

**WEST DES MOINES
COMMUNITY SCHOOL DISTRICT**

Request for Proposal (RFP):

Services for Integrated Pest Management (IPM)

**Issued by:
Operations Department,
West Des Moines Community School District**

**Date Issued:
(insert date)**

**Response Deadline:
(insert date)**

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SECTION A: PROPOSAL REQUIREMENTS

I. GENERAL INFORMATION

Introduction

It is the intent of this RFP to solicit sealed proposals from qualified sources to establish a contract for comprehensive Integrated Pest Management Program Services as detailed herein for all West Des Moines Community School District Schools sites and facilities.

West Des Moines Community School District Background

The West Des Moines Community School District (henceforth "District"), encompassing over 36.6 square miles in Polk and Dallas Counties, includes over 8,600 students and 1,200 staff and includes 18 buildings. The school district has ten elementary schools, two junior high schools, a 9th grade school, a high school, operations building, administrative building, an athletic stadium and an alternative high school.

Scope of Service

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the monitoring, management and pest removal components of the pest program. The Contractor shall also provide written site-specific recommendations for structural and procedural modifications to aid in pest prevention. The primary service provided by the Contractor is the Contractor's knowledge about pests and their management, not the routine application of pesticides. The Service provided will include annual inspections of all facilities, pest monitoring on a monthly basis at the minimum, proper identification and management of pests consistent with IPM principles, and recommendations to prevent future pest infestations.

This specification is part of a comprehensive Integrated Pest Management (IPM) program for the District listed herein. IPM is a process for achieving long-term, environmentally sound pest suppression through the use of a variety of management practices, including structural and procedural modifications that reduce pest access, food, moisture and harborage. Chemical methods are applied only on an "as needed" basis. Need is determined by pest population monitoring and previous unsuccessful attempts to solve the pest problem with non-chemical strategies. Control products shall be placed where they are inaccessible to children, faculty, and staff.

The Contractor shall adequately suppress the following pests :

- Indoor populations of rodents, insects, arachnids, and other arthropod pests not specifically excluded from the contract.

- Outdoor populations of potentially indoor-infesting species that are within the school property.
- Nests of stinging insects within the property boundaries of the specified buildings.
- Individuals of all excluded pest populations that are incidental invaders inside the specific buildings, including winged termite swarmers emerging indoors.

The following pests are excluded from this contract:

- Birds, bats, snakes, and all other vertebrates other than commensal rodents.
- Subterranean termites and other wood destroying organisms.
- Mosquitoes.
- Plant-feeding pests.

Management of pests excluded from the specifications may be requested as an additional service, not included within the scope of this IPM contract.

Acknowledgment of Receipt

Each bidder must fill out the form in Section C acknowledging receipt of the RFP, your intent to propose and whether you will be attending the pre-bid meeting/site tour. The form must be sent **via email or fax** to the District **by (insert date) before 5:00 pm CDT.**

Project Administrator

Doug Woodley, IPM Coordinator, will administer the solicitation process and the contract performance.

Questions and Inquiries

All inquires about this RFP must be made in written form, via e-mail, to Mr. Woodley at the following:

Address: West Des Moines Community School District, Operation Building,
2109 Grand Avenue, West Des Moines, Iowa 50265
E-mail: WoodleyD@home.wdm.k12.ia.us
Phone: (515) 633-4903
Fax: (515) 633-4999

In the interest of fairness, all questions and responses will be distributed via e-mail to the designated contacts for all prospective providers who have indicated an intent to submit a response. The identity of companies who submitted questions will be kept confidential. All questions must be received by **(Insert date) before 5:00 pm CDT.** Responses to all questions will be issued to all providers by the District on **(insert date) before 5:00pm CDT.**

Pre-bid Meeting and Site Tour

A pre-proposal conference and site tour will be held on **(insert date) at 1:00 pm** at the Learning Resource Center, 3550 G.M. Mills Civic Parkway, West Des Moines. Bidders who intend to submit a response are encouraged to attend the pre-bid meeting. If the bidder would like to participate in the bid process, he/she should provide on the form of acknowledgement of receipt the names and contact information of all persons from the bidder's company who are planning to attend the pre-bid meeting and site tour.

The preliminary agenda includes:

- Overview presentation by West Des Moines
- Q&A by bidders
- o Representative site tour

Closing Date

Four (4) copies of the Proposal shall be submitted to or hand delivered to West Des Moines Community School District, Operations Department, 2109 Grand Avenue, West Des Moines, Iowa, 50265, Attn: Mr. Doug Woodley, not later than **2:00 p.m. on (insert date)**. Proposals submitted after that time and date will be returned unopened.

Proposals will be reviewed by a committee and participants will be notified of the recommendation of bid award before **(insert date)**.

Proposal Schedule

The following proposal schedule presents the timeline for the RFP process.

