



**Solicitation Information  
October 10, 2017**

**CR-59 / Solicitation #7565539**

**TITLE: Pest Control Services**

**Initial Submission Deadline: November 8, 2017 @ 10:00 AM (ET)**

**Contract Term: January 1, 2018 – December 31, 2023**

**PRE-BID/ PROPOSAL CONFERENCE: NO**

Questions concerning this solicitation must be received by the Division of Purchases at [doa.purquestions3@purchasing.ri.gov](mailto:doa.purquestions3@purchasing.ri.gov) no later than **October 17, 2017 @ 4:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Gary P. Mosca  
Chief Buyer**

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **Introduction and Conditions**

The Rhode Island Department of Administration (“Department”), Division of Purchases (“Division”) seeks, on behalf of the Executive Branch agencies of the State of Rhode Island, along with potential participation at their own discretion from the Legislative and Judicial branches, quasi-public agencies, municipalities (cities, towns and school districts), seeks to retain one or more vendors to participate on a Master Continuous Recruitment (CR) list to provide Pest Control Services in all parts of the State.


The intent is to obtain the most cost effective Pest Control Services for the State while maximizing the quality and level of service. The State is seeking qualified pest control companies to provide labor, materials, services, skills, supervision and necessary tools and equipment to insure that Customer’s facilities will be free of pests. Qualified companies must have the capability to perform and complete the services in all respects in accordance with the solicitation documents.

If awarded, the term of the CR contract shall commence on or about January 1, 2018 and expire December 31, 2023 unless terminated, cancelled, by the Division. It is anticipated that a contract agreement will be awarded to multiple vendors.

This solicitation is being conducted under the State’s Continuous Recruitment (CR) process. A Continuous Recruitment, is not an invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

Bidders will be selected based upon their fulfillment of the minimum qualifications listed in this Continuous Recruitment (CR), any added value features, the completion of all Required Forms as listed in this CR that contracting with the Bidders will provide the “best value” to the State of Rhode Island.

**Proposals may be submitted from initial submission deadline (November 8, 2018 @ 10:00am) until June 30, 2022 at 10:00 am.**

 **Contract Term: *January 1, 2018 to December 31, 2023***

The State of Rhode Island reserves the right to re-open the Continuous Recruitment (CR) during the term of the contract if it is determined to be in the best interest of the State. After the initial selection process under this CR, the State may allow bidders an opportunity to submit proposals at a time specified by the State during the contract term. Proposals (responses to the CR) will be reviewed and evaluated and additional vendors may be added to the pre-qualified list upon completion of the qualification and evaluation process outlined in this CR and selection by the State. Contracts awarded as a result of the reopening will run concurrently with other awarded contracts under CR 59 and will be subject to the same terms and conditions.

CR-59 vendors may be utilized by any State agency. In addition, CR-59 vendors may be utilized by quasi-public agencies, Rhode Island municipalities, and the Legislative and Judicial branches

of State government at their own discretion. Placement of vendors on a CR 59 is no guarantee of future business. All ordering and billing shall be between the vendor and the user agency. Services are sought on an “as-needed” basis. Once need has been determined, utilization by the user agency will be based on a number of factors, including, but not limited to price, expertise, and availability.

It is anticipated that a price agreement will be awarded to multiple vendors.

The term of this CR will be for five (5) years. This work will be done on behalf of programs and projects associated with any of the State’s agencies, including municipalities, as described elsewhere herein, and in accordance with the terms of this request and the State’s General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases’ homepage by Internet at <http://www.purchasing.ri.gov>.

It is envisioned that a price agreement will be awarded to one or more vendors. The specific scope of work will be determined by the needs of the using agency, as with any CR, a using agency would create its own release / direct purchase order specifying the items, quantities and pricing ordered, and would thus be responsible to finance the required services. No Vendor shall provide services or begin work unless and until a valid Purchase Order approved by the Agency has been issued and received by Vendor. A Vendor will not be entitled to any payment for services rendered or work completed outside of this policy... **There is no guarantee of any level of spending activity to a vendor or vendors selected for this CR.**

Any contract award(s) resulting from this solicitation shall be subject to the State Purchases Act, R. I. Gen. Laws § 37-2-1, *et seq.*, the Procurement Regulations and the General Conditions of Purchase, which are available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov), as well as the terms of this solicitation.

