Request for Proposal
College Wide Pest Control Services

Pima County Community College District (“College” or “District”) is seeking proposals from qualified firms to provide pest control services.

A mandatory pre-proposal conference will be held on: January 31, 2013 at 10:00 AM (Arizona Time) at Pima Community College West Campus, 2202 W. Anklam Rd., Tucson, AZ 85745, Room JG05.

The deadline for receipt of sealed proposals is: February 19, 2013 at 3:00 PM (Arizona Time). Sealed proposals must be received by this deadline at the following location:

Pima County Community College District
District Finance Office-Purchasing
4905D East Broadway, Room D-232
Tucson, Arizona 85709-1420

Any proposal received after the date and time listed above will be returned and will not be considered.

Questions pertaining to this Request for Proposal (RFP) must be communicated in writing and be received via email by February 7, 2013 at 3:00 PM (Arizona Time). Questions must be sent to the email address below and should include the specified Buyer’s name and proposal number, and any question(s) should include a reference to the appropriate page and section number of the RFP. Questions and answers will be posted on the Pima Community College webpage listed below by February 12, 2013 at 5:00 PM (Arizona Time):

Jan Posz, C.P.M., Sr. Buyer
DO-Staff-FO-Procur@pima.edu

Copies of the Request for Proposal, questions and answers, and any related documents are available on the Pima Community College Website:

http://www.pima.edu/administrative-services/purchasing/current-requests-for-proposals-bids-quotes.html

Purchasing Director
Pima County Community College District
District Finance Office-Purchasing
4905 East Broadway, Room D-232
Tucson, Arizona 85709-1420
Table of Contents

Section 1  Project Summary
Section 2  Proposal Preparation and Submittal
Section 3  Selection and Contract Award
Section 4  Proposal Form
Section 5  Agreement
Section 6  Indemnification and Insurance Requirements
Section 7  Terms and Conditions
Attachment A  Forms:
              Bidders Information
Attachment B  Project Specifications
Attachment C  Cost Proposal
Section 1
Project Summary

1. Request for Proposal Summary
Pima County Community College District (“College” or “District”) is seeking proposals from qualified firms for the College Wide Pest Control Services in accordance with the Scope of Work specified in this Request for Proposal (RFP).

2. Entity Submitting RFP. The terms “vendor”, “proposer”, “offerer”, “firm”, “consultant”, “company” or “contractor” used in this RFP or any subsequent documents or communications related to this RFP are interchangeable and mean the entity submitting a proposal and seeking to enter into a contract for the goods and/or services requested in this RFP.

3. Description of Pima County Community College District
Pima County Community College District, located in Tucson, Arizona, is one of the ten largest multi-campus, multi-site Community Colleges in the United States. The College is a two-year institution offering both occupational and traditional college courses, and awards many different degrees and certificates. The College’s comprehensive curriculum includes credit courses, workforce development programs (Center for Training and Development), adult education special programs (GED), as well as corporate and community based non-credit instruction. Students attend classes at six major campuses including the Community Campus, which itself holds classes at over 70 locations in Southern Arizona. The College employs more than 1,400 regular employees, approximately 1,500 adjunct faculty and 500 part-time personnel. More than 70,000 students attend credit and non-credit classes annually. The population for the Tucson metro area is over 1 million people. The College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.
Section 2
Proposal Preparation and Submittal

Proposals must conform to all requirements stated below, and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal.

Before submitting a proposal, each firm shall familiarize itself with the entire RFP, including Scope of Work, contract form and all laws, regulations and other factors affecting contract performance. The firm shall be responsible for fully understanding the requirements of a subsequent contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the firm. There will be no subsequent financial adjustment for lack of such familiarization.

All proposal materials must be placed in a sealed package (envelope, box, etc.) clearly marked with the proposal name and number and the firm’s name. It is the responsibility of the firm to ensure that proposals are received in the Office of the Purchasing Director by the due date and time stated on page 1 of this RFP. The firm is responsible for delivery of their proposal by the deadline notwithstanding any claims of error or failure to perform by a mail, courier or package delivery service. No proposals or proposal modifications may be submitted orally, electronically, or via telephone, facsimile, electronic mail (email) or telegraph.

All proposals must be typewritten on standard paper size (8½ x 11 inches) and shall be in the required format incorporating the forms provided in this RFP package, if any. It is permissible to copy these forms as required. The authorized person signing the proposal shall initial erasures, interlineations or other modifications on the proposal.

The firm’s proposal should be organized in sections as outlined below:

1. **Cover Letter**
   All proposals must include a cover letter submitted under the firm’s name on the firm’s letterhead containing the signature and title of a person or an official of the firm who is authorized to commit the firm to a potential contract with the College. The cover letter must also identify the primary contact for this proposal and include the College’s RFP number found within this RFP. The cover letter should express the firm’s interest and serve as an executive summary of the proposal. Claims of proprietary information must be included in the cover letter.

2. **Proposal Form**
   All proposals must include the complete Proposal Form signed by a person or an official authorized to commit the firm to a contract with the District.

3. **Proposal Copies**
   The firm must submit one (1) original copy of the proposal, clearly marked “Original”. In addition, the firm must submit one (1) digital .PDF copy of the proposal on media suitable for copying and distributing electronically.
4. Response
Responses must be clear and thorough, but concise, and written in plain, easy to understand language. Responses must follow the numbering format used in this Request for Proposal.

5. Exceptions Requested
Any exceptions to the requirements of this RFP that the firm requests the College to consider must be placed in this section. Each alternate or exception should be addressed separately with specific reference to the requirement. If there are no proposed alternates or exceptions, a statement to that effect must be included in this section of the proposal. Any proposed terms and conditions, contracts, waivers, licenses or agreements required by the firm should be included here with a brief explanatory introduction.

6. Proprietary Information
In the event any proposer shall include in the proposal any information deemed "proprietary" or "protected," such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The College discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The College, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The College shall have the right to use any and all information included in the proposals submitted unless the information is expressly restricted by the proposer.

