



**Michigan
Technological
University**

**REQUEST FOR PROPOSAL
PEST MANAGEMENT SERVICES**

Schedule and Key Delivery Dates	
Proposal Issued	May 1, 2023
Required Campus Visit (By Appointment)	May 8, 2023 - May 12, 2023
Deadline for Submission of Questions	May 15, 2023
All Questions and Responses Posted	May 19, 2023
Deadline for Submission of Proposals	May 26, 2023
Selection and Award (Approximate)	June 2, 2023
Contract/Service Begins	July 1, 2023

May 2023

1400 Townsend Drive
Houghton, Michigan 49931



INVITATION TO BID

- Service Name:** Pest Management Services
- Service Location:** Houghton, Michigan
- Service Description:** Michigan Technological University (University) is seeking proposals for professional pest management services. The scope of services will include compliance with conditions set forth in the University's Integrated Pest Management program. Professional pest management services will be performed at negotiated rates in a variety of buildings and operational areas across campus.
- Proposal Due Date:** The University will receive sealed proposals for Pest Management Services until **2:00 PM local time on May 26, 2023**.

Michigan Technological University reserves the right to reject any or all bids and to waive any informality or irregularity in any bid received.

Michigan Technological University is an equal opportunity educational institution/equal opportunity employer, which includes providing equal opportunity for protected veterans and individuals with disabilities. All bidders shall comply with current Federal and State of Michigan Equal Employment Opportunity requirements.

1 GUIDANCE AND INSTRUCTIONS

Michigan Technological University's Department of Facilities Management is requesting a cost proposal for professional pest control services for a variety of campus buildings and facilities. This Request for Proposal (RFP) provides instructions for submitting proposals, the procedure and criteria by which a Contractor may be selected and the contractual terms by which the University intends to govern the relationship between it and the selected Contractor.

This RFP is comprised of 19 pages and five attachments, organized as follows:

- Section 1 - Guidance and Instructions
- Section 2 - Contract Administration
- Section 3 - Performance Requirements

- Attachment A - Monthly Service - Campus Maps
- Attachment B - Monthly Service - Cost Proposal Form
- Attachment C - Uncommon Pests & Written Service Summary
- Attachment D - Call-out Service - Written Summary
- Attachment E - RFP Exceptions & Exclusions



1.1 INSTRUCTIONS FOR PROPOSAL SUBMITTAL

Bidders should carefully read all instructions and contract requirements. Proposals must be submitted by the time and date listed above. Any proposals received after 2:00 PM EST on May 26, 2023 will not be considered. Proposals may be submitted to the address listed below or via email to dpliebau@mtu.edu.

Mailing Address: Michigan Technological University - Facilities Management
Attn: Dan Liebau
Facilities Building - 108B
1400 Townsend Drive
Houghton, MI 49931

Contractors submitting bids via the postal service or overnight delivery services are encouraged to call and verify receipt of their proposals prior to the submittal deadline.

1.2 DEFINITIONS AND SUBMITTAL REQUIREMENTS

All bidders are solely responsible for meeting the requirements outlined herein. The prospective bidder submitting the bid bears sole responsibility for the completeness and accuracy of their proposal. Omissions, exceptions, and information included in the submitted proposal will be considered final and evaluated as such.

1.2.1 Definitions

Bidders shall consider the following definitions while reviewing the RFP.

- **Definition of Parties:** Michigan Technological University will hereinafter be referred to as the "University." The University's Department of Facilities Management will be referred to as the "Department". Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Contractor."
- **Scope:** Support the Department's operational objectives by providing high quality and cost-effective pest control services in a variety of buildings and service areas across campus. The Contractor will provide the necessary measures on an as needed basis, both preventative and reactive, to maintain a clean, pest-free environment in and around the buildings and operational areas depicted on the maps included in **Attachment A** and tabulated on the cost proposal form in **Attachment B**. The Contractor will use their professional expertise and the judgement of licensed staff to provide the Department with recommendations for inspections, monitoring, treatment, and similar services.



- **Evaluation Criteria:** Proposals will be evaluated based on the most competitive offer considering cost, quality of services offered, and responsiveness to the RFP requirements. Evaluation criteria will minimally consist of the following:
 - Demonstrated ability to perform the required services;
 - History of reliable, prompt, and thorough services;
 - Available resources to provide the necessary services;
 - Proposed levels of service;
 - Proven record of safety and regulatory compliance;
 - Standardized and well-organized record-keeping procedures;
 - Monthly service fees; and,
 - Total annual costs.

1.2.2 Proposal Requirements

Complete proposals will include a combination of written summaries, descriptions, and itemized costs. Contractor proposals shall minimally include the following:

1. Completed Cost Proposal Forms (**Attachment B**);
2. Itemized breakdown of charges related to uncommon pests or pests requiring special treatment such as bed bugs (**Attachment C**). The completed form must also include a written narrative summarizing the scope of services covered by the "Monthly Service Fees" including, but not limited to inspections, monitoring, bait replenishment and similar routine operations;
3. The completed form (**Attachment D**) must include a written narrative summarizing the scope of services covered by the "Call-out Service Fees" including, but not limited to after-hours or weekend service call pricing. On demand services would include requests for emergency services that are not included in Item 2 above.
4. Include any RFP exceptions. All exceptions must be clearly identified, and written explanations shall include the scope of the exceptions. Also summarize any exclusions that would not be covered by your proposal, for example specific pests, rodents, and insects (**Attachment E**).
5. Include photocopies of valid state, local, or federal pest control licenses and certificates from a state, local, or federal pesticide applicator training program. Provide licenses and certificates for any pest control supervisors and professional applicators anticipated to be working on campus.

As part of the Evaluation Criteria listed in the definitions above, it is recommended (optional) that the Bidder provide signed letters of reference that demonstrate the ability to perform on-site work safely and efficiently for clients similar to the University.



A Bidder may withdraw a proposal prior to the closing time. After the due date, submitted proposals constitute an offer by the Bidder and shall remain irrevocable for a period of 90 days.

