

North Penn School District
Lansdale, Pennsylvania 19446

General Conditions for Bid

1. The North Penn School District Board of School Directors invites bidders to submit sealed bids for the furnishing and delivery of Integrated Pest Management 2019-2022.
2. Bids will be accepted until **2:00 PM Thursday, June 13, 2019**, at which time they will be opened at a public meeting at the **Support Services Center, 630 W.8th St., Lansdale, PA**.
3. A pre-bid conference will not be scheduled for this bid but if you are interested in visiting the sites, please call 215-853-1051 to schedule a visit.
4. The bid should be submitted in a sealed envelope and clearly marked on the outside, **“Integrated Pest Management 2019-2022”**.
5. Bids shall be submitted on the enclosed Bid Proposal Form. Bids must be typewritten or written with ink and signed by the individual, partners, or corporate officer.
6. The successful bidder shall bid in strict accordance with the specifications as set forth. Exceptions to the specifications must be clearly stated in the bid submission.
7. Delivery must be fully completed by; as required per the specification.
8. The North Penn School District reserves the right to reject or accept any or all bids or any portion thereof and to waive any informalities permitted by law. Bids must remain firm for a period of sixty (60) days from the date of bid opening. The School District reserves the right to select the next lowest responsible bidder if a vendor’s award totals is less than \$300.00.
9. When a catalog reference follows the description of an item, such catalog reference is intended as a means of more fully describing the item in the shortest possible space and is to be regarded only as a part of the description of the item, and is not intended to limit competition.
10. Bid items must be equal in all respects to those described in the specifications or referred to by catalog number. Should the bidder quote an alternate, complete specifications of the alternate must be provided, including a picture. It is the responsibility of the bidder to establish the equality of the material offered. Failure to supply these specifications may result in the rejection of your bid.
11. Bidder shall insert the price per stated unit and the total cost extension against each item in the schedule hereto annexed, which the bidder has proposed to furnish and deliver. The unit price inserted must be net and must include all delivery charges – No Exceptions. In the event of a discrepancy between the unit prices and the total cost extension, the unit price will govern. The total bid is to be the sum of the quantity times the unit price for each item.
12. Bids may be awarded on an item-by-item basis. Quantities included in this bid are subject to change prior to order placement.
13. A purchase order issued by the School District covering any or all items included in this bid shall constitute a contract binding upon the bidder and the School District.
14. No charge will be allowed for federal, state, or municipal sales or excise taxes, for which the school district is exempt by law. The bid price shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.
15. The bidder agrees, if awarded an order, to furnish and deliver the said articles at such time, to such place, and in such quantities as specified, and that all of the articles shall be subject to the inspection and approval of the School District. Acceptance of delivery of materials or equipment to the site shall not constitute final acceptance by the School District. In the event that any articles are rejected as damaged, or not in conformance with these specifications, such articles shall be removed immediately and other articles of proper quality as set forth in these specifications shall be furnished in place thereof, all at the expense of the successful bidder.
16. In the event that the successful bidder should neglect or refuse to furnish or deliver any articles or any part thereof, or to replace any articles which are rejected as stated in the preceding paragraph, then the School District is authorized and empowered to purchase articles in conformity with this order from such party or parties, and in such manner as it shall select, at the expense of the successful bidder, or to cancel the contract reserving to itself, nevertheless, all rights for damages which may be incurred by the School District.

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Due Date: 2:00PM Thursday, June 13, 2019

17. The bidder, upon request, shall submit samples for any or all items on which a price is quoted, within three (3) days after such request is made. These samples shall be plainly marked with the name of the product, the name of the bidder, and the item number as shown on the proposal form. Samples may be returned at the expense of the bidder. Also upon request, the bidder must supply, within three (3) days, a list of schools and/or businesses using the item indicated in their bid.
18. On bids for Services involving the furnishing of labor, materials, and/or equipment, while said Services are being performed the successful bidder must maintain in full effect the following minimum insurance coverage:
 - 18.1 Workers' Compensation.
 - 18.2 Comprehensive public liability in the sum of \$100,000 for each person and \$300,000 for each accident, including contract liability. Such shall be endorsed with a save harmless clause in favor of the North Penn School District, its officers, members, and employees.
 - 18.3 Property damage in the amount of \$50,000.
 - 18.4 Automobile and truck insurance in an amount not less than \$300,000 on account of any one accident, and property damage in amount not less than \$50,000.
 - 18.5 If special hazards, such as might result from blasting, represent a possibility, these shall be covered by a rider to the policy or policies in an amount of not less than \$50,000.

