

Office of Purchasing  
10910 Clarksville Pike  
Ellicott City, Maryland 21042-6198  
(410) 313-6724, fax (410) 313-6789

INVITATION TO BID

**INTEGRATED PEST MANAGEMENT SERVICE  
BID #040.21.B2**

To All Interested Bidders:

Re: NOTICE TO BIDDERS  
Bid #040.21.B2, Integrated Pest Management Service

The **Howard County Public School System** invites your participation in a Bid for Integrated Pest Management Service (IPM). The work to be accomplished under the terms of any resulting contract shall consist of furnishing all labor, materials, supplies and equipment to perform a professional School Integrated Pest Management (IPM) service program in accordance with established industry methods and State IPM in School regulations. All of which will comply with applicable Maryland State and County Health regulations in addition to the Federal Environmental Pesticides Control Act.

***NOTE: Contract is intended for the sole use of the Howard County Public School System; no other entities shall have the option to piggyback this contract.***

Bid documents may be obtained on **Tuesday, May 4, 2021** at the Howard County Department of Education, Purchasing Office website <https://purchasing.hcpss.org/business-opportunities>.

The Purchasing Office's contact for this project is Ms. CeCe Clement, [cclement@hcpss.org](mailto:cclement@hcpss.org), (410) 313-6724.

**Email subject lines shall include: "Bid Number, 040.21.B2 and Company Name"**. In the body of the email please include Bidder's contact person's email and cell phone number for contacting purposes if/when necessary.

It is the bidders' sole responsibility to regularly visit the HCPSS Purchasing web site listed above to download and acknowledge receipt of all Addenda. It is highly recommended that bidders ascertain if they have received all the addenda issued prior to submitting their proposal and pricing. Failure of any bidder to receive any such Addenda or interpretation may not relieve such bidder from obligation under his/her proposal as submitted.

All questions shall be directed, in writing, no later than 12:00 p.m. on Tuesday, May 11, 2021, to Ms. CeCe Clement, Purchasing Manager, [cclement@hcpss.org](mailto:cclement@hcpss.org). Verbal questions will not be taken or addressed. The Howard County Public School System is under no obligation to respond to any questions that are received after the cutoff date and time. Only answers provided via addenda issued by the HCPSS will be binding. **Under no circumstances are bidders, including third party vendors or their staff, to contact any other HCPSS Staff, employees or any related constituency for purposes associated with this solicitation, including but not limited to, obtaining or providing information. Bidders failing to comply with this requirement may be disqualified.**

The Board reserves the right to waive any informalities in, or to reject any or all bids.

Certified Minority Business Enterprises are encouraged to respond to this solicitation notice.

Please return the attached **NO BID REPLY FORM** if your firm does not bid this project. This form may be faxed to (410) 313-6789 or emailed to [cclement@hcpss.org](mailto:cclement@hcpss.org).

*CeCe Clement*  
CeCe Clement, CPPO, CPPB  
Purchasing Manager

**May 4, 2021**  
**Issue Date**

---

**THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM**  
**10910 Clarksville Pike**  
**Ellicott City, Maryland 21042**

<b>SEALED BID FOR:</b>	<b>Integrated Pest Management Service (IPM)</b>
<b>BID NUMBER:</b>	<b>040.21.B2</b>
<b>PRE-BID DATE:</b>	<b>N/A</b>
<b>PRE-BID TIME:</b>	<b>N/A</b>
<b>PRE-BID LOCATION:</b>	<b>N/A</b>
<b>LAST DATE &amp; TIME FOR QUESTIONS:</b>	<b>May 11, 2021 at 12:00 PM in writing</b> Submit To: CeCe Clement at <a href="mailto:ccllement@hcpss.org">ccllement@hcpss.org</a>
<b>BID OPENING DATE:</b>	<b>Monday, May 24, 2021</b>
<b>BID OPENING TIME:</b>	<b>11:00 AM</b>
<b>BUYER:</b>	CeCe Clement, phone: 410-313-6724, fax: 410-313-6789 email: <a href="mailto:ccllement@hcpss.org">ccllement@hcpss.org</a>

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

**INTEGRATED PEST MANAGEMENT SERVICE (IPM)  
BID #040.21.B2**

I. INSTRUCTIONS TO BIDDERS

A. OBJECTIVES

1. The objective of this Request for Bid process is for The Board of Education of Howard County Schools (herein referred to as “the Board”), administrated by the Howard County Public School System to select a contractor to perform Integrated Pest Management Services and associated work for the Howard County Public School System’s IPM department on a scheduled and as needed basis, including emergency response, and in accordance with all bid documents.
2. All work performed under this contract shall be in accordance with the 100% bid documents, procurement specifications, any applicable drawings and addenda issued and shall minimally follow current OSHA regulations.
3. The work to be accomplished under the terms of any resulting contract shall consist of furnishing all labor, materials, supplies and equipment to perform a professional School Integrated Pest Management (IPM) service program in accordance with established industry methods and State IPM in School regulations, all of which will comply with applicable Maryland State and County Health regulations in addition to the Federal Environmental Pesticides Control Act. There are approximately 80 HCPSS locations.

B. CONTRACT TERM

The initial contract period will be for one year, from July 1, 2021 through June 30, 2022. The contract may be extended for five (5) additional one-year periods under the same terms, conditions, and pricing at the sole option of the Howard County Public School System.

C. ISSUING OFFICE

a) The Issuing Office is:

The Howard County Public School System  
Purchasing Office  
10910 Clarksville Pike  
Ellicott City, Maryland 21042  
Attn: CeCe Clement  
(410) 313-6724  
[cclement@hcpss.org](mailto:cclement@hcpss.org)  
<https://purchasing.hcpss.org/business-opportunities>

b) The Issuing Office shall be the sole point of contact with HCPSS for purposes of preparation and submittal of the Technical Offer and Bid Price.

D. QUESTIONS AND INQUIRIES

1. For purposes of preparation and submittal of bid, contact, Ms. CeCe Clement, [cclement@hcpss.org](mailto:cclement@hcpss.org) of the issuing office.
2. Items affecting the scope of work or conditions of the contract shall be subject to the conditions of addenda.

E. DUE DATE AND TIME

1. **Sealed bids shall be submitted to the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, MD 21042, no later than Monday, May 24, 2021 at 11:00 a.m. Bid number 040.21.B2 and Company Name must be referenced on the outside of the sealed envelope. Failure to plainly identify your submission as a "SEALED BID" may result in premature opening of the bid.**
2. Electronic bids, signatures, scanned or e-signature, will **not** be accepted.
3. **Bids arriving after the due date and time will not be accepted.**
4. Bid will be opened publicly and bidder's names and their prices will be read and posted. However, review and evaluations of those proposals will not take place at that opening and no indication of award will be made at that time. Once evaluations are completed a recommendation for award will be made to the Howard County Board of Education.

F. BASIS FOR AWARDING BIDS

1. The basis of award will be made to the lowest responsive and responsible bidder(s) based on price as well as bidder's years in IPM business, staffing, qualifications, record and performance on any prior contracts with HCPSS or other entities, payment history to subcontractors, and references. Bidders shall have successfully completed and be able to show a minimum of three (3) projects similar in size and scope within the past three years. While not required, HCPSS prefers companies have a minimum of three (3) years of experience under the same company name.
2. It is the school system's intent to award one (1) Contractor. However, The Howard County Public School System reserves the right to make an award of the bid for all items, or any parts, thereof, to one or more bidders, as set forth in detail under the information furnished in this document. The owner further reserves the right to consider information other than price in determining what bidder(s) shall be awarded.
3. In the event of tie bids where all factors are equal, award shall be made to the Howard County bidder, the out of county bidder but incorporated in Maryland, and the bidder not incorporated in the state of Maryland, in that order of preference. If bidders within one of these geographical designations are equal as to all factors of consideration, the award shall be made by the toss of a coin.
4. The Board of Education of Howard County reserves the right to reject any or all bids, in whole or in part, to make partial awards, to waive any irregularity, to increase or decrease quantities where quantities are shown and may reject any bid which indicates any omission, contains alteration of form or additions, or imposes conditions or offers alternate items and may make any award which is deemed in the best interest of The Howard County Public School System.

G. BID BOND

1. A Bid Bond is not required for this bid.

QUANTITIES

2. The school system makes no guarantee that any or all of the estimated work will be assigned to the selected Contractor(s).

3. Additional work may be added or deleted at any time throughout the life of the contract. The Contractor(s) may be requested to provide service to additional facilities not specified in this document subject to all conditions identified herein.

H. SITE INVESTIGATION

1. By submitting a bid the contractor acknowledges that they have investigated and satisfied themselves as to the conditions affecting the work, including, but not restricted to, those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, and electric power. Any failure by the contractor to acquaint themselves with the available information will not relieve them from responsibility for estimating properly the cost of successfully performing the work. HCPSS shall not be responsible for any conclusions or interpretations made by the contractor of the information made available by HCPSS.

I. RIGHT TO REJECT BIDS AND WAIVE INFORMALITIES

1. The Howard County Public School System reserves the right to waive any technicality or minor irregularity in a bid in the interest of the Board.

J. BIDS FIRM FOR 120 DAYS

1. Bid prices shall remain firm for one hundred twenty (120) calendar days from the date of opening.

K. LICENSES AND QUALIFICATIONS

1. Companies bidding shall provide evidence that they are authorized to perform pest management and IPM services within Maryland and that they are in "Good Standing" with the State of Maryland. To ensure compliance visit <https://egov.maryland.gov/BusinessExpress/EntitySearch>
2. Companies shall provide copies of any and all licenses required to perform pest management and integrated pest management work. This includes copies of all required State of Maryland Categories Pesticide Applicators Licensure as well as copies of licensure to control mosquitoes, termites, birds, and wildlife (or evidence of sub-contractor licensure). The successful contractor must maintain these licenses during the entire term of the contract. As well, bidders must be certified by the Maryland Department of Agriculture and shall provide proof of certification with their bid.
3. HCPSS prefers bidders to have a minimum of three (3) years successful experience under the same company name in providing the pest, bird, and termite control services described in this document and have an local office within (50) miles of the HCPSS. This includes demonstration of providing monitoring based IPM services and primarily alternative or non-chemical pest management in schools and/or similar large public facilities that require an IPM approach to pest management.
4. HCPSS reserves the right to require that the Contractor demonstrate that it has the skills, equipment and other resources to satisfactorily perform the nature and magnitude of work necessary to complete the project within the proposed contract schedule.
5. To be considered for award the Bidder must show prior experience similiar in size and scope as described herein. The contracts must be in excess of \$25,000 per year, and must be a twenty-four (24) hour, seven (7) day a week operation. HCPSS will consider the bidder's performance and record on any prior contracts with HCPSS and reserves the right to reject a bid if, in the opinion of HCPSS, the

bidder has not properly performed or met their financial obligations to subcontractors, suppliers or employees.

L. CLARIFICATIONS AND ADDENDA

1. Should a Bidder find discrepancies in the bid documents, or should they be in doubt as to the meaning or intent of any part thereof, they must, not later than seven (7) days (Saturdays, Sundays and Holidays excluded) prior to the bid due date, request clarification in writing from the issuing office, who will issue a written Addendum to the contract. Failure to request such clarification is a waiver to any claim by the bidder for expense made necessary by reason of later interpretation of the bid documents by the HCPSS. Requests shall include the bid number and name.
2. Oral explanations or instructions will not be binding; only written addenda will be binding. Any addenda resulting from these requests will be posted on the school system website no later than two days prior to the bid due date. The bidder shall acknowledge the receipt of all addenda on the Bid Price Sheet.

M. CANCELLATION OF THE BID

1. HCPSS may cancel this Bid, in whole or in part, at any time before the opening of the Bids.

N. BID ACCEPTANCE

1. The Howard County Public School System reserves the right to accept or reject any and all bids, in whole or in part, received as a result of this bid or to waive minor irregularities, in any manner necessary, to serve the interest of The Board of Education. HCPSS further reserves the right to award in full, make multiple awards, partial awards, or to make no award at all.
2. HCPSS reserves the right to require that the contractor demonstrate that it has the skills, equipment and other resources to satisfactorily perform the nature and magnitude of work necessary to complete the project within the proposed contract schedule.

O. ORAL PRESENTATION

1. Bidders may be required to make individual presentations to HCPSS representatives in order to clarify their proposals.

P. MODIFICATIONS AND WITHDRAWAL OF BIDS

1. Withdrawal of, or modifications to bids are effective only if written notice thereof is filed to the purchasing office prior to the time bids are due. A notice of withdrawal or modification to a bid must be signed by an officer with the authority to commit the company.
2. No withdrawal or modifications will be accepted after the time bids are due.

Q. MULTIPLE/ALTERNATIVE BIDS

1. Bidders may not submit more than one (1) bid nor may bidders submit an alternate to this bid.

R. CONFIDENTIALITY

1. Bidders should give specific attention to the identification of those portions of their Bid which they deem to be confidential, proprietary information or trade secrets, and provide any justification of why such materials, upon request, should not be disclosed by HCPSS under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6 of the Annotated Code of Maryland. Contractors must

clearly indicate each and every section that is deemed to be confidential, proprietary, or a trade secret. It is not sufficient to preface your technical offer with a proprietary statement. Bid prices will be opened publicly.

S. TERMS OF CONTRACT

1. By submitting a response to this solicitation, a firm affirms acceptance of all terms and conditions contained in the conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, and any addenda.

T. ETHICS REGULATIONS

1. The Board of Education of Howard County has adopted an Ethics Regulation policy. Required by the Annotated Code of Maryland, these ethics regulations cover members of the Board of Education, the Superintendent, and all employees; and it specifies limits of participation of these individuals with entities doing business with The Howard County Public School System. For a copy of the regulations, please contact the purchasing Office, Howard County Department of Education (410) 313-6644.