CR’s can be utilized by any State Agency, and as a requirement of this solicitation, will also be made available to quasi-public organizations, Rhode Island municipalities, school districts, and the Legislative and Judicial Branches of Rhode Island government at their own discretion. The same offers, terms and conditions of service shall be offered to these organizations. Placement of a qualified firm(s) on a CR is no guarantee of usage. Services are sought on an “as-needed” basis.

## Description of Services

This contract is part of a comprehensive Integrated Pest Management (IPM) program for the buildings and other areas as specified herein. The goal of IPM is to deliver effective pest control while at the same time reducing the volume and toxicity of pesticides used and human and environmental exposure to pesticides. IPM is a process for achieving long term, environmentally sound pest control through the use of a wide variety of technological and management practices. Control techniques in an IPM program include a combination of pest monitoring, good sanitation practices, education, appropriate solid waste management, building maintenance, alternative physical, mechanical, and biological pest control, and the use of pesticides when warranted according to a predetermined hierarchy of pest management choices, formulations, and application techniques, which will minimize the exposure and potential risk to people and the environment.

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. Contractor hereby warrants that all services shall be performed in a timely and first-class workmanlike manner. Contractor shall keep the property free and clear at all times of excess materials, debris and equipment. Contractor shall provide the following services within the boundaries of each facility:

Integrated Pest Management (IPM) methods should be used to the extent possible to remove and exterminate rodents, insects, and other pests.

*IPM means the selection, integration, and implementation of multiple pest control techniques based on predictable economic, ecological, and sociological consequences, making maximum use of naturally occurring pest controls, such as weather, disease agents, and parasitoids, using various biological, physical, chemical, and habitat modification methods of control, and using artificial controls only as required to keep particular pests from surpassing intolerable population levels predetermined from an accurate assessment of the pest damage potential and the ecological, sociological, and economic cost of other control measures.*

**Pesticide Applications.** Many people believe that IPM means that pesticides will not be used at all; however, IPM does not preclude the use of pesticides. In some cases, pesticides will be need to be implemented first while in other cases, pesticides may not be needed at all. Every situation is different, service professional is the person who must analyze the situation and choose the appropriate control measure including when and where to use pesticides.

If a pesticide application is required, “low impact” products with acceptable efficacy should be chosen for IPM programs. Low impact insecticides include baits, naturally-occurring materials such as boric acid and silica aerogel dusts, and pyrethroids. These materials generally have very low mammalian toxicity and still remain very effective at controlling insects and other arthropod pests.

## **Requirements for Bidding**

In order for a company to qualify for the bidding process, it must meet the following requirements:

- (1) Possess a valid State issued Commercial Pesticide Applicator Certificate or License for every employee who will be performing pest control services under this contract.
- (2) All applicators must be licensed and certified to apply pesticides in the State of Rhode Island under chapters 42-35 and 23-25 of the Rhode Island General Laws governing pesticide application.
- (3) Employ a minimum of one certified commercial supervisory applicator
- (4) Provide three references attesting to the company's knowledge or experience in the field of IPM.

## **Estimated Quantities**

Since this is a new State Term Contract, historical spend information is fragmented and incomplete; therefore, future spend projections are not available. However, in order to assist offerors in the bid process, gross estimated historical annual spend ranges are provided.

**FY 16/17 spend range = \$1.0 million to \$2.0 million**

The above figures reflect only spend generated by State Agencies and do not reflect additional spend that could result from use by Eligible Customers

## **Pests Included**

Pests covered for prevention and/or elimination shall include, but not be limited to, rats, mice, roaches, fleas, ticks, ants, silverfish, centipedes, millipedes, earwigs, spiders, crickets, and all other common insects.

