

NOTICE TO BIDDERS

Pest Control Services Worcester County Government Facilities

The Worcester County Commissioners are currently accepting sealed bids for Pest Control Services for forty-two (42) County facilities located throughout Worcester County for a period of two (2) years, with an option to extend for up to five (5) years. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, obtained online at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 PM, Monday, February 27, 2017** in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Bid for Pest Control Services - 2017**" in the lower left-hand corner. After opening, bids will be forwarded to the Public Works Department for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Kenneth J. Whited, Maintenance Superintendent, at kenwhited@co.worcester.md.us or at 410-632-3766.

INSTRUCTIONS TO BIDDERS

BID SCOPE – General Pest Control

Schedule I – Routine Monthly Service: See Bid Form. The Pest Control Contractor will provide monthly routine pest control services for all buildings listed on Schedule I. Definitions of Service are as follows.

- **Routine Service** shall consist of supplying and applying pesticides one time per month minimum at the perimeter base of the **exterior** of the each facility listed in Schedule I to provide a barrier/control method to prevent intrusion of outdoor pests. The Contractor's service date and time shall be coordinated with 1) The Maintenance Supervisor for the Worcester County DPW – Maintenance Division 2) The individual department's Building Supervisor/Facility Manager to ensure that treatment services will not conflict with staff and patron services. All service/treatment will be performed during normal business hours Monday through Friday except for County-observed holidays. All services provided shall be acknowledged by a County representative and all signed Field Service Orders shall be forwarded to the County with the accompanying invoice.
- **Pest Control** shall mean control of all crawling, hopping or flying insects, but will not include treatment for fleas, bed bugs, termites, mosquitoes, birds or bees. Pest control is to be guaranteed for a period of 30 days following the latest application. Call backs for additional treatment within the guaranteed service period will be at no additional expense to the County.

Schedule II – On Call Service: See Bid Form. The Pest Control Contractor will provide on-call pest control services for all buildings listed in Schedule II on a time and material basis. Bidders shall provide Time & Material rates (after-hours night and weekend work may be required with applicable rates) on their company letterhead to accompany the Bid Form. On-call pest control services may consist of, but are not limited to, the treatment defined as Routine Service in Schedule I above plus treatment of the interior of the buildings upon request or per the findings and recommendations of the Pest Control Contractor.

On-Call Service shall require the following.

1. The Pest Control Contractor shall provide adequate company contacts so that the County has redundant forms of notification/communication methods with the Contractor.
2. The County will notify the Contractor of the facility that needs treatment and of the conditions that need to be mitigated and the available hours for treatment. After-hours night and weekend work may be required.
3. Suspect pests will be trapped by the County and contained for the Contractor's evaluation.
4. Contractor to provide verbal acknowledgement of the County's notification within two (2) hours following receipt of the initial notification by the County, its representative or agent.

Schedule II – On Call Service: continued

5. Contractor contact with the County shall be 1) Telephone call to the County's Department of Public Works Administration Office 2) Contacting the County contacts via cellular telephone. Text messaging does not constitute notification to the County.
6. Contractor to provide treatment service within twenty-four (24) hours of the County's notification to the Contractor.
7. All services provided shall be acknowledged by a County representative and all signed Field Service Orders shall be forwarded to the County with the accompanying invoice.

Service for Schedule I and Schedule II may require fogging, accessing crawl spaces and any other services to maintain control and will be included in this bid.

Interior Service: Bidder to provide standard time and material rates for work performed during normal business hours Monday through Friday, after-hours nights and weekend service on Bidder's company letterhead to accompany the Bid Form.

VERIFICATION OF PERFORMANCE

The Contractor must provide a copy of the company's completed field technician/applicator's report of services provided at each treatment location following completion of the service. This field report shall accompany all invoices and be submitted to the Worcester County DPW - Maintenance Division, 6113 Timmons Road, Snow Hill, Maryland 21863. The field report and corresponding invoices shall contain the following as a minimum for the County's processing.

- A. Date & Time of Day of visit/treatment
- B. Description of treatment/pesticide applied
- C. Report of potential problem areas
- D. Signature of exterminator
- E. Signature of County representative or agent verifying receipt of treatment

Invoices will not be paid without this verification.

CODES

The Contractor shall comply with all federal, state, county and city codes, laws and ordinances applicable to pest control application service and will obtain at his own expense such permits, licenses and/or certificates which may be required in the performance of the work specified. The Contractor will use only those pesticides registered by the Maryland Department of Agriculture (MDA). All bidders must be licensed to perform commercial pest applications by the MDA. All work must be performed under the supervision of an individual certified by the MDA as a commercial applicator. A copy of all required license and certificates to perform this service shall accompany the Bid Form. All chemicals must be used per manufacturer's instructions. The Contractor will exercise due care and diligence in handling, using and disposing of pesticide containers so that people, animals or non-pest organisms will not suffer undue injury and so environmental contamination does not occur. The Contractor will not store any pesticides or application equipment on any County premises.