	DATE	ACTION
1.	(insert date)	RFP release to prospective providers
2.	(insert date)	Deadline for submission of Acknowledgement of Receipt and attendance of pre-bid meeting
3.	(insert date)	Pre-bid meeting and representative site tour
4.	(insert date)	Deadline for submission of questions on RFP
5.	(insert date)	Send out summary of questions, comments and/or amendments of RFP to all candidates
6.	(insert date)	Bids due
7.	before (insert date)	Recommendation of bid award
8.	(insert dates)	Contract review period
9.	about (insert date)	Contract award by School Board

Acceptance or Rejection of Proposals

The Proposal and all conditions therein must remain valid for a period of not less than ninety days to allow for evaluation and award. The District reserves the following rights and options:

- To reject any and all proposals that fail to meet the literal and exact requirements of the specifications provided in this RFP document
- To accept the proposal that is, in the judgment of the District, in the best interest of the District and the District facilities
- To reject any and all non-responsive proposals
- To waive irregularities in any proposal as the District may elect to waive
- To reject all proposals without cause
- To issue subsequent requests for new proposals
- To discontinue its negotiations after commencing negotiations with a finalist, if progress is unsatisfactory, and commence discussions with another Bidder

Proposal Correction or Withdrawal of Proposal Prior to Opening

Any proposal may be withdrawn or modified by written request of the bidder provided such request is received by the IPM Coordinator by the deadline and the bid has not been opened and read aloud. Modifications received after the due time and date will not be allowed. Modification or corrections of proposals may be made by means of facsimile or other written communications, provided such modifications or corrections are received by the IPM Coordinator prior to the closing time set for receiving proposals. Each correction to proposals must be clearly marked and initialed by the bidder.

The District or its representatives reserves the right at any time to request clarification from any or all bidders submitting a proposal.

Evaluation Criteria

The District, at its sole option, will select the proposal which best fulfills the requirements and provides the **best value** to the District. Proposals received from offering firms by the closing deadline will be evaluated by a Selection Committee consisting of a minimum of three (3) qualified individuals. The proposals will be evaluated on completeness of response, experience/qualifications, quality of service proposed, cost, and safety/liability. It is the District's intent to award the contract to the firm which, based upon the criteria for evaluation, is the most responsive and the most qualified firm for the provision of the work.

Additional Information, Investigation and Inspection

The District may request additional information by suppliers to clarify elements of their bid proposals. The District will notify companies after all bids are received on whether a presentation is required. The District reserves the right to make independent investigations as to the qualification of the Bidder. Such investigation may include contacting existing customers.

Proposal Deposition

All materials submitted in response to this RFP will become property of the District and will become public record after the proposals are opened and read. The District will not be responsible or liable in any way for any losses that the Bidder may suffer from the disclosure of information or materials to third parties.

Non-Standard Forms

Proposals which are not submitted on the forms furnished by the District or do not adequately address the provisions of this RFP document will be rejected. A proposal in which omissions occur or which has been conditioned by the bidder in a manner that is unacceptable to the District will be rejected. Corrections may be made until the proposal opening date as detailed earlier. No corrections may be made subsequent to proposal opening.

Reservations and Limitations

Bidder's Self Reliance

Bidders are expected to be knowledgeable about the structures to be served and facility use and scheduling constraints. Bidders are expected to determine the appropriate equipment to provide the required services.

The school calendar for the **(insert years)** school year, see Section C, will acquaint bidders with the days schools have scheduled closings. It will be the successful bidder's responsibility to become aware of non-scheduled closings due to inclement weather or other causes.

Bidder's Responsibility for Costs

The District will not reimburse any Bidder for any costs involved in the preparation and submission of Proposals, in making an oral presentation, or in contract negotiations. Bidders are responsible for all costs associated with preparing and submitting the bid proposal.

II. TECHNICAL PROPOSAL SPECIFICATIONS

Mandatory Requirements

Proposal submittal shall address the Technical Proposal as outlined below. Four (4) copies of the proposal shall be prepared on 8 1/2" x 11" paper and bound. Unless specifically requested, extraneous presentation of materials is neither necessary nor desired. The proposal shall be concise and address the required information. The proposal must demonstrate the following:

- Bidders must demonstrate that they have adequate knowledge of Integrated Pest Management (IPM) procedures.
- Bidders must submit with their proposal copies of all required State of Iowa Categories Pesticide Applicators Certification as well as copies of certification to control household, structural, occasional invaders, birds, and wildlife. The successful contractor must maintain these certifications during the entire term of the contract. Also bidders must be licensed by the Iowa Department of Agriculture and Land Stewardship and shall provide proof of licensure with their bid.

Project Plan/Staffing Plan

Project Plan: Bidders shall provide a detailed narrative describing an Integrated Pest Management (IPM) service program to manage pests. The narrative should include:

- Management practices for long term pest suppression including surveillance, trapping, and pesticide application.
- Emergency response and call back plans.
- Procedure for obtaining the services of an entomologist or biologist. Indicate if these professionals are on your staff or if you subcontract for their services. If you subcontract for these services, include whether you have worked with these professionals in the past.
- Reports that will be utilized and record keeping procedures.

Staffing Plan: Bidders shall provide a description of your staffing plan for the entire scope of work for this contract, inclusive of the number of persons, proposed duties and site assignment of personnel planned for appointment to this contract. Include a description of the resources/expertise these individuals bring to the project. Indicate the number of years of experience and the number of years with the bidder's firm for each member of the team. The school district reserves the right to exclude any employee access to school grounds based on past criminal or other history that is inappropriate for a school setting. The narrative should address the following:

- Describe how you will handle the school system's contract in light of your current workload. Employee stability is essential to the programs success. What does your company do to maintain a stable workforce?

- Discuss the relationships you propose to establish with students, staff and janitorial personnel.
- Describe your environmental and safety programs.

Experience on Similar or Relevant Projects/Firm References

Provide the names of three (3) businesses/institutions in Iowa that have, or have had, contracts with your firm of a similar size and scope as described herein. For each customer named, indicate: a) number of years as a customer; b) contact names and numbers; and c) general type of business and pest control services provided d) name of your firm's account representative for each contract location. The District reserves the right to verify this information if it so chooses.