II. FORMS AND EVALUATION

A. SIGNING OF FORMS

1. The Bid Price, if submitted by an individual, shall be signed by the individual; if submitted by a partnership, they shall be signed by such member or members of the partnership as have authority to bind the partnership; if submitted by a corporation, they shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary. If not signed by an officer there must be attached a copy of that portion of the by-laws or a copy of a board resolution, duly certified by the corporate secretary, showing the authority of the person so signing on behalf of the corporation. Signatures shall be under seal, i.e.: indicated by the word "(Seal)" following signature of individual and partner bidders, and indicated by affixing the Corporate Seal at corporate signatures.

B. SUBMITTALS

All form(s) shall be filled in ink or typed. Any erasures and/or alternations shall be initialed in ink by the signer. **Loose blank forms for each of the items required are furnished with this bid package along with a checklist that lists all documents/responses to be submitted. Substitute forms and/or data will not be considered.**

2. OFFERS

- a) Responses should be prepared in a clear and precise manner. All appropriate points of the Bid solicitation must be addressed.
- b) **Bidders shall use the forms as provided. Substitute forms and/or data will not be considered.**

3. BID PRICE

- a) **The Complete Bid package with Price Form** shall be submitted as one package.

OFFER CRITERIA

4. The following information (**items 3 through 13**) must be furnished in the bid package. Failure to include any of the items below in your response may result in the Bid being considered non-responsive. **The criteria are listed in the order of importance. Bidders are to compile their information in this same order.**

5. Loose blank forms for each of the items required are furnished with this bid package along with a checklist that lists all documents/responses to be submitted in your bid. **Substitute forms and/or data may not be considered.**
6. **BID PROPOSAL AFFIDAVIT**: The Bid/Proposal Affidavit enclosed in this document must be executed by each responding bidder and submitted with their bid.
7. **PROJECT PLAN**: Bidders MUST provide a detailed narrative describing an Integrated Pest Management (IPM) service program to control pests as described herein. The narrative should include a detailed **IPM PLAN OF ACTION** that minimally includes **(items a. through i.)** below:

**PLAN OF ACTION:** for the key pests found in Howard County Public Schools (foraging and nesting ants, mice, yellow jackets, paper wasps, oriental cockroaches, German cockroaches, American cockroaches, flies, “occasional invaders”, termites, carpenter ants, nuisance wildlife including but not limited to groundhogs, birds, snakes, bats, vertebrates and bedbugs. Some minimums that must be included are: 1) Seasonal stinging insect nest removals from the facilities including playground equipment, stadium seating areas, the exterior of the facilities, and any structures on the school grounds. This may include removals from air vents and mechanical areas on the roof of specific facilities if deemed necessary by HCPSS staff: 2) Species-specific management techniques for primary pest species including non-chemical and chemical techniques: 3) Management of chronic ant, cockroach and rodent problems.

**NOTE:** these lists in no way represents a total listing of all the pests or control strategies that constitute the range of problems or management techniques covered by this bid solicitation or IPM program. This plan is for evaluation purposes, once the contract is awarded, the IPM plan for all HCPSS sites will be developed in accordance with the specifications of this contract and input from both the winning bidder and HCPSS employees including the IPM Specialist.

- a) **A list of recommended chemicals** for use in HCPSS including EPA registration numbers and the intended use of these products in the HCPSS IPM program. The submitted plan does not represent an endorsement of the submitted plan or acceptance as the plan as the contracted service. Once this contract is awarded, a list of allowed pesticide products shall be developed along with the winning bidder and approved by the IPM Specialist for HCPSS.
- b) **A representative map** showing an example of proper trap placement for specific pests in a school setting **(see floor plan provided in bid docs)**.
- c) **An around the clock (24/7) EMERGENCY response plan** for service at all schools sites. This must include a description of how this service would be initiated by the HCPSS, an estimate of response time for emergency service, a contact plan including a chain of communication and any references of customers regarding emergency services provided in the past.
- d) **A description and example of your data collection, management, and reporting capabilities** – Include a description of any technology you will supply and use in this process. Also include an example of each of the following logbook forms (and any additional you believe helpful): Pest



report log, site visit record, visitation log, pesticide application log, pest call report form. Any technology (software or hardware) and subsequent upgrades of this technology proposed in this section will be provided (by the winning bidder) for use on this contract for its entire term (and extensions) at no additional cost to HCPSS. Once the bid is awarded, at the sole discretion of HCPSS, the winning bidder may be required to use an in-house data management system at no additional cost to the HCPSS. **It may be required that bidding contractors utilize an electronic data system provided by HCPSS. Training of employees on this system will be at the responsibility of the HCPSS, but the employee's time is to be provided by the contractor.**

- e) **A description of the administrative procedures and support staffing** that will be provided in this contract and their role in the IPM program (this is to include switchboard and company contact procedures for routine monitoring or call-outs). This may include direct contact with the contractor technician.
  - f) **A description of your company's pest control philosophy, or approach to IPM.** Although national and regional sales literature is helpful, please give specific information concerning the philosophy of the local office that will be providing pest management services to the HCPSS if you are awarded the contract.
  - g) **A narrative** explaining why your company, and specifically your local branch, is uniquely qualified to implement HCPSS's IPM program.
  - h) **Subcontractors**, list the names of all subcontractors (example: termite control, wild life removal) detail the procedure(s) that will be used for obtaining subcontractor services, whether you have worked with these professionals in the past, and if so, provide dates and the nature of the business relationship.
  - i) **Staffing Plan**, 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. At a minimum, one Quality Assurance Manager defined as the person who will be the prime business contact, who serves the business aspects of the account, attends monthly required and special meetings, serves as technical advisor, problem solver and contact for technical issues and expertise related to the contract. The Pest Management Technician(s) who will be assigned to this contract. The bidder shall also include the names of any IPM Specialists (entomologist, biologist, wildlife biologist, etc.) who may be part of existing staff or whose services may be subcontracted or retained by the bidder.
8. **EXPERIENCE REFERENCE FORM:** Complete the enclosed Experience Reference Form for three (3) businesses/institutions/K-12 schools that have, or have had, contracts with your firm of a similar size and scope as described herein. Include in this listing, the dollar volume for such work and the name of your on-site personnel assigned to this work. The school system reserves the right to verify this information if it so chooses. As indicated on the form, the following information is to be provided for each project:
- A. To be considered as experience, these contracts must be in excess of \$25,000/year and must be a twenty-four hour (24), seven (7) day a week

operation. As indicated on the form, the following information is to be provided for each project as follows:

1. Customer/Owner's name, address, contact name and telephone number
  2. A brief, but detailed, description of the contract's scope
  3. The name of your firm's Quality Assurance Manager for each contract location
  4. The term of the contract
  5. List all similarities to the IPM services requested in this solicitation for the HCPSS
- B. NOTE: Experience noted must demonstrate the bidder's knowledge and ability to perform IPM services for a public school system. The bidder should place emphasis on the scope of work required, the time to complete, their ability to perform satisfactorily and their competency and responsibility to perform within limited time frames.
- C. The references listed on the contractor's "Experience/Reference Form" will be checked by HCPSS. All references must include a contact person and telephone number who can comment on the firm's ability to do a project of this type. It is imperative that contact names and phone numbers given for the projects listed be accurate.
- D. The school system reserves the right to check other sources available. References will be held in the strictest of confidence by the school system.
9. **KEY PERSONNEL FORM:** Complete the enclosed "**Key Personnel Form**" for **one (1) Quality Assurance Manager**, defined as the person who will be the prime business contact, who serves the business aspects of the account, attends monthly required and special meetings, serves as technical advisor, problem solver and contact for technical issues and expertise related to the contract. **Three (3) Pest Management Technicians**, the persons responsible for the routine monitoring, report writing, recommendation writing, pest management implementation, and in general, the day-to-day activities related to the contract specifications. The bidder shall also include the name of **one (1) IPM Specialists** (entomologist, biologist, wildlife biologist, etc.) who may be part of existing staff or whose services may be subcontracted or retained by the bidder. IPM Specialist with ACE (Associate Certified Entomologist) or BCE (Board Certified Entomologist) credentials will be given higher consideration during the evaluation process.

Complete each key personnel form inclusive of the following.

- a. Within your description include the following:
  1. Education including, all schools attended, degrees or certificates earned, and other applicable training. Include training dates, where attended, and the name of the presenter/provider.
  2. Employment history inclusive of dates employed. Employees servicing this contract are preferred to have a minimum of one (1) year experience with the company bidding.
  3. Experience with your firm on similar contracts, particularly those contracts your firm has referenced for "Experience", as well as any other applicable experience.

- b. It is imperative that accurate contact names and phone numbers be given. In addition, the school system reserves the right to check other sources available. References will be held in the strictest of confidence.
- c. Any change in key personnel is only at the approval of the contract manager or designee. When key personnel changes are proposed (for example because of re-assignment or promotion), the contract manager or his designee must be notified in writing of the proposed change as well as the reason for the requested change. Upon approval of the change by the contract manager, a short description of the proposed replacement employee's work record, work experience, and training and evidence of pesticide applicator's certification will be submitted by the contractor to HCPSS. New employee assignments may be provisionally accepted by HCPSS with noted exceptions and or additional requirements such as, but not limited to, requiring on-site training provided by the contractor or HCPSS.
- d. Throughout the contract's performance, all personnel providing on-site pest management services must meet state and local requirements in the jurisdiction(s) where service is actually performed, for training, registration, or certification as Commercial Pesticide Applicators in the category of industrial, institutional, structural, and health related pest control.

**NOTE:** Personnel Commitment: By submitting these names for consideration, the Bidder is committing these people to HCPSS for any resulting contract's duration. Personnel changes will not be permitted without written authorization from HCPSS.

**NOTE:** Higher consideration will be given in the evaluation if the Key Personnel noted demonstrated experience on projects similar in scope to the school system's projects.

- 10. **PROFILE OF COMPANY FORM:** Complete the "Profile of Company" form provided. HCPSS prefers that Companies bidding have a minimum of three (3) years successful experience under the same company name in providing the pest, bird, and termite control services described in this document and have an local office within (50) miles of the HCPSS. By completing the form, a comprehensive description of your organization will be provided which includes the following information:
  - a) Location and size of firm.
  - b) Brief history of your firm including;
    - (1) Company bidding shall note the number of years in IPM service business under the same company name,
    - (2) Principals of the company
    - (3) Number of employees by job categories
    - (4) Annual Dollar of Sales by year for the last three (3) years.
  - c) Certify whether or not your firm has, in the last three (3) years, had a contract terminated for any reason and if so state why.
- 11. **COPY OF CONTRACTORS LICENSE.** Bidders shall be licensed in the State of Maryland and Maryland Department of Agriculture, and include copies of all required licenses to include; State of Maryland Pesticide Business License and Pest Control Applicators Licenses for all employees as well as copies of licensure to control mosquitoes, termites, birds, and wildlife (or evidence of sub-contractor

licensure). The successful contractor must maintain these licenses during the entire term of the contract.

12. **CURRENT WORKLOAD FORM**  
Complete the enclosed "Current Workload" form (a listing of your current commercial service contracts, including contract name, dollar value, expiration date and description of how you will handle the school system's contract in light of your current workload.
13. **VIOLATION LISTING**  
Provide a detailed listing of any pesticide application violations, pesticide spills, or misapplications that your firm or proposed key personnel have been cited for, or have been involved in, over the last two years. This should include the incident, the resolution and whether any fines or other penalties were assessed.
14. **IN-HOUSE TRAINING**  
Provide evidence and a description of any in-house or contracted training program that you provide to your employees.
15. **COPY OF CERTIFICATE OF INSURANCE;** (See Attachment, Insurance Requirements.)
16. **CONTRACT SITUATIONS SHEET- for three (3) situations.**

#### DEBRIEFING

17. Debriefing of unsuccessful Bidders shall be conducted upon written request submitted to the Purchasing Office within a reasonable time. A debriefing shall be scheduled at the earliest feasible time AFTER CONTRACT AWARD by the Board of Education. The debriefing shall be limited to a discussion of the unsuccessful bidder's technical offer only and shall provide information on areas in which it was deemed weak or deficient.

### III. RATES AND MARK-UPS

- A. **UNIT COSTS**
  1. Unit Costs are to be all inclusive. The cost of all labor, material, equipment, supervision, travel time and mileage, waste disposal, overhead, and profit is to be included in the itemized bid prices stated in the response to this bid.
- B. **CONTRACTOR'S LABOR AND MATERIAL RATES**
  1. It is understood and agreed that the cost of all labor, material, equipment, supervision, mileage, waste disposal, overhead, and profit is included in the itemized bid prices stated in the response to this bid. Travel time shall be borne by the contractor.
  2. The school system will not recognize any premium or incentive pay and no work shall be performed on an overtime basis or shift differential and no overtime pay or shift differential shall be included as a "job cost" unless the performance of such overtime or shift differential has been authorized by the issuance of an additional change order to the purchase order on a particular project or as agreed to in the submitted not-to-exceed price by the contractor or as required in the scope of work issued by the school system.

3. In the event an emergency exists which would require immediate overtime work, the school system's Contract Manger shall be verbally notified by the contractor immediately and if permission to perform this work is granted verbally, it shall be confirmed in writing by the school system within twenty-four (24) hours of such work with a change order amendment to be issued within one (1) week of such work.
4. In the event that overtime work is required by the school system it will be recognized as a "job cost" only if a change order amendment has been issued to the contractor's not to exceed price. The overtime work shall be limited to the work and time approved in advance of its performance and paid at the recognized premium rate.
5. Incentive payments or premium payments made to any employees by the contractor either as permanent employee pay, subsistence or other pay in excess of the wage shall be at the expense of the contractor and must be included as part of the quoted rates shown on the bid price.
6. Invoices may be requested from the contractor to demonstrate the percentage cost over invoice submitted for time and material rates for materials, equipment rental and subcontractors.

