



C o u n t y o f S a n L u i s O b i s p o

GENERAL SERVICES AGENCY

Janette D. Pell, Director

Cody VanDorn, Department Administrator

REQUEST FOR PROPOSAL PS- #1181 PEST CONTROL SERVICES

May 16, 2012

The County of San Luis Obispo (County) is currently soliciting proposals for professional services for Pest Control Services.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The County reserves the right to reject any and all proposals and to waive any irregularity or informality in any proposal or in the Request for Proposal process, as long as, in the judgment of the County, such action will not negate fair competition and will permit proper comparative evaluation of the proposals submitted.

This Request for Proposal is posted on the County's Purchasing website at http://www.slocounty.ca.gov/GSA/Purchasing/Current_Formal_Proposals_and_Proposals.htm. Any changes, additions, or deletions to this Request for Proposal will be in the form of written addenda issued by the County. Any addenda will be posted on the website. Prospective proposers must check the website for addenda or other relevant new information during the response period. The County is not responsible for the failure of any prospective proposer to receive such addenda. All addenda so issued shall become a part of this Request for Proposal.

If your firm is interested and qualified, please submit seven (7) hard copies and one (1) electronic copy (on CD) of your proposal on Wednesday, June 13, 2012 by 3:00 p.m. to:

County of San Luis Obispo
Debbie Belt, GSA Purchasing
1087 Santa Rosa Street
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Ken Meichtry at (805) 781-5121.

All questions pertaining to the content of this Request for Proposal must be made in writing via e-mail to Ken Meichtry at: kmeichtry@co.slo.ca.us. All questions will receive a response within four (4) business days. The question and its response will be posted (anonymously) on the County's Purchasing web site located at the link above. The County reserves the right to determine the appropriateness of comments/questions that will be posted on the website.

DEBBIE BELT
Buyer – GSA Purchasing
dbelt@co.slo.ca.us

PEST CONTROL SERVICES**PROPOSAL SUBMITTAL AND SELECTION**

1. All proposals, consisting of seven (7) hard copies and one (1) electronic copy (on CD) must be received by mail, recognized carrier, or hand delivered no later than 3:00 p.m. on Wednesday, June 13, 2012. Late proposals will not be considered and will be returned, unopened.
2. All correspondence should be directed to:

San Luis Obispo County
General Services Agency
1087 Santa Rosa Street
San Luis Obispo, CA 93408
ATTENTION: DEBBIE BELT
Telephone: (805) 781-5904

3. All costs incurred in the preparation and submission of proposals and related documentation will be borne by the proposer.
4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.
5. Selection of qualified proposers will be by an impartial Selection Committee using an approved County procedure for awarding professional contracts. Selection will be made on the basis of the proposals as submitted, although the County reserves the right to interview applicants as part of the selection process. The proceedings of the Selection Committee are confidential, and members of the Selection Committee are not to be contacted by the proposers.
6. This Request for Proposal does not constitute an offer of employment or to contract for services.
7. The County reserves the option to accept or reject any or all proposals, wholly or in part, received by reason of this request, and make more than one award, or no award, as the best interests of the County may appear.
8. All documents submitted to the County in response to this Request for Proposal will become the exclusive property of the County and may be returned to the proposer or kept by the County, in the County's sole discretion.
9. All proposals shall remain firm for ninety (90) days following closing date for receipt of proposals.
10. The County reserves the right to award the contract to the firm who presents the proposal which in the judgment of the County, best accomplishes the desired results, and shall include, but not be limited to, a consideration of the professional service fee.
11. Any contract awarded pursuant to this Request for Proposal will incorporate the requirements and specifications contained in this Request for Proposal. All information presented in a proposer's proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by the County during subsequent negotiations.
12. **PRICING**
Prices offered shall be firm for the contract period beginning August 1, 2012 and ending July 31, 2013.

A price increase may be allowed for each option period as the result of:

- a. Manufacturer or Supplier price increases in the product(s) offered;

PEST CONTROL SERVICES

- b. Governmental or regulatory agency increases to the trade;
- c. National Average Consumer Price Index (CPI-U) increases as published by the United States Department of Labor

Any request for a price increase must be substantiated with documentation from the vendor, a manufacturer, supplier, or governmental agency and must be submitted in writing at least thirty (30) days prior to the effective date of the increase. Such changes shall be subject to acceptance; the County reserves the right to accept those prices or to give thirty (30) days notice and reproposal. Overall increases of greater than 3% from prior year prices will not normally be allowed.

13. **NON-EXCLUSIVE**: The County reserves the right to award more than one Purchase Order for Pest Control services.

14. **TERMINATION OF CONTRACT**:

WITH CAUSE: The County may immediately cancel this contract for cause. Due cause for termination shall include, but not be limited to failure to deliver according to schedule, failure to respond to technical questions in a satisfactory manner, and/or other reasons of unsatisfactory service.

