with re-keying designated locations.

- 2.22 Asbestos: The Contractor is responsible for ensuring that asbestos-containing building materials are not disturbed in the course of performing duties under this Contract. Project coordinator will provide any available information regarding known locations of asbestos-containing materials to the Contractor. The Contractor is responsible for performing basic visual assessments of all projects and maintenance work sites for suspected hazardous materials (materials not labeled or identified) prior to commencing work. Where such materials are located or suspected, the Contractor shall stop work and communicate the need for material identification to the Contract Manager. The Contract Manager will then contact the Asbestos and Lead Coordinator at Facilities Management who facilitates testing and identification of the material, completes Abatement Notifications, where applicable, and reports results of tests and/or abatement schedules to the Contract Manager who will then direct the Contractor.
- 2.23 Pesticide Application: Application of extermination agents shall be performed in accordance with the Maine Board of Pesticide Control Regulations. Material Safety Data Sheets shall be provided to the Contract Managers and kept in the logbook for the location where product is being used.
- 2.24 Pricing: Quoted prices shall be all inclusive. Included, but not limited to in the pricing, shall be transportation and trip charges, tools, and supplies. Pricing shall be firm for the first year of the Contract. Any price changes for subsequent contract renewals shall be submitted, in writing, to the Contract Administrator sixty (60) days prior to the expiration date. Fuel surcharges will not be allowed.

SECTION THREE

3.0 PERFORMANCE TERMS AND CONDITIONS:

3.1 Contract Managers: The following shall be responsible for the operational management of the Contract:

Residential Buildings and Dining Halls: Richard Young
Auxiliary Operations Director
5778 University Bookstore
207-356-9405

Other Buildings: David Fowler
Executive Custodian
Facilities Management
Service Building
207-581-2652

3.2 Building Access: The following will serve as contacts for building access:

Residential Buildings: Lyn Cassidy
Assistant Director of Property Management
Auxiliary Services
158 Estabrooke Hall
207-581-4808

Jodie Dowling
Assistant Executive Custodian
158 Estabrooke Hall
207-581-4850

Dining Halls: Kathy Kittridge
Associate Director of Dining Services
103 Hilltop Dining
207-581-4619

Other Buildings: Irene Hall
Facilities Management, Work Control
Service Building
207-581-2650

3.3 Certification: The Contractor's firm and all Contractor employees and subcontractors who may provide services under this Contract must be licensed and certified by the Maine Department of Agriculture Board of Pesticide Control to apply pesticides.

3.4 Extermination Activities: The Contractor shall coordinate all extermination activities with the University's Contract Managers.

3.5 Coverage: Interior and exterior inspections for the following insects and rodents will be conducted on a routine basis and treated as necessary:

Roaches	Springtails	Mice & Rats	Spiders	Silverfish
Earwigs	Fleas	Wasps	Hornets	Ticks
Clover mites	Ants (including carpenter & pavement)			

- 3.6 Exceptions: In all instances, the Contractor shall coordinate the management of insects or rodents not listed in this Contract with the designated University Contract Manager. The following pest controls and others not specified herein will be considered exceptions and will be billed on an hourly basis:
- Carpenter Ants: Although treated routinely, hourly billing shall apply when an inaccessible infestation occurs.
 - Nest of hornets or wasps outside the building requiring the use of a ladder more than six feet high
 - Honey bees, squirrels, bats and insects not specified herein
 - Flies: An optional house fly program may be included in the food handling areas during certain times of the year. Include information and pricing with your bid.
- 3.7 Bed Bugs: Services for the detection, prevention and eradication of bed bugs shall be requested as needed with the exception of mandatory inspections prior to the rental of any unit in University Park. In coordination with the University's Contract Manager, the Contractor shall provide specific treatments for the effective control and eradication of bed bugs. The Contractor shall have the labor, equipment and supplies necessary to provide treatments that may include but not be limited to the following:
- Insecticides. May be restricted in some areas due to sensitivity and facility use.
 - Containerized heat
 - Containerized fumigation
 - Freezing
 - Canine detection
- The treatment methods selected by the Contractor shall have a proven history of successfully managing bed bug infestations.
- 3.8 Response, Call-backs, and Emergencies: Monthly inspections are required for all dining halls, residential buildings, University Park, Hannibal Hamlin Hall, Crossland Alumni Center, Jenness Hall and the Steam Plant. Services for all other buildings, including the President's House, will be provided on an as-needed basis. The University will notify the Contractor when call-backs are necessary. It is expected that the Contractor shall use the most effective preventive measures that will result in a minimum number of callbacks.
- The Contractor shall respond to non-emergency call-backs within one week. Requests to remove external nests of stinging insects shall require a usual response time of 24 hours but may be longer as determined by the University. Response time for nests located inside buildings shall be within 12 hours. When required, the response time for bed bug services shall be within one hour of notification.
- If the Contractor cannot meet emergency response time requirements, the University reserves the right to secure services from another provider and bill the Contractor for costs exceeding the contracted rates.
- 3.9 Pesticides: The University requires an IPM approach to pest control and environmentally friendly pest control methods which are not toxic to humans. The use of Micro Encapsulated Pesticides is allowed when necessary. Wettable Powder Pesticides may be used only in cases when immediate results must be met.