#### IV. TERMS AND CONDITIONS

##### A. CONTRACT

1. If this bid is accepted and awarded, it shall become the contract document that governs the administration of the contract. All portions of this bid, including the bid documents, the procurement specification, drawings, any addenda, amendments, modifications, or any other extraneous matter incorporated shall be applicable as a result of this invitation to bid.

##### B. CONTRACT PERIOD

Any resulting contract(s) shall commence upon award, expected to be June 25, 2021 through June 30, 2022. The contract shall have the option to renew for five (5) additional one-year periods at the sole option of the school system pending successful performance and availability of funding. Each remaining renewal year shall begin July 1<sup>st</sup> and end on June 30<sup>th</sup> of that school year.

##### C. CONTRACT MANAGER

1. The Howard County Public School System's Contract Manager shall be responsible for the day-to-day administration of the contract upon award by the Howard County Public School System. The HCPSS Contract Manager's contact information will be made available upon award. All communications on projects are to be directed to the Contract Manager only. No instructions, directions, and information are to be given to the contractor by any other HCPSS personnel. Any change order work shall not proceed until a change order to the purchase order has been issued by the purchasing office confirming this additional work and the applicable additional cost.

##### D. TERMINATION FOR DEFAULT

1. When the contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of The Howard County Public School System. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the contractor is not entitled to recover any costs incurred by the contractor up to the

date of termination. Notification shall be in writing and shall be issued 30 days prior to termination date. In the event of default of contract The Howard County Public School System may procure services from other sources. The contractor found in default will be held responsible for all costs incurred.

E. TERMINATION FOR CONVENIENCE

1. The Howard County Public School System may terminate this contract, in whole or in part, without showing just cause upon giving 30 days written notice to the contractor. The Howard County Public School System shall pay all reasonable costs associated with termination of the contract. However, the contractor shall not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

F. PRICE ADJUSTMENTS

1. The Howard County Public School System will only consider adjustments on labor rates based only upon federal minimum wage increases and decreases in the Consumer Price Index (CPI-W), Baltimore Region, as published by the Bureau of Labor Standards. Requested increases above a 10% cap will not be considered. In order to receive consideration for a price increase, the contractor must submit to The Howard County Public School System, sixty (60) days prior to the contract expiration date, a statement of any change in the hourly rate wage actually to be paid to its employees during the renewal term. Adjustments will be calculated by comparing the current index with the previous year's index so as to determine the change in index points. The point change will then be divided by the price index to obtain the percentage of change. The percentage of change will then be multiplied by .75 to obtain the adjustment to be applied to the current prices.
2. The Howard County Public School System will also consider adjustments based on fees outside of the control of the contractor, such as manufacturer price increases. However, such increases will be a "pass through" to the Howard County Public School System with no mark-up allowed. For such changes to be considered by the Howard County Public School System, documentation from the manufacturer (or any other applicable party) assessing a cost increase must accompany a written request from the contractor.
3. The Howard County Public School System will then review the request and advise the contractor of approval or disapproval of the price change request.
4. Price increase requests will not be considered if not accompanied with the proper information.

G. LIQUIDATED DAMAGES

1. Liquidated damages shall be assessed at the rate of five hundred dollars **(\$500.00)** per calendar day beyond the completion date indicated in the scope of work for each project and/or listed on the purchase order for work not 100% complete.
2. The contractor agrees that the sum specified for liquidated damages for delay by the contractor is not a penalty and is liquidated damages, that the damages resulting to the owner for delay in completion by the contractor are difficult of ascertainment and that the amount specified is not grossly excessive and it is not out of proportion to the damages that might readily be expected to result from delay caused by the contractor. Excluded from the liquidated damage provision, however, are any damages for loss of use of any facility of the owner that arises from a delay and the owner expressly reserves the right to claim damages for such loss of use. The contractor agrees that it has freely bid on this contract with

the full and complete knowledge of the provisions for liquidated damages and waives all objections to such provisions as a penalty.

3. In addition, the owner shall assess and deduct from the contract sum any and all extra costs associated with maintaining the project (e.g. engineering fees, owner's overtime, etc.) for each calendar day of delay that the contractor extends substantial completion of the entire work beyond the completion date or time stipulated in the contract documents.
4. Any delays to projects must be communicated to the Contract Manager immediately.

H. TAXES

1. The Howard County Public School System is tax exempt, and the price quoted shall not include federal excise taxes, state or local taxes, or use taxes.
2. The bidder is responsible for all taxes, including but not limited to sales and use taxes on the purchase of the bidder's equipment and materials, or any equipment and materials supplied to the Board of Education on the project.

I. BILLING AND PAYMENT

1. The contractor shall submit invoices to the Howard County Department of Education, (Name of Department), 10910 Clarksville Pike, Ellicott City, MD 21042, Attn: (Name of Contact), at the completion of each job. Invoices must contain the following information:
  - a) Purchase Order Number
  - b) Name of school
  - c) Description of work along with quantities
  - d) Start date and completion date
  - e) Itemized breakdown of project costs to include labor and materials.
  - f) Total due

J. BILLING VERIFICATION

1. Invoices showing Contractor's purchase price, may be requested to verify charges to The Howard County Public School System.
2. All costs shall reflect any rebates and/or marketing incentives paid back to the Contractor.
3. The Howard County Public School System retains the right to verify the Contractor's buy and sell data to confirm the Contractor's sell price to the school system. The Contractor shall supply, upon request, access to any and all verifications of Contractor costs, freight charges, promotional allowances, sell prices, and percentage mark ups as they relate to this contract. If it is determined that Contractor has overcharged the school system, the Contractor shall be liable for all retroactive overcharges.

K. FUNDING

1. The contractual obligation of the Board of Education under any resulting contract is contingent upon the availability of appropriated funds.

L. ORDERS

1. Orders shall be in the form of an official Howard County Public School System purchase order. No deliveries are to be made under any contract(s) resulting from this bid without a purchase order.

M. PROCUREMENT CARD

1. The Howard County Public School System utilizes a Purchasing Card Program. Purchases resulting from this solicitation may be made through a Visa/Mastercard credit card.
2. Bidders are prohibited from charging any additional costs/fees above and beyond the established contract prices to process such orders. Bidders lacking Visa/Mastercard capability should contact the Purchasing Office.

N. INSURANCE

1. See ATTACHMENT A, INSURANCE REQUIREMENTS.

O. SAFETY DATA SHEETS

1. Pursuant to Occupational Safety and Health Act (OSHA) 29CFR1910, where applicable, SDS for the products supplied or used as a result of this contract must be attached to each shipment of product as well as mailed to:

The Howard County Public School System  
Safety, Environment and Risk Management  
10910 Clarksville Pike  
Ellicott City, MD 21042

2. Safety Data Sheets must show the contract number under which the products were supplied or used and certify that no asbestos containing products have been installed.
3. The contractor must supply Safety Data Sheets (SDS) to the HCPSS Contract Manager, for all chemicals, finishes, paint, etc. as appropriate, prior to use on projects.

P. ASSIGNMENTS

1. The contractor may not assign or transfer this contract, any interest herein or any claim hereunder, except as expressly authorized in writing by the Howard County Public School System. Unless the performance is expressly waived in writing by the Howard County Public School System, an assignment does not release the contractor from responsibility for performance of this contract. Assignment or subcontracting without the written approval of the Howard County Public School System will be cause for termination.

Q. TOBACCO FREE AND ALCOHOL/DRUG FREE ENVIRONMENT

1. The Board of Education of Howard County 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 grounds at all times. Persons found violating this policy will be requested to remove the product and themselves from school premises.

R. CRIMINAL HISTORY BACKGROUND CHECKS

1. All employees, agents, or representatives of the awarded contractor who will be performing work on any phase of the contract arising out of this bid are subject to a criminal history background check by the school system. Such persons, if requested by the school system, must provide fingerprints and other required information to facilitate such a check, as well as the necessary fees to obtain such a check from the federal or state government. At the completion of a background check, the school system may, at its sole discretion, decide that a particular employee, agent, or representative of the contractor be barred from school system property.



S. CHILD SEX OFFENDER NOTIFICATION

1. Sex Offender Requirement: Maryland law requires certain sex offenders to register with the local law enforcement agency; See Maryland Annotated Code, Criminal Procedure Article, §11-704. One of the purposes of this law, is to inform school systems when a Registered Sex Offender is residing or working in the area. When the sex offender registers, the local police are required to notify the Superintendent of Schools, and the Superintendent, in turn, is required to send a notice to school principals.
2. As a contractor working for Howard County Public School System (HCPSS), we require that you do not employ Registered Sex Offenders to work on projects for our school system if they, as a result, are required to perform delivery, installation, repair, construction or any other kind of services on HCPSS property. Further, Maryland Law that became effective June 22, 2006, requires that any person who enters a contract with a county board of education or a non-public school "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender; See §11-722 Criminal Procedure Article. An employer who violates this requirement is guilty of a misdemeanor and if convicted may be subject to up to five years imprisonment and/or a \$5,000 fine.
3. Each contractor shall screen their work-forces to ensure that a Registered Sex Offender does not perform work at a county public school and also ensure that a subcontractor and independent contractor conducts screening of its personnel who may work at a school. The term "work force" is intended to refer to all of the contractor's direct employees and subcontractors and/or independent contractors it uses to perform the work. Violations of this provision may cause HCPSS to take action against the contractor up to and including termination of the contract.
4. Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor for a local school system may not knowingly assign an employee to work on school property with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving a sexual offense, child sexual abuse and crimes of violence.
5. The Contractor shall submit to HCPSS a listing of any employees assigned to perform under this agreement and certify that the necessary criminal history records checks have been conducted and that each employee complies with the requirements.

T. MULTI-AGENCY PARTICIPATION

1. Under §5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland HCPSS may with Board of Education approval participate in contracts for goods or commodities that are awarded by other public agencies or by intergovernmental purchasing organizations if the lead agency for the contract follows the public bidding procedures. HCPSS therefore reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies.

2. Each participating jurisdiction or agency shall enter into its own contract with the Award Bidder(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted in duplicate "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the award.

U. MINORITY BUSINESS ENTERPRISE PARTICIPATION

1. Certified Minority Business Enterprises are encouraged to respond to this solicitation notice. Minority Business Enterprise participation shall be as defined by the procedures established for State of Maryland funded public school construction projects.
2. The contractor or supplier who provides materials, supplies, equipment, and/or services shall attempt to achieve the established goals determined for each project from certified minority business enterprises. The bidder or offeror agrees to make a good faith effort to achieve the established goals when applicable.

V. BUILDING/SITE OCCUPANCY

1. Under no circumstances shall any driveway, access road or walkway be blocked by the contractor's vehicles to prohibit use of, or disruption to pedestrian or vehicular traffic to the buildings or site.

W. OCCUPIED BUILDINGS – SIGN IN PROCEDURES

1. Work under this contract and any resulting contract or sub-contract will take place while school facilities are occupied by staff and often also by students and visitors. Every precaution shall be exercised to protect people from injury and to minimize disruption of activity. As well, contract employees shall conduct themselves in a professional manner while on The Howard County Public School System's premises. Any employee found to disregard the nature of the school system's surroundings shall be removed from the premises and may be prohibited from further servicing the HCPSS contract.

X. PROJECT SCHEDULE

1. A school calendar can be found at [www.hcpss.org](http://www.hcpss.org).
2. By submission of a bid, the bidder agrees that once work commences, it shall be pursued on a daily basis. Service schedules will vary from project to project. Specific schedules for preventive maintenance service will be identified in these bid documents.

Y. CONTRACTOR'S QUALITY ASSURANCE MANAGER/COORDINATOR

1. The contractor shall provide one employee who shall be designated as the onsite Quality Assurance Manager. The onsite Quality Assurance Manager shall be the contractor's agent for reviewing the project in the field when required with the school system's representatives and shall be the channel for all inquiries concerning work in progress or work to be started under this contract. The Quality Assurance Manager is preferred to have a minimum of one (1) years experience with the bidding firm.
2. The onsite Quality Assurance Manager should be readily available to review all phases of the project when requested by the school system. The contractor shall

notify the school system for approval of any changes in persons designated as onsite Qualify Assurance Manager.

3. The contractor's onsite Qualify Assurance Manager shall provide the HCPSS with a project schedule and updates as required reflecting any and all changes.
4. The contractor's Qualify Assurance Manager shall have the ability (via, cellular phone, etc.) to reply to all calls within thirty (30) minutes after receipt of call. Service calls shall be considered "received" when received by any employee or answering service of the contractor.

Z. MAINTENANCE OF MANPOWER

1. Any staff changes by the selected contractor(s) must be reviewed and approved by HCPSS prior to any reassignments being made.

AA. RIGHT TO ASSIGN WORK

1. The school system reserves the right to complete particular projects through this contract through the use of HCPSS employees or to obtain separate contracts through its normal procurement process according to the best interests of the school system.

BB. RESPONSIBILITY OF BIDDERS

1. The contractor is assumed to be skilled in his trade, and is solely responsible for compliance with health and safety regulations, performing the work in a safe and competent manner, and in installation procedures required for the work as outlined in these documents.

CC. PERMITS, CODES, AND LAWS

1. All work shall be in accordance with the following rules and regulations and any applicable laws:

National Fire Protection Association (NFPA)  
Basic National Building Code (BOCA)  
International Building Code (IBC)  
State Building Code (SBC)  
Local Building Codes (LBC)  
National Electrical Code (NEC)

2. Where any of the above is at variance with the drawings and specifications, the code requirements shall take precedence and any cost necessary to meet these shall be included in the contract.
3. All supervision assigned to this project shall be experienced in this type of work. The contractor's onsite Supervisor shall be designated as the "safety inspector," unless the contractor appoints another.
4. Contractor shall apply for and pay for all permits required to perform this work. These costs are to be included in contractor's bid price.
5. For projects that do not include architect or engineered drawings, it will be the responsibility of the contractor to provide drawings suitable for obtaining permit.