WITHOUT CAUSE: Both the County and the contractor may, upon giving thirty (30) days written notice, terminate this contract with or without cause.

15. Under the provisions of the California Public Records Act (the "Act"), Government Code section 6252 et seq., all "public records" (as defined in the Act) of a local agency, such as the County, must be available for inspection and copying upon the request of any person. Under the Act, the County may be obligated to provide a copy of any and all responses to this Request for Proposal, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code section 6254(k)] or contains other technical, financial or other data whose public disclosure could cause injury to the proposer's competitive position. If any proposer believes that information contained in its response to this Request for Proposal should be protected from disclosure, the proposer MUST specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:

NOTICE: *The data on pages _ of this response identified by an asterisk (*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the proposer's competitive position. Proposer requests that such data be used only for the evaluation of the response, but understands that the disclosure will be limited to the extent the County considers proper under the law. If an agreement is entered into with the proposer, the County shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.*

The County will not honor any attempt by proposer to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the Request for Proposal is protected from disclosure under the Act, proposer shall indemnify,

PEST CONTROL SERVICES

defend, and hold harmless, the County arising out of such dispute, lawsuit, claim or demand.

16. An electronic copy of your proposal must be included. This electronic copy should include all documents being submitted combined into one Adobe Acrobat (pdf) file on a CD, using this convention for the file name: FIRM NAME + RFP NUMBER (e.g., if your firm is Acme Inc. and you are responding to RFP #1101, your Acrobat (pdf) file would be named: **ACME 101.pdf**)

Additionally, if you deem any part of your proposal as proprietary and not to be disclosed under the California Public Records Act as explained in item 13 above, please mark the CD with the phrase "**Proprietary Information Included**". This can be hand written or printed on the CD label.

PEST CONTROL SERVICES**PROPOSAL FORMAT**

A qualifying proposal must address all of the following points and shall be in the format outlined in this section:

1. Project Title
2. Applicant or Firm Name
3. Firm Qualifications
 - a. Type of organization, size, professional registration and affiliations.
 - b. Names and qualifications of personnel to be assigned to this project.
 - c. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
 - d. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
 - e. Client references from recent related projects, including name, address and phone number of individual to contact for referral.
4. Understanding of and Approach to the Project
 - a. Summary of approach to be taken.
 - b. Description of the organization and staffing to be used for the project.
 - c. Indication of information and participation the proposer will require from County staff.
 - d. Indication of time frame necessary to complete the plan review once a Notice to Proceed is issued.
5. Fees and Insurance
 - a. Propose total fixed fees to complete project as described under Project Scope.
 - b. The selected Consultant will be required to provide insurance coverage in the amount of \$1,000,000 General Liability Insurance. This amount of insurance coverage shall be reflected in your estimated professional fee. See Attachment D.
 - c. The Consultant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.

PEST CONTROL SERVICES**d. Indemnification:**

Contractor shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, including Contractor, and that arise out of or are made in connection with the acts or omissions, relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission by the Contractor, or its agents, employees, or other independent contractors directly responsible to Contractor, including, but not limited to the following:

1. Violation of statute, ordinance, or regulation.
2. Professional malpractice.
3. Willful, intentional or other wrongful acts, or failures to act.
4. Negligence or recklessness.
5. Furnishing of defective or dangerous products.
6. Premises liability.
7. Strict Liability.
8. Inverse condemnation.
9. Violation of civil rights.
10. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Contractor is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

PEST CONTROL SERVICES

COUNTY OF SAN LUIS OBISPO
GENERAL SERVICES AGENCY
FACILITY SERVICES - MAINTENANCE

PEST CONTROL SERVICES

INTRODUCTION

San Luis Obispo County is soliciting written proposals for general interior and exterior pest control, rodent control, termite extermination, and related services using Integrated Pest Management (IPM) practices for various County buildings and locations in accordance with the specifications, terms and conditions set forth herein. IPM shall be used to manage and control pest damage by the most economical means and with the least possible hazard to people, property and the environment. The intent of this solicitation is to establish a blanket purchase order for various departments. The County makes no guarantee of any minimum monthly or annual amount of services purchased.

The successful proposer shall be a business licensed to conduct business in the County of San Luis Obispo and has the ability to perform pest control services under the RFP's Terms and Conditions.

TERM

The term of this Agreement shall be for a period of one year commencing August 1, 2012, and continuing through July 31, 2013. The County of San Luis Obispo reserves the right to extend this Agreement annually for up to three additional years.