7. Appendix
The Proposal Appendix must include:
   a. All documents or forms required by the College to be completed by the firm.
   b. Details of any litigation your company or any of its subsidiaries or affiliates has had in the past five years relate to the performance of services provided by your firm.
   c. If a firm has had any previous contracts canceled or is currently debarred, suspended, or proposed for debarment by any government entity, the current status must be documented in this proposal. The firm agrees to notify the College of any change in this status. If any customer has stopped using the product(s) or service(s) you are proposing, provide details including customer name, date when product was installed, date when product was discontinued (usage) and reason for discontinuation, including contact details of the customer.
   d. If the firm intends to use any cooperative, subcontract, third party agreement, or the like to perform under their proposal, the firm must supply the name, address, qualifications and criteria used by the firm for selection of any third party, and the intended services to be performed. The services provided under the scope of work proposed, in part or in whole, shall not be subcontracted our assigned without prior written permission of the College, except that the contractor may, without prior approval and without being released from any of its responsibilities hereunder, assign the contract to any affiliate or wholly-owned subsidiary of the contractor.
   e. Samples of any documentation or form that proposer will require the College to sign.

8. General
   a. Cost of Proposal Preparation – The College shall not reimburse the cost of developing, presenting or providing any response to this solicitation; offers submitted for consideration should be prepared simply, and economically, providing adequate information in a straightforward and concise manner.
b. **Certification** – By signature on the Proposal Form included herein, the consultant certifies that the submission of the proposal did not involve collusion or other anti-competitive practices. The consultant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. In addition, consultant certifies whether or not an employee of the College has, or whose relative has, a substantial interest in any agreement subsequent to this document. Consultant also certifies their status with regard to debarment, or suspension by any governmental entity.

Failure to provide a valid signature affirming the stipulations required by this clause shall result in the rejection of the submitted proposal and, if applicable, any resulting agreement. Signing the certification with a false statement shall void the proposal and, if applicable, any resulting agreement. Any resulting agreement may be subject to legal remedies provided by law. Consultant agrees to promote and offer to the College only those services and/or materials as stated in and allowed for under resulting agreement(s).
Section 3
Selection and Contract Award

Proposals shall be evaluated based on the requirements set forth in the RFP. Selection of the firm(s) will be at the discretion of the College and will be based on the proposal that the College deems to be the most responsive and responsible and serves the best interests of the College. It is the intent of the College to negotiate and enter into a contract with the selected firm following a Notice of Intent of Selection.

Selected proposer(s) may be required to make on-site oral and visual presentations or demonstrations at the request of the College. The College will schedule the time and location for any presentations. Costs and equipment for such presentations are the responsibility of the proposer. Best and Final offers may be solicited from the pool of finalists prior to selection of the successful firm.

Proposals will be reviewed by a selection committee and will be evaluated based on the following criteria.

- A detailed ongoing preventative maintenance program tailored to meet the needs of a variety of campus environments.
- Minimum of three years’ experience with implementation and continuation of IPM programs. Client list for at least five major IPM accounts (multiple building, multiple scattered sites).
- On staff Entomologist: minimum requirement of Bachelors of Science in related fields. List of academic credentials of Staff Entomologist will be submitted.
- Copy of Safety Program and Hazard Communications Program.
- Copy of Pest Control License showing all classifications.
- Sample of Log Book Reporting System (representative of system Proposer is using in current IPM accounts). Include sample bait consumption forms.
- List of chemicals that can be used during service by brand name and type of formulation (example: Tempo - Liquid Residual) must also be submitted with the proposal.
- Names and Certification Numbers of personnel to be working on District sites. Include Staff Entomologist.
- The proposer must provide three (3) independent references from three (3) different projects of similar scope, nature, and complexity to that requested by the College. The College prefers educational or governmental entity references. Each of the references must include the following information:
  - Entity Name
  - Industry Type
  - Address, City, Province/State/Country
A point system (100 points maximum) will be used in the evaluation of IPM proposals. The evaluation criteria and point values are as follows:

A. Satisfactory past performance with IPM Programs: 25

B. Completeness and thoroughness of proposal, demonstrated understanding of the goals of the contract and a reasonable plan to achieve those goals: 25

C. Effectiveness and thoroughness of Logbook Reporting System: 20

D. Qualifications and experience of personnel assigned: 20

E. Cost for Services: 10
Section 4
Proposal Form

Date ________________________________

Proposal of _________________________________________________________________,
(Name)
a corporation organized and existing under the laws of the State of _______________________; a partnership consisting of ________________________________________; an individual trading as _________________________________________________________________.

(Name)

Request for Proposal: ______________________________________
[provide title or brief description]

To: Pima County Community College District (“College”)

1. In compliance with your Request for Proposal No. __________, the undersigned hereby offers to furnish the services designated in the RFP, in strict accordance with the RFP, upon written notice of acceptance of this Proposal at any time within thirty (30) days after the date of opening of the Proposals, and to execute the Contract in accordance with the Proposal as accepted within five (5) days after the Contract is presented for signature.

2. The undersigned Proposer hereby acknowledges receipt of the following Addenda, if any:

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3. The undersigned Proposer understands that the College reserves the right to reject any or all Proposals or to waive any formality or technicality, as determined by the College in its sole discretion, in any Proposal in the interest of the College.

4. The undersigned Proposer hereby certifies and affirms that this Proposal is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer.

5. The undersigned certifies that to the best of his/her knowledge: (check only one)
( ) There is no officer or employee of Pima Community College who has, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request.

( ) The names of any and all public officers or employees of Pima Community College who have, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this Proposal.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

6. The Proposer certifies, to the best of its knowledge and belief, that:

(i) The Proposer and/or any of its Principals or Owners:

(A) (check one) are ( ) or are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any governmental agency.

(B) (check one) have ( ) or have not ( ), within a three year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) contract or subcontract; violation of federal or state antitrust statutes, rules or regulations relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion; or receiving stolen property; and

(C) (check one) are ( ) or are not ( ) presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any other of the offenses enumerated in paragraph (i)(B) of this provision.