DD. ASBESTOS MATERIALS

1. No products shall contain asbestos.

2. Bidders/Contractor may be required to submit documentation stating that the products ordered, provided or supplied under this contract do not contain asbestos.
  3. Any products from the bidder/contractor found to be containing asbestos shall be promptly removed from HCPSS property at the expense of the bidder/contractor. Credit for the product removed will be issued at the price paid. Bidder/Contractor shall be responsible for any disposal and removal costs.
- EE. LEAD PAINT: 40 CFR PART 745 RENOVATION, REPAIR, AND PAINTING RULE
1. Any contractor disturbing known lead based paint surfaces of greater than 6 square feet (interior) and 20 square feet (exterior) in HCPSS facilities constructed prior to 1978 and within areas housing children under the age of 6 years shall comply with Environmental Protection Agency's (EPA) 40 CFR Part 745, herein known as the "Rule". The contractor shall be a certified firm, employ a certified renovator, and follow proper lead paint work practices.
  2. A certified firm is a company who has successfully registered with the EPA. A certified renovator is an individual from the firm who successfully completed an accredited EPA 8-hour class per the Rule.
  3. Examples of impacted areas may include kindergarten classrooms, early childhood classrooms, restrooms commonly used by children under 6 years of age, elementary cafeterias and gymnasiums, before and after care rooms, and high school teen's childcare environments. Exterior work is impacted by this Rule if within 10 feet of windows and/or doors to an interior classroom housing children under the age of 6 or an outdoor activity area, such a macadam or mulched play area.
  4. HCPSS will identify the presence or absence of lead base paint within affected work areas and documentation will be made available upon request.
  5. HCPSS will provide project notification and educational pamphlets as required per the Rule.
  6. Contractor is to notify HCPSS Contract Manager and/or Office of Safety, Environment, and Risk Management when work area is ready for a Cleaning Verification Procedure as defined by the Rule. HCPSS will provide a certified third party to perform dust sampling. EPA's visual verification card will not be accepted.
  7. The contractor's certified renovator shall be present as per the Rule during posting of signs, work area setup, and work area clean-up. Upon a request, the certified renovator shall be able to physically respond on-site within two hours.
  8. HCPSS Contract Manager and/or Office of Safety, Environment, and Risk Management will sign related documents for the contractor as required per the Rule.
- FF. SITE WORK REQUIREMENTS
1. Contractor is responsible to work in a neat and orderly fashion, such as to minimize disruption of owner's employees. Job site shall be kept clean and free of debris.

2. Contractor shall work between the hours affirmed by the school system's Contract Manager. The HCPSS Contract Manager must approve any work performed outside of these hours.
3. Contractor shall provide storage for their tools, equipment, and materials. Owner does not assume responsibility for the security of these items.

GG. PROTECTION OF ADJACENT FACILITIES AND PROPERTY

1. The contractor shall continuously maintain adequate protection of all his work from damage, and shall protect the Howard County Public School System property from injury or loss arising in connection with this contract. He shall make good any damages, injury, or loss, except such as may be directly due to errors in the contract documents or caused by agents or employees of the Howard County Public School System. He shall adequately protect adjacent property as provided by law and the contract documents.
2. If deemed necessary, box trees along the way of access, also all trees and shrubbery surrounding the building which are liable to injury by the moving, storing, and working up of materials. Use no permanent tree for attachment for any ropes or derricks. Replace and put in good condition every public way and private way, catch basin, conduit, trees, fence or things injured in carrying out this contract, unless the same shall be permanently done away with by order of the Howard County Public School System.
3. The contractor shall erect and properly maintain at all times, as required by the condition and progress of the work, all necessary safeguards for the protection of workmen and the public, and shall post danger signs warning against the hazards created by such features of construction as protruding nails, overhead hoists, well holes, elevator hatchways, scaffolding, window openings, stairways, falling materials and overhead work.
4. In any emergency affecting the safety of life, or of the work, or of the adjoining property, the contractor, without special instruction or authorization, is hereby permitted to act, at his discretion, to prevent such threatened loss or injury. However, if he is specifically instructed by proper authority, he shall so act without appeal. Any compensation claimed by the contractor on account of emergency work shall be only authorized by the Howard County Public School System.
5. Gymnasium Floors: shall be protected from damage with  $\frac{3}{4}$ -inch plywood sheets when using a lift for obtaining access to high ceilings. Gymnasium floors shall be protected from damage and equipment traffic with a minimum of  $\frac{1}{4}$  -inch Masonite sheets when accessing gymnasium floors for storage of equipment, supplies or materials.

HH. FINAL CLEANING

1. Upon completion of the work specified in the contract and before final payment will be made, the construction area and all other adjoining areas occupied by the contractor during the construction of said contract shall be cleaned of all surplus and discarded materials, spilled materials, dust and excess materials left from the permanent work as a result of the contractor's operations at no additional cost to the HCPSS.
2. Cleaning shall include the cleaning of the debris collected above the ceiling tiles to include but not limited to the following: the top surface of the ceiling tiles, ceiling tile grid, ductwork, equipment and joints/beams as a result of the work.

3. HCPSS office of Custodial Services shall give final approval of all cleaned areas. Contractor shall be fully responsible for correcting deficiencies in cleanliness at no additional cost to the HCPSS including but not limited to providing labor, equipment, supervision and cleaning services.

II. WARRANTY

1. All products shall minimally carry a standard factory warranty against defects in parts and workmanship for the period stated in the manufacturer's specifications and/or for a minimum of one year.
2. All labor shall minimally carry a warranty against workmanship for a minimum of one year.

JJ. DEMONSTRATION

1. Should any using school or office require a demonstration of equipment furnished by a contractor, the supplying contractor shall be obligated to provide such demonstration and use instruction to the requesting school or office at no additional cost. The use demonstration shall be accomplished at the school or office location.

KK. ACCEPTANCE & INSPECTION

1. All work shall be subject to the inspection and approval of Howard County Public School System's Contract Manager during construction and before final payment is made.

LL. CONTRACTOR PERFORMANCE/EVALUATION SCORECARD

1. Upon completion of a project/service or at any time during the project/service, the awarded contractor shall receive a performance evaluation scorecard rating the contractor's performance on the project/service. The evaluation scorecard will become part of the contractor's permanent file. A sample Contractor Performance/Evaluation Scorecard is included with the bid documents.
2. The evaluation scorecard shall include the following performance indicators; Quality of Work, Responsiveness, Professionalism, Resources, Schedule Management, Quality Control, Deficiency Resolution, Submittal Management, Training, Appearance, Security, Safety, Utility Conservation, Disruptions, Quality of Materials, Emergency Response, Hazardous Materials, Innovation, Teamwork, Cost Management, Billing, Compliance.
3. A contractor shall have up to 3 weeks after notification to appeal, challenge or otherwise dispute the scorecard results. After the 3-week period, the scorecard shall be considered final and accepted by the contractor.
4. A contractor receiving a 70% or less overall evaluation scorecard rating for a project/service may be disqualified for bidding on any future project/service with the HCPSS for a period of three (3) years and/or for the remaining contract term including renewal options.

V. SPECIFICATIONS

A. SCOPE

1. The work to be accomplished under the terms of any resulting contract shall consist of furnishing all labor, materials, supplies and equipment to perform a professional School Integrated Pest Management (IPM) service program in accordance with established industry methods and State IPM in School

regulations, all of which will comply with applicable Maryland State and County Health regulations in addition to the Federal Environmental Pesticides Control Act.

2. IPM is a planned program for long-term pest suppression. The IPM program is based on a monthly surveillance of all sites and the evaluation and analysis of data to assess the presence of and extent of pest populations in any given area. This monitoring allows reliable decisions to be made as to when control measures are needed and what type of control measures to select.
3. Control practices in this IPM program do not rely on, and are not primarily the application of pesticides, although pesticides are one of the many valuable tools that are part of this IPM program. Structural and procedural modifications that establish physical barriers to pests, and practices or other recommendations that reduce or eliminate food, water, and harborage available to pests, as well as physical removal of pests themselves, are the primary long-term methods recommended for pest management under this contract.
4. The IPM program includes call-outs for reported pests at schools within 48 hours of the report. Response times for certain rodent issues, health department violations or citations, food service issues, stinging insect and biting pest reports or other health or pest emergencies as determined by HCPSS staff or the IPM specialists, necessarily need to be within 12-24 hours during the school week. Current trends indicate an average of 30-35 call-outs per month for the HCPSS.
5. The contractor shall furnish the necessary labor, materials and equipment to implement all (the surveillance, trapping, and pesticide application, etc.) aspects of the IPM program. The contractor shall also generate detailed, site-specific recommendations for structural and procedural modifications required to achieve pest suppression regularly along with inspections and specifically when requested by the HCPSS. These recommendations are to be conveyed to the contract manager through visitations to the sites, regular communication as deemed necessary by HCPSS and the contractor, and monthly meetings with the contract manager.
6. Any traps used in the execution of this contract (i.e. are placed on HCPSS property), exclusive of live traps for vertebrate pests and termite bait stations that are contractually not the possession of the contract manager, become the property of the HCPSS. This includes leaving extra traps for placement by HCPSS employees in the implementation of physical removal of pests (for example mouse or other rodent snap traps, bee jars, and sticky type monitoring traps). All trapping devices/monitors must be dated and have the initials of the technician that placed them on the trap or monitor.
7. All documents created during monitoring must be dated and left at the school site and entered into any database required by the HCPSS or any database developed during the period of this contract.
8. During scheduled monthly service visits from April through October (the actual months will be variable dependent on the temperature, other weather conditions, and the intensity of stinging insect pressure) the entire exterior perimeter of each of school (including tot lots, portables, playgrounds, sports fields, stadium seating, and fence lines, etc.) shall be inspected for wasp, hornet and yellow jacket nests. Any nests found shall be removed immediately and destroyed if accessible. Pesticide free methods shall be employed where possible (steam, vacuum, hot water, etc.). The contractor may need to employ the use of insecticides and/or multiple visits if a situation requires their use.

9. Prior to any pesticide application, the use of insecticides must be approved by the school system's contract manager. Soap and water shall be used to attempt to clean away aggregation pheromones at the nest site. Recommendations about sanitation or structural deficiencies and harborage elimination opportunities shall be communicated to the contract manager and on-site school personnel after each service visit.
10. All routine trapping materials shall be pesticide free. **No toxic or non-toxic food or commercial baits that have peanut butter as a component may be used on HCPSS property in deference to the number of students with peanut allergies.**
11. It is the responsibility of the contractor to identify structural and sanitation issues as they relate to pest management and relay that information to HCPSS through written or electronic means. In most cases (exclusive of aforementioned caulking or supplemental remedies agreed upon between the contractor and HCPSS) the school system shall be responsible for carrying out those structural recommendations as deemed possible and practical as well as eliminating sanitation deficiencies and conditions that are attractive to pests. In no way is the responsibility to continue to management pest populations in the most effective way possible abrogated by the inability of the HCPSS to follow the recommendations received from the contractor or other agent.

B. REQUIREMENTS

1. The Company bidding shall have a minimum of three (3) years successful experience under the same company name in providing the pest, bird, and termite control services described in this document and have an local office within (50) miles of the HCPSS. Employees of the bidding company providing IPM service to the HCPSS are preferred to have a minimum of one (1) year experience with the bidding company. This includes demonstration of providing monitoring based IPM services and primarily alternative or non-chemical pest management in schools and/or similar large public facilities that require an IPM approach to pest management.
2. Bidders MUST be licensed in the State of Maryland and Maryland Department of Agriculture, and include copies of all required licenses to include; State of Maryland Pesticide Business License and Pest Control Applicators Licenses for all employees as well as copies of licensure to control mosquitoes, termites, birds, and wildlife (or evidence of sub-contractor licensure). The successful contractor must maintain these licenses during the entire term of the contract.
3. Bidders must demonstrate the ability to provide wildlife removal and control. Bidders may be licensed in, and have experience in, wildlife removal and control or may have a sub-contract with a licensed wildlife removal company to provide humane removal of wild birds, bats, groundhogs, skunks, fox, and any other dangerous or nuisance animals from exterior and interior HCPSS properties on an as needed basis. Acceptance of the sub-contractor is at the discretion of the HCPSS and they must meet the same requirements for all staffing as the contracted vendor.
4. Bidders must demonstrate the ability to provide termite and wood destroying insect control. Bidders must be licensed in, and have experience in current baiting and sub-soil pesticide control options for termite and wood destroying insect control, or have a sub-contract with a company meeting those requirements. Acceptance of the sub-contractor is at the discretion of the HCPSS and they must meet the same requirements for all staffing as the contracted vendor.



C. LOCAL OFFICE

1. The contractor shall maintain a local office with a telephone available for receiving and making calls throughout the working day and shall have available locally sufficient storage space for materials and equipment located within 50 miles of the school system. The office must also have a system by which emergency calls can be received and responded to 7 days a week, 24 hours a day.

