

**Request for Proposal**  
**Integrated Pest Management**  
**and/or**  
**Skunk Management**

**Pest Control Services - Countywide Procurement**

<b>Contract Duration:</b>	from date signed to 6/30/2014
<b>Options to renew:</b>	To be determined by individual entities
<b>Procurement Contact:</b>	Martina Thornton 508-696-3840 manager@dukescounty.org

The County of Dukes County (the County), acting through its County Manager, is seeking on proposals for pest control service for the Entities and locations listed in the Proposal Form.

Proposal documents may be obtained beginning on Thursday July 18, 2013 electronically from the County’s website at [www.dukescounty.org](http://www.dukescounty.org) or by mail from the Office of the County Manager, P.O. Box 190, Edgartown, MA 02539 or by calling (508) 696-3840 or [info@dukescounty.org](mailto:info@dukescounty.org).

Inquiries relative to this Request for Proposals should be directed to Martina Thornton at [manager@dukescounty.org](mailto:manager@dukescounty.org).

Proposal procedures shall be in accordance with the latest edition of Massachusetts General Laws, Chapter 30B as applicable.

If applicable, addenda issued during the proposal period will be forwarded to all contractors who have obtained Proposal Documents. Receipt of addenda shall be acknowledged in the designated space on the Proposal Form.

One original and one copy of complete proposal must be submitted in sealed envelopes clearly marked “REQUEST FOR PROPOSALS – INTEGRATED PEST MANAGEMENT and/or SKUNK MANAGEMENT.” Proposals will be received at the Office of the County Manager at the Dukes County Administration Building at 9 Airport Rd, Edgartown, MA 02539 until Friday, August 2, 2013 at 2:00 p.m., at which time they will be opened publicly. Proposals received after the specified time will not be considered and faxed proposals will not be accepted. Delivery of proposals will be at the expense of the Contractor. Any and all damages that may occur due to

packaging, shipping or timely arrival will be the sole responsibility of the contractor. The County reserves the right to reject any proposals if deemed to be in the best interest of the County.

Each proposal shall be accompanied by a proposal security deposit in the form of a certified, treasurer's or cashier's check or proposal bond in the amount of 5 percent of the value of the Proposal.

All proposals received will be taken under consideration for award of contract at a later date. Contractors agree that their proposals shall be good and may not be withdrawn for a period of thirty (30) days, Saturdays, Sundays, and legal holidays excluded, after the opening of the proposals.

Contractors can submit proposals for IPM service only, Skunk Management only, or both.

Review of proposals shall take into account each Contractor's qualifications and references as well as the proposal submitted. For the IPN contract the Contractor's experience and understanding of IPM methods will be a strong consideration. Each Entity may require submission of additional information as it deems necessary or appropriate to evaluate the proposals.

No award shall be made to any Contractor who cannot satisfy the Entity that it has sufficient ability and experience to enable it to successfully carry out the service as described. Each Entity's decision or judgment on these matters shall be final, conclusive, and binding.

No protests regarding the validity or appropriateness of this invitation for proposals or of the service specifications shall be considered unless said protest is made in writing and submitted to the County Manager prior to the date for the submission of proposals. Should a protest be rejected or disallowed, an appeal may be made provided said appeal is filed in writing with the County Commissioners within two (2) business days of the decision.

Each entity reserves the right to accept or reject any or all proposals received, to waive any informality if it is in the best interest of the Entity do so, and to make an award as the interests of the Entity require.

Martina Thornton  
County Manager

Public Notice:  
Dukes County website  
July 18, 2013

MV Times  
July 18, 2013

## Summary

**Description:** This procurement is done in response to the request of several towns on Martha's Vineyard to conduct a Joint Procurement for an **Integrated Pest Management (IPM)** approach to pest control as well as **Skunk Management**. The procurement is designed to provide towns with competitive pricing from licensed and experienced contractors. IPM helps to reduce use of toxic pesticides through an integrated approach to pest control which provides continuous monitoring, small scale maintenance to plug holes, examination of cleaning and trash services and other activities that may affect the level of pest infestation.

## Service Agreement

Each Entity will have an option to separately evaluate the proposals and award contract(s) as it deems appropriate.

Prior to commencing services, each Entity and the Contractor are required to complete and sign a service agreement. (See proposed contracts attached). The performance and payment time frames of such service agreements may extend beyond the duration as specified in this RFP.

If Contractor fails to comply with this requirement the Entity may require forfeiture of the Contractor's security deposit.

Contractors are encouraged to do a site visit prior to signing a service agreement. A Statement of Work or other specifications must be provided by the facility to the Contractors at the time of site visit. Based on the Statement of Work and the results of the site visit, Contractors will provide a detailed service proposal. All service proposals and site visits under this contract must be free of charge to the facility.

