

NOTICE TO BIDDERS

Pest Control Services Worcester County, Maryland

The Worcester County Commissioners are currently accepting sealed bids for Pest Control Services for several County-owned and leased buildings located throughout Worcester County for a period of two 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 9, 2015** in the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Bid for Pest Control Services**" 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

SCOPE OF WORK – General Pest Control

Schedule I: See Bid Form. The Contractor will provide routine and emergency pest control services for all buildings listed on Schedule I. Pest control services means control of all crawling, hopping or flying insects, but will not include treatment for bed bugs, termites, mosquitoes, birds or bees. Pest control is to be guaranteed service for a period of 30 days. Call backs for additional treatment within the guaranteed service period will be at no additional expense to the County.

Routine service means service not less than once each month for each building exterior listed on Schedule I in order to prevent pest growth between treatments. Exact time of service must be coordinated with the individual department's Building Supervisor to ensure that services will not conflict with necessary activities. Service may be required during evening and/or weekend hours.

Schedule II: See Bid Form. The Contractor will provide on-call pest control services for all buildings listed in Schedule II on an hourly basis. On-call pest control services shall mean; control of all crawling, hopping or flying insects, but will not include treatment for bed bugs, termites, mosquitoes, birds or bees. Pest control is to be guaranteed service for a period of 30 days. Call backs for additional treatment within the guaranteed service period will be at no additional expense to the County.

On-call service shall mean; service requested must be acknowledged to the County by telephone or email within 2 hours of the initial notification by the County or its agent. The contractor will be required to treat exterior and/or interior of building as necessary. Exact time of service must be coordinated with the individual department Building Supervisor to ensure that services will not conflict with necessary activities. Services may be required during evening and/or weekend hours.

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.

VERIFICATION OF PERFORMANCE

The Contractor must provide a copy of a voucher or report of services provided at each treatment location for each treatment. This voucher or report will be submitted to the Worcester County DPW - Maintenance Division, 6113 Timmons Road, Snow Hill, Maryland 21863 and must contain the following information:

- A. Date of visit/treatment
- B. Description of treatment
- C. Report of potential problem areas
- D. Signature of exterminator
- E. Signature of County employee verifying receipt of treatment

Invoicing will not be paid without this verification.

CODES

The Contractor will comply with all federal, state, county and city codes, laws and ordinances applicable to such 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. Sealed bids will be accepted until **1:00 p.m., Monday February 9, 2015** the County Commissioners Office, One West Market Street, Government Center – Room 1103, Snow Hill, Maryland 21863-1072.

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. 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 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 any pest control applications for any 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 2017.

**WORCESTER COUNTY COMMISSIONERS
PEST CONTROL BID FORM - SCHEDULE I**

Bid price(s) for Schedule I will be for routine service for listed buildings on a monthly basis and all pricing stated shall include but is not limited to all labor, materials, taxes, fees, permits etc. as may be required to complete the listed pest control treatment.

BUILDING	LOCATION	PRICE
Dental Clinic	107 William Street, Berlin, MD	\$.00
Northern Worcester Cty. Senior Ctr.	10129 Old Ocean City Blvd, Berlin, MD	\$.00
Health Department	9730 Healthway Driver, Berlin, MD	\$.00
Library	220 Main Street, Berlin, MD	\$.00
Library	11107 Cathell Road, Ocean Pines, Berlin, MD	\$.00
MSP Barracks Radio Tower	9758 Ocean Gateway, Berlin, MD	\$.00
DPW – Roads Division	10146 Main Street Ext., Berlin, MD	\$.00
Isle of Wight Service Bldg.	13070 St. Martins Neck Road, Bishopville, MD	\$.00
Central Site Lane Radio Tower	6841 Central Site Lane, Newark, MD	\$.00
Fire Training Center	6743 Central Site Lane, Newark, MD	\$.00
Senior Center	104 - 41 st St. & Coastal Hwy., Ocean City, MD	\$.00
Library	10003 Coastal Highway, Ocean City, MD	\$.00
Service Building-Health Dept.	400A & 400B Walnut Street, Pocomoke, MD	\$.00
Service Building-Senior Ctr.	400A & 400B Walnut Street, Pocomoke, MD	\$.00
Library	301 Market Street, Pocomoke, MD	\$.00
Klej Grange Radio Tower	2630 Klej Grange Road, Pocomoke, MD	\$.00
Health Department	6040 Public Landing Road, Snow Hill, MD	\$.00
Court House	1 W. Market Street, Snow Hill, MD	\$.00
Government Center	1 W. Market Street, Snow Hill, MD	\$.00
Library	307 N. Washington Street, Snow Hill, MD	\$.00
Jail	5022 Joyner Road, Snow Hill, MD	\$.00
Charles & Martha Fulton Senior Ctr.	4767 Snow Hill Road, Snow Hill, MD	\$.00
Animal Control	6207 Timmons Road, Snow Hill, MD	\$.00
Tourism & Economic Dev. Bldg.	100 Pearl St., Snow Hill, MD	\$.00
Water Tower Radio Tower	112 N. Washington Street, Snow Hill, MD	\$.00
State's Atty. Bldg.	106 Franklin Street, Snow Hill	\$.00
Solid Waste & Recycling Bldg.	7091 Central Site Lane, Newark, MD	\$.00
Health Department-OC Clinic	4 Caroline Street, Ocean City, MD	\$.00
TOTAL		\$, .00

PEST CONTROL BID FORM - SCHEDULE II

The following County buildings will be considered on an on-call basis, to be serviced within a timely manner after notification and two-hour acknowledgement. All services to be provided per hourly rates as listed on the Bid Form.

<u>BUILDING</u>	<u>LOCATION</u>
Water/Wastewater	1000 Shore Lane, Ocean Pines, Berlin, MD
Welcome Center	144 Ocean Highway, Pocomoke, MD
Library Annex & Extension Office Bldg.	305 Bank Street, Snow Hill, 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
Public Works Admin Bldg.	6113 Timmons Road, Snow Hill, MD
Mosquito Control	6205 Timmons Road, Snow Hill, MD
Roads Division	5764 Worcester Highway, Snow Hill, MD

Schedule II \$ _____ .00 per hour

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:** _____

ATTEST:

Date: _____ **Signature:** _____