PRE-PROPOSAL JOB WALK

A job walkthrough of a representative selection of buildings within the San Luis Obispo Downtown area is scheduled for Wednesday, May 23, 2012. Interested parties should meet at the reception desk in the lobby of the New Government Center, 1055 Monterey Street, San Luis Obispo, at 9:00 am. Attendance is highly recommended, but not mandatory. **Due to the numerous buildings and locations included in this proposal, only a selection of buildings will be inspected during the job walk. Proposers are encouraged to inspect the remaining buildings on their own time. However, prior to doing so, notify Ken Meichtry, Building Maintenance Superintendent, Facility Services, at (805) 781-5121.** All potential proposers are encouraged to inspect the site conditions prior to submitting a proposal. Each proposer is solely responsible for a prudent and complete personal inspection, examination, and assessment of the work site condition and/or any other existing condition, factor, or item that may affect or have an impact on the performance of services described by the requirements of this solicitation. The proposer shall not be relieved of responsibility for performance under the contract for any reason whatsoever, including, but not limited to, the proposer's failure to observe existing conditions.

PEST CONTROL SERVICES**ATTACHMENT A****SCOPE OF SERVICES
AND
ADDITIONAL TERMS AND CONDITIONS****1. SCOPE OF SERVICES**

The successful Contractor shall furnish all labor, materials, equipment, transportation and insurance to perform professional pest control services for various County buildings. The Contractor shall provide pest control services for all of the County buildings and locations listed in Exhibit A. The frequency of applications will be as needed in order to ensure acceptable pest control. The minimal frequencies allowed are specified in Exhibit A.

Contractor shall render pest control services in accordance with all applicable Federal, State and Local laws, codes, regulations, and requirements and shall use all registered pesticides in a manner consistent with its manufacturer labeling and follow the crack and crevice, spot, general and space methods of treatment consistent with industry standards. Pesticides used shall comply with all applicable OSHA, EPA, FDA and USDA safety regulations and standards including, but not limited to, requirements under the current Federal Insecticide, Fungicide and Rodenticide Act.

Pest control services will depend on the type of target pest, frequency of infestation, cause of infestation, method of application and areas of treatment. Proper application methods shall be used, including spraying and fogging for ants, fleas, cockroaches, black widow spiders, yellow jackets, wasps, earwigs, silverfish, clothes moths, etc.; termite treatments; and placing and maintaining bait stations and traps for rodent control.

Prudent use of bait shall be made to avoid exposure to cats, squirrels and other non-target animals. Bait stations and traps containing poison shall be labeled "Poison" and shall identify the poison being used and date of service. Bait stations and traps shall be numbered and indicated on a premises chart detailing bait station and trap locations. The Contractor shall update chart as needed. Bait stations and traps shall be cleaned as necessary.

The County contact for the resulting contract shall be the Building Maintenance Superintendent for Facility Services, who shall have authority to direct the Contractor's performance in matters relating to policy, information requirements and procedural requirements. The Superintendent shall monitor the contract and the performance of the Contractor. In the event that the Superintendent is not available and one of the Supervising Facility Maintenance Mechanics deems that there is either an urgent or an emergency circumstance where they believe that there is an immediate need for them to direct the Contractor's performance in matters relating to policy, information requirements and procedural requirements, then they are authorized to assume that authority. The Superintendent shall monitor the contract and the performance of the Contractor. The Supervising Maintenance Mechanics shall monitor the contract and the performance of the Contractor when the Superintendent is not available to do so.

PEST CONTROL SERVICES

The successful Contractor may be required to submit additional information for technicians who will enter secure facilities. Technicians working in secure facilities will be required to sign a security agreement (Sample: Attachment C).

2. TYPES OF SERVICE

General Pest Control is defined as the control and elimination of specific incidents of all nesting and breeding pests (excluding termites, bats, bee swarms and nests, rodents) and the control treatment of all potential nesting and breeding areas to prevent re-infestation of pests that are common and ordinary to the interior and/or exterior of San Luis Obispo County buildings by the most economical means and with the least possible hazard to people, property and the environment. Examples include, but are not limited to: ants, fleas, cockroaches, black widow spiders, yellow jackets, wasps, earwigs, silverfish, clothes moths, etc.

Scheduled Treatment:

- **Scheduled General Pest Control:** A pre-determined minimal service level has been established for each building and is listed in Exhibit A. The descriptions of these service levels are as follows:

Monthly: The Contractor shall treat buildings and remove accessible cobwebs on a monthly basis for general pest control. The Contractor shall use fogging methods only if approved by the Building Maintenance Superintendent for Facility Services. The Contractor shall send a copy of the service slip with invoice. Service slip shall indicate service location, date of service, and products used. See Exhibit A for a list of the buildings.

The minimal frequency of pest control services shall be determined solely by the Building Maintenance Superintendent for Facility Services. All additional services necessary to ensure acceptable pest control shall be solely at the expense of the pest control company. The Contractor shall notify the Superintendent, or in their absence, one of the Supervising Maintenance Mechanics, who are all the designees of the Superintendent, not less than four calendar days prior to any scheduled routine spraying of a secured facility, memorial hall or facility requiring special access. Waiver of the time period shall only be granted by authorization from the Superintendent, or in their absence, a designee.