Prior to the beginning of the Service, etc., to be performed, a certificate of insurance shall be furnished to the School District showing the insurance coverages required above. The Contractor shall assume full responsibility for loss of life and property, injuries to persons, including all employees of the Contractor or Subcontractors.
19. Items shipped **DIRECT FROM THE FACTORY** must show North Penn School District purchase order numbers on the cartons.
20. Invoicing: Invoices must be submitted for each individual school, completely itemized, and covering each shipment. They should show North Penn School District item numbers, the same as packing slips. No photocopy of a Bid or Purchase Order will be accepted in lieu of an itemized invoice.
21. ASBESTOS: In the event a contractor by virtue of his work for the District discovers asbestos, the contractor must immediately notify the District and perform no further work in connection with the asbestos. If directed by the District to remove the asbestos, the contractor must take all steps required by all federal, state, and local agencies regarding asbestos removal. The asbestos removal operations may be the subject of a change order or a supplemental contract to this contract, or a separate contract to another contractor as the District may determine. If a contractor fails to meet the requirements of the federal, state, and local regulations and these specifications related to the discovery, removal, and clean-up, the contractor shall be subject to immediate termination and the contractor shall be responsible for all costs and expenses related to the removal and cleanup of the asbestos including architect and engineering fees.
22. **DISCRIMINATION PROHIBITED**: According to Section 755, Public School Code of Pennsylvania, 1949 as amended, the contractor agrees:
 - 22.1 That in the hiring of employees for the performance of work under this contract, or any sub-contract hereunder, no contractor, sub-contractor, nor any person acting on behalf of such contractor or sub-contractor, shall, by reason of race, creed or color, discriminate against any citizen who is qualified and available to perform the work to which the employment relates;
 - 22.2 That no contractor, sub-contractor, nor any person on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on the account of race, creed or color;
 - 22.3 That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of this contract; and,
 - 22.4 That this contract may be canceled or terminated by the School District, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms and conditions of the contract.

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23. **HUMAN RELATIONS ACT:** The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951 et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.
24. **COMPETENT WORKERS:** According to Section 752 of the Public School Code of 1949, no person shall be employed to do work under such contract except competent and first class workmen and mechanics. No workmen shall be regarded as competent and first class, within the meaning of this Act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such hours by employers of organized labor in doing of similar work in the district where the work is being done.
25. **STANDARD OF QUALITY:** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance to any one material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words "or as approved equal," they shall be subject to equals only as approved by the architect, engineer and/or School District.
26. **COMPLIANCE WITH POLICY/LAW:** Contractor shall comply with all policies, procedures and regulations of the District as established and amended from time to time as well as all applicable state and federal laws and regulations, including but not limited to the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67.101 et seq., regarding possession of public records by agency contractors. In the event the District receives a request for access to a public record that is in the possession of Contractor, the District shall notify Contractor of the request and Contractor shall provide the District with the requested record in a timely manner so as to enable District compliance with the Pennsylvania Right to Know Law.

Contractor shall maintain and provide to the District a current Child Abuse History Clearance as provided by the Pennsylvania Department of Human Services, a satisfactory PA State Criminal History Report, and a Federal Criminal History Record Report (FBI Fingerprinting) for each individual engaged by Contractor to provide services who will have direct contact with children, including Contractor (if an individual).

Contractor agrees to comply with the provisions of Act 168 of 2014, Employment History Review Law and, to the extent applicable, Act 126 of 2012, Child Abuse Recognition and Reporting Training.