Profile of Company

Include a brief profile of your company to include:

- Number of years in business
- Type of organization
- Name of principals
- Brief history of company
- Total number of employees
- Bonding company and bonding dollar amount capabilities

Certificate of Insurance

Provide a sample insurance certificate to verify bidder's ability to obtain the required insurance for this work. (See Section III Contract Requirements, for Insurance Requirements.)

Price Proposal Requirements

Price is to be completed on the "Firm Proposal Sheet". All Proposal pricing shall be exclusive of taxes, where applicable. A copy of the District's Tax Exempt Certificate is available upon request.

Required Price Proposal Information:

- a) Price to conduct monthly inspection services and management services for all schools and facilities in accordance with the requirements of the "Specifications".
- b) Hourly rate of technician.
- c) Historical costs for treatment of wildlife.

The offeror shall submit one monthly invoice for payment of all IPM Program Services to West Des Moines Community School District, Operations Department, in care of the IPM Coordinator.

III. CONTRACT REQUIREMENTS

Scope of Service

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the monitoring, management and pest removal components of the pest program. The Contractor shall also provide written site-specific recommendations for structural and procedural modifications to aid in pest prevention. The primary service provided by the Contractor is the Contractor's knowledge about pests and their management, not the routine application of pesticides. The Service provided will include annual inspections of all facilities, pest monitoring on a monthly basis at the minimum, proper identification and management of pests consistent with IPM principles, and recommendations to prevent future pest infestations.

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The following pests are excluded from this contract:

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- Subterranean termites and other wood destroying organisms.
- Mosquitoes.
- Plant-feeding pests.

Management of pests excluded from the specifications may be requested as an additional service, not included within the scope of this IPM contract.

District Facilities

The contract for pest management includes all school district sites and facilities listed in Table 1 and immediate perimeters of buildings. The area of service does **not** include athletic fields or outdoor turf areas. Service for Valley stadium shall be limited to the concession area and associated buildings. At certain school district sites, playground areas may be included within the Agreement scope in the event of a pest outbreak that requires immediate attention. Any pesticide application occurring greater than six (6) feet beyond the building perimeter shall include posting as required by State law.

Table 1 School Building Summary

	<i>SCHOOL</i>	<i>LOCATION</i>	<i>Square Feet (s.f.)</i>
1	Clegg Park Elementary	1020 – Eighth St., West Des Moines	41,260
2	Clive Elementary	1600 – 73 rd St., Clive	50,389
3	Crestview Elementary	8355 Crestview Ave, Clive	59,310
4	Crossroads Park Elementary	1050 - 50 th St., West Des Moines	60,619
5	Fairmeadows Elementary	807 – 23 rd St., West Des Moines	59,444
6	Indian Hills Junior High	9401 Indian Hills Dr., Clive	115,074
7	Jordan Creek Elementary	4105 Fuller Rd., West Des Moines	82,000
8	Learning Resources Center	3550 G.M. Mills Civic Parkway, West Des Moines	38,000
9	Operations Center	2109 Grand Ave., West Des Moines	28,624
10	Phenix Early Childhood Center	415 – Seventh St., West Des Moines	36,650
11	Rex Mathes Elementary	1401 Vine St., West Des Moines	44,401
12	Stilwell Junior High	1601 Vince St., West Des Moines	91,132
13	Valley High School	1140 – 35 th St., West Des Moines	310,196
14	Valley Stadium (concession areas only)	4440 Mills Civic Parkway	14,319
15	Valley Southwoods	625 S. – 35 th St., West Des Moines	162,500
16	Walnut Creek Campus	815 – Eighth St., West Des Moines	18,052
17	Western Hills Elementary	1600 – 39 th St., West Des Moines	73,689
18	Westridge Elementary	5500 E. P. True Parkway, West Des Moines	81,000
	TOTAL		1,366,659 square feet

Term of Contract and Compensation

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to complete this contract for an initial one-year period and all pricing must remain firm for the duration of the initial contract period. The contract shall include all truck fees, equipment fees, office fees, and mileage, in addition to all monitoring supplies, pesticides, and baits.

The District shall have the sole option to extend the contract for two (2) additional one (1) year periods subject to acceptable performance and available funds. The Contractor shall provide monthly billing statements to the District with all labor, materials, and pesticide costs itemized for each school district site. Any extra costs for add-on services must be itemized in a like manner. If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, the District shall have the right to terminate this contract and the Contractor is not entitled to recover any costs not incurred prior to termination.

Price Adjustments

Additional school district sites and facilities may be added or deleted at any time throughout the life of the Agreement. The Contractor shall be required to provide service to any additional sites and facilities subject to all conditions identified herein and subject to the Contractor average price per square foot as submitted in the Request for Proposal Price Sheet. The contract price schedule shall be adjusted to reflect changes in the number and square footage of sites and facilities serviced as service levels vary.

Additional Services

From time to time the Contractor may be asked to perform extra services not specified within this scope of work. This work will be reimbursed by the District under a separate purchase order. The Contractor shall submit a quote for extra services and be prepared to begin the necessary work within one (1) working day of receipt of the request. This type of work may also be competitively bid at the District's discretion.

Emergency Service

Special or emergency service shall be requested by the IPM Coordinator in exceptional circumstances. The Contractor shall be prepared to respond to such a non-scheduled request within four (4) working hours (Monday-Friday) of receipt of the request.

Termination for Default

Throughout the term of this Agreement, the District may conduct tests and/or inspections of the sites and facilities covered to determine the effectiveness of the IPM program and Contractor compliance with the Agreement. The IPM Coordinator will document in writing the results of the inspection and provide the Contractor a copy. The Contractor shall promptly initiate actions to correct all deficiencies found. If deficiencies are not being satisfactorily corrected, the

District may, by written notice to the Contractor, terminate this contract. In such event, the District may take over the work and prosecute it to completion, by contract or otherwise, and the Contractor and his/her sureties shall be liable to the District for any additional costs incurred.

