

**TRUMBULL PUBLIC SCHOOLS
TOWN OF TRUMBULL, CONNECTICUT
IPM SERVICES FOR BOARD OF EDUCATION**

BID 6018 DUE: NOVEMBER 6, 2013 @ 3:00 P.M.

GENERAL INSTRUCTIONS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for IPM Services Trumbull Board of Education in accordance with the enclosed specifications.

1. PREPARATION OF PROPOSALS

Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements of this bid request.

2. BID SUBMISSION

a) Bids are to be submitted in DUPLICATE and sealed in an envelope clearly marked and addressed as follows:

Purchasing Agent – Bid 6018 Due: Nov 6, 2013
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

b) Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

c) No oral, telephonic, or faxed proposals will be considered. Corrections, deletions, or additions to the bids may be made by wire, provided such wires are received in correct and comprehensive form prior to the opening time of bids, and confirmed by letter. No telephone corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

3. BID TIME

a) Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.

b) A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

4. TOWN OPTIONS

a) The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

b) If your proposal does not meet or better the required specifications on all points, which must be outlined in a letter, otherwise it will be presumed that a proposal is in accordance with the required specifications.

c) The Town of Trumbull-Board of Education reserves the exclusive right to determine whether or not a proposal meets or exceeds the stated specifications.

5. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. INQUIRIES

a) All inquiries regarding this request shall be answered up to close of November 4, 2013 after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to Stephen Kennedy (203-452-4306) Plant Operations, Trumbull Board of Education KennedyS@trumbullps.org.

- b) Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.
- c) It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Failure to submit a bid or proposal that does not address any changes or addendums may result in a disqualification of a bid submission.

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent or Board of Education will issue notification of award in writing.

8. **PRICING**

All prices quoted are to be firm for a period of three hundred and sixty-five (365) days following bid opening.

9. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a bidder, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

10. **HOLD HARMLESS CLAUSE**

Bidder agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

11. **WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations. Additional regulations and/or standards as listed in the specifications shall apply.

12. **WARRANTIES**

A copy of all applicable warranties must be submitted in full detail.

13. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

14. **DELIVERY**

Installation shall be scheduled with the BOE Plant Operations Department.

15. **INSURANCE**

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with an Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			

Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees that fifteen (15) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Town.

In the event of cancellation, the contractor will cease all operations on or before the effective date of said cancellation and shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the BOE Plant Operations Office.

18. **SPECIFICATIONS** –

- a) Each Bidder will be held responsible to have studied the Specifications, visited the sites regarding the proposed work, satisfied itself regarding all existing conditions and to have included in the proposal an amount sufficient to cover all work.
- b) Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, notify the Town at once. The Town may then, at their option, issue Addenda clarifying same. The Town shall not be responsible for oral instructions or misinterpretations of Specifications.
- c) The Town reserves the right to issue Addenda at any time prior to the Bid Opening. All such Addenda become, upon issuance part of the Specification. Each Bidder shall cover such Addenda in the proposal and shall acknowledge receipt of same on the blank provided therefore. It is the bidders' responsibility to access the Town's website or contact the Town for any addenda that may be issued in conjunction with this bid.
- d) The Town reserves the right to require any or all Bidders to submit statements as to previous experience in performing comparable work; and as to financial and technical organizations and resources available for this work. The mere opening and reading aloud of a bid shall not constitute or imply the Town's acceptance of the suitability of a Bidder or the bid, nor shall possession of Drawings or Specifications constitute an invitation to bid. The competency and responsibility of Bidders as well as the number of working days required for completion will be considered in making an award.

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SERVICE SPECIFICATIONS. AND REQUIREMENTS

The Trumbull Public Schools (TPS) is requesting a quote for IPM services at all district schools and offices in accordance with the specifications below.

Prices quoted are for all services described below on an annual basis.

In addition to the information below, the IPM contractor must provide unlimited phone consultation (as needed) with the district's IPM coordinator at no additional charge.

Calls for service must be returned by a technician familiar with the schools within 2 hours. If a service call is necessary, such call will be made within 24 hours of the TPS call for service.

Any contractor shall become familiar with the schools at no extra charge. Each contractor shall include a monitoring plan that includes all typical pest pressure areas including locker rooms, food preparation areas including kitchens and home economics rooms, lavatories, pantries, biology/science rooms, trash/recycling areas, etc.