Populations of the following pests will also be considered as services to this contract:

- ✚ Birds, bats, snakes and all other vertebrates other than commensal rodents;
- ✚ Termites, carpenter ants nesting within structures and other wood-destroying organisms;
- ✚ Mosquitoes and other free flying insects originating out of doors;
- ✚ Pests that primarily feed on outdoor vegetation;
- ✚ Wildlife Trapping
- ✚ Bed Bugs

## **Office Style Location Coverage Requirements**

Contractor will visit each property to inspect, maintain, and/or service the interior and exterior of the associated facility for Pest Control Service to include but not be limited to the following:

- Ten foot perimeter around facility
- Loading Docks
- Common Areas, entrance ways, hallways and stairways
- Lunchrooms, Kitchens, Kitchenettes
- Restrooms
- Maintenance Areas
- Dormitory Areas
- Trash Collection Areas
- Basement Areas
- Mechanical Rooms & Utility Areas
- Elevator Rooms and associated elevator pits
- Accessible structural voids
- Garage & Parking Areas

## **Initial Inspection**

The Contractor shall conduct a thorough, initial inspection of each building or site within the agreed upon number of 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. The initial inspection shall be conducted by a certified commercial supervisory applicator employed by the Contractor.

Access to building space shall be coordinated with the User Agencies facilitates manager or representative. The manager will inform the Contractor of any restrictions or areas requiring special scheduling.

Ideally, the manager should have oversight of custodial staff to ensure that sanitation practices and building maintenance procedures associated with proper pest control are accomplished, and should interact with all facility staff members to ensure that pest sightings and other pest control related items are promptly brought to the attention of the Contractor.

Contractor shall render additional out of schedule inspections and treatment as such is deemed necessary at no added cost to the State. Such additional services shall be rendered promptly as and when requested by the business office of an agency within a period not to exceed twenty-four clock hours.

A thorough inspection of each facility shall be conducted to locate any infestation. Intensive treatment should follow to assure a 7-day resolution to eliminate all existing infestations.

## **Pest Control Plan**

Prior to initiation of service, the Contractor shall submit to the agency manager a Pest Control Plan for each building or site within the agreed upon number of working days following the initial inspection. Upon receipt of the Pest Control Plan, the manager will render a decision regarding its acceptability within an agreed upon number of working days. The Contractor shall be on site to initiate service within an agreed upon number of working days following notice of approval. If aspects of the Pest Control Plan are incomplete or disapproved, the Contractor shall have an agreed upon number of working days to submit revisions.

The contractor shall describe methods and procedures to be used in the identification of pest harborage and access, and in making objective assessments of pest levels. The contractor shall describe site-specific solutions for observed sources of pest food, water, harborage and access.

The Pest Control Plan shall consist of five parts:

1. Proposed methods for control, including labels and Material Safety Data sheets (MSDS sheets) for all pesticides to be used. A list of types 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 targeted pest;
3. A service schedule for each building or site;
4. A description of any structural or operational changes that would facilitate the pest control effort;
5. A copy of the Commercial Pesticide Applicator Certificate for every Contractor's representative who will be performing on-site service under contract.

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 manager 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.

## **Pesticide Application**

Pesticide application shall be according to need not by schedule unless determined otherwise by the user agency.

The Contractor shall not apply any pesticide product that has not been included in the Pest Control Plan or approved in writing by the manager. The manager will make a timely decision on any matter that requires a written approval.

Pesticide application shall be according to need unless scheduling or any other request is specified by the user agency. As a general rule, application of pesticides in any area inside or outside the premises shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area.

Preventive pesticide treatments of areas determined to be at high risk for infestation by insects or rodents, through inspection at the onset of the program or as part of a maintenance program, are acceptable. These applications must be conducted in accordance with the pesticide use hierarchy found in this document. Written approval must be granted by the agency prior to any preventive pesticide application.

The Contractor shall not store any pesticide product on the property of the user agency.