1.3 CAMPUS VISIT AND CONTRACT CLARIFICATIONS

Prospective bidders are required to schedule a campus visit and review current pest management operations. Requests to visit campus should be submitted via electronic mail to the contact listed below no later than **May 8, 2023**. Campus visits may require up to 3 hours to complete. Inspections will minimally include a representative walkthrough of the following campus facilities:

- Core campus, public buildings;
- Residential buildings and apartments;
- Dining and concession operations;
- Off-campus locations; and,
- Attendee-requested locations.

Campus Visit Contact: Michigan Technological University - Facilities Management
Dan Liebau
Email: dpliebau@mtu.edu

Following a review of this Request for Proposal (RFP) and after any scheduled campus visits, prospective bidders may request clarifications from the University. Prospective bidders may submit questions via electronic mail to the contact listed below no later than **May 13, 2023**.

Contact for Questions: Michigan Technological University - Facilities Management
Dan Liebau
Email: dpliebau@mtu.edu

The University will make all reasonable efforts to respond to prospective bidder questions and requests for clarification by **May 19, 2023**. All prospective bidders will be provided answers and clarifications at the email addresses used for RFP distribution, unless instructed otherwise.

1.4 BIDDER SUBMITTAL TERMS AND CONDITIONS

The Terms and Conditions below will govern the submission and evaluation of offers and the award of a contract. Bidders are requested to carefully review these terms and conditions. All proposals shall be submitted as best and final offers.

Bidders should not anticipate that they would be able to modify proposals after the bid opening has occurred. Therefore, each Bidder shall include in their written proposal all



requirements, terms and conditions they may wish to include in a contract issued as a result of this bid.

Proposals must demonstrate an understanding of the scope of service to be provided and the ability to accomplish the tasks set forth and must include information that will enable the University to determine a bidder's overall qualifications.

- The University reserves the right to reject any or all proposals received as a result of this RFP or enter into an agreement with a bidder that it feels is in the best interest of the University. The University also reserves the right to request clarification and/or further information (on the proposal) from one or more respondents after closing without becoming obligated to offer the same opportunity to all respondents.
- The University reserves the right to negotiate with any Bidder considered qualified or to make an award without further discussions.
- The University reserves the right to waive any irregularity in any proposal received.
- The University reserves the right to select the most responsive Bidder(s) without further discussion, negotiation, or prior notice.
- The University reserves the right to award in part, in whole, or not at all.

Any costs incurred by bidders to respond to this RFP, including but not limited to, costs to present their proposal at the University and/or negotiate a final agreement are the sole responsibility of the Bidder.

Any discussions with University personnel, other than as listed above, regarding this RFP while the RFP is in progress (from the time Bidder receives this RFP until final award is made) are strictly prohibited. Such contact and discussion may result in disqualification of Bidder's proposal.

The University is the sole owner of all data and information contained within the Request for Proposal document and accompanying attachments. Bidder shall use this information exclusively to prepare a proposal. Bidder should not disclose this information to any other firm or use it for any other purpose unless required by law or legal process.

All proposals submitted become the property of the University; they will not be returned and may be subject to disclosure under the State of Freedom of Information Act ("FOIA") or other legal process. As such, proposal may be released to third parties, without prior notice to Bidder, as required to comply with legal requirements. Bidders must identify "Proprietary" information at time of submittal, however the University cannot guarantee protection if FOIA is invoked.



2 CONTRACT ADMINISTRATION

Any contract award based on this RFP will be subject to the following Terms and Conditions.

2.1 CONTRACT TERMS AND CONDITIONS

- 2.1.1. **Contract Status:** The response to this RFP will be considered as an offer to contract. Final negotiations on the highest ranked offer will be conducted to resolve any minor differences and finalize financial commitments. After final negotiations, a contract will be executed in accordance with applicable terms and conditions.
- 2.1.2. **Contract Format:** The resulting contract will incorporate this RFP, all additional agreements and stipulations, and the results of any final negotiations. All of these documents will constitute the final contract.
- 2.1.3. **Contract Termination for Cause:** The University may terminate any resulting contract for cause by providing a letter to the successful bidder citing the instances of non-compliance and non-performance on the contract.
- 2.1.4. **Cancelation:** The contract may be canceled at any time, for any cause, by either party with a 90-day written notification.
- 2.1.5. **Contract Modification:** All changes to the contract must be agreed upon in writing by both parties prior to executing any changes.
- 2.1.6. **Contract Assignment or Sub-Contract:** The resulting contract shall not be assigned, transferred, or sublet in whole or in part without prior written approval of The University.
- 2.1.7. **Contract Length:** The Contract shall commence on or after July 1, 2023 and remain valid for a period of 3 years. Contract terms may be reevaluated and renegotiated resulting in contract extensions for potential 4th and 5th years. The Contract will be re-bid at the conclusion of the 5th year.
- 2.1.8. **Contract Extension:** Prior to the expiration of the contract, negotiations will take place regarding renewal of the contract for the additional term. If a mutual agreement cannot be reached, the contract will expire at the end of the initial agreement term. The university may cancel this contract immediately if services or products delivered are not acceptable.
- 2.1.9. **Indemnification Requirements:** The requirements listed below are mandatory for protecting the interests of The University.
 - 2.1.9.1. **Hold Harmless:** To the fullest extent permitted by law, the Contractor agrees to indemnify, defend and hold harmless Michigan



Technological University, its trustees, officers, directors, employees, agents, volunteers and assigns from and against all claims arising out of or resulting from the Contractor's performance or non-performance of the Contract. "Claim" as used in this Contract means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. The Contractor's obligation to indemnify, defend, and hold harmless includes any claim by the Contractor's agents, employees, representatives, or any subcontractor or its employees.

The Contractor expressly agrees to indemnify, defend, and hold harmless Michigan Technological University for any claim arising out of or incident to the Contractor or its subcontractor's performance or non-performance of the Contract, but only to the extent claim is caused in whole or in part by negligent acts or omissions of the Contractor. The terms of this provision shall survive the termination of the Contract.