D. PESTS INCLUDED IN PROGRAM

1. The IPM program shall suppress all indoor and some outdoor populations of: rats, mice, cockroaches, ants, flies, beetles, facility infesting mites, stinging or biting insects, and any other arthropod pests within the property boundaries of HCPSS facilities. Outdoor populations that are not a health risk (as determined by HCPSS personnel) or are determined to not be a nuisance pest for persons using the HCPSS site will be monitored without intervention.
2. Removal of nuisance vertebrate pests such as birds, snakes, and bats that have entered into the facilities **IS** part of this solicitation. As is the removal of nesting birds from the exterior of facilities in as much as they are determined (by HCPSS personnel) to be a nuisance or health hazard to the staff, students, or visitors to HCPSS facilities. Trapping of commensal rodents **IS** part of the solicitation.
3. Pests found in courtyards that are contained within HCPSS facilities **IS** part of this solicitation.
4. Monitoring for, and application of, pesticides containing *Bacillus Species* to control mosquito larvae contained in water management ponds **are** included in this contract. **Such application requires a DNR permit which at the request of the HCPSS, the contractor is to pay for and manage.**

E. PESTS EXCLUDED FROM PROGRAM

1. Management of populations or infestations of the following pests are excluded from this contract: 1) termites, 2) exterior populations of adult mosquitoes; 3) pests located outside buildings that primarily feed on outdoor vegetation, 4) more than spot treatments with approved pesticides, for bedbugs (i.e. large scale treatments defined as more than 5 small locations within a room, either chemical or non-chemical, and the use of dogs to locate bedbugs are excluded), and 5) Facility (baiting is included) treatment of wood or exterior barrier treatments for carpenter ants and other wood destroying insects is also not included in this solicitation.
2. However, individuals of all the above pests that are incidental invaders inside buildings shall be controlled under the terms of the contract (for example, foraging carpenter ants within a school facility or "occasional invaders" that have entered a school in large numbers are to be controlled as part of the contract specifications). Management and control of termites and other wood destroying insects, not covered by this solicitation, but infesting HCPSS properties can be initiated and requested on an individual fee-for-service basis.
3. Exterior trapping of vertebrate pests is excluded from the contract.
4. Pest management of populations excluded from the specifications may be performed on an as-required, fee for service basis under all the same limitations detailed in this contract by the contractor. These will be designated as "special service requests".

- F. GENERAL PROGRAM REQUIREMENTS: The IPM program shall include the following each location.
1. INITIAL INSPECTION
    - a) The contractor shall conduct a thorough, initial inspection with the school system's contract manager, or a designee, of each building within ninety (90) calendar days after the effective date of the contract. This inspection allows the contractor to evaluate the pest control needs of the premises and discuss these needs with the contract manager. The contractor shall as a minimum, from each of the initial inspections, address and document the following points:
      - (1) Identification of problem areas in and around the buildings
      - (2) Identification of equipment, structural features, or management practices that are contributing to pest infestations
      - (3) Discussion of the effectiveness of previous control efforts
      - (4) Facilitation of contractor access to all necessary areas
      - (5) Recommendations for each of the above points
  2. SUBMISSION OF PLAN
    - a) The contractor shall develop a written Pest Management Plan (PMP) and service schedule, incorporating all locations, within thirty (30) working days after the last initial site inspection. After development of each PMP and service schedule, the contractor shall submit the written plan to the contract manager for approval prior to initiation, following receipt of the contractors PMP and service schedule, the contract manager will render a decision within ten (10) working days regarding the acceptability. The contractor shall be on site to implement the PMP and service schedule within five (5) working days following notice of approval. If the PMP is disapproved, the contractor shall have five (5) working days to submit a revised plan and schedule.
    - b) The PMP and service schedule must address any structural or operational changes that would facilitate the pest management effort. Additionally, the PMP must identify the proposed methods for control, including the pesticides to be used by accepted common name (generic name); site-specific methods of application proposed for use in or around the building; and rationale for each type of use. Proposed trapping devices for insects and rodents should also be included. The PMP should describe in detail the contractors means for monitoring pest populations in and around the building (see item 3 below).
    - c) Frequency of inspections and treatment by the contractor shall depend on the specific pest control needs of each location. **At a minimum, the contractor shall conduct inspections monthly** of each facility to determine if treatment is required. The contractor shall receive the concurrence of the contract administrator regarding any subsequent changes in the approved PMP and Service Schedule. Changes also include additions to the pesticide list.
  3. MONITORING AND INSPECTION
    - a) The PMP shall establish a monthly monitoring and inspection schedule to inspect areas within **all** facilities to include but not necessarily be limited to the kitchen, cafeteria, break rooms, physical plant areas, main entrance and exit areas, home economics classrooms, central courtyard perimeters, and dumpster and trash management areas. The contractor

shall continue monitoring and inspecting throughout the duration of this contract.

4. NON-CHEMICAL TACTICS

a) **The first response to the identification of any pest problem is to use non-chemical tactics.**

b) These tactics may require caulking, applying mortar, physically removing stinging insect nests, vacuuming, placing non-chemical traps (ILT's, sticky boards, snap traps, etc), washing down areas where trails have been laid by the pests, recommending larger facility repairs, applying stuf-it or mortar vent materials,

5. PESTICIDE TREATMENT

a) The contractor shall not apply any pesticide(s) that has not been included in the PMP or approved in writing by the contract administrator or that is not currently in the list of pesticides approved for use in HCPSS (devised at the approval of HCPSS employees). When pesticide use is determined as necessary, the pesticide material to be used is determined through consultation with the HCPSS. If there is no consensus as to what is to be done, then the contractor must abide by the decision of the HCPSS contract manager.

b) No pesticide application is to occur without specific approval of the contract manager/designee or without the proper posting and notification required under the HCPSS IPM program and the MDA state-wide Integrated Pest Management and Notification Requirements for Maryland Public Schools. It is the responsibility of the contractor and his licensed operator or sub-contractor to determine that these provisions are met before applying any pesticide on HCPSS property.

c) Application of pesticides in any area inside or outside the premises - i.e. in any room, closet, hallway, stairwell, court, driveway, planting bed, and similar locations - shall not occur unless 1) The contractor's inspections or monitoring indicate the presence of pests in that specific area. 2) Non chemical methods have been exhausted or are unreasonable. 3) The pest issue is an immediate threat to the health or safety of students thus requiring an emergency pesticide treatment.

d) Preventive pesticide treatments of inside and outside areas where inspections indicate a potential insect or rodent infestation are not to be a routine part of this program. They may be acceptable where previous monitoring data indicates their need for a short time to reduce or eliminate pest populations in defined areas. The contractor shall indicate any areas for preventive pesticide treatment in the PMP for each building, and list the proposed methods of application. Preventive pesticide treatments are subject to review and can be eliminated at any time by the contract manager.

e) With the exception of baits completely enclosed in sealed containers or applied in cracks and crevices out of potential areas of contact by employees, students or visitors, the application of needed and/or necessary pesticides shall be scheduled and performed when students are not holding regular classroom activities may be as follows:

- (1) Weekdays between the hours of 5:30 AM and 3:00 PM (some school sites this may be delayed until 4:30PM – 10:30 PM).
    - (2) Saturdays between the hours of 8:00 AM – 4:30 PM with prior approval from the contract manager.
    - (3) Holidays, and staff workdays when school support staff are working but not in the areas requiring treatment. After school activities may alter these times in additional ways.
  - f) All work related to pesticide applications shall be accomplished in such a manner, and at such times, as to not to disturb occupants of, or neighbors to, the properties and to ensure the safety of the occupants or visitors and also ensure a successful and thorough application.
  - g) Under the HCPSS IPM plan registered with MDA, use of any pesticides on HCPSS properties or facilities require posting and notification of staff and students. This includes containerized baits which are excluded from notification requirements under MD regulations.
6. STRUCTURAL MODIFICATIONS
- a) Major structural modifications for pest suppression will not be the responsibility of the contractor under this solicitation. However, minor structural repairs with materials approved by the HCPSS such as caulking of cracks and defects less than  $\frac{3}{4}$ " in diameter and ten feet in length is included in this solicitation. It is however, the responsibility of the contractor to notify the contract manager in writing about structural modifications deemed necessary to eliminate pest harborage or prevent pest access. Additional larger and more extensive structural modifications that the contractor can provide may be purchased by HCPSS on a case-by-case basis.
7. NOTIFICATION
- a) Prior notification of a pesticide application per House Bill 286 will be implemented by the school system. The contractor shall confirm, in writing, that proper notification procedures have been performed by the school system with the contract manager prior to the application of any pesticide.
  - b) The contractor shall be responsible for confirming the placement of or posting a sign in accordance with and meeting the requirements of MDA regulations and guidelines anytime a pesticide product is applied to a school site. This includes posting in ground applications if needed for stinging insects, ants, etc, and posting of doorways and entrances for applications within facilities.
8. RECORD KEEPING
- a) The contractor shall be responsible for maintaining a complete and accurate pest management log. The contractor shall assist in maintaining a separate logbook for each building specified in this contract. It is the contractor's responsibility to maintain their records of visits and non-chemical activities as well as any pesticide application records in the logbooks. Each logbook is kept at locations main office and updated on each visit by the contractor. The logbooks and any information placed in them are the property of the HCPSS.
  - b) The log book shall contain as a minimum, the following items related to contractor functions:

- (1) A copy of the PMP and service schedule for each building.
- (2) A copy of the current label, EPA registration number, and Material Safety Data Sheet for each pesticide that may potentially be used in the building. Label and MSDS information shall also be provided (hard copy and digital copy) to the Safety & Insurance Office, 10910 Clarksville Pike, Ellicott City, MD 21042.
- (3) **IPM VISITATION REPORT** sheets which record, in a systematic fashion, the identity, number and/or severity of pests, other indicators of pest population levels revealed by the contractors monitoring program for the building (for example, number and location of sticky traps with cockroaches, feces of cockroaches or rodents, number and location of rodents trapped or carcasses removed, number of location of new rat burrows observed, etc.). Also these sheets will record areas inspected, maintenance recommendations and any other issues discovered, investigated, or remedied during the monitoring visit.
- (4) **PESTICIDE APPLICATION LOG** that is a record of all pesticide materials used at the site. It will include date, time of application, target pest, applicator name, applicator license information, material applied, EPA registration number, amount applied, specific location, weather conditions (for exterior applications), HCPSS employee at site at the time of application, a check-off box to indicate that the site was correctly posted at the time of application, and any additional information deemed important at the time of application.
- (5) **A SITE VISITATION LOG** in which IPM and contract staff will sign in and date whenever they visit the site along with the purpose of the visit.
- (6) **A PEST REPORT LOG** in which school staff, IPM staff, or others will list problems noted in the facility. There will be a place for the pest management technician to indicate that the problem has been addressed and the date it was investigated.
- (7) **A MAP**, floor plan, or diagram of the facility noting the location of all monitoring and trapping devices including but not limited to rodent traps, monitoring sticky traps, and bait stations in or around the premises. A map of permanent devices will be maintained in the book, as well as "secondary" dated maps that will be placed when temporary devices are used.
- (8) **CONTRACTOR'S SERVICE REPORT** the contractor shall, document the arrival and departure time of the contractors representative performing the service, and all information of pesticide application required by statute. These report forms may incorporate some of all of the pest surveillance data and locations of rodent traps and bait stations required in items (3) and (4) above. Contractor shall also be required to upload work orders, labor and material costs to the HCPSS School Dude work order tracking system.

G. OTHER PEST CONTROL RELATED SERVICES

1. On occasion, it may be requested that the contractor perform corrective action, special or extraordinary service(s), such as for bird control, wildlife control, termite control, etc., which are beyond routine needs or regular service requests. Upon such a request, the contractor shall respond within two (2) working days after receipt of the request. Such service shall be at cost to HCPSS. In the event that such services cannot be completed within their time frames, the contractor shall immediately notify the contract manager and indicate an anticipated completion date.

#### H. PESTICIDE PRODUCTS AND USE

1. The contractor shall be responsible for application of pesticides according to the label. All pesticides used by the contractor must be registered with the EPA, state and/or local jurisdiction. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturers label instructions and all applicable federal, state, and local laws and regulations.
2. The contractor shall not use a liquid pesticide application on any surfaces either interior or exterior to facilities, unless a specific need arises to which there is not any other management option available. Crack and crevice treatments may be warranted on a case-by-case basis upon approval by HCPSS contract manager.
3. Application of materials in aerosol form or as a fumigant or "space spray" is not part of the routine management practices of this IPM program. The only exception to this is the potential need to apply material into wall voids or nests for control of nesting insects such as yellow jackets, other wasps, or ants nesting in buildings. The use of such applications will be limited to extreme or unusual circumstances determined on a case-by-case basis and only at the approval of HCPSS contract manager.
4. No pesticides with a **Danger** label warning shall be used on or in HCPSS property without a specific exemption to this contract in writing and under the threat of direct harm to students, staff, visitors, or the environment that warrant their use.

#### I. RODENT CONTROL

1. Snap traps and other trapping devices (including glueboards) used in rodent control programs must be checked on a schedule agreed to by the contractor and HCPSS on a case-by-case basis. Trapping shall be performed in a manner to reduce the possibility of suffering on the part of any trapped animal and in a manner to accommodate any period when maintenance will be delayed by holidays, weekends, etc. The contractor shall place traps out of the general view and in protected areas so as not to be affected by routine cleaning and other operations.
2. Additional traps may need to be left for HCPSS staff to replace and re-set as needed in instances where rodent populations are not identified until they reach higher levels as is allowed by state regulation.
3. Rodenticides will not be a routine part of this IPM program. All rodenticides, regardless of packaging, shall be placed in locations not accessible to children, pets, wildlife, and domestic animals, and in EPA-approved tamper-resistant bait stations. Frequency of bait stations servicing shall depend upon the level of rodent infestation. All bait boxes shall be labeled, and dated at the time of installation and during each service. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The contractor shall adhere to the following four points:
  - a) The lids of all bait stations must be securely locked.

- b) Baits, when approved for use, shall be of the block type, and placed on skewers within the bait stations and must always be placed in the baffle-protected feeding chamber of the station and never in the runway of the station.
- c) All bait stations must be securely attached or anchored to the floor, ground, wall, or other surface, so that the box cannot be picked up or moved.
- d) All traps, trapping devices, and bait boxes shall be accounted for, and their location recorded, in the building log book; all shall be removed and disposed of property from the premises when control is achieved.
- e) All requirements for the approval of the use of pesticides and notification and posting rules will be adhered to.