Signature	Title	Date
Printed Name		
Company Name	Address	
Phone Number	Fax Number	Email Address

North Penn School District
Lansdale, Pennsylvania 19446-3807

Non-Collusion Affidavit

Instructions:

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et sec., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the associated approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "Complementary Bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

Non-Collusion Affidavit

For Bid for **Integrated Pest Management 2019-2022**

State of _____ County of _____

I state that I am _____ of _____
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers. I am the person responsible in my firm for price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract , or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.

Non-Collusion Affidavit (con't.)

5. _____, its affiliates, subsidiaries, officers, directors, and employees are not currently under
(name of my firm)
investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above representations are material and
and
(name of my firm)
important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

(Name)

and

(Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

OF _____, 20____.

Notary Public

My Commission Expires

North Penn School District
Lansdale, PA 19446

Vendor's/Contractor's Qualification Statement

The Undersigned certified under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted by:	_____	Corporation
Name:	_____	Partnership
Address:	_____	Individual
Principal Office:	_____	Joint Venture
Phone:	_____	Other

1. How many years has your organization been in business as a vendor/contractor?

2. How many years has your organization been in business under its present business name?

3. If a corporation, answer the following:
 - a. Date of Incorporation: _____
 - b. State of Incorporation: _____
 - c. President's name: _____
 - d. Vice President's name(s): _____
 - e. Secretary's or Clerk's name: _____
 - f. Treasurer's name: _____
 - g. List names and address of all parties holding greater than 10% interest in the corporation.

4. Trade References:

5. Bank References:

6. Name of bonding company and name and address of agent:

7. Dated at
this _____ day of _____, 20__.

Name of Organization: _____

By: _____
Title: _____

8. _____ being duly sworn deposes and says that he/she is the
_____ of Vendor/Contractor and that answers to the foregoing questions and all
statements therein contained are true and correct.

Subscribed and sworn before me this _____ day of _____, 20__.

Notary Public:

My commission Expires:

Vendor's Contractor's Qualification State Abbrev.

NORTH PENN SCHOOL DISTRICT
LANSDALE, PA. 19446-3960

INTEGRATED PEST MANAGEMENT SPECIFICATIONS

1. GENERAL

It is the intent of this specification to provide a comprehensive integrated pest management program for all facilities located in the North Penn School District over a 3 year contract to begin July 1, 2019 through June 30, 2022. **NOTE:** This bid is for a three (3) year contract. The North Penn School District reserves the right not to renew the contract, without cause, for any subsequent year. In addition, North Penn School District reserves the right to extend this contract at the end of its term for up to an additional three years.

Integrated Pest Management (IPM), a long-term pest control program with thoroughly documented surveillance and data interpretation, provides reasonably accurate estimates of pest populations throughout the district. Continuing to implement this IPM will allow for accurate decisions to be made regarding when intervention measures are needed, types of control methods to be used, and type of application. This IPM shall include structural and procedural modifications, which establish physical barriers to pests, reduce the food, water and have borage areas available to them, and extends beyond the application of pesticides, which will only be used as a last resort in controlling the target pests.

As a part of this bid, a contractor must furnish all labor, materials and equipment necessary to continue the implementation of the following facets of the IPM program: surveillance, trapping, baiting, pesticide applications, and detailing site specific recommendations for structural and procedural modifications to aid in pest suppression. The contractor shall provide evidence of sufficient expertise in entomology, pest control, and IPM principles and practices to effectively perform these responsibilities. Failure to include all of the requested information in the contractor's bid will disqualify the contractor from consideration of this contract.

Members of the North Penn School District Facilities Department will act as the school district pest managers. Problems encountered by the contractor regarding implementation of recommendations made shall be reported to the Director of Facilities & Operations.

2. PESTS INCLUDED AND EXCLUDED

The IPM specified herein is intended to suppress all populations of rats, mice, cockroaches, ants, silverfish, fleas, bees, hornets, wasps, flies and any other pests included elsewhere in this specification. Populations of these pests that are located outside of the facilities listed in this specification, but within the property boundaries of the buildings, are included.