- 2.1.9.2. **Liens:** The successful bidder shall keep The University free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the successful bidder.
- 2.1.10. **Insurance:** The successful Bidder will, at its expense, procure and maintain during the term of this contract, the following insurance. If any work contemplated under this contract is performed by a subcontractor of the successful Bidder, the subcontractor will likewise be required to procure and maintain this insurance.
- 2.1.11. A current insurance certificate covering pest control activities.
- 2.1.12. Worker's Compensation Insurance for all employees engaged in work under this contract with policy limits not less than the following:
 - 2.1.12.2. Workers Compensation - Statutory required by State
 - 2.1.12.3. Employer's Liability - \$500,000 each accident
- 2.1.13. Automobile Liability Insurance covering all owned, non-owned and hired automobiles used in performing services under this contract with limits not less than \$1,000,000 each occurrence and State required Personal Injury Protection Benefits.
- 2.1.14. General Liability Insurance on an occurrence basis with Michigan Technological University included as additional insured with limits not less than the following:
 - 2.1.14.2. \$1,000,000 each occurrence



2.1.14.3. \$2,000,000 general aggregate

Certificates of Insurance showing evidence of the insurance required herein shall be provided to the following address below before any work is begun under this contract. The certificate should reference the Facilities Pest Control Services contract and indicate that 30-days' notice will be provided to the certificate holder prior to the effective date of any change or cancellation of coverage.

Michigan Technological University
Purchasing Department
1400 Townsend Drive
3rd Floor Lakeshore Center
Houghton, Michigan 49931

2.2 STANDARD TERMS AND CONDITIONS

- 2.2.1 Federal, State, and Local Taxes, Licenses, and Permits:** The successful bidder will comply with all applicable laws and regulations. Additionally, the Bidder will be responsible for all costs, fines, and fees resulting in the performance of this contract.
- 2.2.2 Waiver of Rights:** No delay or failure to enforce any provision of this agreement shall constitute a waiver or limitation of the University's rights under any resulting contract.
- 2.2.3 Contract Provisions by Reference:** It is mutually agreed by and between the University and the successful bidder that The University's acceptance of the successful bidder's offer by the issuance of a contract shall create a contract between the parties thereto containing all specifications, terms and conditions in the RFP and any amendments or modifications made prior to signing the contract. Any exceptions taken by the successful bidder, which are not included in their proposal, will not be part of the contract. Therefore, in the event of a conflict between the terms and conditions of the RFP and information submitted by the Bidder, the terms and conditions of the resulting contract will govern.
- 2.2.4 Sales and Use Tax Exemption:** The University certifies that it is tax exempt as an educational institution of the State of Michigan.
- 2.2.5 Observing Laws and Regulations:** The successful bidder shall keep itself fully informed of and shall faithfully observe all laws, national and state, and all ordinances and regulations affecting the rights of its employees, and shall protect and indemnify The University, its officers, and agents against any claims of liability arising from or based on any violation thereof.



- 2.2.6 Non-Collusion Clause:** The bidder, by submitting and signing this RFP declares that neither the bidder nor agents of the bidder's business have entered into any collusion or agreement concerning this proposal. The bidder further declares that no persons, firms or corporations, have or will receive directly, any rebate, fee, gift, commission, etc., or that any employee or office of The University has any undisclosed interest in the award of this contract.
- 2.2.7 Choice of Law:** The resulting contract shall be construed under the laws of the State of Michigan.
- 2.2.8 Actions of the Successful Bidder:** The action of the successful bidder with third parties is not binding upon The University.
- 2.2.9 Notice of Non-Discrimination:** The Contractor must adhere to the University's non-discrimination policy available here (<http://www.mtu.edu/equity/equal-opportunity/non-discrimination/index.html>)
- 2.2.10 Equal Opportunity Employer:** All bidders shall comply with current Federal and State Equal Employment Opportunity requirements. <http://www.mtu.edu/equity/equal-opportunity/resources/>



3 PERFORMANCE REQUIREMENTS

The work described herein shall be completed under a single prime contract with the University based on a Stipulated Price.

The Department's Contract Administrator over the performance period will be as follows:

Michigan Technological University
Department of Facilities Management
Director of Operations
1400 Townsend Drive
Houghton, Michigan 49931

3.1 GENERAL CONDITIONS

General provisions of the Contract are summarized as follows:

- 3.1.1. *Regulatory Requirements:* Contractor is responsible for knowing and complying with regulatory requirements, including but not limited to Federal, state and local requirements, pertaining to legal usage of pesticides.
- 3.1.2. *Coordination:* Contractor shall coordinate application schedules, schedule changes, pesticide placement, and similar routine operations with the University.
- 3.1.3. *Contractor services* shall generally be provided during daylight hours and may not commence before 7:00 AM, Monday through Friday. Work to be performed on Saturday, Sunday, or on state and federal holidays is permissible.
- 3.1.4. The University reserves the right to dictate Contractor pesticide locations and similar functions related to campus pest management locations.
- 3.1.5. Contractor services shall be executed in a manner consistent with industry standards and to the satisfaction of the University.
- 3.1.6. The University is committed to providing a healthy, safe, and clean campus. The use of all tobacco products and vapor e-cigarettes is prohibited on all University-owned or leased properties.
- 3.1.7. At the completion of the service contract, commence contract closeout activities including complete removal of all Contractor facilities, signage, and similar Contractor-supplied appurtenances.

3.2 SCOPE OF SERVICES

The Natural Resources and Environmental Protection Act, Act 451, Part 83, Pesticide Control and Regulation 637, Pesticide Use has certain requirements when making a



pesticide application in schools, day care centers, public buildings, or health care facilities. In accordance with the Michigan Department of Agriculture and Rural Development (MDARD) the University has developed a verifiable Integrated Pest Management (IPM) Program for campus landscapes and public buildings.