### **Structural/Procedural Recommendations**

Structural modifications for pest control, including the application of caulk and other sealing materials will not be the responsibility of the Contractor. However, throughout the life of this contract, the Contractor shall be responsible for notifying the manager in writing about any structural, sanitary, or procedural modifications deemed necessary to eliminate pest food, water, harborage, or access.

### **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 the property of the agency and maintained on each visit by the Contractor.

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

- Applicators name and company
- Application site
- Purpose of application
- Name of pesticide / insecticide used
- Date and time of application
- Location of application
- Target pests
- Any precautions due to application

A copy of the Pest Control Plan for the building or site, including labels and MSDS sheets for all pesticides used in the building, and the Contractor's service schedule for the building;

The Pest Control Work and Inspection Report forms will be supplied to the Contractor by the agency, and will be used to advise the Contractor 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 the State of Rhode Island. 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.

**Regular Communication/Reports:**

The contractor shall be required to communicate on a weekly basis with agency manager or designee to discuss routine and exceptional service requirements, challenges and achievements.

After each regular visit, the contractor must submit a completed form indicating building/area serviced on that day, noting any maintenance or sanitary deficiencies observed by the contractor or conditions requiring action by the agency. Form must indicate company name, address, phone number, contractor personnel preparing report and contractor signature.

**Contractor Personnel**

Throughout the life of this contract, all Contractor personnel providing on-site pest control service must meet state requirements for training and certification 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 services to be rendered hereunder, including materials and involving used connection therewith, shall comply to all respects to applicable Federal, State of Rhode Island and local laws, ordinances and regulations.

**Manner and Time to Conduct Service**

The Contractor shall perform routine pest control services that do not adversely affect occupant health or productivity during the regular hours of operation in the buildings. No sprays or dusts may be applied when the immediate 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 agency manager 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 agency. The Contractor shall adhere to these restrictions and incorporate them into the Pest Control Plan for the specific building or site.

All Contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform clothing and carry Contractors ID's at all times. The contractor shall determine the need for and provide any personal protective equipment requirement The

Contractor shall determine and provide additional personal protection equipment required for and provide any personnel protective equipment required for the safety 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.

All vehicles used by the contractor shall be clearly identified.

### **Special Requests and Emergency Service**

On occasion, the agency may request that the Contractor perform corrective, special, or emergency service (s) that are beyond routine service requests. 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 that such services cannot be completed within one working day, the Contractor shall immediately notify the agency and indicate an anticipated completion date.

For the purpose of this contract ‘AFTERHOURS’ is broadly defined as any time out side of regular service hours. For the purpose of this contact, “REGULAR service hours” shall be defined as Monday through Friday, 7am – 5pm. “AFTERHOURS” shall refer to the following two timeframes.

1. AFTERHOURS: Monday through Friday: any time Monday through Friday before 7am or after 5pm, and any time after 5pm on Friday through midnight.
2. AFTERHOURS: Saturdays: any time between 12:01am and midnight.
3. AFTERHOURS: Sunday and Holidays: any time between 12:01am through midnight.

Contractor shall be required to respond 24/7/365 to calls placed by agencies. Response time for emergency or exceptions treatment is expected to be 2 hours.

Contractors are required to respond to non-emergency calls within twenty-four (24) hours, and weekend / holiday calls on the following business day.

### **Insect Control**

#### **Non-pesticide Products and Use**

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.

- a. Portable vacuums rather than pesticide sprays shall be the standard method of initial cleanouts of cockroach infestations, lady bugs, swarming (winged) ants and termites, and for control of spiders in webs.
- b. Trapping devices rather than pesticide sprays shall be the standard method for indoor fly control.

c. As a general rule, when required, the contractor shall apply all insecticides as crack and crevice treatment only, defined in this contract as treatments in which the formulated insecticide is not visible to a bystander during or after the application process.

d. Application of insecticides to exposed surfaces, or a space sprays (that is, fogging) shall be restricted to exceptional circumstances where no alternative measures are practical. The contractor shall obtain approval from the agency prior to any application of insecticide to an exposed surface or any spray treatment.

e. The use of rodent glue boards for rodent control shall be permitted as long as the contractor removes any trapped rodent (a) on the same day that the rodent is trapped, if that is the regular service day or (b) on the next day whether or not the next day is a regular service day of the rodent trapped on a non-service day.