(ii) The Proposer (check one) has ( ) or has not ( ), within a three year period preceding this offer, had one or more contracts terminated for default by any governmental agency.

“Principals,” for the purposes of this Proposal, means officers, directors, owners, partners and persons having primary or substantial management or supervisory responsibilities within a business entity.
7. The certifications in paragraphs 4, 5 and 6 of this Proposal are material representations of fact upon which reliance will be placed when making an award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the College, the College may terminate the contract resulting from this solicitation for default.

(SEAL - If Bidder is a Corporation)

(Official Name of Firm)

(Signature)

(Print Name)

(Title)

(Complete Business Address)

(Email Address)

(Federal Taxpayer ID Number)
Section 5
AGREEMENT

AGREEMENT BETWEEN PIMA COUNTY COMMUNITY COLLEGE DISTRICT

AND

(insert vendor name)

This Agreement made and entered into on the _____ day of ____________, 20____, by and between
Pima County Community College District hereinafter referred to as "District" or "College" and
____________________________ hereafter referred to as the "Vendor."

The District and the Vendor agree as follows:

FIRST: The Vendor agrees to perform the professional, technical and/or management services
hereinafter set forth when, and as assigned by the District, and

SECOND: The District agrees to pay the Vendor a fee, together with such other payments and
reimbursements as are hereinafter provided.

ARTICLE 1: VENDOR’S SERVICES
The Vendor agrees to provide services to the District as outlined in the Specification Documents in
Attachment B of this Agreement which is hereby referenced and incorporated as an integral part of this
Agreement. All work performed under the Agreement must have prior approval of the District.

ARTICLE 2: PAYMENT STRUCTURE
The payment structure for the work conducted under this Agreement will be in accordance with Vendors
Cost Proposal Attachment C which is hereby referenced and incorporated as an integral part of this
Agreement.

ARTICLE 3: METHOD OF PAYMENT
Payments to the Vendor will be made upon the presentation and approval of the Vendor’s invoice. Each
such invoice shall be documented in such detail and demonstrate such progress on each portion of the
work as the District may reasonably require.

ARTICLE 4: INDEMNIFICATION
To the fullest extent permitted by law, the Vendor shall defend, indemnify and hold harmless the District,
its agents, representatives, officers, directors, officials and employees, from and against all claims,
damages, losses and expenses (including, but not limited to, attorneys’ fees, court costs and the cost of
appellate proceedings) relating to, arising out of, or alleged to have resulted from the acts, errors,
mistakes, omissions, work or services of the Vendor, its employees, agents or any tier of subcontractors
in the performance of the Agreement. Vendor’s duty to defend hold harmless and indemnify the District,
its agents, representatives, officers, directors, officials and employees, shall arise in connection with any
claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death or injury to, impairment or destruction of property, including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of the Agreement, including any employee of the Vendor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Vendor be legally liable.

ARTICLE 5: EMPLOYEE RELATIONSHIP
The Vendor is an independent contractor and is not an employee, partner, legal representative, joint venturer or agent of the District. The District is not an employee, partner, legal representative, joint venturer or agent of the Vendor.

ARTICLE 6: CANCELLATION
This Agreement may be cancelled at any time, with or without cause, by the District giving seven (7) days written notice to the Vendor. In the event of such cancellation, the Vendor shall be paid for authorized services provided prior to the effective date of termination. In ascertaining the services actually rendered hereunder up to the date of the termination of this Agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete reports and other documents whether delivered to the District or in the possession of the Vendor.

ARTICLE 7: OWNERSHIP OF DRAWINGS OR REPORTS
Services as represented on drawings, reports, memoranda, notes and drafts are the property of the District whether the work is completed or not and may be used by them in any fashion they see fit. Notwithstanding the foregoing, however, the Vendor reserves the right to use any studies, analyses or data prepared or collected during the course of this work for other purposes as seen fit, provided, however, that no such use shall allow the District to be identified without the consent of the District.

ARTICLE 8: PERSONAL SERVICES
It is agreed that the District is relying on the personal services of the Vendor and upon their technical ability and professional integrity. Such reliance is one of the chief considerations for the execution of this Agreement by the District. It is further understood and agreed that the Vendor shall not assign, sublet nor transfer his duties under this Agreement, nor shall this Agreement be assignable or transferable by operation of law or otherwise without the written consent of the District.

ARTICLE 9: CONFLICT OF INTEREST
The Vendor agrees to perform services exclusively for the District under this agreement, and expressly agrees not to undertake any conflicting duties to others, with or without compensation, which could in any way compromise that responsibility. The Vendor shall not disclose to others any confidential information gained from this relationship without the prior, written permission from the District, and the Vendor shall not seek to use their position, the information gained thereby, nor any other aspect of the project or relationship with others involved in it, for personal gain or other remuneration or benefit, beyond the compensation provided for herein.

ARTICLE 10: GOVERNING LAW
This Agreement is made in the State of Arizona and shall be subject to and governed by the laws of the State of Arizona. All questions concerning the validity, construction and administration of the Agreement shall be determined under Arizona law.

ARTICLE 11: SEVERABILITY
This Agreement shall be severable and to the extent that any part of the Agreement is unenforceable for any reason whatsoever, the remaining parts of this Agreement shall remain in full force and effect.

ARTICLE 12: NOTICES
All notices to either party shall be deemed to have been provided by depositing the same, postage pre-paid, with the United States Postal Service, addressed as follows:

District Representative:

Vendor Representative:

ARTICLE 13: ARBITRATION
If the parties are unable to resolve any disputes arising under the Agreement, those disputes shall be resolved through arbitration in accordance with A.R.S. '12-1501, et. seq.

ARTICLE 14: NON-DISCRIMINATION
The parties agree to comply with Arizona law prohibiting discrimination in employment by government contractors, to the extent applicable with this Agreement, along with other applicable non-discrimination laws and regulations.

ARTICLE 15: LACK OF SUFFICIENT FUNDING
This Agreement may be cancelled without any further obligation on the part of the College in the event that sufficient appropriated funding is unavailable to assure full performance of the Agreement terms. Vendor shall be notified in writing of any such non-appropriation at the earliest opportunity.