3. INITIAL INSPECTION

A thorough initial inspection of all facilities included in contract shall be conducted during the summer of 2019 at a mutually agreeable time for all involved parties to include the contractor's representative, the building head custodian and possibly personnel from the facilities office. The purpose this inspection is to evaluate the pest management needs of the facility and discuss the same with the school district personnel. The following specific points shall be addressed:

- A. Facilitation of contractor access to all necessary areas.
- B. Identification of problem areas in and around the facility.
- C. Identification of structural or procedural practices that may be contributing to pest infestations.
- D. Evaluation and discussion of previous control efforts and their effectiveness.
- E. Information to the contractor of any restrictions, special safety precautions or other constraints.
- F. Structural or procedural recommendations of the contractor to the school district.
- G. Evaluation and decisions on best course of action to control/suppress target pests.

4. SUBMISSION OF PLAN DOCUMENT

Following the initial inspection, the contractor shall develop a detailed written IPM and service schedule for each facility. This written plan document must be submitted to the Director of Facilities & Operations for approval prior to initiation. The plan must address the following:

- A. Results of the initial inspection, including recommendations made at time of initial inspection.
- B. Contractor's means for monitoring pests in and around the facility.
- C. Contractor's structural and operational actions to inhibit pests.
- D. Conditions and methods to be used for all proposed actions.
- E. Rational for all actions.
- F. Any proposed pesticides (accepted common name and generic name) and any and all alternatives recommended by the Environmental Protection Agency (EPA).
- G. Frequency of inspections, monitoring, and treatment by the contractor. (At a minimum, inspections and monitoring shall be conducted monthly in each facility, but nothing herein shall limit increased frequency to control all identified pests.)

The Plan document shall be submitted to the Director of Facilities & Operations within 10 days of the initial inspection of each facility. The Director of Facilities & Operations will render a decision regarding the acceptability of the plan within 5 days of receipt of the plan. The contractor shall be on location within 3 working days following notice of approval of the plan. If the plan is disapproved, the contractor shall have 3 working days to submit a revised plan and schedule. The Director of Facilities & Operations must approve any subsequent changes to the plan.

5. MONITORING AND CONTINUED INSPECTION

A critical aspect of the IPM shall be a monitoring and inspection program to identify infested zones and allow an objective assessment of the pest population. Monitoring and inspection shall be continued throughout the duration of this contract. The contractor shall describe in the bid the approach to meet this requirement.

6. PESTICIDE TREATMENTS

It is recognized that in some cases pesticide treatments will be necessary. It is the desire of the North Penn School District to use IPM non-pesticide applications and measures to control/suppress pests in all cases. Pesticide application shall only be made after all other options have been exhausted. The contractor shall not apply any pesticide that has not been

INTEGRATED PEST MANAGEMENT BID

specifically approved by the Director of Facilities & Operations. Determination on use of pesticides will be considered on a need by need basis. If any pesticide is to be applied, time and method of application will be determined in cooperation with the Director of Facilities & Operations.

As a general rule, pesticide applications will only be performed after students and staff have left the facility. This may require weekend or holiday applications. Every effort will be made to allow the longest period of time between the pesticide application and the return of students and staff to the facility. After these considerations, efforts will be directed towards accommodating contractor scheduling that avoids excessive use of overtime, holiday or weekend work.

Preventive pesticide treatments of inside or outside areas where inspections indicate a potential insect or rodent infestation are not acceptable. Preventive pesticide treatment recommendations are subject to approval of the Director of Facilities & Operations.

7. STRUCTURAL MODIFICATIONS/MECHANICAL EXCLUSION

Structural modifications and mechanical exclusions for pest suppression shall not be the responsibility of the contractor. The contractor is responsible for notifying the Director of Facilities & Operations in writing, about structural modifications or mechanical exclusions recommended to prevent access by pest populations or for safety reasons.

8. RECORDKEEPING

The contractor shall be responsible for maintaining a complete and detailed pest management log. Each facility named in this specification shall have its own log to be included in a standard, three ring loose leaf binder, a copy of which is to be kept in the Support Services Center Office and maintained by the contractor.

