

PROPOSAL NO.10-GENERAL 1996-97

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I. The purpose of this proposal is to provide to the Santa Fe Public School District pest control services including materials, inspections, guidance, prevention, etc. as indicated in the specifications and conditions of this proposal.

REQUIREMENTS:**Introduction:**

Pest control in a school is a sensitive operation that requires a high level of technical competency, coordination, and planning, therefore, proper selection and use of pesticides are of critical importance. Each type of pesticide application must be carefully evaluated. Pesticides should only be used if necessary and the contents/ingredients must be listed in detail and presented to the SFPS Director of Maintenance for his signature of approval.

Purpose and Goals:

The purpose of this information is to have professional guidance for handling pesticide(s) in order to provide a safe environment for the District. The over all goal is to have an effective pest control service without exposing students, employees, etc. to pesticides.

Areas where pest prevention can be obtained through proper sanitation and/or building maintenance, etc. must be brought to the SFPS Maintenance Director's attention giving the guidelines in detail that should be followed.

Each pest problem should be thoroughly evaluated to determine the proper pest control procedure, eliminating the use of chemicals. Every effort must be made to eliminate the pest through non-chemical means.

When the use of chemicals is necessary:

In the event of a pest problem or an unhealthy situation that can not be controlled with a non-chemical or mechanical means, the Executive Director of General Services shall be notified and he will determine with the information given the best effective method for exterminating the pest problem. The materials that are the least toxic to human but effective against the pest should be used. The Executive Director of General Services must authorize what pesticides are acceptable. Pesticides and materials used for pest control must be in accordance with the Federal Occupational Safety and Health (OSHA) hazard communication standards. Successful bidder shall submit a Material Safety Data Sheet (MSDS) to the Executive Director of General Services before apply pesticide(s) materials, etc.

The least amount of chemicals possible to effectively control the problem shall be used and applied in the least conspicuous manner possible using safety precautions.

Upon the approval from Executive Director of General Services the necessary chemical application to classrooms, offices or other needed areas must be applied in the late afternoon or day prior to holidays, to allow as much ventilation time as possible.

Absolutely no pesticide(s) containing Chlorphyrifos, eg., Dursban shall be used in the Santa Fe Public School District.

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Scope of Work:

Shall include all schools (26) including portables/buildings, (6 professional sites) Administration building, Maintenance/Building & Grounds/Warehouse/Printshop, B.F.Young Complex, Cafeteria Office/Warehouse. Early Childhood Center, Transportation Bus Terminal Building, located in the Santa Fe Public School District shall be included in this proposal (see attached list).

Serviceman shall inspect and service (spray) all areas in and around building and playground areas susceptible to pest infestation such as ants, scorpions, roaches, centipedes, black-widow, spiders, water-bugs, earwigs, cloth moths, silverfish, fleas, wasps, bees, crickets, and other related insects, shall also include mice and rats. All supplies/materials, labor, etc. required to control pests shall be included in the service and must be most effective and must insure maximum safety.

Pesticide application shall be permitted when the least amount of occupancy, never apply to occupied areas.

Necessary pesticide application to classrooms shall be made after school. offices or other such areas should be made in the late afternoon and/ or prior to holidays to allow as much ventilation time as possible.

Schools shall be thoroughly serviced (sprayed) and inspected in each kitchen and cafeteria, all storage rooms, boiler rooms, restrooms, classrooms, hallways, food store rooms, teacher lounges, athletic locker rooms, showers, dressing rooms and custodial closets, etc. each month and on a complaint basis.

Administration Building, Warehouse/Maintenance/Print Shop Building, Transportation Complex, Food Service Complex, B.F.Young Complex, Food Service Complex, etc. shall thoroughly be serviced/spray in areas such as office departments, restrooms, boiler room, lunch room, custodial closets and hallways, etc. each month and on a complaint basis.

Requests for additional service visits and on a complaint basis shall be made promptly within a 12 hour period and at no additional cost to the District.

Inside service to consist of spraying direct into cracks, breeding areas and insect entry points.

Inspection:

Shall be done each month and on a complaint basis in the above indicated areas.

Inspections of District's building, foundations and crawlways under buildings for possible termite infestations shall be done during the summer vacation when schools are closed.