No surface application or space spray shall be made while occupants, visitors or personnel are present.

The contractor shall take all necessary steps and precautions to ensure occupant, visitor and personnel safety, and all safety, and all necessary steps and precautions to ensure that the insecticide is contained as effectively as possible, commensurate with commercial IPM pest control standards and best practices.

surface or any spray treatment. No surface application or space spray shall be made while occupants, visitors or personnel are present.

### **Pesticide Products and Use**

The goal of Integrated Pest Management (IPM) is to deliver effective pest control while at the same time reducing the volume and toxicity of pesticides used and human and environmental exposure to pesticides. 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.

Pesticide application should be according to need rather than by schedule. Pesticides should be used only if adequate control cannot be achieved with non-chemical methods.

Pesticide use shall consist of the least hazardous material, most precise application technique, and minimum quantity of material necessary to achieve control. Pesticides should not be stored on site.

The Vendor shall provide current labels and Safety Data Sheets (SDS) for all pesticides to be uses, and brand names of pesticide application bait boxes, insect and rodent trapping devices, pest monitoring devices, pest detection equipment and any other pest control devices, applications or equipment that may be used.

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. Transport, handling and use of all pesticides shall be in strict accordance with the manufacturers label instructions and all applicable federal and state 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.

(1) Baits and Gels

Containerized and other types of bait formulations rather than sprays shall be used for cockroach and ant control wherever appropriate. Baits and gels are considered the standard choice for most spaces. Baits and gels for other insects should also be considered as they are introduced into the marketplace and their efficacy established.

(2) Dusts in closed areas such as wall voids

Dusts are the preferred pesticide product for treatment in such areas as, contrary to liquid products; they are not as directional when applied and affect a broader internal void area.

(3) Crack and crevice treatment using, in order of preference

- (a) Wettable powders
- (b) Microencapsulated products
- (c) Emulsifiable concentrates

As a general rule, if effective baits are not available for the targeted indoor pest, 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.

Spot treatments

As differentiated from overall, broadcast, or complete coverage, spot treatment is application to localized or restricted areas no more than (2) square feet where insects are likely to occur. These areas may occur on floors, walls and bases or undersides of equipment. Application must not be performed in food areas unless permitted by the pesticide product label.

General sprays or fogs

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 timely 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 formulation will be considered as first choices. Solvent-based pesticides will be used only as a last resort when no other effective alternatives exist. All application 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 agency manager will determine, on a case-by-case basis, what additional ventilation and pre-notification are needed.

The Contractor shall obtain the approval by the agency 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 occupant 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 occupants are present in the treated areas.

### **Commensal Rodent Control**

#### **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, whenever possible, 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 consistent with good pest control practice and approved by the agency. During regular service, the Contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.

In circumstances when rodenticides are deemed essential for adequate rodent control inside occupied buildings, the Contractor shall obtain the approval of the agency prior to making any interior rodenticide treatment. When approved, pest applications/treatments shall employ the least hazardous chemical or material, the most precise application technique, and the minimum quantity of pesticide to achieve control.

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.

Frequency of servicing bait boxes shall depend upon the level of rodent infestation. All bait boxes shall be maintained in accordance with EPA regulations. The Contractor shall adhere to the following four points:

1. All bait boxes, whenever possible, shall be placed out of the general view and 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 surface, to discourage movement by non-authorized personnel;
4. Bait shall always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box;

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 agency about the location of all rodent burrows on the premises that must be filled.

### **Quality Control Program**

The Contractor shall establish a complete quality control program to assure the requirements of an agency Agreement are provided as specified. Within five (5) working days prior to the starting date of the agreement, the Contractor shall submit a copy of their program to the agency. 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 individuals (s) who will perform the inspections;

The checklist shall include every area of the operation serviced by the Contractor as well as every task that is required to be performed;

A system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable;

A file of all inspections conducted by the Contractor and the corrective actions taken. This documentation shall be maintained locally and made available upon request.

