



Attachment B: Specifications

RFx: 300022265 Title:*Fax* Pest Control Svcs. - LDH

Bidder:

Scope of work:

The vendor shall furnish all labor, tools, materials, chemicals, insecticides, rodenticides, and equipment necessary to accomplish full treatment pest control services for all areas, and buildings including, but not limited to, all rooms, closets, toilets, kitchens, hallways, stairwells, attics, wheelchairs, drawers.

Services shall include, but not be limited to the clean out and control of rats, mice, roaches, weevils, bed bugs, lice, fleas, ants, silverfish, hornets, wasps, crickets, spiders (including black widow), scorpions, bees, mites, carpet beetles, moths, and other pest airborne or otherwise in buildings. The service shall include treatment of at least six (6) feet from the exterior walls. Rat and mouse infestations located in burrows in the ground adjacent to the buildings are included.

Insecticide products shall be applied as surface sprays, following the crack and crevice criteria, as dust or baits applied to areas inaccessible to sprays

Critical areas:

Areas such as trash rooms, sink rooms, mop rooms, storage areas, wire closets, toilet rooms, kitchens, warehouses and loading docks are considered to require concentrated attention. Such areas are to receive intensive preventive treatments. Any other space within the walls of any other structure that may develop large insect populations shall also receive intensive preventive control measures.

*****A detailed plan of treatment is required, prior to award*****

The areas specified in this contract shall be inspected and treated at least twice monthly, but not back to back, or more as may be required at no additional cost to the agency for the eradication and preventative control of above named rodents, arachnids, and insects.

The vendor shall be subject to, and answer within a one (1) to two (2) hour period, special calls for control of infestation at no additional charge. Contractor shall make regular applications of devices such as traps, tapes, etc. to provide preventive treatment between monthly spraying.

When necessary to install rodent bait boxes, the vendor shall supply a written report to agency, which indicates the box location(s), date of installation and removal.

All insecticides, rodenticides, and bait stations shall be removed from agency premises at the conclusion of contract. Written certification of such removals shall be submitted to agency.

Pest control service personnel shall report to the Maintenance Superintendent before any work is started. Agency's authorized Representative will accompany the pest control service person to area for which work is to be performed. Problems needing the attention of the pest control service person will be reported to the Agency Representative at this time and service person is expected to take necessary actions.

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An inspection report treatment log will be posted in each building to be completed by vendor upon completion of each treatment or inspection.

Privacy and confidentiality warning:

Contract will entail personnel coming in contact with protected health information. Individually identifiable health information and other information which is protected by law. Contractor agrees to keep confidential all information and materials which will come into possession or knowledge of contractor in connection with this contract or the performance thereof, excepting only information as is already known to the public, and not to release, use, or disclose the same except with written permission of the agency.

Insecticide products:

All chemicals and pesticides used must comply with requirements of the Louisiana Structural Pest control law - Rules and Regulations for Pest Control work in Louisiana as adopted by the Pest Control Operators Association, and must be odorless or low odor. The agency reserves the right to reject any chemical.

No pesticide shall be used in the performance of this agreement unless it will be used in strict conformance with the manufacturer's instructions as they appear on the label and as approved by the Environmental Protection Agency. No pesticide shall be left unattended or not under lock and key except when in the hands of the vendor and his employees. Contractor shall be solely responsible for supplies and equipment. Agency will not be liable for destruction or theft of property of vendor.

All insecticide products used shall be properly registered and labeled for the control of the pests against which the product being applied. Insecticide products may be applied as surface sprays, following the crack and crevice criteria, as dust or baits applied to areas inaccessible to sprays, or as space applications using dry fog methods for flying insect control. (Fogging must be approved in advance by Agency). No insecticide shall be used in any manner inconsistent with its labeling. Fogging: modern equipment and products will be used for fogging all areas, including crawl spaces, mechanical and equipment rooms.

No poisons of any kind shall be used to control rodents without prior approval by agency.

MSDS on all pesticides to be used must be furnished to agency

Schedule:

The vendor shall coordinate all work with agency Maintenance Superintendent at the start of contract period. At this time an inspection and service schedule shall be arranged.

Services will be performed by vendor during regular hours of operation in the various building, except when special conditions require servicing to be done when a building or area is vacated after regular working hours or on weekends. There will be no additional charge for this service.

Schedule shall be arranged so as not to interrupt normal routines of departments. The pest control service will be provided on regular schedule agreeable to agency and with a written copy maintained by both parties. The schedule will contain day of week as well as time of day to cause least interference with agency work schedule. Revisions may be made by mutual consent. Agency representative must sign a service ticket to authenticate that service was performed for each building. A copy of this signed statement must be included with each monthly invoice.

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It is the vendor's responsibility to contact agency concerning scheduling services and addressing service problems on a monthly basis. A report shall be furnished to the using agency after each visit. This report will state problems and what corrective action was taken by vendor.

Inspections:

Pest control services shall be inspected at the discretion of the agency to determine if service is being safely and effectively carried out and if specifications are being complied with.

During contract period the premises covered shall be inspected periodically to determine the effectiveness of the program. Inspections shall be jointly made by agency representative and contractor. Results shall be documented in writing and submitted to purchasing department. The contractor shall promptly initiate actions to correct any deficiencies found.

Information:

Contractor must be licensed with the Department of Agriculture and should submit a copy of this license with bid.

Pest control service personnel must possess technician certification with Louisiana State Department of Agriculture.

Contractor shall provide to agency the names, addresses, telephone, and beeper numbers of such personnel assigned by vendor to perform services. This information is to be kept current at all times.

Vendor grants the Legislative Auditor of the State of Louisiana and/or the Division of Administration the option of auditing all records of contractor pertinent to this contract.

Vendor shall not assign any interest in this contract and shall not transfer the same.

Billing:

Contractor is to submit to Pinecrest Developmental Center Accounts Payable Department a monthly invoice with listing of all charges incurred and copies of signed service reports by agency representative. All invoice and correspondence are to reference contract purchase order number.

Service shall be performed at the convenience of agency.