ARTICLE 16: INSURANCE
Vendor shall furnish insurance as required by Section 6 hereto, which is incorporated herein by this reference as though fully set forth herein.

ARTICLE 17: ADDITIONAL TERMS AND CONDITIONS
The parties shall comply with the Terms and Conditions attached hereto as Section 7, which are incorporated herein by this reference as though fully set forth herein.

IN WITNESS WHEREOF, the Parties to this agreement have hereunto caused the same to be executed at Tucson, Arizona the day and year first above written.

Pima County Community College District: Vendor:

By: ____________________________  By: ____________________________

Title: ____________________________  Title: ____________________________
Section 6
Indemnification and Insurance Requirements

1. Indemnification
To the fullest extent permitted by law, the contractor shall defend, indemnify and hold harmless the College, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the contractor, its employees, agents, or any tier of subcontractors in the performance of the contract. The contractor’s duty to defend, hold harmless and indemnify the College, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting there from, caused by any acts, errors, mistakes, omissions, work or services in the performance of this contract including any employee of the contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the contractor be legally liable. The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The contractor shall hold the District, its officers and employees, harmless from liability of any nature or kind on account of use of any copyrighted or non-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this request.

2. Insurance Requirements
The contractor, at contractor’s own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed to do business in the State of Arizona with policies and forms satisfactory to the College and possessing a minimum current A.M. Best, Inc. Rating of B++. All insurance required herein shall be maintained in full force and effect until all work required to be performed under the terms of the Contract is satisfactorily completed and formally accepted; failure to do so may, at the sole direction of the College, constitute a material breach of this Contract.

The contractor’s insurance shall be primary insurance, and any insurance or self-insurance maintained by the College shall not contribute to it.

Any failure to comply with the claim reporting provisions of the policies or any breach of an insurance policy warranty shall not affect coverage afforded under the policy to protect the College.

All policies, except Workers’ Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the College, its agents, representatives, directors, officers, and employees for any claims arising out of the contractor’s work or service.

The insurance policies may provide coverage which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the College under such policies. The contractor shall be solely responsible for deductible and/or self-insured retention and the College, at its option, may require the contractor to secure the
payment of such deductible or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The College reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The College shall not be obligated, however, to review same or to advise the contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve the contractor from, or be deemed a waiver of the College’s right to insist on, strict fulfillment of contractor’s obligations under this Contract.

The insurance policies, except Workers’ Compensation, required by this Contract shall name the College, its agents, representatives, officers, directors, officials, and employees as Additional Insured.

3. Required Coverage:

a. General Liability
The contractor shall maintain and cause any subcontractor to maintain Commercial General Liability insurance with a limit of not less than $2,000,000 for each occurrence with a $2,000,000 Products and Completed Operations Aggregate and $2,000,000 General Aggregate Limit. The policies shall include coverage for bodily injury, broad form property damage, personal injury, products/completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract, which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 000211093 or any replacement thereof. The coverage shall not exclude X, C, U.

Such policies shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision that would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.’s, Additional Insured, Form B, CG20101185, and shall include coverage for the contractor’s operations and products and completed operations.

b. Workers’ Compensation
The contractor shall carry Workers’ Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of the contractor’s employees engaged in the performance of the work; and, Employer’s Liability insurance of not less than $2,000,000 for each accident, $1,000,000 disease for each employee, and $1,000,000 disease policy limit.

In case any work is subcontracted, the contractor will require the Subcontractor to provide Workers’ Compensation and Employer’s Liability to at least the same extent as required of the contractor.
c. **Automobile Liability**

Contractor shall maintain and cause any subcontractors to maintain Commercial/Business Automotive Liability insurance with a combined single limit for bodily injury and property damage of not less than $1,000,000 each occurrence with respect to the Contractor’s owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor’s work. Coverage will be at least as broad as coverage code 1, “any auto”, (Insurance Service Office, Inc. Policy Form CA 00011293, or any replacements thereof). Such insurance shall include coverage for loading and off-loading hazards. If hazardous substances, materials or wastes are to be transported, MCS 90 endorsement shall be included and $5,000,000 per accident limits for bodily injury and property damage shall apply.

d. **Certificates of Insurance**

Prior to commencing Services under this contract, contractor shall furnish the College with Certificates of Insurance, or formal endorsements as required by the Contract, issued by contractor’s insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect.

In the event any insurance policy(ies) required by this contract is(are) written on a “claims made” basis, coverage shall extend for two years past completion and acceptance of the contractor’s work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the contract, a renewal certificate must be sent to the College thirty (30) days prior to the expiration date.

All Certificates of Insurance required by this Contract shall be identified with a bid or proposal serial number and title.

e. **Cancellation and Expiration Notice**

Insurance evidenced by these certificates shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the College.
Section 7
Terms and Conditions

1. **Legal Remedies** – All claims and controversies shall be subject to the Pima County Community College Policy regarding Formal Protests and Appeals.

2. **Agreement** – The Agreement shall contain the entire agreement between the College and the Consultant relating to this requirement and shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders or master agreement in any form.

3. **Agreement Amendments** – The Agreement shall be modified only by a written amendment signed by persons duly authorized to enter into agreements on behalf of the College and the Consultant.

4. **Provisions Required by Law** – Each and every provision of law and any clause required by law to be in the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

5. **Severability** – The provisions of the Agreement are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the Agreement which may remain in effect without the invalid provision or application.

6. **Records** – Pursuant to provisions of title 35, chapter 1, article 6 A.R.S. §35-215 the Consultant shall retain, and shall contractually require each subcontractor to retain, all books, accounts, reports, files and other records relating to the acquisition and performance of the Agreement for a period of five (5) years after the completion of the Agreement. All such documents shall be subject to inspection and audit at reasonable times. Upon request, a legible copy of any or all such documents shall be produced at the offices of the Auditor General, the Attorney General or the College Purchasing Office.

7. **Advertising** – Contractor shall not advertise or publish information concerning the Agreement, without prior written consent of the College.