J. GENERAL SERVICING PROCEDURES

- 1. Prior to servicing a building, the contractor's representative shall report to the building's main office and check in.
- 2. Contract employees are considered visitors on all HCPSS properties. As such they are required to report to the main office of the school and sign in and out of the facility in the main office if they are visiting during normal office and/or school hours. This is in addition to any sign-in or requirements for signing in the IPM logbook. After signing in they shall contact the custodial staff to check in, receive any new service requests generated since the last visit, and facilitate entry to required areas.
- 3. Upon completion of the servicing, the contractor's representative shall have a designated school representative sign and date a service ticket, indicating the completion of the service. The contractor shall forward a copy of this ticket to the contract manager. **No payment will be made for work unrecorded.**

K. WASTE DISPOSAL

- 1. The following pertains to waste products generated by the contractor during services provided to HCPSS properties during routine and emergency service, pesticide applications, call-outs or other services. All waste handling and subsequent disposal is at the sole expense and peril of the contractor. Non-hazardous solid waste products shall be removed from the work-site and placed in dumpsters located at the school. Non-hazardous liquid waste products shall be removed from the work site. All hazardous waste materials generated by the contractor during servicing shall be removed from the school and disposed of in accordance with all applicable federal, state and county laws and regulations.
- 2. 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 sole 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 solely by the contractor.

L. SUBCONTRACTING

- 1. The Howard County Public School System shall not permit subcontractors to perform IPM services under any resulting contract, except where this option is specifically allowed in this document or if it is determined to be mutually beneficial

to both the contractor and the HCPSS. In the latter case, permission to allow subcontracting must be granted in writing by the HCPSS contract manager.  
**Bidders shall identify all subcontractors on the Bid Price Sheet.**

M. DAMAGE

1. The contractor shall avoid unnecessary accumulated debris or undue interference with the convenience, sanitation, or routine of the school system and shall prevent the loss of, or damage to, HCPSS property and/or its employees. The contractor shall repair any and all damage he may cause to the building or property to the full satisfaction of the school system's contract manager.

N. WITHHOLDING PAYMENT

1. Payments will be withheld to the contractor for work performed on any job assignment under the following conditions:
  - a) A contract employee does not have the necessary equipment, tools, supplies or materials as specified to perform the scheduled work.
  - b) The job assignment is not performed in accordance with contract requirements.
  - c) Contract activity cause undue damage to HCPSS property.
  - d) MD State regulations concerning the use of pesticides or the notification of staff and students are violated.

O. HCPSS RIGHTS OF INSPECTION AND TESTS

1. Throughout the life of this contract, the school system shall conduct inspections of the premises covered under the terms of this contract to determine the effectiveness of the IPM program, investigate reported or unreported pest issues, meet with HCPSS and contractor staff to educate or review practices, and to review contractor compliance with the contract. Contractor shall provide paper copies of site inspections for the IPM book.
2. Any issues which arise from these visits that are deemed deficiencies on the part of the contractor will be detailed in writing and reported to the contractor either in electronic or written form. The contractor shall promptly initiate actions to correct all deficiencies found. If deficiencies are not being satisfactorily corrected, the school system may find the contractor in default.

P. IDENTIFICATION

1. All contractor personnel, working in or around buildings designated under this contract, at all times shall wear distinctive uniform clothing, display a visible photo-ID card, and have an MDA pesticide applicator's identification with them while on the school system's premises. The contractor shall determine and provide additional personal protective equipment required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used.
2. Vehicles used by the contractor must be identified in accordance with state and local regulations and, if applicable, be labeled with an appropriate license number identifying the company's MDA pesticide business license.



Q. TRAINING/UPDATES

1. The contractor shall conduct, upon request, educational seminars for school system staff and/or students and parents on IPM practices in order to promote understanding and assistance with the IPM program at the contractor's expense.
2. The successful bidder shall furnish and deliver to all school locations documents regarding current IPM practices and shall update these documents annually.

## **ATTACHMENT A**

### **INSURANCE REQUIREMENTS**

#### **1 - General Insurance Requirements:**

1.1 - The Contractor shall not commence Work until he has obtained at his own expense all of the insurance as required hereunder and such insurance has been approved by the Board of Education of Howard County Maryland; nor shall the Contractor allow any Subcontractor to commence Work on his subcontract until all similar insurance required of the Subcontractor has been so obtained and approved by the Contractor. Approval of insurance required of the Contractor will be granted only after submission to the Board of Education of Howard County Maryland of original, signed certificates of insurance or, alternately, at the Board of Education of Howard County Maryland's request, certified copies of the required insurance policies.

1.2 - The Contractor shall require all Subcontractors to maintain during the term of this agreement, commercial general liability insurance, business automobile liability insurance, and Workers' Compensation and employers' liability insurance, in the same manner as specified for the Contractor. The Contractor shall furnish Subcontractors' certificates of insurance to the Board of Education of Howard County Maryland immediately upon request.

1.3 - All insurance required hereunder shall include the following provision: "It is agreed that this policy is not subject to cancellation, non-renewal, material change, or reduction in coverage until sixty (60) days prior written notice has been given to the Board of Education of Howard County Maryland."

The phrases "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" are to be eliminated from the cancellation provision of standard ACORD certificates of insurance.

1.4 - No acceptance and/or approval of any insurance by the Board of Education of Howard County Maryland shall be construed as relieving or excusing the Contractor, or the Surety, or his bonds, from any liability or obligation imposed upon either or both of them by the provisions of the Contract Documents.

1.5 - The Board of Education of Howard County Maryland and its elected or appointed officials, agents and employees are to be named as an additional insured under all coverages except Workers compensation and business automobile liability, and the certificate of insurance, or the certified policy, if requested, must so state this. Coverage afforded under this paragraph shall be primary as respects the Board of Education of Howard County Maryland, its agents and employees.

1.6 - The Contractor shall be responsible for the Work performed under the Contract Documents and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection with the Work. The Contractor assumes all risk for direct and indirect damage or injury to the property or persons used or employed on or in connection with the Work contracted for, and of all damage or injury to any person or property wherever located, resulting from the action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted Work, until final acceptance of the Work by the Board of Education of Howard County Maryland.

1.7 - Insurance coverage required in these specifications shall be in force throughout the contract term. Should the Contractor fail to provide acceptable evidence of current insurance within seven days of written notice at any time during the contract term, the Board of Education of Howard County Maryland shall have the absolute right to terminate the contract without any further obligation to the Contractor, and the Contractor shall be liable to the Board of Education of Howard County Maryland for the entire additional cost of procuring performance and the cost of performing the incomplete portion of the contract at time of termination.

1.8 - Contractual and other liability insurance provided under this contract shall not contain a supervision, inspection or engineering services exclusion that would preclude the Board of Education of Howard County

Maryland from supervising or inspecting the project as to the end result. The Contractor shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the Subcontractors and any persons employed by the Subcontractor.

1.9 - Nothing contained in the specifications shall be construed as creating any contractual relationship between any Subcontractor and the Board of Education of Howard County Maryland. The Contractor shall be fully responsible to the Board of Education of Howard County Maryland for the acts and omissions of the Subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.

1.10 - Precaution shall be exercised by the Contractor at all times for the protection of persons, (including employees) and property. All existing structures, utilities, roads, services, trees and shrubbery shall be protected against damage or interruption of service at all times by the Contractor and its Subcontractors during the term of the contract, and the Contractor shall be held responsible for any damage to property occurring by reason of its operation on the property.

1.11 - If the Contractor does not meet the insurance requirements of the specifications, alternate insurance coverage, satisfactory to the Board of Education of Howard County Maryland, may be considered. Written requests for consideration of alternate coverages must be received by the Board of Education of Howard County Maryland at least ten Working days prior to the date set for receipt of bids or proposals. If the Board of Education of Howard County Maryland denies the request for alternate coverages, the specified coverages will be required to be submitted.

1.12 - All required insurance coverages must be acquired from insurers allowed to do business in the State of Maryland and acceptable to the Board of Education of Howard County Maryland. The insurers must also have a policyholders' rating of "A-" or better, and a financial size of "Class VII" or better in the latest edition of Best's Insurance Reports, unless the Board of Education of Howard County Maryland grants specific approval for an exception.

1.13 - The Board of Education of Howard County Maryland will consider any deductible amounts as part of its review of the financial stability the Contractor. Any deductibles shall be disclosed by the Contractor, and deductible amounts are the responsibility of the Contractor.

## **2 - Contractor's Liability Insurance - "Occurrence" Basis:**

2.1 - The Contractor shall purchase the following insurance coverages:

2.1.1 - Commercial general liability with a minimum limit of \$1,000,000 per occurrence, \$1,000,000 annual aggregate including all of the following:

- i. General aggregate limit is to apply per project;
- ii. Premises/operations;
- iii. Actions of independent Contractors;
- iv. Products/completed operations to be maintained for two years after completion of the Work;
- v. Contractual liability including protection for the Contractor from claims arising out of liability assumed under this contract;
- vi. Personal injury liability including coverage for offenses related to employment;

- vii. Explosion, collapse, or underground (XCU) hazards (confirmation of underground hazard coverage must be confirmed by either certificate of insurance or in writing by Contractor's agent, broker or insurer);

2.1.2 - Business automobile liability including coverage for any owned, hired, or non-owned motor vehicles and automobile contractual liability with a limit of \$1,000,000 per accident; uninsured motorist coverage at minimum statutory limits.

2.1.3 - Workers compensation with statutory benefits as required by Maryland law or the U. S. Longshoremen's and Harbor Workers' Compensation Act, or other laws as required by labor union agreements, including standard other states coverage; employers' liability coverage with limits of \$100,000 per accident, \$100,000 per employee for disease, and a \$500,000 disease policy limit.

2.1.4 - Total limit requirements of 2.1.1, 2.1.2 and 2.1.3 may be met by a combination of primary and umbrella excess liability coverage.

### **3 - Commercial General or Other Required Liability Insurance - "Claims Made" Basis**

3.1 - If commercial general or other liability insurance purchased by the Contractor has been issued on a "claims made" basis, the Contractor must comply with the following additional conditions:

- i. Agree to provide certificates of insurance evidencing the above coverages for a period of two years after final payment for the contract. Such certificates shall evidence a retroactive date, no later than the beginning of the Contractors' or Subcontractors' Work under this contract, or
- ii. Purchase an extended (minimum two years) reporting period endorsement for the policy or policies in force during the term of this contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.

BID/PROPOSAL AFFIDAVIT

**INTEGRATED PEST MANAGEMENT SERVICE  
BID #040.21.B2**

Date: \_\_\_\_\_

Bidder: \_\_\_\_\_

**ADDENDA**

Receipt of the following Addenda is acknowledged:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**AFFIDAVIT**

**Special Instructions:** An authorized representative of the bidder shall complete the following affidavit in accordance with these bid documents and insert an answer to paragraphs 1 and 3.

Statutory Affidavit and Non-Collusion Certification

I, \_\_\_\_\_, **being duly sworn, depose and state:**

1. **I am the \_\_\_\_\_ (officer) and duly authorized representative of the organization named \_\_\_\_\_ whose address is \_\_\_\_\_ and that I possess the authority to make this affidavit and certification on behalf of myself and the firm for which I am acting.**
2. Except as described in Paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees who are directly involved in obtaining or performing contracts with any public bodies has:
  - (a.) Been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state of the federal government;
  - (b.) Been convicted under the laws of the state, another state, or the United States of: a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
  - (c.) Been convicted of a criminal violation of an antitrust statute of the State of Maryland, another state, or the United States;
  - (d.) Been convicted of a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract;
  - (e.) Been convicted of any felony offenses connected with obtaining, holding, or maintaining a minority business enterprise certification, as prohibited by Section 14-308 of the State Finance and Procurement Article;
  - (f.) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described in Paragraph (a) through (e) above; or
  - (g.) Been found civilly liable under an antitrust statute of this State, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.
3. **The only conviction, plea, or admission by any officer, director, partner, or employee of this firm to involvement in any of the conduct described in Paragraph 2 above is as follows:**

***If none, write "None" below. If involvement, list the date, count, or charge, official or administrative body, the individuals, their position with the firm, and the sentence or disposition of the charge.***

---

(you may attach an explanation as necessary)

4. I affirm that this firm will not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Maryland State Finance and Procurement Title 16, subtitle 3, Annotated Code of Maryland, as amended, will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction.
5. I affirm that this proposal or bid to the Board of Education of Howard County Maryland is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that if any bidder, or to secure an advantage against the Board of Education of Howard County Maryland or any other person interested in the proposed contract; and that all statements in the proposal or bid are true. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Board of Education of Howard County Maryland may terminate any contract awarded and take any other appropriate action.
6. I affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.

**The statements contained in this affidavit shall be incorporated into the awarded contract as material provisions and shall be effective throughout the life of the contract. The firm has a continuing obligation through the life of the contract to submit a revised affidavit should the firm discover information, or events occur, which render the contents of this affidavit erroneous or incomplete or which would result in the firm providing a different response. The firm's failure to submit a revised affidavit within three (3) working days of either its awareness of any error, change of circumstances, incompleteness, etc., or request by the owner shall constitute breach of contract. Upon submission of a revised affidavit, the owner has the right to take such actions as may be necessary, in the judgement of the owner, to maintain and enforce the provisions of the affidavit, including termination of the contract.**

**I DO SOLEMNLY DECLARE AND AFFIRM** under the penalties of perjury that the contents of these affidavits (Statutory and Non-Collusion) are true and correct, that I am executing this Affidavit in compliance with Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, and the Non-Collusion Certification in compliance with requirements of the Board of Education of Howard County Maryland, and that I am executing and submitting this Form of Proposal on behalf of and as authorized by the bidder named below.