The log shall contain:

- A. IPM plan and service schedule for each facility.
- B. Pest surveillance data sheets which record, in a systematic fashion, the number of pests or other indicators of pest harborage including population levels revealed by the contractor's monitoring program for the facilities. Contractor shall provide in the bid a copy of the format for the data sheets and an explanation of all information to be recorded on them.
- C. The location of all traps, trapping devices, and bait stations in or around each facility. This data must be supplied in tabular or list format and on floor plans of each facility. Building floor plans are available from the Facilities Department.
- D. Service report forms, documenting arrival and departure of the contractor's representative performing the service. This form shall include the type of work performed, initial inspection, monitoring, applications, monthly inspections, treatments, etc., shall be noted on this report. In addition, these reports must contain all information required by federal, state or local laws including, but not limited to the Federal Food and Drug Administration, the Environmental Protection Agency, the Pennsylvania Department of Environmental Protection and the Pennsylvania Department of Agriculture.
- E. The M.S.D.S. and labeling information for any and all products used by the contractor.

9. SPECIAL REQUESTS AND EMERGENCY SERVICE

The regular service shall consist of performing all components of an IPM program other than structural modifications, as described in the contractor's detailed plan and schedule of each facility, during the period of the contract. Occasional requests for corrective action, special services beyond the routine requests or emergency service shall be placed with the contractor. The contractor shall respond to the requests for emergency service on the day of the request. The contractor shall respond to special requests within one working day after the receipt of the request. In the event that the contractor cannot complete said service within the time frame listed, the contractor shall immediately notify the Director of Facilities & Operations and indicate an anticipated completion date. All costs associated with special requests and emergency services shall be included in the contractor's bid.

The contractor shall describe in the bid the capabilities of meeting the emergency and special service request (i.e.: radio-dispatch, names of office personnel handling account, availability of trucks and personnel, etc.)

10. SPECIFIC PROGRAM REQUIREMENTS AND RESTRICTIONS

A. PERSONNEL

The contractor shall provide only qualified pest management personnel with adequate experience in the conduct of IPM programs. All personnel must understand current practices in this field and be able to make judgments regarding IPM techniques. Training and experience in IPM must be demonstrated.

Any proposed deletions, additions, or replacement of personnel from those cited in the contractor's original bid must be submitted in writing to the Director of Facilities & Operations and approved prior to their becoming a part of this program.

The contractor must meet the following specific staff requirements:

1) ENTOMOLOGIST

The contractor shall have a staff entomologist, or access to the services of an entomologist, available for routine and emergency consultation. Evidence of the following documentation regarding this individual's experience and training shall be provided in the bid:

- a) Bachelor's Degree in entomology from an accredited University; or a Bachelor's degree in biology, chemistry or other life science.
- b) Current Certification in the Commonwealth of Pennsylvania, or the Entomologist's state of residence, as a Commercial Pesticide Applicator in the category of Industrial, Institutional, Structural and Health Related pest control, with a minimum of sub categories to include general pest control, rodent control, and turf and ornamental.

2) SUPERVISOR

A Supervisor and an alternate must be identified in the bid. The on-site supervisor shall have the contractor's authority to act on matters pertaining to the performance of

INTEGRATED PEST MANAGEMENT BID

services required under this program. This individual must insure the safety of students, staff and the contractor's personnel, and carry out coordination and continuity of the program routine. Supervisor and alternate shall both have a working knowledge of this program and the detailed pest management plan for each facility. The supervisor and alternate must both meet the qualifications identified below under pest management technicians.

3) PEST MANAGEMENT TECHNICIANS

The contractor shall provide in the bid the names of all pest management personnel assigned to this contract and all pertinent information regarding their qualifications, experience and training. Throughout the life of this contract, all personnel providing on-site pest management services must be certified in the Commonwealth of Pennsylvania as Commercial Pesticide Applicators in the category of Industrial, Institutional, Structural and Health Related Pest Control. No non-certified personnel will be permitted to work on-site under this contract unless under the direct (Physical) supervision of a certified applicator. The certified applicator supervising the non-certified applicator will be responsible for all work completed by the non-certified person.