In the event either party shall be prevented from performing its obligations hereunder due to governmental or administrative prohibitions, acts of God, acts of public enemy, riot, accidents, breakdown of equipment, weather conditions, delivery interruptions, or other causes beyond such party's control, the party so prevented shall, upon notice to the other party, be thereafter released from its obligations so long as such causes shall continue.

Termination for Convenience

The performance of work under this Agreement may be terminated by the District in accordance with this clause in whole, or from time to time in part, whenever the District shall determine that such termination is in the best interest of the District. Written notice shall be given at least (30) days in advance. The District will pay for all labor and material in accordance with Bid Price up to the date of the termination. However, the Contractor shall not be reimbursed for termination expenses or for any anticipatory profits which have not been earned up to the date of the termination.

Insurance Requirements

The Contractor shall purchase and maintain such insurance as will protect it and the District from claims which may arise out of or result from the Contractor's operations under the Agreement, whether such operations be by it or by any subcontractor, lower tier contractor or by anyone directly or indirectly employed. A Certificate of insurance is required to be submitted to the District verifying that the contractor maintains Comprehensive General Liability, Comprehensive Automobile Liability, and Worker's Compensation, in the minimum amount required by state law, ten (10) days after award of bid or prior to commencement of work, whichever occurs first. This requested certificate of insurance shall have the District named as an additional insured party for general liability, automobile, and workers' compensation.

Indemnification

The Contractor shall reimburse, indemnify and hold harmless the District for all loss resulting from the negligence of the Contractor in the performance of this Agreement, and for all loss to the District resulting from the non-performance thereof, except those losses other-wise specifically excluded by the District.

Environment and Safety Issues

The Contractor shall observe all safety precautions throughout the performance of this Agreement. All work shall be in strict accordance with all applicable Federal, state, and local health and safety requirements. Where there is a conflict between applicable regulations, the most stringent will apply. The

Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work. The Contractor shall be responsible for any citations(s) received for non-compliance with regulations/standards relating to any failure of performance/non-performance of Contractor employees. Lack of knowledge of the Contractor shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effects thereof.

Non-Discrimination in Employment

The District actively subscribes to a policy of equal employment opportunity and will not discriminate against any employee or applicant because of race, sex, age, color, physical or mental handicap, marital status, religion, national origin or political affiliation. The Contractor shall not discriminate in any manner against any employee or applicant for employment because of race, sex, age, color, physical or mental handicap, marital status, religion, national origin or political affiliation.

Tobacco Free and Alcohol/Drug Free Environment

The District maintains a tobacco, alcohol/drug free environment. The sale or use of tobacco, alcohol or drugs, in any form, or related product, is prohibited in school buildings and on school property at all times. Persons found violating this policy will be requested to remove the product and themselves from school premises.

SECTION B: SPECIFICATIONS

General Information

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the monitoring, management and pest removal components of the pest program. The Contractor shall also provide written site-specific recommendations for structural and procedural modifications to aid in pest prevention. The primary service provided by the Contractor is the Contractor's knowledge about pests and their management, not the application of pesticides. The service provided will include detailed annual inspections of all facilities, pest monitoring on a monthly basis at the minimum, proper identification and management of pests consistent with IPM principles, and recommendations to prevent future pest infestations.

This specification is part of a comprehensive Integrated Pest Management (IPM) program for the District listed herein. IPM is a process for achieving long-term, environmentally sound pest suppression through the use of a variety of management practices, including structural and procedural modifications that reduce pest access, food, moisture and harborage. Chemical methods are applied only on an "as needed" basis. Need is determined by pest population monitoring and previous unsuccessful attempts to solve the pest problem with non-chemical strategies. Control products shall be placed where they are inaccessible to children, faculty, and staff.

The Contractor shall ensure that staff assigned to this project are adequately trained in IPM techniques and that the most current IPM procedures are followed.

This Agreement for pest management includes all school district sites and facilities listed in Table 1, and immediate perimeters of buildings. The area of service does **not** include athletic fields or outdoor turf areas. Service for Valley stadium shall be limited to the concession area and associated buildings. At certain school district sites, playground areas may be included within the Agreement scope in the event of a pest outbreak that requires immediate attention. Any pesticide application occurring greater than six (6) feet beyond the building perimeter shall include posting as required by State law.

District Contact Person

The District contact for all pest management communications and decisions is the Integrated Pest Management (IPM) Coordinator, Mr. Doug Woodley. Individual buildings will have an assigned liaison and the IPM Coordinator will provide the Contractor with a listing of these personnel.

Pest Management Plans

The Contractor shall prepare a Pest Management Plan for the District, with individual site plans for each school district facility. The plan shall be submitted within two (2) weeks of contract award and inspections of all facilities shall be

completed within thirty (30) days. The Contractor shall make annual inspections of each school district site and facility to evaluate the pest management program and update the facility inspection form. The Contractor shall update the Pest Management Plan on an annual basis, or as necessitated by major school renovations, and confer with the IPM Coordinator to review the program. The plan shall be submitted to and approved by the IPM Coordinator, and at a minimum, include the areas covered below.

Structural or operational changes: Using a building floor plan as a permanent record, the Contractor shall describe site specific solutions for eliminating pest access, food, water, and harborage.