Included in this plan are typical "household" pests such as ants, mice, cockroaches, etc. Not included in this request are termites, mammals (other than rodents), mosquitos, and stinging insects such as honey bees, yellow jackets, wasps, etc. However, the Pest Control Contractor may be asked to review or help make a recommendation for addressing pests not under the normal scope of the contract.

The TPS works very closely with the State of CT DEP when evaluating pest control actions.

All Questions regarding this request for quotation should be directed to Stephen Kennedy, Plant Administrator, TPS kennedys@trumbullps.org or 203-452-4306.

GENERAL INFORMATION

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the monitoring, management and pest removal components of the pest program. The primary service provided by the Contractor is the Contractor's knowledge about pests and their management, not the application of pesticides. The Pest Control Contractor will work with the Trumbull Public School District's IPM coordinator to manage the TPS IPM Plan. The service provided will include regular inspections of all facilities, pest monitoring on a monthly basis at the minimum, proper identification and management of pests consistent with IPM principles, and recommendations to prevent future pest infestations.

This specification is part of a comprehensive Integrated Pest Management (IPM) program for the District listed herein. IPM is a process for achieving long-term, environmentally sound pest suppression through the use of a variety of management practices, including structural and procedural modifications that reduce pest access, food, moisture and harborage. Chemical methods are applied only on an "as needed" basis. Need is determined by pest population monitoring and previous unsuccessful attempts to solve the pest problem with non-chemical strategies. Control products shall be placed where they are inaccessible to children, faculty, and staff.

The Contractor shall ensure that staff assigned to this project is adequately trained in IPM techniques and that the most current IPM procedures are followed.

This Agreement for pest management includes all school district schools and office buildings. The area of service does **not** include athletic fields or outdoor turf areas. At certain school district sites, playground areas or loading dock/dumpster areas may be included within the Agreement scope in the event of a pest outbreak that requires immediate attention.

Monthly inspections of monitored areas and any other areas where pests have been noted on the school's pest sighting log shall be performed as part of this service. Additional visits may be requested in the event that an unusual pest problem presents itself. Such visits typically occur no more than once per month district-wide. These visits will be provided at no charge.

District Contact Person

The District contact for all pest management communications and decisions is the Integrated Pest Management (IPM) Coordinator, Stephen Kennedy (203-452-4306). Individual buildings will have an assigned liaison, usually the head custodian, and the IPM Coordinator will provide the Contractor with a listing of these personnel.

Pest Management Plans

The Contractor shall adhere to the TPS IPM Plan. The Pest Control Contractor shall become familiar with each building and will make site recommendations as necessary. All such recommendations shall be communicated to the TPS IPM coordinator. In addition, the Pest Control Contractor shall be expected to make recommendations to update or modify the district's IPM plan as needed., with individual site plans for each school district facility. The Contractor shall review the Pest Management Plan on an annual basis, or as necessitated by major school renovations, with the IPM Coordinator. The following will be included in the review:

Structural or operational changes: Using a building floor plan as a permanent record, the Contractor shall describe site specific solutions for eliminating pest access, food, water, and harborage.

Monitoring: The Contractor shall describe the products and procedures used for identification of pest presence, access and harborage locations (i.e., monitoring for cockroaches on a monthly schedule using roach sticky traps). Types of monitors and number required shall be discussed. Monitors shall be in good working condition at all times. Any changes in the monitoring program at a particular school district building site shall be communicated to the IPM Coordinator on the inspection form.

Monthly inspections of monitored areas and any other areas where pests have been noted on the school's pest sighting log shall be performed as part of this service. Additional visits may be requested in the event that an unusual pest problem presents itself. Such visits typically occur no more than once per month district-wide. These visits will be provided at no charge.

Materials and Equipment: The Contractor shall provide current labels and Material Safety Data Sheets (MSDS) for all pesticide products to be used. In addition, brand names shall be provided for all application equipment, rodent bait boxes, monitoring and trapping devices, and any other control equipment that may be used to provide service.

Service Schedule: The Contractor shall provide service schedules that include the frequency of Contractor visits, with a minimum monthly frequency. The schedule must minimize the disruption of building activities and be pre-approved by the IPM building liaison. The Contractor must check in with the building liaison to register the date, purpose of visit, activities performed, and duration of visit. When it is necessary to perform work outside of the regularly scheduled service time, the Contractor shall notify the IPM building liaison at least one (1) day in advance.