***Checklist:*** A contractor-created quality assurance checklist shall be devised and provided to the agency by the contractor and shall be used in evaluating contract performance during both regularly scheduled and unscheduled inspections. The checklist shall be able to reference every building and site serviced by the contractor, and every task, treatment or activity performed by the contractor under the terms of this contract.

***File:*** A quality assurance file shall be maintained by the contractor, and shall be on file in the Agency Center. It shall contain a record of all inspections conducted by the contractor and any corrective actions taken. The file shall be maintained throughout the term of the contract. This file may be included in the Pest Control Log Book, or maintained separately, at the discretion of the agency.

## **Cost/Pricing**

The State requests that potential Proposers respond to this solicitation only if they are able to offer a wide array of products and services at lower prices and with better value than what they would ordinarily offer to a single agency.

This solicitation requests pricing for an indefinite quantity of products or related services with potential distribution and service to all State facilities including but not limited to city, towns, quasi-public and other municipal agencies.

Pricing on this contract will be based on monthly, as needed or other service fees negotiated between the Contractor and the Agency. The service fee must be inclusive of all transportation, materials, labor and other costs and must be fixed for at least the initial duration of a service agreement between a Contractor and an Agency. "Cost plus a percentage of cost" as a primary pricing mechanism is not acceptable.

The fee will include all planning, monitoring, communications, training, controls, recommendations, evaluation, record-keeping and any other aspects of IPM including to but not limited to bedbugs and termites. At the time of signing a service agreement, the Contractor and the Agency must be clear on what specific small-scale treatment for bedbugs and termites is included into the fee. It is the responsibility of the Contractor to establish and document this agreement as part of their service proposal and any work order documentation.

The fee will not include termite and bedbug treatments that are large-scale or building-wide, unless specifically stated by the Contractor in their price quote. Additional service proposals may be submitted and work orders established for such treatments.

Pre-existing conditions will not affect the cost or quality of service to be accepted by the Agency as an excuse for any failure or omission on the part of the contractor to fulfill every detail of all requirements of the scope of work. Contractors will not be allowed any extra compensation for additional work they may have to complete of which they should have been aware through their own surveillance prior to submitting a service quote.

### *Emergency Service Pricing*

If an emergency call-back service is required, or an infestation occurs between regularly scheduled visits (i.e. visits called for in the IPM Plan or Statement of Work), the Contractor shall be responsible for controlling the problem at no additional cost to the Agency, unless the cause of the emergency call-back or infestation is the Agencies failure to follow the Contractor's written recommendations provided in the IPM Plan, Service Report or other document.

## **Line Item Pricing**

Line-item pricing is a pricing format in which individual products or services are offered at specific Contract prices. (see attached pricing form). Complete and submit Attachment "A" with proposal.

### **Additional Price Offers**

Contractors are also encouraged to offer optional pricing Strategies, Products, and Volume Discounts offering a specific selection of products or services at greater discounts than those listed in the standard Contract pricing. All product and service pricing, must be submitted electronically in excel format. Products and services may be added through the contract period.

### **Price Escalation/De-Escalation – For Line Item Pricing (per attachment A)**

A price escalation or de-escalation may be requested by the Contractor to the price of Pest Control Services at three months prior to the anniversary of the contract start date for the second through fifth twelve (12) month periods of the sixty (60) month contract period and for each twelve (12) month portion of any renewal periods by using the cost of living price increase index (CPI) as published by the Department of Labor, Bureau of Statistics, Boston Labor Division of the Northeast Region for the twelve (12) month period ending in June not to exceed or descend greater than 3%.

At no other time may the proposed products or services be offered under this Contract be increased or decreased.

### **Safety and Health**

All work shall comply with all applicable state and federal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply. The contractor shall observe all pertinent safety procedures throughout the performance of this contract. All work shall be in strict accordance with applicable Federal, State and local safety requirements. The contractor shall assume full responsibility for compliance with all regulations associated with pest control applications/activities as they relate to the safety & health of all persons/ personnel during the execution of work.