Monitoring: The Contractor shall describe the products and procedures used for identification of pest presence, access and harborage locations (i.e., monitoring for cockroaches on a monthly schedule using roach sticky traps). Types of monitors and number required shall be discussed. Monitors shall be in good working condition at all times. Any changes in the monitoring program at a particular school district building site shall be communicated to the IPM Coordinator on the inspection form.

Materials and Equipment: The Contractor shall provide current labels and Material Safety Data Sheets (MSDS) for all pesticide products to be used. In addition, brand names shall be provided for all application equipment, rodent bait boxes, monitoring and trapping devices, and any other control equipment that may be used to provide service.

Service Schedule: The Contractor shall provide service schedules that include the frequency of Contractor visits, with a minimum monthly frequency. The schedule must minimize the disruption of building activities and be pre-approved by the IPM building liaison. The Contractor must check in with the building liaison to register the date, purpose of visit, activities performed, and duration of visit. When it is necessary to perform work outside of the regularly scheduled service time, the Contractor shall notify the IPM building liaison at least one (1) day in advance.

Commercial pesticide applicator certificates or licenses: The Contractor shall provide copies of the company pest control license and dated pesticide applicator certificates for every employee who will be performing on-site services under this contract.

Records and Documentation

The Contractor shall be responsible for maintaining a pest control logbook for each school district site and facility specified in this Agreement. These records shall be kept onsite in the custodial office and maintained on each visit by the Contractor. The logbook shall contain the following:

Pest Management Plan: A copy of the District Pest Management Plan and specific site work plan, including all labels, MSDS's, pesticide applicator certificates for Contractor personnel and the service schedule.

Forms: Documentation of findings and pest control activities to include the following:

Pest Sighting Forms: The building IPM liaison will maintain pest sighting forms. All occupants will report pest sightings to this individual for documentation which will include date, time, location and tentatively identified pest species. This information will be made available to the Contractor during scheduled inspections. It is the Contractor's responsibility to verify pest species prior to recommending any treatment procedures.

Site Visit Log: The Contractor will log the date, purpose of visit, action taken, follow-up required and duration of visit for each site visit. Special note of emergency or special services must be recorded.

Inspection Form: Inspection activities will be documented on standard inspection forms and maintained in the logbook.

Monitoring Log Sheet: All observations from pest monitoring activities will be recorded on the monitoring log sheet.

Intent to Apply Pesticide: Documentation will include type of material to be used, building, location, and time of treatment, at least 72 hours prior to pesticide application. In certain emergency situations, the IPM Coordinator may deem it necessary to shorten or waive the notification period. No pre-notification is required if the pesticide is formulated as a bait or in a containerized bait box, however all bait related activities shall be recorded on the form. Any treatment performed by the Contractor shall be justified by reported sightings as listed on the Inspection Form or Pest Sighting Forms. Pest species verification must be completed prior to recommending any treatment procedures.

Pesticide Use Log Sheet: Documentation will include pesticide and coverage information. Floor plan of the area serviced for each chemical control application may be included if necessary.

Monthly Service Reports

The Contractor shall provide monthly service reports within fifteen (15) days following the end of each month. The service reports shall include, but not be limited to, the following:

- Man-hours for routine services

- Location, man-hours, and work description of special, emergency, and additional services
- Identification and listing of type and quantity of pesticides and containerized baits used
- Written statement of recommended structural and procedural modifications for District facilities

Service Requirements

Professional Services: The services/consultation of an Entomologist or Biologist must be provided to the school system at no additional cost if the need arises.

Training and Updates: The Contractor may be asked to conduct semi-annual educational seminars for school system staff on IPM practices in order to promote understanding and assistance with the IPM program.

Safety and Health: The Contractor shall observe all safety precautions throughout the performance of this Agreement. All work shall be in strict accordance with all applicable Federal, state, and local health and safety requirements. Where there is a conflict between applicable regulations, the most stringent will apply. The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.

Special Entrance: Certain areas within some buildings may require special entrance instructions. Any restrictions associated with these special areas will be explained by the District IPM Coordinator. The Contractor shall adhere to these restrictions and incorporate them into the Pest Management Plan.

Uniforms and Protective Clothing: All Contractor personnel working in or around buildings specified in this Agreement shall wear distinctive uniform clothing. All Contractor personnel must possess proper identification and proof of credentials while at school sites and facilities. The Contractor shall determine the need for and provide any personal protective items required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to U.S. Occupational Safety and Health Administration (OSHA) standards for the products used.

Vehicles: Vehicles used by the Contractor shall be identified in accordance with state and local regulations.

Use of Chemical Control Methods

The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the United States Environmental Protection Agency and the State of Iowa.

The Contractor shall adhere to the following rules for chemical control products:

The Contractor shall not apply any pesticide product that is not included in the Pest Management Plan or pre-approved by the IPM Coordinator. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, State, and local laws and regulations. The use of a Category I pesticide in a school is considered unnecessary and is not part of an IPM program. Use of a Category II pesticide is considered only in those unusual circumstances where alternative treatments have failed. Chemical pest management strategies must be initiated with Category III pesticides.

Pesticide application shall be according to need and not by schedule. Such chemical control methods shall not be applied unless visual inspections or monitoring devices indicate the presence of pests in excess of the threshold levels in a specific area, and non-chemical control methods have proved unsatisfactory. Preventive chemical control treatments in areas where there is a potential for insects and rodents will be evaluated on a case-by-case basis with the IPM Coordinator.