The Contractor is expected to comply with conditions set forth in the overarching campus program as well as individual building guidelines. Copies of the University's plans can be provided upon request. The following subsections outline the University's approach to IPM and the Contractor's role in establishing a clean, pest-free environment in and around the buildings and operational areas of campus.

3.2.1 Non-Chemical Tactics

- 3.2.1.1 The first response to the identification of any pest problem is to use non-chemical tactics.
- 3.2.1.2 These tactics may require caulking, applying mortar, physically removing stinging insect nests, vacuuming, placing non-chemical traps (insect light traps, sticky boards, snap traps, etc.), washing down areas where trails have been laid by the pests, recommending larger facility repairs, applying copper wool hole-filler or mortar vent materials.

3.2.2 Pesticide Treatment

- 3.2.2.1 The Contractor shall not apply any pesticide(s) that that is not in accordance with the University's IPM Plan, approved in writing by the contract administrator, or not currently in the list of pesticides approved for use on campus. When pesticide use is determined to be necessary, the pesticide material to be used is determined through consultation with the University. If there is no consensus as to what is to be done, then the Contractor must abide by the decision of the University representative.
- 3.2.2.2 No pesticide application is to occur without specific approval of designated University staff and without the proper posting and notification required under the University's IPM program. It is the responsibility of the Contractor and their licensed applicator or subcontractor to determine that these provisions are met before applying any pesticide on University property.
- 3.2.2.3 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 indicates 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 the campus community thus requiring an emergency pesticide treatment.

- 3.2.2.4 Preventive pesticide treatments 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 document any areas for preventive pesticide treatment in the IPM 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 administrator.
- 3.2.2.5 With the exception of baits completely enclosed in sealed containers or applied in cracks and crevices out of potential areas of contact by students, faculty, staff, or visitors, the application of needed and/or necessary pesticides shall be scheduled and performed when students are not holding regular classroom activities.
- 3.2.2.6 All work related to pesticide applications shall be accomplished in such a manner, and at such times, as to not 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.
- 3.2.2.7 Under the University IPM Plan, use of any pesticides on University properties or facilities require posting and notification of students, faculty, and staff. This excludes containerized baits which are exempted from notification requirements under State of Michigan regulations.

3.2.3 Structural Modifications

- 3.2.3.1 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 University such as caulking of cracks and defects less than 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 Administrator or their agent 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 requested by the University on a case-by-case basis.

3.2.4 Notifications



- 3.2.4.1 Prior notification of a pesticide application per the University's IPM Plan should be coordinated with the Contract Administrator. Notifications to affected departments and personnel will be the responsibility of the University. The Contractor shall confirm that all notifications are in place prior to the application of any pesticide.
- 3.2.4.2 Following applicable treatments the Contractor will be responsible for placement of appropriate signage compliant with MDARD regulations and guidelines. This includes posting signage for both exterior and interior applications.

3.2.5 Record Keeping

- 3.2.5.1 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 on site and updated on each visit by the Contractor. The logbooks and any information placed in them are the property of the University.
- 3.2.5.2 The logbook shall contain as a minimum, the following items related to Contractor functions:
 - 3.2.5.2.1 A copy of the IPM and Service Schedule for each building.
 - 3.2.5.2.2 A copy of the current label, EPA registration number, and Safety Data Sheet (SDS) for each pesticide that may potentially be used in the building. Label and SDS information shall also be provided (hard copy and digital copy) to the Contract Administrator.
- 3.2.5.3 The Contractor shall maintain IPM Visitation Reports which document 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.). These sheets will also document areas inspected, recommended maintenance, and any other issues discovered, investigated, or remedied during the monitoring visit.
- 3.2.5.4 The Contractor shall maintain a Pesticide Application Log that serves as a record for 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), University personnel at the 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.

- 3.2.5.5 The Contractor shall maintain a Site Visitation log in which PSC staff will sign in and date whenever they visit the site along with the purpose of the visit.
- 3.2.5.6 The Contractor shall maintain a Pest Report Log in which students, faculty, staff or others will list problems noted in the facility. There will be a place for the contract technician to indicate that the problem has been addressed and the date it was investigated. 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.
- 3.2.5.7 The Contractor shall maintain a Contractor Service Report Forms that document the arrival and departure time of the Contractor's 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 above.

3.2.6 Other Pest Control Related Services

- 3.2.6.1 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 and outside the scope of the approved IPM program. 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 the University. In the event that such services cannot be completed within their time frames, the Contractor shall immediately notify the contract administrator and indicate an anticipated completion date.

3.2.7 Pesticide Products and Use



- 3.2.7.1 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.
- 3.2.7.2 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 the University.
- 3.2.7.3 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.
- 3.2.7.4 No pesticides with a Danger label warning shall be used on or in University property without a specific exemption to this policy in writing and under the threat of direct harm to students, staff, visitors, or the environment that warrant their use.

3.2.8 Rodent Control

- 3.2.8.1 Snap traps and other trapping devices (including glue boards) used in rodent control programs must be checked on a schedule agreed to by the Contractor and University 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.
- 3.2.8.2 Additional traps may need to be left for University 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.
- 3.2.8.3 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:

- 3.2.8.3.1 The lids of all bait stations must be securely locked.
- 3.2.8.3.2 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.
- 3.2.8.3.3 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.
- 3.2.8.3.4 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 properly when control is achieved.
- 3.2.8.3.5 All requirements for the approval of the use of pesticides and notification and posting rules will be adhered to.

3.2.9 General Servicing Procedures

- 3.2.9.1 After servicing, the Contractor must make contact with the appropriate Facilities Manager to review the actions taken during the visit and any necessary follow-up actions.

3.2.10 Waste Disposal

- 3.2.10.1 The following pertains to waste products generated by the Contractor during services provided at University 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 university. 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 campus and disposed of in accordance with all applicable federal, state and county laws and regulations. For the purpose of this contract, any waste chemical suppressant will be considered the



property of the Contractor. Under no circumstance is any hazardous material to be disposed of at any location on campus. It shall be the sole responsibility of the Contractor to ensure 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.