B. LICENSING

All contractors submitting bids for consideration shall keep and maintain during this contract a valid Pennsylvania Commercial Pesticide Business License. Evidence of the required license shall be submitted with the contractor's bid. The license shall clearly indicate the categories of certification. Failure to maintain the mentioned license shall be sufficient grounds for immediate termination of the contract and it shall be the contractor's responsibility to immediately notify the Director of Facilities & Operations of any change in the status of the license. No bids will be considered unless a current, valid license is included with the bid.

C. CERTIFIED APPLICATORS LICENSE

All contractor personnel identified as certified applicators shall keep and maintain a Pennsylvania Certified Pesticide Applicators License. Evidence of same shall be provided in the contractor's bid and no consideration will be given to bids that lack such evidence. It shall be the contractor's responsibility to notify the Director of Facilities & Operations of any change in status of the license of their employees assigned to this contract. Failure to provide certified Pesticide applicators shall be grounds for immediate termination of the contract.

D. EMPLOYEE BACKGROUND CHECKS

All contractor employees working on North Penn School District properties must first present the required background checks as indicated in the General Conditions and as required by the Commonwealth of Pennsylvania and the North Penn School District. No person is permitted to be on North Penn School District properties until all background checks have been approved.

11. MANNER AND TIME TO PERFORM SERVICES

It shall be the contractor's responsibility to carry out work according to the detailed Pest Management Plan and schedule developed for each facility. The contractor's on-site Supervisor shall be responsible for checking the logbook placed in each facility to learn about problem areas needing attention. Head Custodians or their representatives will record information in these logbooks. The contractor's representative will be required to sign, date and indicate time in and out, as well as, service performed and areas in which they were performed, in the logbook.

All services will be performed after school hours. Pesticide applications except bait trap placement will be scheduled with the Director of Facilities & Operations. Where vacating areas is necessary in treating for the target pest, the contractor will give at least two days notice to the Director of Facilities & Operations so that arrangements can be made for the displacement.

The contractor shall observe all safety precautions throughout the performance of this contract. Certain areas in some facilities may require special instructions for persons entering the building. The Director of Facilities & Operations will explain any restrictions associated with these special areas in writing to the contractor. These restrictions shall be adhered to and incorporated into the plan and schedule for the facility.

All contractor personnel working in or on North Penn School District properties shall wear distinctive clothing making them easily identifiable as an employee of the contractor. Additional personal protective equipment required for safe performance of work must be determined and provided by the contractor. Protective clothing and equipment shall conform to (as a minimum) the Occupational Safety and Health Administrations Standards for the products being used. Vehicles used by the contractor must be identified in accordance with Pennsylvania State regulations. All contractor employees working under this contract will initially have a Pennsylvania Act 34 State Police background check, Pennsylvania Act 151 Child Abuse check and a Pennsylvania Act 114 FBI background check issued within one year prior to the start of the contract. New employees working under this contract will have all three background checks before beginning to service the school district facilities.

12. PESTICIDE PRODUCTS AND USE

The contractor shall at all times adhere to the below listed hierarchy:

- A. No Pesticides.
- B. Baits.
- C. Crack and crevice application using wettable powder or microencapsulated formulations (no solvents). Cracks and crevices to be sealed after application (contractor responsibility).
- D. Crack and crevice applications using an emulsion, including sealing thereafter.
- E. Spot treatments.
- F. Space treatments.

This hierarchy will further reduce human exposure to pesticides. It will eliminate solvents in most cases and seals-in the pesticide as cracks and crevices are treated. Spot treatments and space treatments normally will not be necessary.

The contractor shall be responsible for the proper use of pesticides when they are deemed necessary. All pesticides used must be registered with EPA and the Commonwealth of

INTEGRATED PEST MANAGEMENT BID

Pennsylvania. Transport, handling, and use of all pesticides shall be in strict conformance with the manufacturer's label instructions and all applicable Federal, State, and local laws and regulations. The environment and the public shall be protected at all times.

In the event that a pesticide space spray application or a pesticide fog or fumigant is required, and prior to performing a pesticide treatment, the contractor shall submit a written request for approval to the Director of Facilities & Operations at least three days prior to the proposed treatment time. The request must identify the target pest, document the need for such treatment, the specific place of treatment, the pesticide to be used, the method of application and the precautions that should be taken to ensure student, staff and other occupant safety.