Warranty work requests that are reported to the Contractor by noon shall be serviced by 5:00 pm the next business day.

Unscheduled Treatment:

The Contractor shall respond to regular service requests within 48 hours (arrive at site) after receipt of a phone or written request from the San Luis Obispo County Facilities Services. Requests for emergency pest control service shall be responded to the same day the request is made. An unscheduled treatment is a spray or fog application for a building that is not warranty work as defined in Section 12 of these "Scope of Services and Additional Terms and Conditions", and is performed between scheduled general pest control service visits for that particular

PEST CONTROL SERVICES

building, or, is a one-time treatment of a building that is not specified in Exhibit A of this proposal and is not added to the contract in accordance with Section 8 of these "Scope of Services and Additional Terms and Conditions."

- **General Pest Control** is defined as the control and elimination of specific incidents of all nesting and breeding pests (excluding termites, bats, bee swarms and nests, rodents) and the control treatment of all potential nesting and breeding areas to prevent re-infestation of pests that are common and ordinary to the interior and/or exterior of San Luis Obispo County buildings by the most economical means and with the least possible hazard to people, property and the environment. Examples include, but are not limited to: ants, fleas, cockroaches, black widow spiders, yellow jackets, wasps, earwigs, silverfish, clothes moths, etc. General pest control treatment may be requested from time to time for the interior and/or exterior of any County building.
- **Termite Extermination** is defined as the control and elimination of specific incidents of nesting and breeding termites and the control treatment of all potential nesting and breeding areas to prevent re-infestation of termites in San Luis Obispo County buildings.
- **Rodent Control** is defined as the control and elimination of specific incidents of nesting and breeding mice and/or rats and the control treatment of all potential nesting and breeding areas to prevent re-infestation of mice and/or rats around the interior and/or exterior of San Luis Obispo County buildings.

Initial treatment of rodents using traps shall require twice weekly inspection for the first month of service. Frequency beyond the first month shall be determined by the infestation. Baits shall only be used when approved by the Building Maintenance Superintendent for Facility Services.

- **Bat Control** is defined as the control and deterrence of specific incidents of roosting bats. Only non-lethal methods of deterrence may be used.

3. PRICING

Pricing for scheduled and unscheduled treatments shall represent total costs to the County including after-hours and weekend services, labor, equipment, materials, forms, transportation costs, insurance and tax. All pricing shall remain firm for the duration of the contract period.

Frequency schedules for general pest control have been established in Exhibit A of the proposal form for each County building. Pricing shall be calculated as follows: Number of total treatments multiplied by the cost per treatment.

Pricing for unscheduled general pest control services shall be indicated on a price per square foot basis for spraying and fogging. Additional pricing shall be indicated for termite treatments and rodent bait stations and traps. Refer to Attachment B, Proposal Form for square footage levels and other considerations.

PEST CONTROL SERVICES

Buildings treated under the regular sequence of scheduled general pest control services shall be covered under warranty. Refer to item 12 below.

4. HOURS OF OPERATION

Interior spraying and fogging shall be scheduled by the Building Maintenance Superintendent for Facility Services and shall be performed after normal County Business hours and/or on weekends. Unscheduled service calls may be performed during normal business hours, if authorized by the Superintendent or designated representative, as well as after normal business hours. Exterior bait stations and traps may be serviced at any time. Scheduled exterior spraying may be conducted during normal business hours, which are considered to be 8:00 am to 5:00 pm, Monday through Friday, excluding holidays normally granted to San Luis Obispo County employees.

5. FOGGING

The Contractor shall obtain authorization from the Building Maintenance Superintendent for Facility Services prior to entry into or under any building. When fogging under a building is required, treatment shall be made from outside venting whenever possible. Should the Contractor determine that fogging is necessary for any building(s), the Contractor shall make such recommendation to the Superintendent and proceed with fogging only after approval by the Superintendent.

6. STORAGE

The Contractor shall not store pesticides or materials on County premises.

7. PRIMARY CONTACT

The Contractor shall designate an individual(s) to serve as the primary point of contact for the agreement. The primary contact(s) shall respond to County inquiries within one (1) business day. The Contractor shall not change the primary contact(s) without prior notification to the Superintendent. The primary contact shall provide a telephone number(s) where he/she can be reached during and after normal business hours.

8. COUNTY'S RIGHT TO ADD OR DELETE BUILDINGS

The County reserves the right, at any time, to add or remove buildings from the Contract schedule, and to revise services and the frequency of services for any building(s). Pricing in this proposal shall be applicable to any buildings added to the agreement, or for services changed.

9. PROTECTION OF PERSONS AND PROPERTY

The Contractor shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the services. This requirement includes, but is not limited to, applicable

PEST CONTROL SERVICES

regulations concerning employment of labor, protection of public and employee safety and health, and similar subjects.