**Proposal Submission:**

**All Respondents are requested to submit and meet the minimum requirements listed with their proposal:**

Company Certifications:

- Evidence/copy of a valid commercial pesticide application business certificate of registration from the Rhode Island Department of Environmental Management;
- Provide evidence of employment of at least one certified commercial supervisory applicator. Valid Commercial Applicator (Core) License.
- Proof evidence of appropriate insurance.
- Provide three references.
- Any affiliations of a Pest Management Association, i.e. National Pest Management Association, New England Pest Management Association etc.

Company experience

A firm profile providing company details, providing information such as company experience in the field of IPM, number of years in business, number of employees, and a brief description of available services as it relates to this solicitation.

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**Proposal Submission:**

Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date(s) and time(s) indicated on the cover page of this solicitation.

Responses (a clearly labeled original copy), mailed or hand-delivered in a sealed envelope marked with the CR number to:

**Rhode Island Department of Administration, Division of Purchases  
One Capitol Hill, Second Floor  
Providence, Rhode Island 02908-5855**

**Reminder:** Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time(s) of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2<sup>nd</sup> floor, One Capitol Hill, Providence, Rhode Island.

**NOTICE TO BIDDERS: All vendors responding to the within solicitation must complete the ATTACHED prompt payment discount “PPD” form as part of this continuous recruitment agreement solicitation.**

**This solicitation has the following bidder fees:**

Statewide Contract Administrative Fee - Notice: The Division of Purchases shall soon implement a new, state-of-the art, eProcurement system which will streamline public procurement in Rhode Island. In conjunction with implementation of the eProcurement system the Division of Purchases anticipates that the “State Purchases Act”, R. I. Gen. Laws § 37-2-12 shall be amended to authorize the Chief Purchasing Officer to establish, charge and collect from State contractors listed on master price agreements a statewide contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against a contract awarded to a state contractor. All statewide contract administrative fees collected shall be deposited into a restricted receipt account which shall be used for the purposes of implementing technology for the submission and processing of bids, online bidder registration, bid notification, and other costs related to State procurement. If/when the Division of Purchases receives statutory authority to assess a statewide contract administrative fee, it shall be applicable to any bidders who receive a purchase order relative to the within solicitation during the entire term of the MPA contract.

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [a.purquestions3@purchasing.ri.gov](mailto:a.purquestions3@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference CR # on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-8100.

**RESPONSE CONTENTS**

Responses shall include the following:

1. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. One completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. PPD Form (attached)
4. Excel Price Sheet
5. Minimum requirements as listed above.

**CONCLUDING STATEMENTS**

Notwithstanding the above, the State reserves the right not to accept or reject any or all proposals, and to award in its best interest.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the CR. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

*End.*

**Prompt Payment Discount Form**  
*(Invoice discounts for receiving fast payments)*

Note: All vendors doing business with the State of Rhode Island must complete a Prompt Payment Discount ("PPD") form as part of this Master Price Agreement solicitation.

**Bidder Name:** \_\_\_\_\_

**RFQ/RFP Bid Solicitation Number:** \_\_\_\_\_

Prompt Payment Discounts ("PPD"): Vendors benefit from PPD by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. While Bidders/Contractors have flexibility in determining the actual % discount(s) offered to the State, the discount(s) must be identified in 10 days or more for Payment Issuance Date. The State may use the prompt pay discounts submitted as a basis for selection and may negotiate discounts as deemed in the best interest of the State.

All discounts offered will be automatically deducted from payment when the issue date is within the specified number of days listed below and in accordance with the State's Prompt Payment Law. Payment days will be measured **from** the date goods are received and accepted/performance was completed OR the date an invoice is received by the Office of the DOA Controller, whichever is later **to** the date the payment is issued via ACH or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a vendor.