3.2.11 Subcontracting

3.2.11.1 Michigan Technological University 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 University. In the latter case, permission to allow subcontracting must be granted in writing by the University's Contract Administrator.

3.2.12 Damage

3.2.12.1 The Contractor shall avoid unnecessary accumulated debris or undue interference with the convenience, sanitation, or routine operations of the University. The Contractor shall prevent the loss of, or damage to University property and/or its employees. The Contractor shall repair any and all damage they may cause to the building or property to the full satisfaction of the University's Contract Administrator.

3.2.13 Withholding Payment

3.2.13.1 Payments will be withheld to the Contractor for work performed on any job assignment under the following conditions:

- 3.2.13.1.1 A contract employee does not have the necessary equipment, tools, supplies or materials as specified to perform the scheduled work.
- 3.2.13.1.2 The job assignment is not performed in accordance with contract requirements.
- 3.2.13.1.3 Contract activity cause undue damage to University property.
- 3.2.13.1.4 State regulations concerning the use of pesticides or the notification of staff and students are violated.



3.2.14 University Rights of Inspection and Tests

3.2.14.1 Throughout the life of this contract, the University 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 University and Contractor staff to educate or review practices, and to review Contractor compliance with the contract. 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 university may find the Contractor in default.

3.2.15 Identification

3.2.15.1 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 pesticide applicator's credentials with them while on University property. 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. 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 pesticide business license.

3.2.16 Training Updates

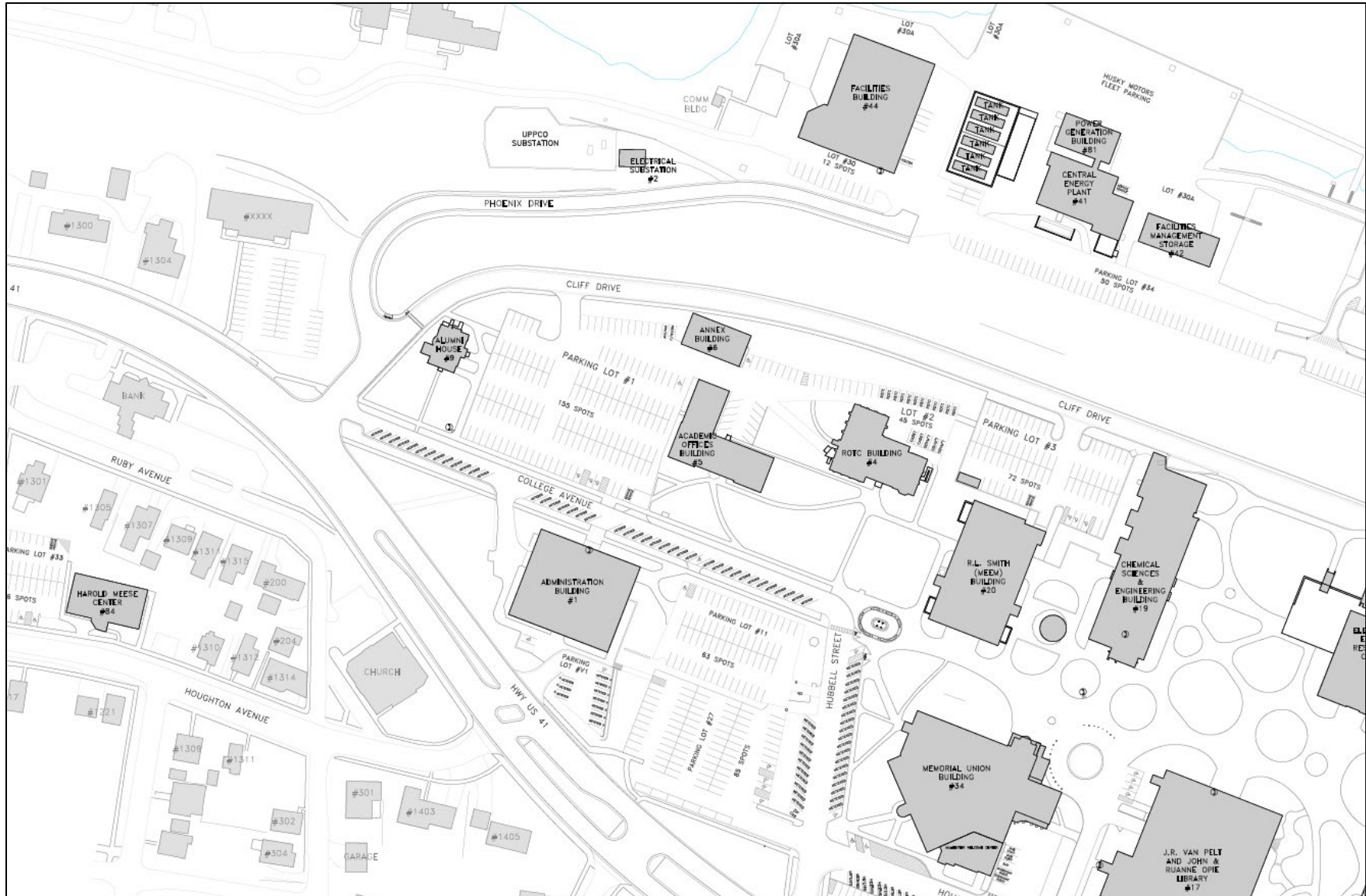
3.2.16.1 The Contractor shall conduct, upon request, educational seminars for university staff and/or students on IPM practices in order to promote understanding and assistance with the IPM program at the Contractors expense.

3.2.16.2 The successful bidder shall furnish and deliver to all university locations documents regarding current IPM practices and shall update these documents annually.