When the application of chemical control products is necessary, the Contractor shall employ the least hazardous materials, most precise application techniques, and the minimum quantity of pesticide necessary to achieve control. The Contractor shall provide the IPM Coordinator at least a 72-hour notice prior to the application of a pesticide at any school facility, unless otherwise determined by the IPM Coordinator. No pre-notification is required if the pesticide is formulated as a bait or in a containerized bait box, however all bait related activities shall be recorded on the appropriate form.

As a general rule, The Contractor shall apply all insecticides as "crack and crevice" treatments only, defined in this Agreement as treatments in which the formulated insecticide is not visible to a bystander during or after the application process. Application of insecticides to exposed surfaces or as space sprays (fogging) shall be restricted to exceptional circumstances where no alternative measures are practical. The Contractor shall obtain approval from the IPM Coordinator prior to any such application. The Contractor shall take all necessary precautions to ensure tenant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application. No pesticide is to be applied in any room or area while in use or occupied by faculty, staff, or students, with the exception of pre-approved containerized baits. The Contractor will follow all requirements on product labels including re-entry time periods.

Insecticide bait formulations shall be the standard pesticide technology for cockroach and ant control, with alternate formulations restricted to unique situations where baits are not practical.

The Contractor shall not store any pesticide product in the buildings specified in this Agreement.

Non-pesticide controls include the use of a portable vacuum for initial pest suppression and the use of indoor trapping devices. Bait formulations shall be used where appropriate. Sticky traps will be used to monitor indoor insect populations and be used to evaluate the effectiveness of efforts wherever necessary. Traps must be concealed and not readily accessible to students.

Rodent Control

Rodent control inside occupied facilities shall be accomplished with trapping devices only. All such devices shall be concealed and in protected areas so as not to be disturbed by school operations. When trapping devices are deployed they shall be checked every 24 hours. The Contractor is responsible for disposing of all trapped rodents or rodent carcasses in an appropriate manner. Other treatment techniques require the submittal to the Pest Control Coordinator for review and approval.

Rodenticides may be used only in exceptional circumstances when deemed essential for adequate rodent control. The Contractor shall obtain approval from the IPM Coordinator prior to making any interior rodenticide treatment. All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife and domestic animals, or in EPA-approved tamper-resistant bait boxes. As a general rule, rodenticide application outside the building shall emphasize the direct treatment of rodent borrows wherever feasible.

Outdoor bait boxes shall be placed out of general view where they will not be disturbed by school operations. The lids of the boxes shall be securely locked or fastened shut. All bait boxes shall be attached or anchored to the ground, building wall, or other immovable surface so that the box cannot be disturbed. Bait shall always be secured in the feeding chamber of the box and never placed in the runway or entryways of the box. All bait boxes shall be labeled on the inside with the Contractor's business name and address. The outside of the box shall be dated at the time of installation and after each service. Inspections of bait boxes shall occur at least monthly during the year.

Structural Modifications and Recommendations

The Contractor is responsible for advising the IPM Coordinator, in writing, about any structural, sanitary, or procedural modifications that will reduce pest access, food, water and harborage. The Contractor shall not be responsible for carrying out structural modifications as part of the pest control efforts. The Contractor shall be responsible for adequately suppressing all pests included in this Agreement until such time as the appropriate preventive measures are enacted. The District is committed to completing the necessary preventive measures in a reasonable and timely fashion.

Waste Disposal

The Contractor is responsible for all waste generated by their work on school grounds. Non-hazardous solid waste products shall be removed from the work-site and placed in dumpsters located on school property. All non-hazardous liquid waste must be removed from school property by the Contractor. All hazardous waste materials generated by the Contractor during servicing shall be removed from the school property and disposed of in accordance with all applicable Federal, State and County Laws and Regulations. For the purpose of this contract, any waste chemical suppressant will be considered the property of the Contractor. Under no circumstance is any hazardous material to be disposed of at any location in the school system. It shall be the responsibility of the Contractor to insure the hazardous waste materials are properly packaged, labeled and transported in accordance with all applicable Federal, State and County Laws and Regulations. Costs of disposal are to be borne by the Contractor.

**REQUEST FOR PROPOSAL (RFP)
FOR INTEGRATED PEST MANAGEMENT PROGRAM SERVICES
Proposal Price Form**

To Whom It May Concern:

I/We _____

of _____

The undersigned, having examined the Request For Proposals prepared by the West Des Moines Community School District, including all its attachments, does hereby offer to furnish Integrated Pest Management Program Services for all of the District facilities, in accordance with the RFP, including addenda issued prior to date of receipt of Proposals which is/are acknowledged via signature below, for the following proposed price(s):

Basic Proposal: The service provided will include annual inspections of all facilities, pest monitoring on a monthly basis at the minimum, proper identification and treatment of pests consistent with IPM principles, and recommendations to prevent future pest infestations, to include ants, flies, bees and stinging insects, mice, rats and cockroaches and any other arthropod pests not specified as being excluded from this contract. The bid price shall include all supervision, labor, materials, and equipment necessary, in addition to truck fees, equipment fees, office fees, and mileage.

18 Facilities / 1,366,659 square foot:

\$ _____ /month x 12 months = \$ _____ /year

Supplemental Prices

Technician hourly rate \$ _____

State your company's indicative historical cost for treatment of termites and wildlife.

Termites, Liquid Application \$ _____

Termites, Bait System \$ _____

Possums \$ _____

Ground Hogs \$ _____

Bats \$ _____

Chipmunks \$ _____

Skunks \$ _____

Raccoons \$ _____

Proposal Price Form (continued)

Submittal of Proposal

By submitting a Proposal, the undersigned also hereby agrees that from its review of the RFP and the attachments, the firm fully understands the intent and purpose of the documents and conditions of submitting a Proposal. Claims for additional compensation and/or extensions of time because of the firm's failure to follow the foregoing procedure, and to familiarize itself with the contract documents and all conditions which might affect the work, will not be allowed.