Commercial pesticide applicator certificates or licenses: The Contractor shall provide copies of the company pest control license and dated pesticide applicator certificates for every employee who will be performing on-site services under this contract. In addition, a certificate of insurance shall be filed with the Plant Operations office.

RECORDS AND DOCUMENTATION

The Contractor shall be responsible for reviewing a pest control logbook for each school district site and facility specified in this Agreement. These records shall be kept onsite in the custodial office and maintained on each visit by the Contractor.

Forms: Documentation of findings and pest control activities to include the following:

Pest Sighting Forms: The building IPM liaison will maintain pest sighting forms. All occupants will report pest sightings to this individual for documentation which will include date, time, location and tentatively identified pest species. This information will be made available to the Contractor during scheduled inspections. It is the Contractor's responsibility to verify pest species prior to recommending any treatment procedures.

Monitoring/Action Log Sheet: All observations from pest monitoring activities will be recorded on the monitoring log sheet. Any actions taken shall be written on this log sheet as well.

Intent to Apply Pesticide: Documentation will include type of material to be used, building, location, and time of treatment, at least 72 hours prior to pesticide application. In certain emergency situations, the IPM Coordinator may deem it is necessary to shorten or waive the notification period. No pre-notification is required if the pesticide is formulated as a bait or in a containerized bait box, however all bait related activities shall be recorded on the form. Any treatment performed by the Contractor shall be justified by reported sightings as listed on the Inspection Form or Pest Sighting Forms. Pest species verification must be completed prior to recommending any treatment procedures.

Pesticide Use Log Sheet: Documentation will include pesticide and coverage information. Floor plan of the area serviced for each chemical control application may be included if necessary.

Monthly Service Reports

The Contractor shall provide monthly service reports within fifteen (15) days following the end of each month. The service reports shall include, but not be limited to, the following:

- Any specific actions taken or recommended
- Notice of any unusual instances of "pest pressure."
- Identification and listing of type and quantity of pesticides and containerized baits used

SERVICE REQUIREMENTS

Training and Updates: The Contractor may be asked to review procedures or IPM procedures and practices with school staff as requested in order to promote understanding and assistance with the IPM program.

Safety and Health: The Contractor shall observe all safety precautions throughout the performance of this Agreement. All work shall be in strict accordance with all applicable Federal, state, and local health and safety 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.

Special Entrance: Technician shall enter each building at the main entrance. The technician shall be escorted by a custodian as they walk through the building. Certain areas within some buildings may require special entrance instructions. Any restrictions associated with these special areas will be explained by the District IPM Coordinator. The Contractor shall adhere to these restrictions and incorporate them into the Pest Management Plan.

Uniforms and Protective Clothing: All Contractor personnel must possess proper identification and proof of credentials while at school sites and facilities. The Contractor shall determine the need for and provide any personal protective items required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to U.S. Occupational Safety and Health Administration (OSHA) standards for the products used.

Vehicles: Vehicles used by the Contractor shall be identified in accordance with state and local regulations.

Use of Chemical Control Methods

The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the United States Environmental Protection Agency and the State of Connecticut. **If used, no additional cost shall be incurred for the use of a pesticide, bait, or trap.**

The Contractor shall adhere to the following rules for chemical control products:

The Contractor shall not apply any pesticide product that is not included in the Pest Management Plan or pre-approved by the IPM Coordinator. 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 use of a Category I pesticide in a school is considered unnecessary and is not part of an IPM program. Use of a Category II pesticide is considered only in those unusual circumstances where alternative treatments have failed. Chemical pest management strategies must be initiated with Category III pesticides.

Pesticide application shall be according to need and not by schedule. Such chemical control methods shall not be applied unless visual inspections or monitoring devices indicate the presence of pests in excess of the threshold levels in a specific area,

and non-chemical control methods have proved unsatisfactory. Preventive chemical control treatments in areas where there is a potential for insects and rodents will be evaluated on a case-by-case basis with the IPM Coordinator.

When the application of chemical control products is necessary, the Contractor shall employ the least hazardous materials, most precise application techniques, and the minimum quantity of pesticide necessary to achieve control. The Contractor shall provide the IPM Coordinator at least a 72-hour notice prior to the application of a pesticide at any school facility, unless otherwise determined by the IPM Coordinator. No pre-notification is required if the pesticide is formulated as a bait or in a containerized bait box, however all bait related activities shall be recorded on the appropriate form.