ATTACHMENT A
MONTHLY SERVICE - CAMPUS MAPS



A.1: Core Campus - West



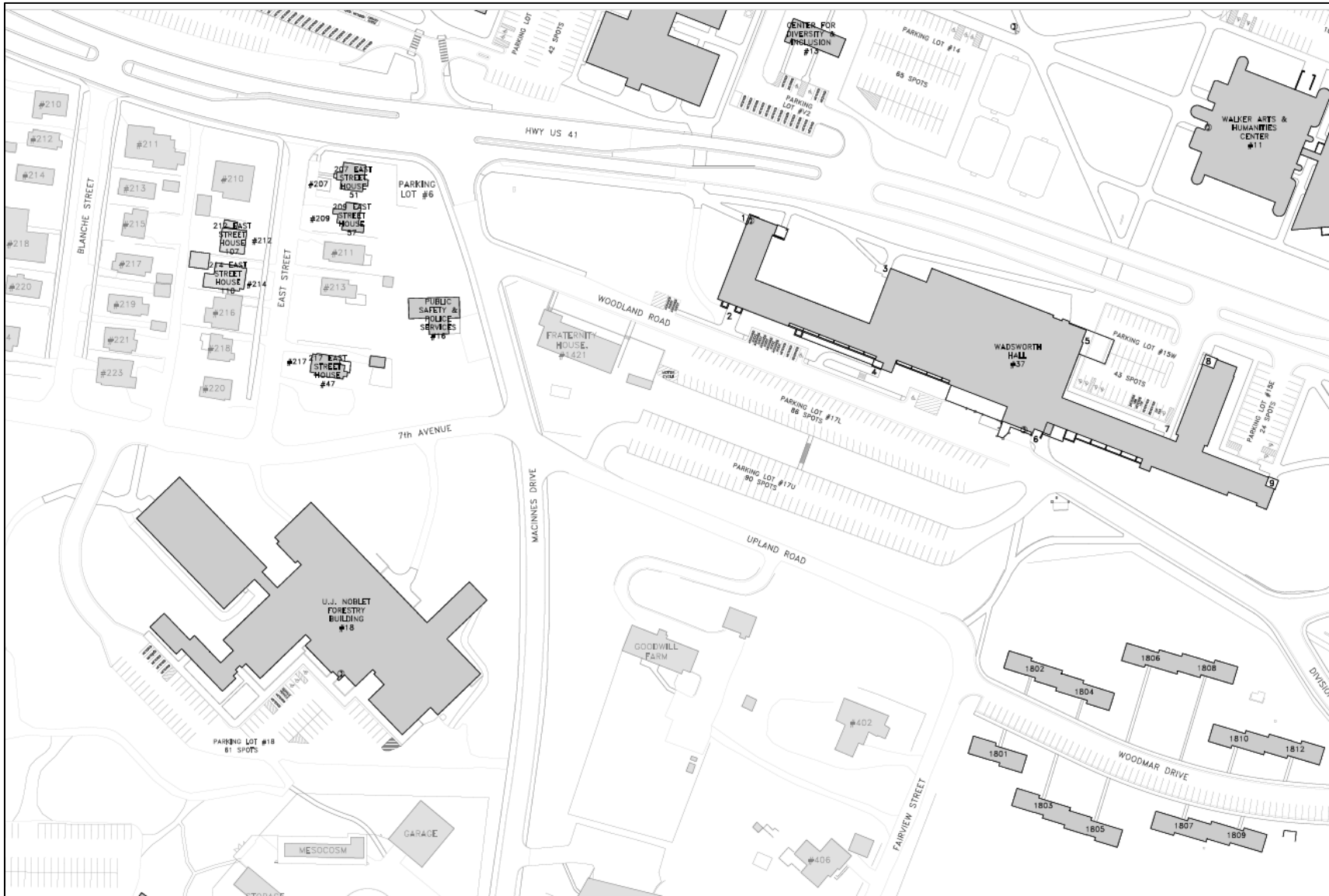


A.2: Core Campus - East





A.3: Residential Campus - West





A.4: Residential Campus - East



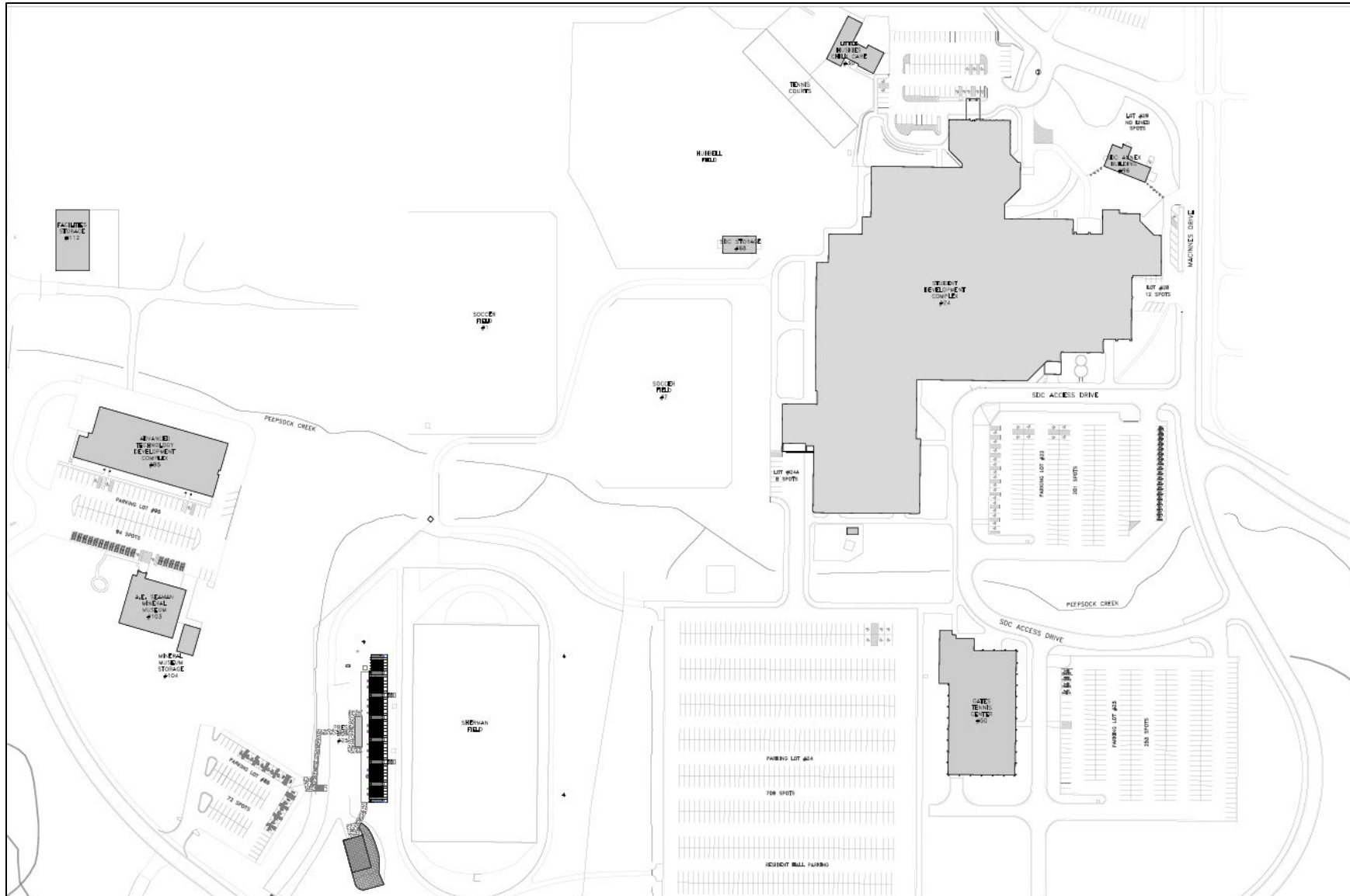


A.5: Residential Campus - Upper Daniell Heights





A.6: Athletics



ATTACHMENT B
MONTHLY SERVICE - COST PROPOSAL FORM



MONTHLY SERVICE - COST PROPOSAL FORM

Location Name	Building Number	Address	Facility Type	Coverage by Month	Regular Service Price (Per Visit)	Regular Service Frequency	Regular Services Required						Call Out Rate (In Between Regular Visits - Per Event)	Emergency Rate After Hours (Per Event)
							Consultation	Inspections	Monitoring	Necessary Treatment/ Trap Placements	Bait Station Replenishment	Seasonal Treatments (Additional Fee)		
DOUGLASS HOUGHTON HALL	31	1400 TOWNSEND DRIVE	RESIDENTIAL	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓	✓	✓	\$	\$
UPPER DANIELL HEIGHTS	32	2000-2111 WOODMAR DR	RESIDENTIAL	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓	✓	✓	\$	\$
LOWER DANIELL HEIGHTS	32	1801-1914 WOODMAR DR	RESIDENTIAL	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓	✓	✓	\$	\$
TECH HOUSE	36	21725 WOODLAND ST	RESIDENTIAL	8 Months (Apr-Nov)	\$	Monthly	✓	✓	✓	✓	✓		\$	\$
WADSWORTH HALL	37	1400 TOWNSEND DRIVE	RESIDENTIAL	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓	✓	✓	\$	\$
MCNAIR HALL	39	1400 TOWNSEND DRIVE	RESIDENTIAL	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓	✓	✓	\$	\$
KETTLE-GUNDLACH HOUSE	45	21680 WOODLAND ST	RESIDENTIAL	8 Months (Apr-Nov)	\$	Monthly	✓	✓	✓	✓	✓		\$	\$
VIVIAN HOUSE	47	217 EAST ST	RESIDENTIAL	8 Months (Apr-Nov)	\$	Monthly	✓	✓	✓	✓	✓		\$	\$