\_\_\_\_\_  
(Signature of Bidder)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title of Bidder)

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

NOTARY PUBLIC

Name\_\_\_\_\_

Seal:

My Commission Expires\_\_\_\_\_

\_\_\_\_\_  
(Legal Name of Company)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-mail address)

Contractor's License Number # \_\_\_\_\_

We are/I am licensed to do business in the State of Maryland as a:

( ) Corporation

( ) Partnership

( ) Individual

( ) Other

**EXPERIENCE/REFERENCE FORM**

Bidder: \_\_\_\_\_

1. Customer Name: \_\_\_\_\_
2. Customer Address: \_\_\_\_\_
3. Contact Name and Title: \_\_\_\_\_
4. Contact Phone #: \_\_\_\_\_
5. Describe customer's facility: \_\_\_\_\_  
\_\_\_\_\_
6. Describe the Scope of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Name of your firm's Quality Assurance Manager: \_\_\_\_\_
8. Is this contract renewable?    yes     no
9. If yes to the above, was the contract renewed? And if not, why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Was IPM preventive maintenance work required?                    yes     no
11. Annual Dollar amount of contract: \_\_\_\_\_
12. Commencement Date: \_\_\_\_\_ Termination date: \_\_\_\_\_
13. List of all similarities to HCPSS requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: Three (3) Experience/Reference Forms for recent contracts completed within the past 3 years must be provided with the submittal of bid documents.**



**KEY PERSONNEL FORM**

**STAFFING PLAN – Quality Assurance Manager**

Bidder: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Quality Assurance Mgr.: \_\_\_\_\_

Cell#: \_\_\_\_\_

(Name)

Email: \_\_\_\_\_

**TECHNICAL TRAINING/EDUCATIONAL BACKGROUND:**

Association/Institution                      Licenses/Certifications                      Date Earned

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of years with previous firm: \_\_\_\_\_

Number of years as a full time employee

Name of previous firm: \_\_\_\_\_

with present firm: \_\_\_\_\_

Positions held for the  
past three years: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Positions held for the  
past three years: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List similar projects worked on and particular role this individual had during each project:

- Customer Name: \_\_\_\_\_
  - Contact Name and Title: \_\_\_\_\_
  - Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
  - Position held: \_\_\_\_\_
  - Specific work performed: \_\_\_\_\_
  - Brief description of project \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Customer Name: \_\_\_\_\_
  - Contact Name and Title: \_\_\_\_\_
  - Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
  - Position held: \_\_\_\_\_
  - Specific work performed: \_\_\_\_\_
  - Brief description of project \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

It is imperative that accurate contact names and phone numbers be given for the references listed. All references are to include a contact person who can comment on the Quality Assurance Mgr. ability to perform work such as specified in the bid documents.

**KEY PERSONNEL FORM**

**STAFFING PLAN – Pest Management Technician**

Bidder: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Pest Mgt. Technician: \_\_\_\_\_  
(Name)

Cell#: \_\_\_\_\_

Email: \_\_\_\_\_

**TECHNICAL TRAINING/EDUCATIONAL BACKGROUND:**

Association/Institution                      Licenses/Certifications                      Date Earned

_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of years with previous firm: \_\_\_\_\_

Number of years as a full time employee

Name of previous firm: \_\_\_\_\_

with present firm: \_\_\_\_\_

Positions held for the  
past three years: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Positions held for the  
past three years: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List similar projects worked on and particular role this individual had during each project:

- Customer Name: \_\_\_\_\_
  - Contact Name and Title: \_\_\_\_\_
  - Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
  - Position held: \_\_\_\_\_
  - Specific work performed: \_\_\_\_\_
  - Brief description of project \_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

- Customer Name: \_\_\_\_\_
  - Contact Name and Title: \_\_\_\_\_
  - Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
  - Position held: \_\_\_\_\_
  - Specific work performed: \_\_\_\_\_
  - Brief description of project \_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

It is imperative that accurate contact names and phone numbers be given for the references listed. All references are to include a contact person who can comment on the Pest Management Technicians ability to perform work such as specified in the bid documents.

**Note:** this form shall be completed for three (3) Pest Management Technicians assigned to this contract.

**KEY PERSONNEL FORM**

**STAFFING PLAN – IPM Specialist**

Bidder: \_\_\_\_\_ Phone #: \_\_\_\_\_

(Name) IPM Specialist.: \_\_\_\_\_ Cell#: \_\_\_\_\_

Type of Specialty \_\_\_\_\_ Email: \_\_\_\_\_

**TECHNICAL TRAINING/EDUCATIONAL BACKGROUND:**

Association/Institution                      Licenses/Certifications                      Date Earned

<u>Association/Institution</u>	<u>Licenses/Certifications</u>	<u>Date Earned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of years with previous firm: \_\_\_\_\_

Number of years as a full time employee

Name of previous firm: \_\_\_\_\_

with present firm: \_\_\_\_\_

Positions held for the  
past three years: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Positions held for the  
past three years: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List similar projects worked on and particular role this individual had during each project:

- Customer Name: \_\_\_\_\_
- Contact Name and Title: \_\_\_\_\_
- Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
- Position held: \_\_\_\_\_
- Specific work performed: \_\_\_\_\_
- Brief description of project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- Customer Name: \_\_\_\_\_
- Contact Name and Title: \_\_\_\_\_
- Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
- Position held: \_\_\_\_\_
- Specific work performed: \_\_\_\_\_
- Brief description of project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

It is imperative that accurate contact names and phone numbers be given for the references listed. All references are to include a contact person who can comment on the IPM Specialist's ability to perform work such as specified in the bid documents.

**PROFILE OF COMPANY FORM**

Comprehensive Description of Organization

Complete for local office which will be performing The Howard County Public School System work.

Company Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Company Address: \_\_\_\_\_

Fax #: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Web Page: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_

Number of Years in Pest Management business under present name: \_\_\_\_\_

Other or former names under which your organization has operated: \_\_\_\_\_

Name of Principal(s) and Title(s):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

History of Firm: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Number of Quality Assurance Managers: \_\_\_\_\_

Number of Office Personnel: \_\_\_\_\_

Number of IPM Specialists: \_\_\_\_\_

Number of Pest Management Technicians: \_\_\_\_\_

Has your firm, in the last five years, ever had a contract terminated for any reason? Yes  No

If Yes, Explain: \_\_\_\_\_

\_\_\_\_\_

Total Company Annual Dollar Volume for all Pest Management Services.

2019 \$ \_\_\_\_\_ 2018 \$ \_\_\_\_\_ 2017 \$ \_\_\_\_\_

**CURRENT WORKLOAD**

Name of Bidder: \_\_\_\_\_

Contract Name:	Annual Dollar Value:	Contract Expires:

Explain your firm's ability to provide IPM services for The Howard County Public School System in light of your current workload: \_\_\_\_\_

---

---

---

---



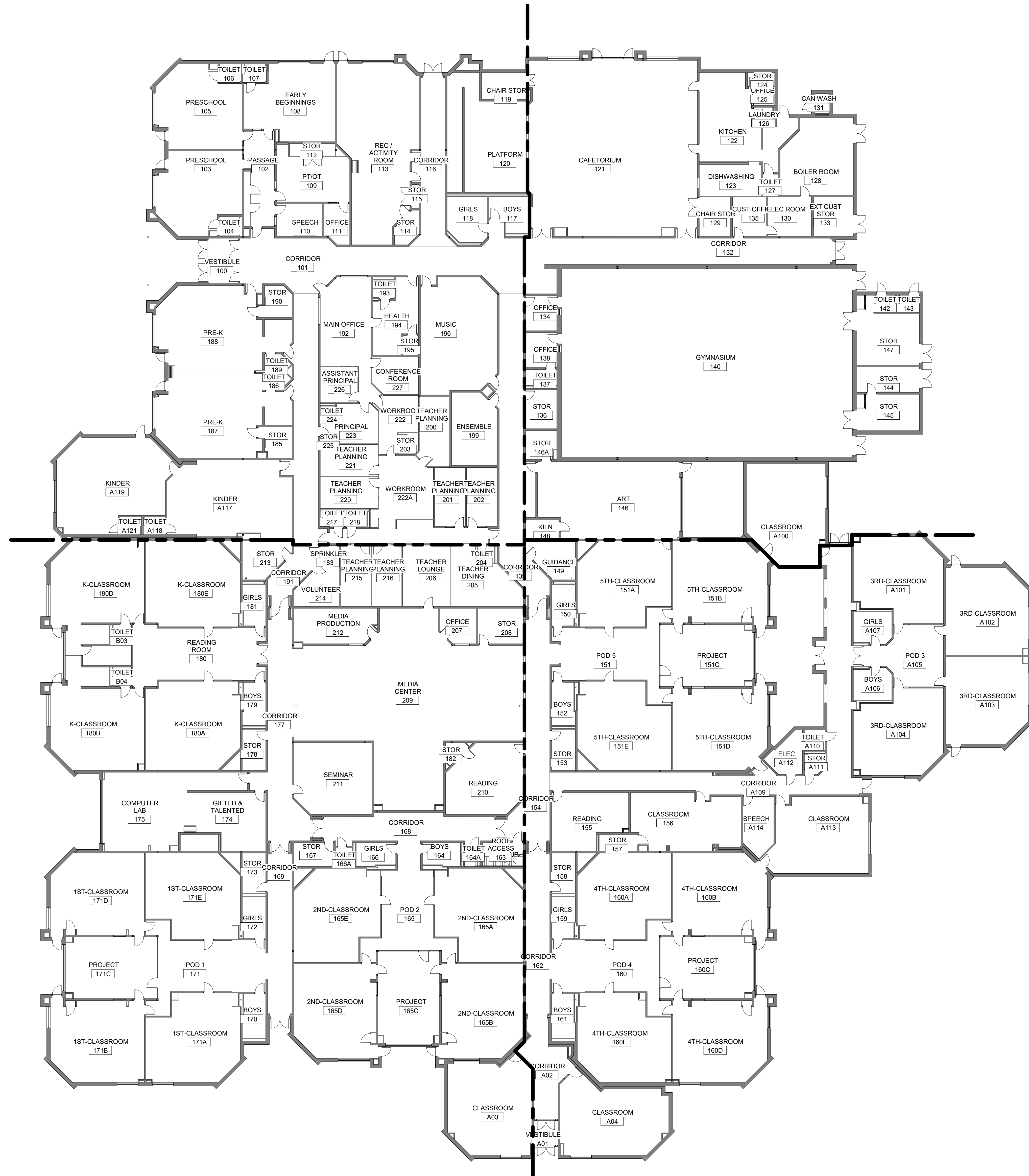




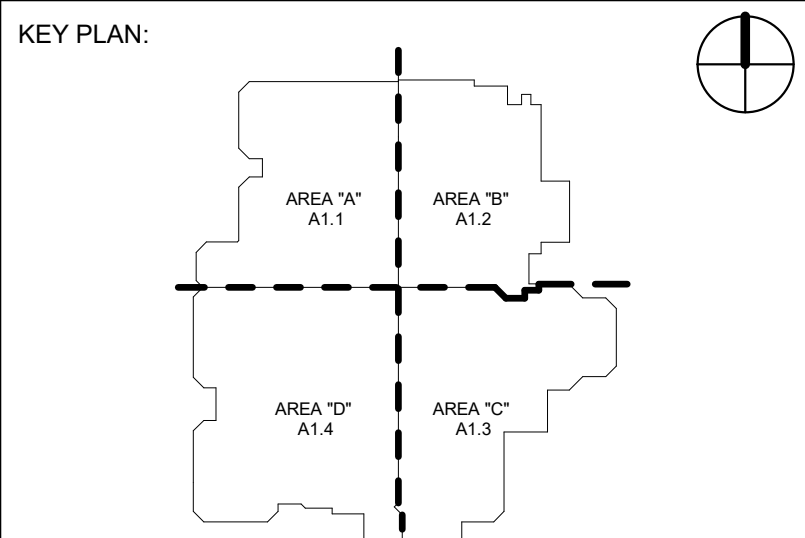


C:\Autodesk\Local Files\17039-RES-CD\_2018-4\_GMB.rvt

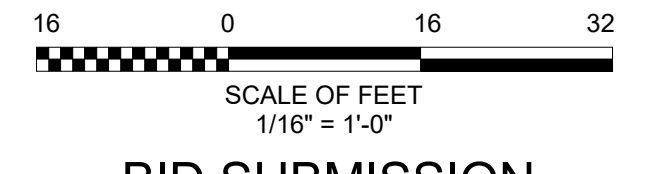
11/29/2018 10:09:30 AM



1 REFERENCE PLAN  
1/16" = 1'-0"



KEYNOTES LISTED ON THIS SHEET ARE FOR CONVENIENCE ONLY. REFER TO SHEET CS.2 FOR COMPLETE LIST



SCALE OF FEET  
1/16" = 1'-0"

BID SUBMISSION

Seal: \_\_\_\_\_

Seal: \_\_\_\_\_

© 2018 GWWO INC.  
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A FULLY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND.  
LICENSE NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

Revisions:		
No.	Date	Description

<b>ROCKBURN ELEMENTARY SCHOOL SYSTEMIC RENOVATION</b>			
HOWARD COUNTY PUBLIC SCHOOL SYSTEM			
Job No.	17039	GMB	Drawn
Scale	1/16" = 1'-0"	GEW	Checked
Date	11/29/2018	PLH	Approved
Drawing Title	REFERENCE PLAN	AR.1	Drawing Number
Sheet			Of

**THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM**

10910 Clarksville Pike, Ellicott City, Maryland 21042

(410) 313-6600 web site: [www.hcpss.org](http://www.hcpss.org)