10. INVOICE REQUIREMENTS

The Contractor will be paid in accordance with invoices submitted for services completed. Invoices shall include: blanket purchase order number, buildings serviced, type of service, date, and price charged in accordance with pricing indicated in the Proposal Form. The County is not responsible for paying fuel, surplus and finance charges, or any associated late fee. Buildings treated under the regular sequence of scheduled general pest control services shall be covered under warranty (refer to Item 12 below).

The Contractor shall submit a monthly summary invoice showing sites serviced, date of service, and amount billed per address, to the County's designated contract coordinator, which is the Building Maintenance Superintendent for Facility Services, at the following address:

General Services Agency
County of San Luis Obispo
1087 Santa Rosa Street
San Luis Obispo, CA 93408
Attention: Building Maintenance Superintendent for Facility Services

11. REPORTS

When requested by the Building Maintenance Superintendent for Facility Services, the Contractor shall furnish reports of services performed. Reports shall include at a minimum: date when services were performed, building location, services performed, the pesticides used, and bait stations/traps placed.

12. WARRANTY

Buildings treated under the regular sequence of scheduled general pest control services shall be covered under warranty for additional general pest control service at no cost to the County. If pest problems recur between regular scheduled appointments, The Contractor shall furnish additional general pest control services promptly at no charge to the County.

13. OWNERSHIP OF INFORMATION

All submittals, records, worksheets, reports, documentation and any other related information or data furnished in any format by the Contractor in accordance with the Scope of Services herein shall become the sole property of the County.

PEST CONTROL SERVICES**PROPOSAL FORM**

(To be completed by proposer)

SUBMITTALS

Submit the following documents with your proposal:

- A. **License Requirements.** The successful Contractor shall be appropriately licensed in accordance with State of California regulations to furnish interior and exterior general pest control, rodent control and termite (spot) extermination services. The Contractor shall maintain the required licenses for the duration of the agreement. The Contractor shall be registered with the State of California Structural Pest Control Board (S.P.C.B.) and possess a **Structural Pest Control Operator** license and any other licenses(s) required by the State to perform the services described herein. Qualifying Managers, Applicators and Field Representatives shall be appropriately licensed by the S.P.C.B. for the type of pest control services being applied.
- B. **Descriptive literature of pesticides** to be applied for pest and rodent control services and termite extermination services. The information shall include, at minimum, **Material Safety Data Sheets (MSDS)** for each product the Contractor intends to use on County premises.
- C. **Proof of Asbestos Certification.** The successful proposer (hereinafter "Contractor") may be required to perform pest control services under buildings where asbestos is present. The Contractor's employees shall be certified and properly equipped to perform pest control services in and around structures where asbestos may be present. Submit evidence that your employees are appropriately trained and certified in accordance with the applicable State regulations to perform pest control services in an asbestos environment.
- D. **Proof that the Contractor is registered with the County of San Luis Obispo Agricultural Commissioner** to perform pest control services in San Luis Obispo County as described in this RFP.
- E. **List of your firm's pest control servicing technicians** who will perform services, include copies of their pest control licenses.

Failure to comply with any of the submittal requirements above may render a proposal non-responsive.

PEST CONTROL SERVICES

PROPOSAL FORM

Insert Submittal A Here

LICENSE REQUIREMENTS

Submit appropriate licenses. The successful Contractor shall be appropriately licensed in accordance with State of California regulations to furnish interior and exterior general pest control, rodent control and termite (spot) extermination services. The Contractor shall maintain the required licenses for the duration of the agreement. The Contractor shall be registered with the State of California Structural Pest Control Board (S.P.C.B.) and possess a **Structural Pest Control Operator** license and any other licenses(s) required by the State to perform the services described herein. Qualifying Managers, Applicators and Field Representatives shall be appropriately licensed by the S.P.C.B. for the type of pest control services being applied. The following representations are made under penalty of perjury:

CA State License Number

Class/Type

Expiration Date

PEST CONTROL SERVICES

PROPOSAL FORM

Insert Submittal B Here

DESCRIPTIVE LITERATURE OF PESTICIDES

Submit descriptive literature of pesticides to be applied for pest and rodent control services and termite extermination services. The information shall include, at minimum, Material Safety Data Sheets (MSDS) for each product the Contractor intends to use on County premises.

PEST CONTROL SERVICES

PROPOSAL FORM

Insert Submittal C Here

PROOF OF ASBESTOS CERTIFICATION

Submit evidence that your employees are appropriately trained and certified in accordance with the applicable State regulations to perform pest control services in an asbestos environment.