- 3.10 Reporting and Communication: A logbook will be maintained by the Contractor for each dining location. One logbook will be maintained for all residential locations and will reside in a designated Auxiliary Services office. One logbook will be maintained to include all other educational and general (E&G) buildings, including Hannibal Hamlin Hall, Crossland Alumni Center, Jenness Hall and the Steam Plant, and shall remain with David Fowler, Executive Custodian. Logbooks will include a detailed account of reporting and monitoring activities. Inspection and service reports will be provided at each visit and shall include the following information at a minimum: areas inspected and treated, pests and quantity of pest found, materials used, MSDS, and any recommended suggestions for future prevention. If there is a charge for logbooks please indicate the cost on your equipment list.

All equipment shall be mapped and numbered as to placement and kept in the logbook. Equipment must be dated each time it is checked.

- 3.11 Signage: Signage will be placed above all areas where equipment is placed for the treatment/control of pests and rodents so it is easily identified as a Pest Control Device and to deter persons from tampering with it.
- 3.12 Facility Modifications: The University will provide all carpentry, preparatory or finish work when required in the execution of this Contract.
- 3.13 Posting/Distribution of Written Notices: The Contractor shall be responsible for posting and distributing board-approved written notices in a prominent location at least 24 hours and up to 7 days prior to indoor liquid or aerosol pesticide applications in non-residential areas.

For pesticide applications in residential areas or in child care facilities, the Contractor shall deliver the written notice to the University's Project Coordinators in person. Prior to any pesticide application in these areas, the Contractor shall confirm that written notices have been sent to all residents of affected units and to parents of children enrolled in the child care facilities.

All board-approved notice forms must contain the name of the building and the date of pesticide application.

- 3.14 Areas Requiring Service: As part of scheduled pest management services, all buildings listed shall be treated at ground level as needed to discourage pests from entering the building. Areas to be inspected, monitored and treated include but are not limited to: Kitchen, Dining Room, Food Courts, Storage Areas, Recycle Rooms, Shipping/Receiving, Mechanical/Electrical Rooms, Restrooms, Basements, and Offices. The Contractor shall perform monthly inspections and treatments of scheduled locations in order to maintain control and to prevent infestations.
- 3.15 Equipment: There are 100 exterior bait stations and 60 interior trapper pest monitors in residential buildings. In Facilities buildings, 24 exterior bait stations, 14 mouse masters and 5 trapper monitors have been installed. Each dining hall has 6 exterior bait stations. There are 2 Vector plasma fly units and 10 mouse masters at Wells Dining. Fly lights are located at Memorial Union Marketplace (see section "DINING HALLS" for details). This equipment is owned by the University and it is desired that the Contractor shall maintain it without incurring additional cost for the purchase of new equipment. When necessary, additional equipment shall be placed on an as needed basis throughout the term of the Contract and billed separately. All chargeable equipment must be pre-approved by the University Contract Manager prior to placement.

Please include, with your bid, a complete list of equipment and indicate the cost to the University. Cost for equipment shall remain firm throughout the contract period.

3.16 Residential Buildings Logbook: One logbook will be maintained for all residential buildings with monthly inspections.

- Androscoggin Hall
- Aroostook Hall
- Balentine Hall
- Colvin Hall
- Cumberland Hall
- Estabrooke Hall
- Doris Twitchell Allen Village (4 person residential units & community center)
- Gannett Hall
- Hart Hall
- Hancock Hall (including laundry facility)
- Kennebec Hall
- Knox Hall
- Oak Hall
- Oxford Hall
- Patch Hall (4 person residential units)
- Penobscot Hall
- Somerset Hall
- Stodder Hall
- York Hall

University Park, consisting of 24 multi-unit apartment buildings and a maintenance shop, shall be serviced monthly. Pre-scheduling is required. Bed bug inspections of recently vacated units shall be required prior to rental.

3.17 Dining Halls Logbook: One logbook will be maintained at each Dining Hall. (Monthly Inspections)

Memorial Union Food Court (Market Place & Union Central)	6 Mouse Master 2 Vector Classic Fly Lights 6 Exterior Bait Stations 1 Logbook
Wells Dining	10 Mouse Master 2 Vector Classic Fly Lights 6 Exterior Bait Stations 1 Logbook
York Dining	4 Mouse Master 6 Exterior Bait Stations 1 Logbook
Hilltop Dining	6 Mouse Master 6 Exterior Bait Stations 1 Logbook

Fogler Library Snack bar on 1st floor University Club on 2nd floor	2 Mouse Master 1 Logbook
Concession Booths 2 Alford Arena 1 Football field	2 Mouse Master 1 Logbook

- 3.18 Additional Monthly Inspection Logbooks: One logbook shall be maintained at each of the following four campus locations: Hannibal Hamlin Hall, Crossland Alumni Center, Jenness Hall and the Steam Plant.
- 3.19 Logbook for Other Buildings (E&G): One logbook will be maintained for all other E&G buildings. Services for all other University owned buildings, including the President's House, shall be coordinated on an as-needed basis at the contracted hourly rate.
- 3.20 Additional Buildings: Additional buildings may be added to the regular monthly list of inspections throughout the term of the Contract. The cost for additional buildings will be negotiated on an as needed basis and agreed upon by the University and Contractor prior to services being performed.