## The following applies for IPM proposals only:

**Health Benefits:** IPM is typically described as "an approach to pest management that blends all available management techniques – non-chemical and chemical – into one strategy." This approach usually consists of monitoring pest problems, the use of non-chemical pest control, and resorting to conventional pesticides only when it is absolutely necessary and the pest damage exceeds an aesthetic or economic threshold. Since it has been found that children have the tendency of being more sensitive to conventional pesticides than adults, it is even more important for schools, especially those containing small children, to implement an IPM program. IPM programs in schools reduce sources of food, water, and shelter for pests, which in turn leads to a safer and healthier environment for the children.

**Cost Savings:** When all the people involved are identified and when these people communicate well with each other, effective and less expensive protection of the site and the public can be achieved with reduced risk from pesticides.

### **Development, Maintenance and Documentation of the IPM Program**

Based on the initial inspection of each building or site, the Contractor must file a written **Initial Assessment Report** with the facility manager listing the following: present pests, extent of infestation and activities, conditions in the building which are contributing to existing and/or potential pest problems as well as containing suggestions for remediation. This report must be filed before any other pest management services are provided.

In addition to the initial assessment, within 30 days of conducting the initial inspection, the contractor must submit an **IPM Plan**. The plan must include details on: the training of the staff, contractors and occupants; frequency of technician visits and the activities which they will perform as well as a description of the pest monitoring program.

After each service visit, the technician must submit a final **service report** with the facility manager, detailing the following information: pesticides used and location, results of monitoring, description of any temporary conditions which may be contributing to pest problems and any other actions that many have been taken. In addition to these service reports, **quarterly reports** must be filed which describe the extent of pest control activities during the period covered and discuss results, as well as contain recommendations on conditions which are contributing to the problem.

### **Contract Pricing:**

Pricing on this contract is based on an annual service fees negotiated between the Contractor and the Entity. The annual 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 Entity. The annual service fee will include all planning, monitoring, communications, training, controls, recommendations, evaluation, record-keeping and any other aspects of IPM related to bedbugs and termites. The fee will not include termite and bedbug treatments that are building-wide, unless specifically stated by the Contractor in their price quote. 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.

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 Entity, unless the cause of the emergency call-back or infestation is the Entity's failure to follow the Contractor's written recommendations provided in the IPM Plan, Service Report or other document. Contractors shall provide emergency pricing as part of their proposal.

### **Training**

Contractors will be responsible for providing an **annual training session** to facility staff, contractors and facility occupants free of charge as agreed upon between the Facility Manager and the contractor in the Management Plan. The contractor will also be responsible for providing additional training sessions as necessary for a mutually agreed upon additional cost.

## The following applies to all proposals (IPM and Skunk Management):

### Minimum Contractor Qualifications

Each proposal must include a detailed description of the qualifications of the Contractor including:

1. Copy of a current state licenses needed to carry out the service;
2. Relevant experience – Provide examples of similar service agreements that the Contractor is providing or has provided in the past in the Commonwealth of Massachusetts, with a detailed description of the sites as well as the service performed;
3. References – Provide a minimum of three (3) client references, including name of the contact person, agency or municipality, address, and telephone number;
4. Insurance – Provide proof of liability and workers compensation insurance. Proof of insurance coverage must be compliant with the requirements of the Entities prior to signing a service agreement.

### Insurance Requirement

The Contractor shall be responsible to the Entity or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under the service agreement. The Contractor, on behalf of itself and any subcontractors used, hereby certifies that the Contractor and such subcontractors are insured for workers' compensation, and claims on account of property damage, bodily injury, personal and product liability. The Contractor and all subcontractors shall purchase, and maintain in full force and effect insurance policies in the amounts here indicated:

<u>General Liability</u>	\$ 1,000,000/ \$ 2,000,000
Bodily Injury Liability	\$ 1,000,000/ \$ 2,000,000
Property Damage Liability (or combined single limit)	\$ 1,000,000/ \$ 2,000,000

### Workers Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

### Professional Liability Insurance

Minimum Coverage \$ 1,000,000/ \$ 2,000,000

Prior to commencement of any work under the service agreement, the Contractor shall provide the Entity with Certificates of Insurance which include the Entity as an additional named insured for General Liability and Workers Compensation Insurance policies and which include a thirty day notice of cancellation to the Entity.

**PROPOSAL FORM**  
*Integrated Pest Management and/or Skunk Management*

Please print or type.

Name of Contractor \_\_\_\_\_

Street Address \_\_\_\_\_

City or Town \_\_\_\_\_

State and Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

The undersigned Contractor, in compliance with your invitation for proposal, having examined the specifications and related documents, hereby proposes to provide Integrated Pest Management service and/or Skunk Management service in compliance with the proposal documents and applicable laws and regulations, for the AGREEMENT term stated below. This term covers all expenses incurred in performing the work required under a contract, of which this proposal is a part, as well as all overhead and profit.