Enter the Prompt Payment Discount percentage (%) off the invoice payment, for the available payment issue dates listed below. Note: Vendors are allowed up to three different prompt payment options. Example prompt payment options are:

- 5% - 10 Days
- 3% - 20 Days
- 1% - 25 Days

Discount %	Payment Issue Date Within
%	<b>10 Days</b>
%	<b>15 Days</b>
%	<b>20 Days</b>
%	<b>25 Days</b>
By checking this box, we certify that we will not offer any Prompt Payment Discounts	
<input type="checkbox"/>	

ACH Payments/Supplier Portal: Vendors are highly encouraged to enroll for ACH payments. This payment method will increase the prompt pay benefit since funds are paid directly to designated bank accounts, thus eliminating the delay of check clearance policies and traditional mail lead time. The form required for ACH enrollment can be found at <http://controller.admin.ri.gov/Forms/index.php>.

The State also highly encourages Vendors to use the RIFANS Supplier Portal which includes the functionality to electronically submit invoices against open Purchase Orders. This efficient invoicing method eliminates handling time, mailing expenses, and will further expedite the payment process. Information on the portal can be found at <http://controller.admin.ri.gov/iSupplier/isup/index.php>.

<b>We will sign up for ACH payment.</b> (please circle response)	Yes	No
<b>We will utilize the State's Supplier Portal to electronically submit invoices.</b> (please circle response)	Yes	No

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>ATTACHMENT "A"</b>				
<b>Solicitation #7565539 - CR 59</b>				
<b>Titled: Pest Control Services</b>				
<b>Initial Submission Deadline Date &amp; Time: November 8, 2017 @ 10:00 AM</b>				
Line	Description	Unit	UOM	Unit Price
1	Pest Control and Extermiantion Services (If food service area is contained in building use square footage pricing below for ALL food service kitchen areas)	0 to 20,000	Sq. ft.	
	Pest Control and Extermiantion Services (If food service area is contained in building use square footage pricing below for ALL food service kitchen areas)	20,001 to 35,000	Sq. ft.	
	Pest Control and Extermiantion Services (If food service area is contained in building use square footage pricing below for ALL food service kitchen areas)	35,001 to 50,000	Sq. ft.	
	Pest Control and Extermiantion Services (If food service area is contained in building use square footage pricing below for ALL food service kitchen areas)	50,001 to 100,000	Sq. ft.	
	Pest Control and Extermiantion Services (If food service area is contained in building use square footage pricing below for ALL food service kitchen areas)	100,001 to 150,000	Sq. ft.	
	Pest Control and Extermiantion Services (If food service area is contained in building use square footage pricing below for ALL food service kitchen areas)	150,001 to 200,000	Sq. ft.	
	Pest Control and Extermiantion Services (If food service area is contained in building use square footage pricing below for ALL food service kitchen areas)	200,001 to 250,000	Sq. ft.	
	Pest Control and Extermiantion Services (If food service area is contained in building use square footage pricing below for ALL food service kitchen areas)	250,001 to 300,000	Sq. ft.	
	Pest Control and Extermiantion Services (If food service area is contained in building use square footage pricing below for ALL food service kitchen areas)	300,001 +	Sq. ft.	
	Food Service Areas - free standing or contained in an office building	0 to 2,500	Sq. ft.	
	Food Service Areas - free standing or contained in an office building	2,5001 to 5,000	Sq. ft.	
	Food Service Areas - free standing or contained in an office building	5,000 +	Sq. ft.	
	Rodent Control Treatments	as requested	Price Per Application	
	Termite Control Treatmnets	1 each as requested	Surface spray only/Price Per Application	
	Beg Bud Control Treatments	1 each as requested	Conventional Bed Bug Control/Price Per Application	
	Dining/Food/Kitchen Areas - Bait Stations, Monthly	1 each	Sq. ft.	
	Trapping - Regular Hours	1 each	Hr	
	Trapping -After Hours	1 each	Hr	
	Tick & Mosquito Control	1 each	Sq. ft.	
	Termite installation and 12 month monitoring	1 each	linear ft.	
	Bed Bug Treatment - up to three treatments per project	1 each	Sq. ft.	
	One follow-up bed bug treatment	1each	Sq. ft.	