8. **Preparation of Specifications by Persons Other than College Personnel** – All specifications shall seek to promote overall economy for the purposes intended and encourage competition and not be unduly restrictive in satisfying the College’s needs. No person preparing specifications shall receive any direct or indirect benefit from the utilization of specifications, other than fees paid for the preparation of specifications.

9. **Americans With Disabilities Act** – The Consultant shall comply with all applicable provisions of the Americans With Disabilities Act and applicable federal regulations under the act.

10. **Conflict of Interest** – The College may, within three years after its execution, cancel the agreement without penalty or further obligation if any person significantly involved in negotiating,
drafting, securing or obtaining the agreement for or on behalf of the College becomes an employee of or a consultant in any capacity to any other party to the agreement with reference to the subject matter of the Agreement while the Agreement or any extension thereof is in effect or as otherwise provided by A.R.S. § 38-511.

11. **Drug Free Workplace** – The Consultant agrees that in the performance of the Agreement, neither the Consultant nor any employee of the Consultant shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity covered in the Agreement. The College reserves the right to request a copy of the Consultant Drug Free Workplace Policy. The Consultant further agrees to insert a provision similar to this statement in all subcontracts for services required.

12. **Equal Opportunity** – The provisions of Section 202 of Executive Order 11246.41 C.F.R. Sec. -0-1.4.41 Sec. 60-250.4 and 41 C.F.R. Sec. 60-741.4 are incorporated herein by reference and shall be applicable to the Agreement unless the Agreement is exempted under the rules, regulations or orders of the U.S. Secretary of Labor.

13. **Federal, State and Local Taxes, Licenses and Permits** – Consultant is solely responsible for complying with all laws, ordinances, and regulations on taxes, registrations, licenses and permits, as they may apply to any matter under this document. The Consultant must demonstrate that they are duly licensed by whatever regulatory body may so require during the performance of the Agreement. Prior to the commencement of Agreement, the Consultant shall be prepared to provide evidence of such licensing as may be requested by the College. Consultant shall, at no expense to the College, procure and keep in force during the entire period of the Agreement all such permits and licenses.

14. **Gratuities** – The College may, by written notice to the Consultant, cancel the agreement if it is found by the College that gratuities, in the form of entertainment, gifts or otherwise were offered or given by the Consultant or any agent or representative of the contractor, to any officer or employee of the College with a view toward securing an agreement or securing favorable treatment with respect to the performing of such agreement.

15. **Liens** – Each Consultant shall keep the College free and clear from all liens asserted by any person or entity for any reason arising out of the furnishing of services or materials by or to the Consultant.

16. **Sales and Use Tax** – The College is not exempt from state sales and use tax.

17. **Sexual Harassment** – Federal law and the policies of the College prohibit sexual harassment of College employees or students. Sexual harassment includes any unwelcome sexual advance toward a College employee or student, any request to a sexual favor from a College employee or student, or any other verbal or physical conduct of a sexual nature that is so pervasive as to create a hostile or offensive working environment for College students. Consultant, subcontractors and suppliers for this project are required to exercise control over their employees so as to prohibit acts of sexual harassment of College employees and students. The employer of any person whom the College, in its reasonable judgment, determines has committed an act of sexual harassment agrees as a term and condition of the Agreement to cause such person to be
removed from the project site and from College premises and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.

18. **Smoking** – All facilities of the College are smoke free. Smoking is not permitted inside College buildings or within 25 feet of doorways and air intakes. The Consultant is required to comply with this smoke free policy.

19. **Confidentiality** – The parties shall comply with 20 USC Section 1232(g), the Buckley Amendment to the Family Educational Right and Privacy Act of 1974. Therefore, Contractor shall not be entitled to receive Employee or Student information directly from the College, other than public information available in any College directory which is not protected by federal or state privacy or confidentiality statutes or regulations. Contractor may solicit Employee and Student information directly from Employees and Students subject to prior disclosures by Contractor of all intended uses of such information. Regardless of the Employee or Student personal information, even if such information is publicly available via directories, Contractor shall under no circumstances sell, duplicate, market, or give to any person or persons, entities or other companies a list or other personal information of any or all Employees or Students. All Employee and Student identities and personal information shall remain confidential. Disclosure by Contractor occurring without the express prior written consent of the Employee or Student shall result in the immediate termination of this agreement.

20. **Assignment-Delegation** – No right or interest in the Agreement shall be assigned or delegated by Consultant without the prior written permission of the College. Any attempted assignment or delegation by Consultant shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

21. **Force Majeure** – Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing under the Agreement if such delay or default is caused by conditions beyond its reasonable control including, but not limited to wars, insurrections, fires, floods, governmental restrictions and/or any other cause beyond the reasonable control of the party whose performance is affected.

22. **Intellectual Property Rights** – It is understood and agreed that ownership of intellectual property developed as a result of fulfilling the requirements of this Agreement belongs solely and exclusively to the College. Documents provided in connection with the Agreement belong to the College and are being used with permission. Intellectual property, as used herein, means all forms of legally protectable intellectual property, including copyrights, trademarks, inventions, patent applications, patents and mask works, drawings and/or blueprints. It is also understood and agreed that any intellectual property created as a result of Consultant’s performance of this Agreement is considered a work for hire under the U.S. copyright laws and as such, the College will own the copyright.

23. **Laws and Regulations** – Consultants are solely responsible for keeping themselves fully informed of and faithfully observing all laws, ordinances, and regulations affecting the rights of their employees, and shall protect and indemnify the College, its officers and agents against any claims of liability arising from or based on any violation thereof.
24. Payment Terms – Payments by the College shall be subject to the provision of Title 35 of Arizona Revised Statutes, relating to time and manner of submission of claims. The College’s obligation is payable only and solely from funds appropriated for the purpose of the Agreement. Unless otherwise stated herein, the payment terms for the Agreement are Net 30 days.