SECTION FOUR

4.0 SUBMISSION REQUIREMENTS:

Bidders shall ensure that all information required herein is submitted with the bid. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the bid or rescission of an award. Bidders are encouraged to provide any additional information describing operational abilities. Responses to each requirement below should be in order and clearly marked with the section number to which they respond.

- 4.1 Business Profile: **No financial statements are required to be submitted with your bid,** however, prior to an award the University may request financial statements from your company, credit reports and letters from your bank and suppliers.
- 4.2 Residential Inspections: Provide a monthly cost per building for services as specified:

Androscoggin Hall	\$ _____
Aroostook Hall	\$ _____
Balentine Hall	\$ _____
Colvin Hall	\$ _____
Cumberland Hall	\$ _____
Estabrooke Hall	\$ _____
Doris Twitchell Allen Village (including community center)	\$ _____
Gannett Hall	\$ _____
Hart Hall	\$ _____
Hancock Hall (including laundry facility)	\$ _____
Kennebec Hall	\$ _____
Knox Hall	\$ _____
Oak Hall	\$ _____
Oxford Hall	\$ _____
Patch Hall	\$ _____
Penobscot Hall	\$ _____
Somerset Hall	\$ _____
Stodder Hall	\$ _____
York Hall	\$ _____

TOTAL MONTHLY COST FOR RESIDENCE HALLS: \$ _____

4.3 Food Service Areas Inspections: Provide a monthly cost per building for services as specified:

Memorial Union Food Courts
(Market Place & Union Central) \$ _____

Wells Dining and Catering \$ _____

York Dining \$ _____

Hilltop Dining \$ _____

Fogler Library
(Snackbar on 1st floor and University Club on 2nd floor) \$ _____

Athletic Concession Booths
(2 at Alford Arena & 1 at the Football Field) \$ _____

TOTAL MONTHLY COST FOR FOOD SERVICE AREAS: \$ _____

4.4 Provide a cost per monthly inspection at the following locations:

University Park including Maintenance Shop \$ _____

Hannibal Hamlin Hall \$ _____

Crossland Alumni Center \$ _____

Jeness Hall \$ _____

Steam Plant \$ _____

TOTAL MONTHLY COST FOR THESE LOCATIONS: \$ _____

4.5 Other University Buildings: Provide an hourly rate for extermination services for all other University Buildings and for pests/rodents not covered under this Contract (section 3.8) at all buildings. Contractor shall not bill for travel time to and from campus.

Cost/Hour (Business Hours) \$ _____

Cost/Hour (Nights, Weekends and Holidays) \$ _____

4.6 Provide an hourly rate for extermination services for covered buildings (residential and dining) if required after regular business hours, weekends or holidays:

Cost/Hour (during non-normal work hours) \$ _____

4.7 Optional Fly Control Program for Food Handling Areas: Provide an optional monthly cost for a fly control program using the Vector Classic System or acceptable alternative system. Include energy usage of the equipment (KW/24 hour). If used, would be limited to certain months during the year.

Cost for Optional House-Fly Equipment: \$ _____ /per unit

Cost for servicing Units: \$ _____ /month

4.8 Provide information on the program and methods used to identify, control and eradicate bed bugs. **Provide a detailed breakdown of costs for each component of the program** including rates for services provided during business hours and after hours, nights and weekends. Services for bed bug management may be awarded as a separate contract.

Provide a cost for bed bug inspection services at University Park. \$ _____ /unit

4.9 Please list any pests or rodents excluded from your services.

4.10 Provide proof of license/certification to apply pesticides for your company and for all employees who may provide services under this Contract.

4.11 Provide information regarding your company's approach to pest control using Integrated Pest Management (IPM). Include detailed information that will assist the University in understanding how you would apply IPM in the execution of this Contract. Provide examples of how and where you have been successful in implementing IPM at other institutions similar to the University.

4.12 Equipment

Are you able to maintain the Mouse Masters which are currently in place?

_____ Yes _____ No

Are you able to maintain the Vector Fly Lights which are currently in place?

_____ Yes _____ No

4.13 Please indicate the unit cost for logbooks and for all other equipment which the University may purchase throughout the term of the contract.

<u>Item</u>	<u>Unit Cost</u>
<u>Logbook</u>	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

4.14 Payment Method: Indicate your ability to accept electronic payments. (Section 2.16)

4.15 References: A list of three references is required to be submitted with your bid. These references should be agencies your firm has done business with in the past year **on projects with a similar scope to this one**. Provide company names with contact person and telephone number.

SIGNATURE PAGE

COMPANY NAME: _____

By: _____
(Signature)

(Print Name)

(Title)

(Phone)

(Cell Phone)

(E-mail Address)

(Date)