PEST CONTROL SERVICES

PROPOSAL FORM

Insert Submittal D Here

PROOF OF REGISTRATION WITH THE SAN LUIS OBISPO COUNTY AGRICULTURAL COMMISSIONER

Submit proof of registration with the County of San Luis Obispo Agricultural Commissioner to perform pest control services in San Luis Obispo County as described in this proposal solicitation.

PEST CONTROL SERVICES

PROPOSAL FORM

Insert Submittal E Here

PEST CONTROL TECHNICIANS AND LICENSES

Submit list of pest control service technicians who will perform services, include copies of their pest control licenses.

PEST CONTROL SERVICES

PROPOSAL FORM

EXHIBIT A

SCHEDULED SERVICE COSTS PER COUNTY BUILDING

Indicate pricing for scheduled routine general pest control service. Price shall represent total costs to the County including after-hours and weekend services, labor, equipment, materials, forms, transportation costs, insurance and tax. All pricing shall remain firm for the duration of the contract period. The minimal frequency of services is specified in the SCHEDULED TREATMENT COST MATRIX AS OF July 1, 2012. All additional services necessary to ensure acceptable pest control shall be solely at the expense of the pest control company.

Price shall be listed by treatment cost and multiplied by the number of treatments per year to reach an annual total cost per building address. Warranty: Buildings treated under the regular sequence of scheduled general pest control services shall be covered under warranty (refer to Item 12, Scope of Services and Additional Terms and Conditions).

SCHEDULED TREATMENT COST MATRIX as of July 1, 2012

	Department & Address	Minimal Frequency Of Service	Treatment Cost	Treatments Per Year	Annual Cost
01	New Government Center 1055 Monterey Street San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
02	Courthouse Annex 1050 Monterey Street San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
03	Old Courthouse 976 Osos Street San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
04	San Luis Obispo Library 995 Palm Street San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
05	Arroyo Grande Library 800 West Branch Street Arroyo Grande, CA 93420	Every month	\$	x 12 = \$	
06	Los Osos Library 2075 Palisades Avenue Los Osos, CA 93402	Every month	\$	x 12 = \$	
07	Nipomo Library 918 West Tefft Street Nipomo, CA 93444	Every month	\$	x 12 = \$	
08	Mesa Fire Station 22 2391 Willow Road Arroyo Grande, CA 93420	Every month	\$	x 12 = \$	

PEST CONTROL SERVICES

	Department & Address	Minimal Frequency Of Service	Treatment Cost	Treatments Per Year	Annual Cost
09	Meridian Fire Station 36 4050 Branch Road Paso Robles, CA 93446	Every month	\$	x 12 = \$	
10	Veterans Building 801 Grand Avenue San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
11	Health Campus Maintenance Office 2180 Johnson Avenue San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
12	Mental Health 2180 Johnson Avenue San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
13	Public Health Annex 2180 Johnson Avenue San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
14	Public Health Department 2191 Johnson Avenue San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
15	County Probation Dept. / Casa Loma 2176 Johnson Avenue San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
16	AG Commissioner, Farm Advisor, EMSA/Environmental Health 2156 Sierra Way San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
17	Social Services 3433 S. Higuera Street San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
18	Communications Shop 1495 Kansas Avenue San Luis Obispo, CA 93405	Every month	\$	x 12 = \$	
19	Building 1203 / Sheriff Detectives 1545 Kansas Avenue San Luis Obispo, CA 93405	Every month	\$	x 12 = \$	
20	Sheriff Administration / Jails Main/Female/West 1585 Kansas Avenue San Luis Obispo, CA 93405	Every month	\$	x 12 = \$	
21	Honor Farm Kitchen 880 Oklahoma Avenue San Luis Obispo, CA 93405	Every month	\$	x 12 = \$	

PEST CONTROL SERVICES

	Department & Address	Minimal Frequency Of Service	Treatment Cost	Treatments Per Year	Annual Cost
22	Animal Services 885 Oklahoma Avenue San Luis Obispo, CA 93405	Every month	\$	x 12 = \$	
23	Sheriff Storage Building 1001 Kansas Avenue San Luis Obispo, CA 93405	Every month	\$	x 12 = \$	
24	Juvenile Services Center 1065 Kansas Avenue San Luis Obispo, CA 93405	Every month	\$	x 12 = \$	
25	County Garage 1355-A Kansas Avenue San Luis Obispo, CA 93405	Every month	\$	x 12 = \$	
26	Building 1204 / Public Works Lab 1355-C Kansas Avenue San Luis Obispo, CA 93405	Every month	\$	x 12 = \$	
27	San Luis Obispo Airport 903-5 Airport Drive San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
28	San Luis Obispo Airport Lease Site November 901 Airport Drive San Luis Obispo, CA 93401	Every month	\$	x 12 = \$	
29	Oceano Airport 561-A Park Drive Oceano, CA 93445	Every month	\$	x 12 = \$	
30	Oceano Airport 561-D Park Drive Oceano, CA 93445	Every month	\$	x 12 = \$	
31	Mental Health 5575 Hospital Drive Atascadero, CA 93422	Every month	\$	x 12 = \$	
32	Engineering Department North County Shop 1734 Paso Robles Street Paso Robles, CA 93446	Every month	\$	x 12 = \$	
33	Public Health Agency 723 Walnut Drive Paso Robles, CA 93446	Every month	\$	x 12 = \$	