PROVISIONS

Awarded Contractor/Vendor's price shall be inclusive and include but is not limited to; all overhead, profit, supervision, labor, travel time, pickup & delivery charges, materials, certifications, fees, tax, hazmat charges, disposal fees, tools/equipment and all other costs associated with the Work/Service to perform pest control service within County-owned or leased buildings per the attached list. Fees for escalation of fuel costs, in the form of a surcharge, will not be accepted.

The County is exempt from all Federal and State taxes for direct purchase of supplies and materials. However, the County's tax exemption does not extend to the bidder for supplies and materials, which bidder must purchase to complete the job. Therefore, the bidder's price(s) should reflect the inclusion of Federal, State and all applicable taxes on purchased supplies and materials. All pricing shall be included on the Bid Form as attached hereto.

SCHEDULE

A schedule of buildings to be treated on a monthly, and on an on-call basis is as listed in the Bid Form. All rooms, support areas and building exteriors associated with the general areas specified are to be treated per the requirements as defined in the Bid Schedules. The number of contracted properties is subject to change, increase or decrease, due in part to possible changes that may be made by the Commissioners of Worcester County Maryland. Notification of impending inspection and treatment schedules shall be coordinated by the awarded bidder with the County's Maintenance Division and the Building Supervisor where the treatment will be administered.

MATERIAL SAFETY DATA SHEETS

Safety data sheets will be presented to the DPW - Maintenance Division prior to application of any pest control materials that will be used during the course of the contract.

TERM OF CONTRACT

This contract will be in effect for two years commencing with the date of contract execution by both parties with an anticipated expiration of March 2019. The County Commissioners may award optional years to extend the contract as listed in the Bid Form.

**PEST CONTROL BID FORM
SCHEDULE I – ROUTINE MONTHLY SERVICE**

CT	BUILDING	LOCATION	PRICE/MO.				
			Yr. 1-2	Yr. 3	Yr. 4	Yr. 5	
1	Animal Control	6207 Timmons Road, Snow Hill, MD	\$.00	\$.00	\$.00	\$.00	
2	Bank Street	301/303/305 Bank Street, Snow Hill, MD	\$.00	\$.00	\$.00	\$.00	
3	Court House	1 W. Market Street, Snow Hill, MD	\$.00	\$.00	\$.00	\$.00	
4	DPW - Administration	6113 Timmons Road, Snow Hill, MD	\$.00	\$.00	\$.00	\$.00	
5	Fire Training Center	6743 Central Site Lane, Newark, MD	\$.00	\$.00	\$.00	\$.00	
6	Government Center	1 W. Market Street, Snow Hill, MD	\$.00	\$.00	\$.00	\$.00	
7	Dental Clinic	107 William Street, Berlin, MD	\$.00	\$.00	\$.00	\$.00	
8	Health Department	9730 Healthway Driver, Berlin, MD	\$.00	\$.00	\$.00	\$.00	
9	Isle of Wight Service Bldg.	13070 St. Martins Neck Rd, Bishopville, MD	\$.00	\$.00	\$.00	\$.00	
10	Health Department	6040 Public Landing Road, Snow Hill, MD	\$.00	\$.00	\$.00	\$.00	
11	Health Department	4 Caroline Street, Ocean City, MD	\$.00	\$.00	\$.00	\$.00	
12	Jail	5022 Joyner Road, Snow Hill, MD	\$.00	\$.00	\$.00	\$.00	
13	Library	220 Main Street, Berlin, MD	\$.00	\$.00	\$.00	\$.00	
14	Library	11107 Cathell Road, Ocean Pines, Berlin, MD	\$.00	\$.00	\$.00	\$.00	
15	Library	10003 Coastal Highway, Ocean City, MD	\$.00	\$.00	\$.00	\$.00	
16	Library	301 Market Street, Pocomoke, MD	\$.00	\$.00	\$.00	\$.00	
17	Library	307 N. Washington Street, Snow Hill, MD	\$.00	\$.00	\$.00	\$.00	
18	MSP Barracks Radio Tower	9758 Ocean Gateway, Berlin, MD	\$.00	\$.00	\$.00	\$.00	
19	Central Site Lane Radio Tower	6841 Central Site Lane, Newark, MD	\$.00	\$.00	\$.00	\$.00	
20	Klej Grange Radio Tower	2630 Klej Grange Road, Pocomoke, MD	\$.00	\$.00	\$.00	\$.00	
21	Water Tower Radio Tower	112 N. Washington Street, Snow Hill, MD	\$.00	\$.00	\$.00	\$.00	