Pest problems that may occur in the District shall be brought to the attention of the Executive Director of Maintenance before any prevention service is made and upon his approval a date and time will be scheduled.

Building maintenance that is needed in the District to prevent pest problems must be presented to the Executive Director of Maintenance in writing.

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Licenses & Insurance:

Shall carry insurance for public liability a minimum \$100,000 and property damage insurance of a minimum of \$25,000.

Company shall be responsible at his/her expense all necessary insurances, licenses, permits, etc. and shall conform to city, county, state and federal laws, regulations and ordinances applicable to the performances of such services.

Bidders shall enclose with their proposal a list of service personnel indicating their experience and company work references (listing name of firm(s), address, telephone number, contact person and type of contract, eg. per month for a year, on call basis only and number of time has contracted with such firm).

Payment and Taxes:

Invoices for payment from successful bidder shall have complete information, eg. price, purchase order number with Gross Receipt Tax added as a separate charge. When invoice is complete it shall be submitted for approval to the Executive Director of Maintenance. Approved invoices will then be submitted to the Account's Payable Dept. for payment, payment should be made within 3 weeks.

Payments to the successful bidder will be made quarterly. Payment schedule may be subject to change according to Owner.

Method of Award:

The proposal shall be awarded based on qualified proposals using the rating criteria and at the discretion and consideration of the governing body of the SFPSD. The selection committee may interview the top three rated proponents; however, contract may be awarded without such interviews.

Successful contractor will be notified by a customer agreement contract and purchase order.

When the SFPSD issues a purchase order document in response to the successful contractor's proposal, a binding contract is created.

General Conditions:

Service prices shall be quoted F.O.B. Santa Fe Public School District.

Service prices quoted for the contract year shall not be increased during the term of the agreement.

This proposal shall be for this fiscal year beginning November, 1996 through June, 1997 with the option to renew for an additional 3 years, but not to exceed a total of 4 years.

The SFPS shall have the option at the end of each contract year to extend the contract agreement for an additional year but not to exceed the proposal period (first fiscal year with optional three years). Renewal of contract will be on a mutual agreement by both contracting parties (contractor and SFPS). At the end of each contract year the owner (SFPS) will notify the contractor for possible negotiation to

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renew contract. if contract will not be renewed and if new proposals will be requested. If contract agreement should be renewed for an additional year a new purchase order will be issued. Same procedure will follow through the proposal period. Pricing structure shall not change during the fiscal school year contract.

Renewal contracts will be upon available funds, if service is satisfactory and if it is within the best interest to the SFPSD.

If during the term of contract, service is not satisfactory as determined by the Executive Director of Maintenance a conference may be held with the contractor. If after the conference with the contractor the SFPS is convinced the service will improve, contract will continue, otherwise, contract will be cancelled. Contractor may be only allowed two chances for improvement.

Either party during the term of the contract year may cancel service by written notice to the Executive Director of Maintenance of the SFPS with a copy to the Purchasing Agent of the SFPS 90 days prior to cancellation. The SFPS reserves the right to delete a contractor from receiving future proposals or service contracts if a 90 day written notice is not given as stated in this paragraph and also if reason for the cancellation is unacceptable to the Purchasing Agent and the Executive Director of Maintenance for the SFPS.

Proposal will be evaluated by the criteria schedule set forth in this proposal.

Proposals will not be considered unless it is signed by a member authorized to sign for company/firm.

The request for proposals may be cancelled in whole or in part, if SFPS determines it is within the best interest of the District.

The SFPSD shall not be responsible for proposal that are mailed.

Proposals must be submitted by the deadline date and time specified to the Santa Fe Public School Administration Building, Purchasing Dept.-Room #113, 610 Alta Vista, Santa Fe, New Mexico 87505. Late proposals will not be accepted.

The SFPSD shall reserve the right to reject any and all proposals and waive any technicalities in this proposal.

N.M. Procurement law requires sealed bids or proposals, therefore, SFPS cannot accept bids that are transmitted using SFPS or public equipment.

Failure to list information where requested and enclose information as requested or due to insufficient information could cancel proposal.

SFPS - Santa Fe Public Schools
SFPSD-Santa Fe Public School District
Owner - Santa Fe Public School District