HILLSIDE PLACE	48	1400 TOWNSEND DRIVE	RESIDENTIAL	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓	✓	✓	\$	\$
O'CONNOR HOUSE	51	207 EAST ST	RESIDENTIAL	8 Months (Apr-Nov)	\$	Monthly	✓	✓	✓	✓	✓		\$	\$



MONTHLY SERVICE - COST PROPOSAL FORM

Location Name	Building Number	Address	Facility Type	Coverage by Month	Regular Service Price (Per Visit)	Regular Service Frequency	Regular Services Required						Call Out Rate (In Between Regular Visits - Per Event)	Emergency Rate After Hours (Per Event)
							Consultation	Inspections	Monitoring	Necessary Treatment/ Trap Placements	Bait Station Replenishment	Seasonal Treatments (Additional Fee)		
HAGEN HOUSE	57	209 EAST ST	RESIDENTIAL	8 Months (Apr-Nov)	\$	Monthly	✓	✓	✓	✓	✓		\$	\$
GUNDLACH-RUPPE HOUSE	82	21610 WOODLAND ST	RESIDENTIAL	8 Months (Apr-Nov)	\$	Monthly	✓	✓	✓	✓	✓		\$	\$
LOCKHART HOUSE	107	212 EAST ST	RESIDENTIAL	8 Months (Apr-Nov)	\$	Monthly	✓	✓	✓	✓	✓		\$	\$
LARSON HOUSE	110	214 EAST ST	RESIDENTIAL	8 Months (Apr-Nov)	\$	Monthly	✓	✓	✓	✓	✓		\$	\$
ROZSA CONCESSION	10	ROZSA CENTER	DINING	12 Months (Jan-Dec)	\$	Bi-Monthly	✓	✓	✓	✓	✓		\$	\$
VARSITY (WOOD) GYM CONCESSIONS	24	STUDENT DEVELOPMENT COMPLEX	DINING	12 Months (Jan-Dec)	\$	Bi-Monthly	✓	✓	✓	✓	✓		\$	\$
SHERMAN FIELD CONCESSIONS	25	STUDENT DEVELOPMENT COMPLEX	DINING	12 Months (Jan-Dec)	\$	Bi-Monthly	✓	✓	✓	✓	✓		\$	\$
COACHES CORNER DINING CTR	24	STUDENT DEVELOPMENT COMPLEX	DINING	12 Months (Jan-Dec)	\$	Bi-Monthly	✓	✓	✓	✓	✓		\$	\$
FUSION DINING CENTER	8	DOW BUILDING - 6TH FLOOR LOBBY	DINING	12 Months (Jan-Dec)	\$	Bi-Monthly	✓	✓	✓	✓	✓		\$	\$
LIBRARY CAFÉ	17	JR VAN PELT & OPIE LIBRARY - 1ST FL	DINING	12 Months (Jan-Dec)	\$	Bi-Monthly	✓	✓	✓	✓	✓		\$	\$