25. Price Adjustment – Price changes will normally only be considered at the end of one Agreement period and the beginning of another. Price change requests shall be in writing, submitted at least sixty (60) days prior to the end of the current Agreement period, and shall be supported by written evidence of increased costs to the Consultant. The College will not approve unsupported price increases that will merely increase the gross profitability of Consultant at the expense of the College. Price change requests shall be a factor in the Agreement extension review process. The College shall, in its sole opinion, determine whether the requested price increase or an alternate option is in the best interest of the College.

26. Prior Course of Dealings – No trade usage, prior course of dealing, or course of performance under other agreements shall be a part of this Agreement resulting from this RFP, nor shall such trade usage, prior course of dealing or course of performance be used in the interpretation or construction of such resulting agreement.

27. Right to Offset – The College shall be entitled to offset against any sums due the Consultant, any expenses or costs incurred by the College, or damages assessed by the College concerning the Consultant’s non-conforming performance or failure to perform the Agreement, or any other debt owing the College.

28. Insolvency – The College shall have the right to terminate the Agreement at any time in the event Consultant files a petition in bankruptcy; or is adjudicated bankrupt; or if a petition in bankruptcy is filed against Consultant and not discharged within thirty (30) days; or if Consultant becomes insolvent or makes an assignment for the benefit of its creditors or an arrangement pursuant to any bankruptcy law; or if a receiver is appointed for Consultant or its business.

29. Lack of Funding – The Agreement may be canceled without further obligation on the part of the College in the event that sufficient appropriated funding is unavailable to assure full performance of the terms. The Consultant shall be notified in writing of such non-appropriation as soon as reasonably possible. No penalty shall accrue to the College in the event this cancellation provision is exercised. This cancellation provision shall not be construed so as to permit the College to terminate the Agreement in order to acquire similar equipment, material, supplies or services from another party.

30. Stop Work Order – The College may at any time, by written order to the Consultant, require the Consultant to stop all or any part of the work called for by the Agreement for a period of up to ninety (90) days after the order is delivered to the Consultant, and for any further period to which the parties may agree. The order shall be specifically identified as the Stop Work Order issued under this provision. Upon receipt of the order, the Consultant shall immediately comply with its terms and take all reasonable steps to minimize the incidence of costs allocable to the work covered by the order during the period of work stoppage. If a Stop Work Order issued under this provision is canceled or the period of the order or any extension expires, the Consultant shall resume work. The College shall make an equitable adjustment in the delivery schedule or Agreement price, or both, and the Agreement shall be amended in writing accordingly.
31. **Suspension or Debarment** – The College may by written notice to the Consultant immediately terminate the Agreement if the College determines that the Consultant has been debarred, suspended, or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor or Contractor of any public procurement unit or other governmental body.

32. **Continuation of Performance Through Termination** – The Consultant shall continue to perform, in accordance with the requirements of Agreement, up to the date of termination, as directed in the termination notice.

33. **Sudan, or Iran Scrutinized Business** – Pursuant to A.R.S. #35-391.06(A) AND 35-393.06(B), Contractor certifies that it does not have a “scrutinized” business operation in either Sudan or Iran, as that term is defined in A.R.S. #35-391(15) AND 35-393(12) respectively.

34. **Federal Immigration Laws and Regulations** – Consultant warrants that it complies with all Federal Immigration laws and regulations that relate to its employees and complies with A.R.S. § 23-214(a) and that it requires the same compliance of all subcontractors under the agreement. Consultant acknowledges that pursuant to A.R.S. § 41-4401 and effective September 30, 2008, a breach of this warranty is a material breach of the agreement subject to penalties up to and including termination of the agreement. The College retains the legal right to audit the records of the Consultant and inspect the papers of any employee who works for the Consultant to ensure compliance with this warranty and the Consultant shall assist in any such audit. The Consultant shall include the requirements of this paragraph in each contract with subcontractors under the agreement.

If the Consultant or subcontractor warrants that it has complied with the employment verification provisions prescribed by sections 274(a) and 274(b) of the Federal Immigration and Nationality Act and the E-verify requirements prescribed by A.R.S. § 23-214(A), The Consultant or subcontractor shall be deemed to be in compliance with this provision. The College may request proof of such compliance at any time during the term of the Agreement by the Consultant and any subcontractor.

35. **Extended Contract**

The College is an active member of the Strategic Alliance for Volume Expenditures (S.A.V.E.) Cooperative agreement. Under this Cooperative Purchasing Agreement, and with the concurrence of the successful Proposer, other members of this organization may access any subsequent agreement/contract resulting from this solicitation. If the Proposer does not want to grant such access, it must be stated in their Proposal. In the absence of a statement to the contrary, the college will assume that access is granted by the Proposer to any subsequent agreement/contract.
Attachment A
Forms

- Bidders Information
BIDDER’S INFORMATION

Bidder shall state if this Proposal is submitted by an Individual, Partnership, or Corporation.

________________________________________________________________

1. IF PARTNERSHIP, list names of all partners:

________________________________________________________________
________________________________________________________________

2. IF CORPORATION, give name of State in which corporation is registered:

________________________________________________________________

Provide the names of the following Corporation officers:

President ______________________________________________
Secretary ______________________________________________
Treasurer ______________________________________________

3. If LICENSED CONTRACTOR, provide all contractor’s license number(s) applicable to this Proposal:

_______________________________  __________________________
_______________________________  __________________________
_______________________________  __________________________
_______________________________  __________________________

4. Provide name of bonding company:

___________________________________________

Total bonding capacity: $_______________________

5. Name of Firm_____________________________________________________

6. Telephone: ___________________ Fax: _____________________________
Attachment B
Project Specifications
# PCC Locations for Pest Control

- **District Central Offices**
  - Building: A, B, C, D
  - Address: 4905 E. Broadway Boulevard
  - City: Tucson
  - State: AZ
  - Zip: 85709-1010

- **Aviation Technology Center**
  - Address: 7211 S. Park Ave.
  - City: Tucson
  - State: AZ
  - Zip: 85709-6185

- **West Campus**
  - Address: 2202 W. Anklam Road
  - City: Tucson
  - State: AZ
  - Zip: 85709-0001

- **Green Valley Center**
  - Address: 1250 W. Continental Rd.
  - City: Green Valley
  - State: AZ
  - Zip: 85614