County Buildings Scheduled Treatments

Total Annual Cost \$ _____

PEST CONTROL SERVICES

ATTACHMENT B

UNSCHEDULED SERVICE COSTS PER TREATMENT

Indicate pricing for unscheduled general pest control (spraying and fogging), termite treatment, and rodent service calls, bait stations and traps. Pricing for unscheduled treatment shall represent total costs to the county including after-hours and weekend services, labor, equipment, materials, forms, transportation costs, insurance and tax. All pricing shall remain firm for the duration of the contract period.

SPRAYING

<u>Footage Treated Per Building Per Incident</u>	<u>Price Per Sq. Ft. Sprayed</u>
Less than 500 sq. ft.	\$_____ sq. ft.
500 to 1000 sq. ft.	\$_____ sq. ft.
1001 to 2500 sq. ft.	\$_____ sq. ft.
2501 sq. ft. and over	\$_____ sq. ft.

FOGGING

<u>Footage Treated Per Building Per Incident</u>	<u>Price Per Sq. Ft. Sprayed</u>
Less than 500 sq. ft.	\$_____ sq. ft.
500 to 1000 sq. ft.	\$_____ sq. ft.
1001 to 2500 sq. ft.	\$_____ sq. ft.
2501 sq. ft. and over	\$_____ sq. ft.

PEST CONTROL SERVICES

TERMITE TREATMENT

Indicate pricing for spot treatment of termite infestations:

<u>Service Per Building Per Incident</u>	<u>Price Per Sq. Ft. of Treated Area</u>
Treatment: Dirt with crawl space	\$ _____ sq. ft.
Treatment: Concrete slab	\$ _____ sq. ft.
Treatment: Building Interior	\$ _____ sq. ft.

RODENT BAIT STATIONS AND TRAPS

Indicate pricing for rodent bait stations and traps:

Service Per Building Per Incident

Initial service for placement of rodent bait stations/traps \$ _____ per building

Initial inspection of stations/traps, disposal of catch,
Maintenance of bait. (Twice per week for first month) \$ _____ per trap/building

Monthly inspection of stations/traps, disposal of catch,
Maintenance of bait. (Frequency determined by
infestation) \$ _____ per trap/building

Monthly price per trap \$ _____ per trap

Monthly price per station \$ _____ per station

PEST CONTROL SERVICES

BATS

Indicate pricing for bat control:

Service Per Building Per Incident

Initial service for placement bat doors \$_____ per door

Hourly rate for technician to seal openings \$_____ per hour

Hourly rate for lift truck \$_____ per hour

PEST CONTROL SERVICES

ATTACHMENT C

**ACCESS AND SECURITY REQUIREMENTS
FOR CONTRACTORS/CONTRACTORS PERFORMING SERVICES
IN SAN LUIS OBISPO COUNTY SECURED FACILITIES**

1. The Contractor shall submit the following information for all workers that will be performing services on the premises of a secured facility:

A. Name: Last, first, middle: _____

B. Date of Birth: _____

C. Current driver's license number: _____

D. Home address: _____

E. All employee contact phone numbers on file with employer: _____

This submittal shall be submitted to the Contract Coordinator a minimum of two weeks prior to the commencement of Work. The facility staff shall have the names checked for outstanding warrants and for prior criminal history. At the discretion of the facility staff, workers who have been previously incarcerated in the San Luis Obispo County Jail and/or have a criminal record may be barred from the secured facilities.

2. Verbal or written communication (including telephone communication) with inmates, patients or wards is not permitted. Failure to comply with this requirement will be cause to ban individual workers from the premises of a secured facility.
3. Equipment shall be kept in locked boxes when not being used or monitored by the Contractor's workers. Equipment will be checked in and out of the secured facility. All workers are responsible for their tools and equipment, and no tools/equipment are to be available to any inmate, patient or ward.
4. Weapons, guns, and knives shall not be allowed on premises of any secured facility or in vehicles parked on County property. The Contractor shall be responsible for notifying all workers of this requirement.
5. Alcoholic beverages shall not be allowed on the premises of a secured facility or in vehicles parked on County property. The Contractor shall be responsible for notifying all workers of this requirement.
6. All workers shall comply with the County's regulations regarding tobacco use. The Contractor shall be responsible for notifying all workers of this requirement.
7. County personnel shall not accept material or equipment deliveries for the Contractor.