The Contractor acknowledges receipt of the following addenda:

No. \_\_\_\_\_ Dated \_\_\_\_\_

*The Contractor shall provide proposal to each Entity listed below separately. The Contractor may include in a separate submission with this form any additions, clarifications or exceptions to the proposal.*

<u>Entity</u>	<u>Location</u>	<u>IPM Service Price</u>	<u>Skunk Mgt Price</u>
<u>AQUINNAH</u>			
Fire Department	63 State Road	_____	_____
Town Hall & Old Town Hall	65 State Road		
Police Department	67 State Road		
Library	2 Church Street		
Vanderhoop Homestead	35 Aquinnah Circle		
<u>CHILMARK</u>			
Town Hall	401 Middle Road	_____	_____
Library	522 South Road		
Community Center	520 South Road		
Police Station	15 State Road		
Fire Station	3 Menemsha Cross Road		
Fire Station	221 North Road		
Comfort Station	Basin Road		
Harbor front wharves and piers	Menemsha		
Chilmark LDO	Tabor House Road		
Highway Dept shed	Peaked Hill Pastures		
Chilmark Elementary School	8 State Road		

<u>Entity</u>	<u>Location</u>	<u>IPM Service Price</u>	<u>Skunk Mgt Price</u>
<u>OAK BLUFFS</u>			
Town Hall	56 School Street		
Library	56R School Street		
Oak Bluffs School	1 Tradewinds Road		
Police Station	1 Oak Bluffs Ave		
Fire Station	9 Firehouse Lane		
Highway Garage	347 County Road		
Transfer Station	347 County Road		
Waste Water Treatment Facility	17 Pennsylvania Ave		
Oak Bluffs Harbor	Circuit Ave Extension		
Council on Aging building	21 Wamsutta Ave		
Sailing Camp	177 Barnes Road		
Animal Control Office	347 County Road		
<u>TISBURY</u>			
Harbor Master's Office	19 Owen Park Way		
Library	200 Main Street		
Police Station & Public Bathroom	32 Water Street		
Town Hall	51 Spring Street		
Parking lot by SSA/Tour info booth	Union Street		
Tennis Courts/Shed	50 Church Street		
Tisbury School	40 West William Street		
Senior Center	34 Pine Tree Road		
Old Fire Station Lot/now vacant	21 Beach Street		
Veterans Park	10 Cuaseway Road		
Town Landing by drawbridge	287 Beach Road		
Town Shellfish Hatchery	220 Weaver Lane		
DPW	115 High Point Lane/123 Sanborn Way		
Dog Pound/Water Tower	66 High Point Lane		
Park N Ride	59 High Point Lane		
Oak Grove Cemetary/One building	299 State Road		
Oak Grove Cemetary	303 State Road		
Old Town Barn	173 Spring Street		
New Fire Station	215 Spring Street		
Tennis Courts	Lake Street		
Lake Tashmoo Dock	350 Lake Street		
Tisbury Water Department	325 West Spring Street		
Water Tower w two buildings	400 West Spring Street		

Entity	Location	IPM Service Price	Skunk Mgt Price
--------	----------	-------------------	-----------------

**WEST TISBURY**

Town Hall	1059 State Road	_____	_____
Library & Howes House	1042 State Road		
Public Safety & new Police Station	454 State Road		
Fire Station 1	551 Edgartown Road		
current Police Station	681 West Tisbury Road		
West Tisbury Elementary School	401 Old County Road		

**SCHOOL SYSTEM**

Martha’s Vineyard Regional High School	100 Edgartown Road, Oak Bluffs, MA 02557	_____	_____
Superintendent's Office	4 Pine Street, Vineyard Haven, MA 02568		

**COUNTY**

County Administration Building	9 Airport Road, Edgartown	_____	_____
Dukes County Courthouse	81 Main Street, Edgartown		
Vineyard Health Care Access Program Bld	114 New York Ave, Oak Bluffs		

**TOTAL VALUE OF THE PROPOSAL**

\_\_\_\_\_

**EMERGENCY SERVICE FEE**

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Business

**REQUEST FOR PROPOSALS**

---

---

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
Signature of individual submitting proposal

\_\_\_\_\_  
Name of business

---

---

**TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. ch. 62C§49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of person signing above (typed)

\_\_\_\_\_  
Name of business

\_\_\_\_\_  
Business address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Telephone Number

**REQUEST FOR PROPOSALS**

---

---

**CERTIFICATE OF LABOR  
AND ABILITY TO WORK IN CONCERT WITH OTHERS**

The undersigned certifies under the penalties of perjury that all furnished labor can work in concert with other elements of labor employed or to be employed at the service site. Furthermore, the undersigned certifies that he/she will comply fully with all laws and regulations applicable to awards made subject to Chapter 30B.

\_\_\_\_\_  
Signature of person signing proposal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of business