NO APPLICATION OF PESTICIDE SHALL BE MADE WITHOUT THE SPECIFIC APPROVAL OF THE DIRECTOR OF FACILITIES & OPERATIONS. NO APPLICATION OF PESTICIDE WILL BE MADE WHILE STUDENTS OR STAFF ARE PRESENT.

13. RODENT CONTROL

Snap traps and trapping devices (including glueboards) used in rodent control must be checked routinely. The contractor shall dispose of, rodents killed or trapped on regular service days, within 24 hours of notification by the Director of Facilities & Operations or his designee. Traps should be placed out of general view and located so as not to be affected by routine cleaning procedures.

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 bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be labeled and dated at time of installation and each servicing. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on safety of non-target organisms. The following points shall be strictly adhered to:

- A. The lids of all bait boxes must be securely locked or fastened shut.
- B. Bait must always be placed in a baffle protected feeding chamber of the box and never in the runway of the box.
- C. Bait may be placed inside an active rodent burrow and then cave-in or bury the burrow entrance (and the bait) to avoid non-target access to the bait.
- D. All bait boxes must be securely attached or anchored to the floor, ground, wall, etc., so that the box cannot be picked up or moved.
- E. Baits, bait boxes and stations should only be considered as a last option inside school facilities and structures.

14. INSPECTION

Throughout the contract the facilities listed herein will be visited regularly by the Director of Facilities & Operations and or his designee to determine the effectiveness of the program and contractor compliance with this program/contract. Inspection results will be documented in writing. The contractor shall promptly initiate actions to correct all contract performance deficiencies found by the Director of Facilities & Operations.

15. RELATED SERVICES

The North Penn School District reserves the right to negotiate with the contractor for the purpose of related pest control services not specifically covered herein, such as subterranean and structural management of termites and other wood boring insects, bat control and bird control, and to add or delete facilities or parts of properties to the contract.

The contractor shall have a qualified staff member available to present educational workshops and instructional activities that will clearly define IPM and pest control for the school district. This service will be contracted on an hourly basis. The need for these workshops and activities will be determined from time to time by the school district and requested of the contractor to be presented at a mutually agreeable time.

16. TERM OF CONTRACT

This contract will commence on July 1, 2019 and continue through June 30, 2022. This contract shall be for a period of three years with options to renew for additional years being considered at the end of this term.

17. PENNSYLVANIA ACT 36

The contractor will be responsible for all IPM requirements under Pennsylvania Act 36, not included in this specification that are noted to be the responsibility of the pesticide applicator.

NORTH PENN SCHOOL DISTRICT FACILITIES

North Penn High School
1340 Valley Forge Road
Lansdale, PA 19446
2-story; 542,191 sqft

Bus Garage
1340 Valley Forge Road
Lansdale, PA 19446
2 story; 14,717 sqft

Northbridge School
2374 North Penn Road
Hatfield, PA 19440
1 story; 20,940 sqft

Pennbrook Middle School
1201 East Walnut Street
North Wales, PA 19454
2 story; 154,114 sqft

Penndale Middle School
400 Penn Street
Lansdale, PA 19446
3 story; 194,615 sqft

Pennfield Middle School
726 Forty Foot Road
Hatfield, PA 19440
2 story; 168,629 sqft

Bridle Path Elementary
200 Bridle Path Road
Lansdale, PA 19446
2 story; 77,011 sqft

Gwyn-Nor Elementary
139 East Hancock Road
North Wales, PA 19454
1 story; 81,116 sqft

Gwynedd Square Elem
1641 Supplee Road
Lansdale, PA 19446
2 story; 77,672 sqft

Hatfield Elementary
1701 Fairgrounds Road
Hatfield, PA 19440
2 story; 67,068 sqft

Inglewood Elementary
1313 Allentown Road
Lansdale, PA 19446
1 story; 58,736 sqft

Knapp Elementary
698 Knapp Road
Lansdale, PA 19446
1 story; 64,060 sqft

A. M. Kulp Elementary
801 Cowpath Road
Hatfield, PA 19440
1 story; 72,886 sqft

Montgomery Elementary
1221 Stump Road
North Wales, PA 19454
2 story; 86,304 sqft

General Nash Elementary
1560 Liberty Bell Drive
Harleysville, PA 19438
1 story; 62,604 sqft