**PEST CONTROL BID FORM
SCHEDULE I – ROUTINE MONTHLY SERVICE**

CT	BUILDING	LOCATION	PRICE/MO. Yr. 1-2	PRICE/MO. Yr. 3	PRICE/MO. Yr. 4	PRICE/MO. Yr. 5
22	Nassawango Ranger Station	6572 Snow Hill Road, Snow Hill, MD	\$.00	\$.00	\$.00	\$.00
23	Pocomoke Water Tank	1637 Dunn Swamp Rd, Pocomoke, MD	\$.00	\$.00	\$.00	\$.00
24	State's Atty. Bldg.	106 Franklin Street, Snow Hill	\$.00	\$.00	\$.00	\$.00
25	Northern Worcester Cty. Senior Ctr.	10129 Old Ocean City Blvd, Berlin, MD	\$.00	\$.00	\$.00	\$.00
26	Senior Center	104 - 41 st St. & Coastal Hwy., Ocean City, MD	\$.00	\$.00	\$.00	\$.00
27	Service Building	400A & 400B Walnut St, Pocomoke, MD	\$.00	\$.00	\$.00	\$.00
28	Charles & Martha Fulton Senior Ctr.	4767 Snow Hill Road, Snow Hill, MD	\$.00	\$.00	\$.00	\$.00
29	Solid Waste - Administration Bldg.	7091 Central Site Lane, Newark, MD	\$.00	\$.00	\$.00	\$.00
30	Solid Waste - Recycling Bldg.	7091 Central Site Lane, Newark, MD	\$.00	\$.00	\$.00	\$.00
31	Tourism & Economic Dev. Bldg.	100 Pearl St., Snow Hill, MD	\$.00	\$.00	\$.00	\$.00
32	Riddle Farm - Bldg. 1	1101 Grays Corner Road, Berlin, MD	\$.00	\$.00	\$.00	\$.00
33	Riddle Farm - Bldg. 2	1101 Grays Corner Road, Berlin, MD	\$.00	\$.00	\$.00	\$.00
34	Riddle Farm - Bldg. 3	1101 Grays Corner Road, Berlin, MD	\$.00	\$.00	\$.00	\$.00
35	South Point Village - Bldg. 1	9815 Stephen Decatur Hwy., Unit 37, Berlin, MD	\$.00	\$.00	\$.00	\$.00
36	Mystic Harbour - Bldg. 1	9624 Stephen Decatur Highway, Berlin, MD	\$.00	\$.00	\$.00	\$.00
37	Mystic Harbour - Bldg. 2	9624 Stephen Decatur Highway, Berlin, MD	\$.00	\$.00	\$.00	\$.00
38	Landings - Bldg. 1	8731 Stephen Decatur Highway, Berlin, MD	\$.00	\$.00	\$.00	\$.00
39	Landings - Bldg. 2	8731 Stephen Decatur Highway, Berlin, MD	\$.00	\$.00	\$.00	\$.00
40	Assateague Pointe - Bldg. 1	12078 Assateague Way, Berlin, MD	\$.00	\$.00	\$.00	\$.00
41	Assateague Pointe - Bldg. 2	12078 Assateague Way, Berlin, MD	\$.00	\$.00	\$.00	\$.00
42	Assateague Pointe - Bldg. 3	12078 Assateague Way, Berlin, MD	\$.00	\$.00	\$.00	\$.00
		TOTAL				

PEST CONTROL BID FORM

SCHEDULE II – ON CALL SERVICE

The following County buildings will be considered on an on-call basis, to be serviced as specified above. All services to be provided per Bidder’s Time and Material rates that shall be submitted on the Bidder’s company letterhead to accompany the Bid Forms.

<u>BUILDING</u>	<u>LOCATION</u>
Water/Wastewater – Administration Bldg.	1000 Shore Lane, Ocean Pines, Berlin, MD
Welcome Center	144 Ocean Highway, Pocomoke, MD
Board of Elections	100 Belt Street, Snow Hill, MD
Recreation	6030 Public Landing Road, Snow Hill, MD
Parks	6022 Public Landing Road, Snow Hill, MD
Mosquito Control	6205 Timmons Road, Snow Hill, MD
DPW - Roads Division	5764 Worcester Highway, Snow Hill, MD
DPW – Roads Division	10146 Main Street Ext., Berlin, MD

BID AFFIDAVIT

I, the undersigned, have reviewed the Bid Documents herein and fully understand all of the requirements and provisions to provide the services described for the price stated and the County’s terms for this service.

FIRM NAME:
ADDRESS:
TELEPHONE:
FAX:
EMAIL ADDRESS:

BID MUST BE SIGNED TO BE CONSIDERED

Date: _____ **Signature:** _____

Print: _____