Acceptance of Proposals

The undersigned agrees that this Proposal may be held by the District for a period not to exceed ninety (90) days from the date stated for recommendation of bid award. If written notice of acceptance of this Proposal is mailed or delivered to the under-signed within the time noted above, after the date of submittal, or at any time here-after before this Proposal is withdrawn, the undersigned agrees that it will execute and deliver a contract in the form prescribed by the District in accordance with the Proposal as accepted. It is understood and agreed that the District reserves the right to award the contract in its best interests, to reject any and all Proposals, to waive any informalities in the Proposals, and to hold all Proposals for the period above noted.

Time for Completion of Work

The undersigned agrees, if awarded the contract, to commence work within five (5) consecutive calendar days after date of issuance of written notice to proceed and to complete the contract work within the time frame specified within the RFP.

Declaration of Interest

I/We, the undersigned firm, declare that the only person, firm, or corporation, or persons, firms or corporations, that has or have any interest in the Proposal, or in the contracts proposed to be taken, is or are the undersigned. The undersigned also certifies that this Proposal is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a Proposal for this same project and is, in all respects, fair and without collusion or fraud.

Acknowledgment of Addenda

I/We acknowledge receipt of the following Addenda:

No. _____ , Dated _____
No. _____ , Dated _____
No. _____ , Dated _____

**REQUEST FOR PROPOSAL (RFP)
FOR INTEGRATED PEST MANAGEMENT PROGRAM SERVICES**

Bid Form Signature Sheet

BIDDERS MUST SIGN PROPER SPACE BELOW TO VALIDATE BID

I/We agree to furnish and deliver, in accordance with the accompanying specifications and conditions, for the prices listed, the items on the attached sheet(s).

Company

Authorized Representative (Print)

Address

Signature

Address

Title

Telephone Number

Facsimile Number

Federal I.D. Number

Name of Vendor's Contract Administrator

Telephone Number of Vendor's Contract Administrator

Bidders Affidavit

I HEREBY CERTIFY THAT I am (Title)_____ and the duly authorized representative of the firm of_____, and that I possess the legal authority to make these testimonies on behalf of myself and the firm for which I am acting.

Date

Signature

Printed or Typed Name

**REQUEST FOR PROPOSAL (RFP)
FOR INTEGRATED PEST MANAGEMENT PROGRAM SERVICES**

Acknowledgment of Receipt and Intent to Propose

Please fax this notification of receipt and intent on or before **(insert date)**, 5:00 pm CDT to: Doug Woodley at (515) 633-4903.

Acknowledgment of Receipt:

_____ Hereby Acknowledges Receipt of RFP packet
(Company)

_____ Print Name

_____ Authorized Signature

_____ Title

_____ Date

Representatives Attending the Pre-bid Meeting:

Name and Contacts of Representative(s):

(Name) (Title)
Tel. No.: _____ Email: _____

(Name) (Title)
Tel. No.: _____ Email: _____

(Name) (Title)
Tel. No.: _____ Email: _____

PEST MANAGEMENT GLOSSARY

Action Threshold (Action Level). The number of pests or level of pest damage that triggers a control action.

Active Ingredient. The chemical or chemicals in a pesticide responsible for killing or repelling a pest. Active ingredients are listed as part of the Ingredient Statement on all pesticide labels.

Anti-microbial Pesticide. A pesticide used for control of microbial pests, including viruses, bacteria, algae and protozoa, or for the purpose of disinfecting or sanitizing. Anti-microbials do not include fungicides used on plants.

Bait. A food or other substance used to attract a pest to a pesticide or trap.

Biological Control. Control of pests using predators, parasites, and disease-causing organisms. Biological controls may be naturally occurring or introduced.

Botanical Pesticide. A pesticide produced from plant-based chemicals. Examples include nicotine, pyrethrins, and strychnine.

Brand Name. The name or designation of a specific pesticide product or device made by a manufacturer or formulator.

Broadcast. A pesticide application method of applying a pesticide over an entire area.

Certified Applicator. An individual who demonstrates a higher level of competence of pesticide use by meeting criteria established by the Iowa Department of Agriculture and Land Stewardship.

Chemical Control. The use of a pesticide to reduce pest populations or activity.

Chemical Name. The scientific name of the active ingredient(s) found in a formulated product. The chemical name is derived from the chemical structure of the active ingredient.

Common Name. A name given to a pesticide active ingredient by a recognized committee on pesticide nomenclature. Many pesticides are known by a number of trade or brand names, but the active ingredient has only one recognized common name.

Crack and Crevice Treatment. A pesticide application method in which small quantities of pesticides are placed precisely into cracks, crevices, and other small openings where pests hide.

Cultural Control. A pest control method that involves changing human habits and practices such as sanitation, work practices, and garbage pickups schedules. This also

includes altering landscape design, installation, and maintenance of grounds to reduce pest activity and damage.

Environmental Protection Agency (EPA). The federal agency responsible for ensuring the protection of humans and the environment from the potential adverse effects of pesticides.

EPA Registration Number. A number assigned to a pesticide product when the product is registered for use by the EPA. The number must appear on all labels for a particular product.

Formulation. The pesticide product as purchased, containing a mixture of one or more active ingredients, carriers (inert ingredients), and other additives that make it easy to store, dilute, and apply.

Harborage. The hiding places or protected areas where pests live, such as cracks and crevices.

Inert Ingredients. Materials in a pesticide formulation that do not have anti-pest activity.