Michael Martirano, Superintendent

**SCHOOL**

**Elementary** (Grades K-5)

	<b>PHONE</b>	<b>PRINCIPAL</b>
Atholton, 6700 Seneca Dr., Columbia 21046	(410)313-6853	Shawna Holden
Bellows Spring, 8125 Old Stockbridge Dr., Ellicott City 21043	(410)313-5057	Carol Hahn
Bollman Bridge, 8200 Savage-Guilford Rd., Savage 20763	(410)880-5920	Rhonda Inskeep
Bryant Woods, 5450 Blue Heron Ln., Columbia 21044	(410)313-6859	Kelley Hough
Bushy Park, 14601 Carrs Mill Rd., Glenwood 21738	(410)313-5500	Julia Bialeski
Centennial Lane, 3825 Centennial Ln., Ellicott City 21042	(410)313-2800	Tracey Albright
Clarksville, 12041 Clarksville Pike, Clarksville 21029	(410)313-7050	Robin Malcotti
Clemens Crossing, 10320 Quarterstaff Rd., Columbia 21044	(410)313-6866	Ed Cosentino
Cradlerock Lower, 6700 Cradlerock Way, Columbia 21045	(410)313-7601	Jonathan Davis
Dayton Oaks, 4691 Ten Oaks Rd, Dayton 21036	(410)313-1571	Nigel La Roche
Deep Run, 6925 Old Waterloo Rd., Elkridge 21075	(410)313-5000	Denise Lancaster
Ducketts Lane, 6501 Ducketts Lane, Elkridge 21075	(410)313-5050	Heidi Balter
Elkridge, 7075 Montgomery Rd., Elkridge 21075	(410)313-5006	Michael Caldwell
Forest Ridge, 9550 Gorman Rd., Laurel 20723	(410)880-5950	Scott Conroy
Fulton, 11600 Scaggsville Rd., Fulton 20759	(410)880-5957	Tanisha Burks
Gorman Crossing, 9999 Winter Sun Rd., Laurel 20723	(410)880-5900	Deborah Holmes
Guilford, 7335 Oakland Mills Rd., Columbia 21046	(410)880-5930	Justin Fitzgerald
Hammond, 8110 Aladdin Dr., Laurel 20723	(410)880-5890	Lisa Ciarapica
Hanover Hills, 7030 Banbury Drive, Hanover 21076	(410)313-8066	Troy Todd
Hollifield Station, 8701 Stonehouse Dr., Ellicott City 21043	(410)313-2550	Amanda Wadsworth
Ilchester, 4981 Ilchester Rd., Ellicott City 21043	(410)313-2524	Ernesto Diaz
Jeffers Hill, 6000 Tamar Dr., Columbia 21045	(410)313-6872	Maisha Strong
Laurel Woods, 9250 N. Laurel Rd., Laurel 20723	(410)880-5960	Connie Stahler
Lisbon, 15901 Frederick Rd., Woodbine 21797	(410)313-5506	Debra Anoff
Longfellow, 5470 Hesperus Dr., Columbia 21044	(410)313-6879	Derek Anderson
Manor Woods, 11575 Frederick Rd., Ellicott City 21042	(410)313-7165	Carol DeBord
Northfield, 9125 Northfield Rd., Ellicott City 21042	(410)313-2806	Cathleen Lopez
Phelps Luck, 5370 Oldstone Court, Columbia 21045	(410)313-6886	Michelle Leader
Pointers Run, 6600 S. Trotter Rd., Clarksville 21029	(410)313-7142	Julie Schrufer
Rockburn, 6145 Montgomery Rd., Elkridge 21075	(410)313-5030	Elizabeth Yankle
Running Brook, 5215 W. Running Brook, Columbia 21044	(410)313-6893	Tony Esposito
St. John's Lane, 2960 St. John's Ln., Ellicott City 21042	(410)313-2813	Daniel Notari
Stevens Forest, 6045 Stevens Forest Rd., Columbia 21045	(410)313-6900	Joy Smith
Swansfield, 5610 Cedar Ln., Columbia 21044	(410)313-6907	Laurel Porter
Talbott Springs, 9550 Basket Ring Rd., Columbia 21045	(410)313-6915	Nancy Thompson
Thunder Hill, 9357 Mellenbrook Rd., Columbia 21045	(410)313-6922	Martha Bowen
Triadelphia Ridge, 13400 Triadelphia Rd., Ellicott City 21042	(410)313-2560	Tiffany Tresler
Veterans, 4355 Montgomery Road, Ellicott City 21043	(410)313-1700	Bob Bruce
Waterloo, 5940 Waterloo Rd., Columbia 21045	(410)313-5014	Sean Martin
Waverly, 10220 Wetherburn Rd., Ellicott City 21042	(410)313-2819	Rachel Edoho-Eket
West Friendship, 12500 Frederick Rd., W. Friendship 21794	(410)313-5512	Kaye Breon
Worthington, 4570 Roundhill Rd., Ellicott City 21043	(410)313-2825	Kelli Jenkins

**Middle** (Grades 6-8)

Bonnie Branch, 4979 Ilchester Rd., Ellicott City 21043	(410)313-2580	Drew Cockley
Burleigh Manor, 4200 Centennial Ln., Ellicott City 21042	(410)313-2507	Mikaela Lidgard
Clarksville, 6535 S. Trotter Rd., Clarksville 21029	(410)313-7057	Lisa Smith
Dunloggin, 9129 Northfield Rd., Ellicott City 21042	(410)313-2831	Antoinette Roberson
Elkridge Landing, 7085 Montgomery Rd., Elkridge 21075	(410)313-5040	David Strothers
Ellicott Mills, 4445 Montgomery Rd., Ellicott City 21043	(410)313-2839	Peter Gaylord
Folly Quarter, 13500 Triadelphia Rd., Ellicott City 21042	(410)313-1506	Megan Chrobak
Glenwood, 2680 Route 97, Glenwood 21738	(410)313-5520	Gina Cash
Hammond, 8110 Aladdin Dr., Laurel 20723	(410)880-5830	Aaron Dale
Harper's Choice, 5450 Beaverkill Rd., Columbia 21044	(410)313-6929	Adam Eldridge
Lake Elkhorn, 6700 Cradlerock Way, Columbia 21045	(410)313-7610	Melissa Shindel
Lime Kiln, 11650 Scaggsville Road, Fulton 20759	(410)880-5988	Lucy Lublin
Mayfield Woods, 7950 Red Barn Way, Elkridge 21075	(410)313-5022	Monica Stevens
Mount View, 12101 Woodford Dr., Marriottsville 21104	(410)313-5545	Lynnette Moore
Murray Hill, 9989 Winter Sun Rd., Laurel 20723	(410)880-5897	Lisa Smithson
Oakland Mills, 9540 Kilimanjaro Rd., Columbia 21045	(410)313-6937	Allen Cosentino
Patapsco, 8885 Old Frederick Rd., Ellicott City 21043	(410)313-2848	Michael Babe
Patuxent Valley 9151 Vollmerhausen Rd. Savage 20763	(410)880-5840	Rick Robb
Thomas Viaduct 7000 Banbury Drive, Hanover, 21076	(410)313-8711	Shiney John
Wilde Lake, 10481 Cross Fox Ln., Columbia 21044	(410)313-6957	Christopher Rattay

**High** (Grades 9-12)

Atholton, 6520 Freetown Rd., Columbia 21044	(410)313-7065	Robert Motley
Centennial, 4300 Centennial Ln., Ellicott City 21042	(410)313-2856	Cynthia Dillon
Glenelg, 14025 Burntwoods Rd, Glenelg 21737	(410)313-5528	David Burton
Hammond, 8800 Guilford Rd, Columbia 21046	(410)313-7615	John DiPaula
Howard, 8700 Old Annapolis Rd., Ellicott City 21043	(410)313-2867	Nick Novak
Long Reach, 6101 Old Dobbin Ln., Columbia 21045	(410)313-7117	Josh Wasilewski
Marriotts Ridge, 12100 Woodford Dr., Marriottsville 21104	(410)313-5568	Tammy Goldeisen
Mt. Hebron, 9440 Route 99, Ellicott City 21042	(410)313-2880	Joelle Miller
Oakland Mills, 9410 Kilimanjaro Rd., Columbia 21045	(410)313-6945	Jeffrey Fink
Reservoir 11550 Scaggsville Rd., Fulton 20759	(410)888-8850	Karim Shortridge
River Hill, 12101 Clarksville Pike, Clarksville 21029	(410)313-7120	Kathy McKinley
Wilde Lake, 5460 Trumpeter Rd., Columbia 21044	(410)313-6965	Marcy Leonard

**Special Schools**

Applications & Research Lab, 10920 Clarksville Pike, Ellicott City 21042	(410)313-6998	Karl Schindler
Cedar Lane, 11630 Scaggsville Rd., Fulton 20759	(410)888-8800	Paul Owens
Homewood Center, 10914 Clarksville Pike, Ellicott City 21042	(410)313-7081	Christona Krabitz

\*\*\*\*\*

Ascend One, 8930 Stanford Blvd., Ste. 201, Columbia 21045	(410)313-6876	
Building Services, 9020 Mendenhall Ct., Columbia 21045	(410)313-7084	
Custodial Services, 9020 Mendenhall Ct., Columbia 21045	(410)313-2595	
Dept. of Education, 10910 Clarksville Pike, Ellicott City 21042	(410)313-6600	
Grounds, 8800 Ridge Road, Ellicott City 21043	(410)313-2577, 2578 & 2579	
Warehouse, 6675 Amberton Drive, Elkridge 21075	(410)313-7627	

BID CHECKLIST

The following forms must be included within the Bid. However, please refer to the Bid documents for any additional required submissions.

yes    no

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Bid Proposal Affidavit   |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Plan of Action (Section II, Item 7, items a. through i.)                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Experience/Reference Form, completed for (3) three similar contracts               |
| <input type="checkbox"/> | <input type="checkbox"/> | Key Personnel Form, Quality Assurance Manager                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Key Personnel Form, Pest Management Technician, for (3) technicians                |
| <input type="checkbox"/> | <input type="checkbox"/> | Key Personnel Form, IPM Specialists  |
| <input type="checkbox"/> | <input type="checkbox"/> | Profile of Company Form  |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of all required State of Maryland Categories Pesticide Applications Licensure |
| <input type="checkbox"/> | <input type="checkbox"/> | Current Workload Form  |
| <input type="checkbox"/> | <input type="checkbox"/> | Violation Listing  |
| <input type="checkbox"/> | <input type="checkbox"/> | In-House Training Evidence   |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Insurance (copy)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Situations Sheet, 3 situations  |

**THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM**

**INTEGRATED PEST MANAGEMENT SERVICES  
BID #040.21.B2**

**BID PRICE SHEET**

Date: \_\_\_\_\_

Bidder: \_\_\_\_\_

Ms. CeCe Clement  
Howard County Public School System, Purchasing  
10910 Clarksville Pike  
Ellicott City, MD 21042

The undersigned hereby submits a bid price to furnish and deliver the items as set forth in bid #040.21.B3. The entire bid document including The Instructions to Bidders, Terms and Conditions, Specifications, any Addenda, Drawings, and the bid price will be part of any resulting contract.

**I. PRICE**

**PRICE - 1. PRICE-HOWARD COUNTY PUBLIC SCHOOLS**

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to furnish and deliver the requested (IPM) Integrated Pest Management Services for the guaranteed pricing noted below to the Howard County Public School System:

<b><u>IPM SERVICE COST PER MONTH</u></b>		<b><u>IPM SERVICE COST PER YEAR</u></b>
\$ _____/month	x	12 months = \$ _____/year

**II. UNIT PRICES-** On occasion, it may be requested that the contractor perform corrective action, special or extraordinary service(s), such as for termite control, bed bug treatments, bird control, wildlife control etc., which are beyond routine needs or regular service requests. Such service shall be at cost to HCPSS.

Termite Protection/treatment .....\$ \_\_\_\_\_ /per hour

Heat Treatment for Bed bugs .....\$ \_\_\_\_\_ /per hour

Wild Life Control .....\$ \_\_\_\_\_ /per hour

Bird Control .....\$ \_\_\_\_\_ /per hour

**III. SUBCONTRACTORS:** Identify all subcontractors:

Name of Company	Type of Work
_____	_____
_____	_____
_____	_____
_____	_____

**IV. COMPANY INFORMATION**

\_\_\_\_\_ years in business

Name of company

\_\_\_\_\_

Street Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

Telephone# \_\_\_\_\_ Fax # \_\_\_\_\_ Web Page \_\_\_\_\_

**V. CONTACT FOR INSIDE CONTRACT ADMINISTRATION**

In the event your firm receives a contract as a result of this Invitation for Bid, please designate an inside person whom we may contact during the period of the contract for prompt contract administration showing:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

e-mail \_\_\_\_\_ Cell \_\_\_\_\_

**VI. RECEIPT OF ADDENDA**

Addendum: \_\_\_\_\_ Dated: \_\_\_\_\_ Received:

Addendum: \_\_\_\_\_ Dated: \_\_\_\_\_ Received:

Addendum: \_\_\_\_\_ Dated: \_\_\_\_\_ Received:

BID SIGNATURE SHEET

A. Bidder's Certification

1. I/we hereby propose to furnish and deliver supplies and or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. I/we certify that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same supplies, materials, or Lumber and is in all respects fair and without collusion or fraud.
2. I/we certify that this bid is made without having contacted any employee within The Howard County Public School System unless such contacts were previously authorized by the Purchasing Officer.
3. I/we certify that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in said proposal or bid are true.
4. I affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 ( C ) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.
5. I hereby certify that I am authorized to sign for the bidder.

B. Vendor/Contractor Disqualification - Bribery

A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the state. Every business entity upon submitting a bid or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government.

Submitted by:

---

(company name)

---

(street address)

---

(city, state and zip)

---

(telephone number)

---

(person authorized to sign bids)

---

(title of authorized representative)

---

(signature of authorized representative)

---

(date)