MONTHLY SERVICE - COST PROPOSAL FORM

Location Name	Building Number	Address	Facility Type	Coverage by Month	Regular Service Price (Per Visit)	Regular Service Frequency	Regular Services Required						Call Out Rate (In Between Regular Visits - Per Event)	Emergency Rate After Hours (Per Event)
							Consultation	Inspections	Monitoring	Necessary Treatment/ Trap Placements	Bait Station Replenishment	Seasonal Treatments (Additional Fee)		
NORTH COAST GRILL AND DELI	34	MEMORIAL UNION BUILDING	DINING	12 Months (Jan-Dec)	\$	Bi-Monthly	✓	✓	✓	✓	✓		\$	\$
WADSWORTH DINING	37	1400 TOWNSEND DRIVE	DINING	12 Months (Jan-Dec)	\$	Bi-Monthly	✓	✓	✓	✓	✓		\$	\$
MCNAIR DINING	39	1400 TOWNSEND DRIVE	DINING	9 Months (Aug-Apr)	\$	Bi-Monthly	✓	✓	✓	✓	✓		\$	\$
DHH DINING	31	1400 TOWNSEND DRIVE	DINING	9 Months (Aug-Apr)	\$	Bi-Monthly	✓	✓	✓	✓	✓		\$	\$
MOUNT RIPLEY CONCESSIONS	54	1400 TOWNSEND DRIVE	DINING	4 Months (Dec-Mar)	\$	Bi-Monthly	✓	✓	✓	✓	✓		\$	\$
MACINNES STUDENT ICE ARENA CONC		STUDENT DEVELOPMENT COMPLEX	DINING	12 Months (Jan-Dec)	\$	Bi-Monthly	✓	✓	✓	✓	✓		\$	\$
PORTAGE LAKE GOLF COURSE	52	46789 US HIGHWAY 41	AUXILARY	6 Months (May-Oct)	\$	Bi-Monthly	✓	✓	✓	✓	✓		\$	\$
MINERAL MUSEUM	103	1404 SHARON AVE	AUXILARY	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$
LAKESHORE CENTER	3	600 E LAKESHORE DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$
PUBLIC SAFETY	16	206 MACINNES DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$



MONTHLY SERVICE - COST PROPOSAL FORM

Location Name	Building Number	Address	Facility Type	Coverage by Month	Regular Service Price (Per Visit)	Regular Service Frequency	Regular Services Required						Call Out Rate (In Between Regular Visits - Per Event)	Emergency Rate After Hours (Per Event)
							Consultation	Inspections	Monitoring	Necessary Treatment/ Trap Placements	Bait Station Replenishment	Seasonal Treatments (Additional Fee)		
Forestry	18	1400 TOWNSEND DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$
ADVANCED TECH DEV CTR (ATDC)	95	1402 E SHARON AVENUE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$
GREAT LAKES RESEARCH CTR	100	100 PHOENIX DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$
ADMINISTRATION BUILDING	1	1400 TOWNSEND DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$
ROTC BUILDING	4	1400 TOWNSEND DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$
Library	17	1400 TOWNSEND DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$
EERC	7	1400 TOWNSEND DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$
Alumni House	9	1400 TOWNSEND DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$
Hamar House	13	1400 TOWNSEND DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$
MEESE Center	84	1400 TOWNSEND DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$



MONTHLY SERVICE - COST PROPOSAL FORM

Location Name	Building Number	Address	Facility Type	Coverage by Month	Regular Service Price (Per Visit)	Regular Service Frequency	Regular Services Required						Call Out Rate (In Between Regular Visits - Per Event)	Emergency Rate After Hours (Per Event)
							Consultation	Inspections	Monitoring	Necessary Treatment/ Trap Placements	Bait Station Replenishment	Seasonal Treatments (Additional Fee)		
AOB	5	1400 TOWNSEND DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$
MUB	34	1400 TOWNSEND DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$
Dillman Hall	14	1400 TOWNSEND DRIVE	ACADEMIC & ADMINISTRATIVE	12 Months (Jan-Dec)	\$	Monthly	✓	✓	✓	✓			\$	\$

ATTACHMENT C
UNCOMMON PESTS & WRITTEN SERVICE SUMMARY



- C.2 Provide a written summary the scope of services covered by the “Monthly Service Fees” including, but not limited to inspections, monitoring, bait replenishment and similar routine operations. Please list specific pests covered by “Monthly Service Fees”. Print additional copies as needed.

Written Summary of Monthly Services

ATTACHMENT D
CALL-OUT SERVICE - WRITTEN SUMMARY



CALL-OUT SERVICE
WRITTEN SUMMARY

D.1 Provide a written summary of the scope of services covered by the "Call-Out & Emergency Service Fees". Print additional copies as needed.

Written Summary of Call-Out Services

Empty response area for the written summary of call-out services.

ATTACHMENT E
RFP EXCEPTIONS & EXCLUSIONS



RFP EXCEPTIONS & EXCLUSIONS

E.1 Provide a list of any exceptions or exclusions that would not be covered by your proposal, for example specific pests, rodents, wildlife, and insects

Exclusion	Explanation of Service Limitation