PEST CONTROL SERVICES

I have received and read a copy of the Access and Security Requirements for Contractors/Contractors Performing Services in San Luis Obispo County Secured Facilities. I agree to be bound by the provisions of this policy. I acknowledge that the County retains the sole right to grant or modify my access to any secured facility.

Employee Name (Please Print)

Employee Signature

Business Name

Date

SAMPLE

PEST CONTROL SERVICES

ATTACHMENT D

COUNTY OF SAN LUIS OBISPO
STANDARD INSURANCE REQUIREMENTS

Before the commencement of work, the Contractor shall submit Certificates of Insurance and Endorsements evidencing that the Contractor has obtained the following forms of coverage and minimal amounts specified:

A. MINIMUM SCOPE OF INSURANCE.

- 1.) Commercial General Liability coverage (Insurance Services Office (ISO) "occurrence" form CG 0001 1185).]
- 2.) Automobile Liability Insurance - standard coverage offered by insurance carriers licensed to sell auto liability insurance in California. Construction contracts only - Insurance Services Office's Business Auto Coverage form number CA 0001 0187 covering "any auto" and endorsement CA 0029 1288 Changes in Business Auto and Truckers Coverage forms - Insured Contract.
- 3.) Workers' Compensation Insurance as required by the Labor code and Employers Liability insurance

B. MINIMUM LIMITS OF INSURANCE.

- 1.) **General Liability:** At least \$1,000,000 combined single limit **per occurrence** coverage for bodily injury, personal injury and property damage, plus an annual aggregate of at least \$2,000,000. If a general aggregate limit is used, then either the general aggregate limit shall apply separately to this project/location, or the general aggregate limit shall be **twice** the required per occurrence limit. The contractor or contractor's insurance carrier shall notify the County if incurred losses covered by the policy exceed 50% of the annual aggregate limit.
- 2.) **Professional Liability Insurance:** Required when the contract involves professional services such as engineering architectural, legal, accounting, instructing, and consulting, professional liability insurance is required.
- 3.) **Automobile Liability:** At least \$100,000 to cover bodily injury for one person and \$300,000 for two or more persons, and \$50,000 to cover property damages. However, policy limits for construction projects shall be at least \$1,000,000 combined single limit per accident for bodily injury and property damage for autos used by the contractor to fulfill the requirements of this contract, and coverage shall be provided for "Any Auto", Code 1 as listed on the Accord form Certificate of Insurance.
- 4.) **Workers' Compensation and Employer's Liability:** Workers' Compensation insurance up to policy limits and Employer Liability insurance each with policy limits of at least \$1,000,000 for bodily injury or disease.

PEST CONTROL SERVICES**5.) Personal Liability Insurance (Delete if not contracting for professional services)**

Professional liability insurance covering professional services shall be provided in an amount of at least \$1,000,000 per occurrence or \$1,000,000 or on a claims made basis. However, if coverage is written on a claims made basis, the policy shall be endorsed to provide at least a two-year extended reporting provision.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS.

Any deductibles or self-insured retention must be declared on certificates of insurance and approved by the County. At the option of the County, either the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the County, its officers, officials, employees and volunteers, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses. Attachment D

D. OTHER INSURANCE PROVISIONS.**1.) General liability insurance policies shall be endorsed to state:**

- a.) The County, its officers, officials, employees and volunteers are to be covered as insured as respects liability arising out of activities performed by or at the direction of the Contractor, including products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the County, its officers, officials, employees or volunteers.
- b.) The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- c.) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2.) Construction contracts. Construction contracts must also provide an endorsement for Automobile liability insurance, which includes the items listed in D1 above.

E. ACCEPTABILITY OF INSURANCE CARRIERS.

Insurance is to be placed with insurers who are licensed to sell insurance in the State of California and who possess a Best's rating of no less than A-: VII. If the contractor's insurance carrier is not licensed to sell insurance in the State of California, then the carrier must possess a Best rating of at least A: VIII. (For Best ratings go to <http://www.ambest.com/>)

PEST CONTROL SERVICES**F. VERIFICATION OF COVERAGE.**

The Contractor shall furnish the County **certificates of insurance** and original **endorsements** affecting coverage required by this clause. All certificates of insurance and endorsements are to be received and approved by the County before work under the contract has begun. The County reserves the right to require complete, certified copies of all insurance policies required by this contract.

Certificates of insurance shall state that the insuring agency agrees to endeavor to mail to County written notice 30 days before any of the insurance policies described herein are cancelled. The Contractor agrees to notify County within two working days of any notice from an insuring agency that cancels, suspends, reduces in coverage or policy limits the insurance coverages described herein.

G. SUBCONTRACTORS.

The Contractor shall include all subcontractors as insured under its policies or require all subcontractors to be insured under their own policies. If subcontractors are insured under their own policies, they shall be subject to all the requirements stated herein, including providing the County certificates of insurance and endorsements before beginning work under this contract.