As a general rule, The Contractor shall apply all insecticides as "crack and crevice" treatments only, defined in this Agreement as treatments in which the formulated insecticide is not visible to a bystander during or after the application process. Application of insecticides to exposed surfaces or as space sprays (fogging) shall be restricted to exceptional circumstances where no alternative measures are practical. The Contractor shall obtain approval from the IPM Coordinator prior to any such application. 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 pesticide is to be applied in any room or area while in use or occupied by faculty, staff, or students, with the exception of pre-approved containerized baits. The Contractor will follow all requirements on product labels including re-entry time periods.

Insecticide bait formulations shall be the standard pesticide technology for cockroach and ant control, with alternate formulations restricted to unique situations where baits are not practical.

The Contractor shall not store any pesticide product in the buildings specified in this Agreement.

Non-pesticide controls include the use of a portable vacuum for initial pest suppression and the use of indoor trapping devices. Bait formulations shall be used where appropriate. Sticky traps will be used to monitor indoor insect populations and be used to evaluate the effectiveness of efforts wherever necessary. Traps must be concealed and not readily accessible to students.

Rodent Control

Rodent control inside occupied facilities shall be accomplished with trapping devices only. All such devices shall be concealed and in protected areas so as not to be disturbed by school operations. When trapping devices are deployed they shall be checked every 24 hours. The Contractor is responsible for disposing of all trapped rodents or rodent carcasses in an appropriate manner. Other treatment techniques require the submittal to the Pest Control Coordinator for review and approval.

Rodenticides may be used only in exceptional circumstances when deemed essential for adequate rodent control. The Contractor shall obtain approval from the IPM Coordinator prior to making any interior rodenticide treatment. All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife and domestic animals, or in EPA-approved tamper-resistant bait boxes. As a general rule, rodenticide application outside the building shall emphasize the direct treatment of rodent borrows wherever feasible.

Outdoor bait boxes shall be placed out of general view where they will not be disturbed by school operations. The lids of the boxes shall be securely locked or fastened shut. All bait boxes shall be attached or anchored to the ground, building wall, or other immovable surface so that the box cannot be disturbed. Bait shall always be secured in the feeding chamber of the box and never placed in the runway or entryways of the box. All bait boxes shall be labeled on the inside with the Contractor's business name and address. The outside of the box shall be dated at the time of installation and after each service. Inspections of bait boxes shall occur at least monthly during the year.

Structural Modifications and Recommendations

The Contractor is responsible for advising the IPM Coordinator about any structural, sanitary, or procedural modifications that will reduce pest access, food, water and harborage. The Contractor shall not be responsible for carrying out structural modifications as part of the pest control efforts. The Contractor shall be responsible for adequately suppressing all pests included in this Agreement until such time as the appropriate preventive measures are enacted. The District is committed to completing the necessary preventive measures in a reasonable and timely fashion.

Waste Disposal

The Contractor is responsible for all waste generated by their work on school grounds. Non-hazardous solid waste products shall be removed from the work-site and placed in dumpsters located on school property. All non-hazardous liquid waste must be removed from school property by the Contractor. All hazardous waste materials generated by the Contractor during servicing shall be removed from the school property and disposed of in accordance with all applicable Federal, State and County Laws and Regulations. For the purpose of this contract, any waste chemical suppressant will be considered the property of the

Contractor. Under no circumstance is any hazardous material to be disposed of at any location in the school system. It shall be the responsibility of the Contractor to insure the hazardous waste materials are properly packaged, labeled and transported in accordance with all applicable Federal, State and County Laws and Regulations. Costs of disposal are to be borne by the Contractor.

Note: Building diagrams with the general pest monitoring locations for each school have been attached. Specific placement must be determined at the time of the technician's inspection. In addition to locations shown, additional areas based on pest pressure may be included in the monitoring plan and monthly inspection.

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PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request.

Annual cost for providing all services as described above is proposed at :

\$ _____/yr

CT Pesticide license # _____

% Increase for 1st additional year of service: % _____

% Increase for 2nd additional year of service: % _____

% Increase for 3rd additional year of service: % _____

Company Name

By (Signature)

Address

Print Name

City, State, Zip code

Title

Phone #

Fax

Email

24 Hr Phone or Mobile Phone