- **Downtown Campus**
  - Address: 1255 N. Stone Avenue
  - City: Tucson
  - State: AZ
  - Zip: 85709-3000

- **East Campus**
  - Address: 8181 E. Irvington Road
  - City: Tucson
  - State: AZ
  - Zip: 85709-4000

- **Maintenance & Security**
  - Address: 6680 S. Country Club Road
  - City: Tucson
  - State: AZ
  - Zip: 85709-1700

- **Desert Vista Campus**
  - Address: 5901 S. Calle Santa Cruz
  - City: Tucson
  - State: AZ
  - Zip: 85709-6000

- **Community Campus**
  - Address: 401 N. Bonita Ave.
  - City: Tucson
  - State: AZ
  - Zip: 85709-5000

- **29th St. Coalition Center**
  - Address: 4355 E. Calle Aurora
  - City: Tucson
  - State: AZ
  - Zip: 85709-5800

- **Northwest Campus**
  - Address: 7600 N. Shannon Rd.
  - City: Tucson
  - State: AZ
  - Zip: 85709-5200
Program Objective. Past District's pest control programs' primary methods of treatment were using a liquid residual insecticide for baseboard treatments on interiors, with outside spot treatments as needed. Other methods have included treating cabinets and sink areas with a liquid residual insecticide and "fogging" infested areas. Once, these "broad target spectrum" and "saturate pest crawls" methods were considered state of the art, but over time, have proven ineffective. A routine monthly application of chemical, whether or not it is needed, also creates an unnecessary chemical exposure. This is particularly undesirable in situations where food preparation and students may be involved.

This specification is part of a comprehensive IPM program for campuses within the District. IPM is a process for achieving long term, environmentally sound pest suppression/eradication through the use of a wide variety of technological and management practices. Control strategies in an IPM program extend beyond the application of pesticides to include structural and procedural modifications that reduce the food, water, harbor, and access used by pests.

The District desires to implement an Integrated Pest Management Program encompassing campuses within the District's jurisdiction. Vendors will submit proposals to perform an IPM program that furnish supervision, labor, materials, supplies (chemicals/traps etc.) and equipment necessary to accomplish surveillance, trapping, pesticide application, and pest removal components of an IPM program. Vendors' program will also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention. Proposals for programs will utilize the following criteria:

1. **Exterior Treatments.** Complaints of infestations other than German roaches generally arise from pests that are invading buildings from the exterior landscape. The exterior treatment will consist of inspecting building exteriors and areas adjacent to the structures. During this inspection, insect resource and reservoir sites will be identified and serviced in an appropriate manner. Servicing may include residual spot treatment, baiting, or granulation, or other applications as required. Additionally, but not be limited to, conditions conducive to insect/rodent habitation will be identified and reported to District Staff.

2. **Interior Treatments.** Interior treatment will involve a visual inspection of buildings on each campus in the District. Special attention will be given to food handling, physical plant, lounge, multi-purpose room, gym, and restroom facilities. Monitors will be placed in discreet areas where infestations are most likely to occur. When activity is observed, treatment will be rendered using nonchemical methods when possible and chemical methods when required. Additionally, but not be limited to, conditions conducive to insect/rodent habitation will be documented and reported to District Staff.

These methods are to ensure that chemicals (if needed) are applied to areas where insects breed/harbor, and virtually eliminate odors and chemical exposures normally associated
with Pesticide applications.

3. **Logbook Tracking System.** Control measures prescribed above will be supplemented with a Logbook Tracking System. This is to insure the establishment of a detailed program, ensure continuity of service, and provide a communication instrument between District Staff and the pest control contractor. At each campus and administrative site, the contractor will maintain separate logbook tracking systems for the kitchen/cafeteria and Facilities Management Office. Copies of each inspection report will be forwarded to Campus Plant Manager and District Grounds Supervisor. Sample tracking system must be provided with proposal.

4. **Quality Assurance.** A Quality Assurance Manager, Technical Director, or Entomologist will make quality assurance inspections of all sites included in bid. Inspections will be performed on a semiannual basis and each inspection will be followed by a written report. The manager will be available to District supervisory staff should questions arise regarding service. Additionally, annual summaries of service history shall be made in writing to District Grounds Supervisor. The purpose of this system is to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable and/or the District identifies the deficiencies.

5. **Orientation.** The pest control contractor’s Technical Director or Entomologist will conduct in service training seminars for appropriate District employees in order to ease implementation of an IPM program. This seminar will also instruct District staff on pest recognition and sanitation enhancement.

6. **Service Schedule.** Service will be performed monthly on a regularly scheduled basis, the same day each month (i.e. first Monday, second Wednesday, etc.). If the regularly scheduled day falls on a holiday, prior arrangements for rescheduling service will be made. A copy of the service schedule will be forwarded to the District.

7. **Service Personnel.** Service shall be performed by a trained Arizona State Certified Technician, who will report to District Staff at the beginning and end of each service call. A verbal and written report of findings and service will be provided at that time. As a minimum, two service representatives and one supervisor shall be familiar with Pima County Community College District service specifications and available for service requests at each campus.

8. **Housekeeping.** If sanitation or other in-house factors become a problem to the extent that the pest control contractor cannot maintain an effective pest control program, the District will ensure that these factors are corrected.

9. **Pests Included:**
   - Indoor populations of Cockroaches (all species), Crickets, Ants, Spiders, Rats, Mice, and any other Arthropod pests not specifically excluded from the contract.
• Populations of the above pests that are located outside of the specified buildings, but within the property boundaries of the buildings.

• Individuals of all excluded pest populations that are incidental invaders inside buildings.

10. **Pests Excluded:**

• Birds, bats, snakes, and all other vertebrates.

• Termites and other wood destroying organisms.

• Mosquitoes, moths, flies, bees.

• Pests that primarily feed on outdoor vegetation.

11. **Emergency Service.** Emergency service for covered areas and pests shall be addressed within 8 working hours of receipt of request at no additional charge. (Normal working hours are defined as 8 A.M to 5 P.M, Monday through Friday, holidays excepted.)