North Wales Elementary
201 Summit Street
North Wales, PA 19454
2 story; 65,321 sqft

Oak Park Elementary
500 Squirrel Lane
Lansdale, PA 19446
1 story; 56,262 sqft

Walton Farm Elementary
1610 Allentown Road
Lansdale, PA 19446
2 story; 77,011 sqft

York Avenue Elementary
700 York Avenue
Lansdale, PA 19446
2 story; 41,958 sqft

Educational Service Center
401 East Hancock Street
Lansdale, PA 19446
1 story; 34,424 sqft

Support Services Center
630 West 8th Street
Lansdale, PA 19446
1 story; 28,500 sqft

ITEMS REQUESTED TO BE SUBMITTED WITH THE BID

1. The contractor shall describe in the bid the approach to meet the requirement of ongoing monitoring and inspection.
2. The contractor shall have a staff entomologist, or access to the services of an entomologist, available for routine and emergency consultation. Provide evidence.
3. A Supervisor and an alternate must be identified in the bid.
4. The contractor shall provide in the bid the names of all pest management personnel assigned to this contract and all pertinent information regarding their qualifications experience and training.
5. All contractors submitting bids for consideration shall keep and maintain during this contract a valid Pennsylvania Commercial Pesticide Business License. Evidence of the required license shall be submitted with the contractor's bid.
6. All contractor personnel identified as certified applicators shall keep and maintain a Pennsylvania Certified Pesticide Applicators License. Provide evidence.
7. The contractor shall have available a qualified staff member that can provide educational workshops and instructional activities that will clearly define IPM and pest control. The contractor will describe the approach to meet this requirement.
8. The contractor shall describe in the bid the capabilities of meeting emergency and special service requests (i.e.: radio-dispatch, names of office personnel handling account, availability of trucks and personnel, etc.) and costs associated with same.
9. The contractor shall complete the Integrated Pest Management Bid Form identifying firm fixed price to meet the IPM specifications for each facility per contract year, prepayment discounts and unit prices for additional services.

NORTH PENN SCHOOL DISTRICT
LANSDALE, PA. 19446

INTEGRATED PEST MANAGEMENT BID

Firm Fixed Price to provide a comprehensive integrated pest management program at all district facilities as per these specifications.

School	Year		
	19/20	20/21	21/22
North Penn HS			
Bus Garage			
Northbridge School			
Pennbrook MS			
Penndale MS			
Pennfield MS			
Bridle Path ES			
Gwyn Nor ES			
Gwynedd Square ES			
Hatfield ES			
Inglewood ES			
Knapp ES			
Kulp ES			
Montgomery ES			
Nash ES			
North Wales ES			
Oak Park ES			
Walton Farm ES			
York Avenue ES			
Educational Services Center			
Support Services Center			
Totals			

Discount for lump sum yearly payment of IPM services.

	Year		
	19/20	20/21	21/22
% discount			

INTEGRATED PEST MANAGEMENT BID

Unit Price for labor (per hour) for educational training, emergency service and special requests as outlined in these specifications. Hourly rate must include all taxes, benefits, supervision, profit, overhead, insurances, travel expenses, equipment, and all associated costs to perform the required tasks.

Service	Year		
	19/20	20/21	21/22
Educational Training (per hour)			
Special Requests (per hour)			
Emergency Service Normal Hours (7:00am – 5:00pm)			
Emergency Service After Hours (5:01pm – 6:59am)			

By: _____

Signature

Name of Firm

Address of Firm

AFFIX CORPORATE SEAL

City State Zip code

_____ Attest

Telephone Fax

Please attach copies of all requested information to this sheet.

All bids must be received by time and date stated in these documents.

Remit sealed bids to: North Penn School District
Educational Services Center
401 E Hancock Street
Lansdale, PA 19446

Clearly mark the outside of the envelope "INTEGRATED PEST MANAGEMENT BID"