Integrated Pest Management (IPM). A managed pest control program in which methods are integrated and used to keep pests from causing economic, health-related, or aesthetic injury through the utilization of site or pest inspections, pest population monitoring, evaluating the need for control, and use of one or more pest control methods including sanitation, structural repair, nonchemical methods, and pesticides, when nontoxic options are unreasonable or have been exhausted, in order to minimize the use of pesticides and minimize the risk to human health and the environment associated with pesticide applications.

Insect Growth Regulator (IGR). A pesticide that mimics insect hormones, responsible for controlling molting and development of some insects systems. This disrupts the insect's ability to develop from the immature form to an adult.

Key Location. A site in a landscape or structure where pests occur more frequently or cause greater amounts of damage that requires intervention.

Key Pest. An insect, mite, disease, nematode, or weed that frequently results in unacceptable damage and typically requires a control action. Key pests vary among geographic regions. Key pest status is dependent on action thresholds set for the pest and the status may differ among specific sites on school grounds and buildings. For example, cutworm may be a key pest on high-visibility athletic fields, but not on adjacent lawn areas. Routine or regularly scheduled pesticide applications may mask key pests.

Label. The written material attached to or on all pesticide containers that provides the instructions users must legally follow.

Least Hazardous Materials. A control strategy that uses materials, practices and methods, including the use of chemicals, in a manner that causes the least exposure or harm to humans and the environment. The “least hazardous materials” strategy considers the pest control method, toxicity of the product, and exposure to occupants. For example, the use of a nonvolatile material formulation and/or application method is considered a “least hazardous materials” strategy, as opposed to a broadcast application and/or use of a volatile material.

Least-impact Pest Control Options. Pest control actions that have very low mammalian toxicity, or ready-to-use, nonvolatile formulations of baits in tamper-resistant bait stations placed in areas inaccessible to children and staff. Nonchemical pest control options, such as cultural, mechanical, or physical controls, are considered least-impact options.

Mechanical Control. The removal of pests by vacuuming, hand picking, pruning, crushing, dislodging by water or air, or disruption of pest activity and movement by impediments.

Monitoring. A systematic pest inspection conducted at regular intervals to determine the types of pests, their numbers, the amount of damage caused by pests, entry points, access to food, water, and harborage sites, and the effectiveness of treatment methods. Beneficial organisms are also observed during monitoring.

Nonchemical Controls. Pest control measures that do not use pesticides or other chemicals. Nonchemical controls include biological, physical, mechanical, and cultural tactics and strategies.

Nontarget. Any site or organism other than the site or pest toward which control measures are directed.

Pathogen. A living microorganism, usually a bacterium, fungus, mycoplasma or virus, that can cause disease when a host is present under the right environmental conditions.

Pest. Any living organism (animal, plant, or microorganism) that interferes with or threatens human, animal or plant health, property or the environment. A pest in one environment may be beneficial in another. For example, many plants that are considered weeds when found in lawns can be essential to the restoration of natural landscapes after a disturbance such as flood, fire, or human intervention.

Pesticide. A substance used to control, pre-vent, destroy, repel, or mitigate any pest.

Pest-proofing. A nonchemical, physical control measure to prevent the entry or movement of pests into or out of a structure or area. Pest-proofing might include sealing and caulking of crevices and holes, or installing screens and door sweeps.

Pesticide Business License. The license that is required of any business offering pest control services or applying general or restricted-use pesticides for hire, or as part of a service or contract agreement.

Physical Control. Habitat alteration or changes in physical structure to reduce pest populations or their activity. Physical controls address problems such as caulking holes and cracks, sealing doors and windows, reducing moisture, or improving ventilation.

Quality Control. An inspection and review of the pest control program to evaluate success and identify shortcomings of the program.

Reduced-impact Pest Control Options. Pest control options with low mammalian toxicity, formulations that do not present an obvious physical hazard, and with active ingredients that are not known to cause cancer or disrupt human hormones.

Re-entry Period. The time that must elapse from the completion of a pesticide application until the students and staff may re-enter the building.

Registered Pesticides. Pesticide products that have been registered by the Environmental Protection Agency (EPA) for the uses listed on the label.

Residual Pesticide. A pesticide that continues to remain effective on a treated surface or area for an extended time period following application.

Routine Pesticide Application. A prescheduled pesticide application performed as a preventive measure without confirmation of pest presence or levels of infestation.

Sanitation. Measures that promote cleanliness and pest-free surroundings. Indoors pest control sanitation involves removing pest food sources and physically altering potential access and harborage sites. Outdoors removal of plants or plant parts that serve as harborage or a source of inoculum for pests.

Space Spray. A pesticide that is applied as a fine spray or mist to a confined area, usually used to kill flying or crawling insects.

Spot Treatment. A pesticide application restricted to specific areas or plants. For indoor pests areas do not exceed 2 feet. Spot treatments are applied where pests are likely to occur, such as portions of floors or walls, or the base or underside of equipment. In landscapes and on grounds spot treatments include individual plants, parts of plants, sections of turfgrass but never entire landscapes.

Tamper-resistant Bait Station. A container for toxic bait that is used for rodent and insect control. Tamper-resistant bait stations provide the least risk to children, pets, and other animals. As defined by the Environmental Protection Agency (EPA), the bait stations must be durable, lockable, have warning labels, and be anchored to keep them in place.

Toxicity. The ability of a pesticide to cause harmful, acute, delayed, or allergic effects.

Void Treatment. A pesticide application method in which a spray or dust is injected or blown into the empty spaces inside walls, false ceilings, or other enclosed areas.