12. **Pesticide Use.** Contractor shall adhere to the following rules for pesticide use:

• **Approved Products.** Contractor shall not apply any pesticide product that has not been submitted with their proposal, or approved in writing by the District.

• **Pesticide Storage.** Contractor shall not store any pesticide product on District Premises.

• **Application by Need.** Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area. Preventative pesticide treatments of areas where surveillance indicates a potential insect or rodent infestation are acceptable on a case-by-case basis. Written approval must be granted by the District prior to any preventative pesticide application.

• When pesticide use is necessary, the Contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.

13. **Insect Control.** The Contractor will use non-pesticide methods of control whenever possible.
For example:

- Portable vacuums rather than pesticide sprays shall be used for initial cleanouts of insect infestations.

- Spiders in webs will be physically removed using brooms, etc., rather than pesticide sprays.

When it is determined that a pesticide application is necessary, the following rules will apply:

- **Crack and Crevice Applications.** As a general rule, the Contractor shall apply insecticides as "crack and crevice" treatments only. Crack and Crevice is defined in this contract as treatments in which the formulated insecticide is not visible to a bystander before, during, or after the application process.

- **Insecticide Bait Formulations.** Bait formulations shall be the primary means for indoor insect control.

- **Monitoring.** Sticky traps shall be used to guide and evaluate indoor insect control efforts whenever necessary.

- **Application of Insecticides to Exposed Surfaces or as Space Sprays.** Application of insecticides to exposed surfaces or as space sprays (including fogs, mists, and ultra-low volume applications) shall be restricted to unique situations where alternative measures are practical. Contractor shall obtain approval of the District prior to any application of insecticide to an exposed surface or any space spray treatment. No surface application or space spray shall be made while tenant occupants are present. Contractor shall take necessary precautions to ensure student and staff safety, and necessary steps to ensure containment of the pesticide to site of application.

14. **Rodent Control.**

- **Indoor Trapping.** Rodent control inside occupied buildings will be accomplished using trapping devices only. Traps will be concealed out of the general view and in protected areas so as not to be affected by routine cleaning and other operations. Traps will be checked on a schedule approved by the District. Contractor will be responsible for disposing of trapped rodents and rodent carcasses in an appropriate manner.

- **Use of Rodenticides.** Rodenticides, regardless of packaging, shall be placed in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA approved tamper resistant bait boxes.
Use of Bait Boxes. Frequency of bait box servicing will depend upon the level of rodent infestation. Bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The Contractor will adhere to the following six points:

A. Bait boxes will be placed out of the general view, in locations where they will not be disturbed by routine operations.

B. Lids of all bait boxes shall be securely locked or fastened shut.

C. Bait boxes shall be securely attached or anchored to the floor, ground, wall, or other immovable surface, so the box cannot be picked up or moved.

D. Bait shall be secured (with wire or other appropriate means) within the bait box within the baffle protected feeding chamber of the box, and never in the runway of the box.

E. Bait boxes will be labeled on the inside with the Contractor's business name and address, and dated by the Contractor's technician at the time of installation and servicing.

F. In order to measure effectiveness of rodenticide baiting programs, on each service visit Contractor will record bait consumption for each bait station serviced. Bait consumption reports will be forwarded to District Grounds Supervisor.

15. Licenses. Successful contractor will hold licenses issued by the Structural Pest Control Commission with B, C, D, E, & F Classifications. Copy of license will be submitted with proposal.

16. Warranty. Regular services for covered pests will be warrantied for 30 days after treatment.

17. Evaluation Criteria. Evaluation criteria will include bidder's past conformance with Integrated Pest Management specifications. As a minimum, contractors bidding on this project will submit with their proposal:

- A detailed ongoing preventative maintenance program tailored to meet the needs of a variety of campus environments.

- Minimum of three years experience with implementation and continuation of IPM programs. Client list for at least five major IPM accounts (multiple building, multiple scattered sites).
• On staff Entomologist: minimum requirement of Bachelors of Science in related fields. List of academic credentials of Staff Entomologist will be submitted.

• Copy of Safety Program and Hazard Communications Program.

• Copy of Pest Control License showing all classifications.

• Sample of Log Book Reporting System (representative of system Proposer is using in current IPM accounts). Include sample bait consumption forms.

• List of chemicals that can be used during service by brand name and type of formulation (example: Tempo - Liquid Residual) must also be submitted with the proposal.

• Names and Certification Numbers of personnel to be working on District sites. Include Staff Entomologist.

A point system (100 points maximum) will be used in the evaluation of IPM proposals. The evaluation criteria and point values are as follows:

A. Satisfactory past performance with IPM Programs: 25

B. Completeness and thoroughness of proposal, demonstrated understanding of the goals of the contract and a reasonable plan to achieve those goals: 25

C. Effectiveness and thoroughness of Logbook Reporting System: 20

D. Qualifications and experience of personnel assigned: 20

E. Cost for Services: 10
Attachment C  
Cost Proposal  

(Cost proposal to be submitted in a separate sealed envelope)  

Provide monthly cost for the following sites:  

<table>
<thead>
<tr>
<th>Site</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Central Offices</td>
<td>$__________</td>
</tr>
<tr>
<td>West Campus</td>
<td>$__________</td>
</tr>
<tr>
<td>Downtown Campus</td>
<td>$__________</td>
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<tr>
<td>East Campus</td>
<td>$__________</td>
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<tr>
<td>Maintenance &amp; Security</td>
<td>$__________</td>
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<tr>
<td>Desert Vista Campus</td>
<td>$__________</td>
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<tr>
<td>Community Campus</td>
<td>$__________</td>
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<td>29th St. Coalition Center</td>
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<tr>
<td>Northwest Campus</td>
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<td>Aviation Technology Center</td>
<td>$__________</td>
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<tr>
<td>Green Valley Center</td>
<td>$__________</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$__________</strong></td>
</tr>
</tbody>
</table>

______________________________
Signature

______________________________
Print Name Above

________________
Date

*Note: Responses must use this form for submittal*