

SUNY Cortland
Request For Quote #00402

February 3, 2016

RE: REQUEST FOR QUOTE – INTEGRATED PEST MANAGEMENT SERVICES

SUNY Cortland is seeking proposals for a contractor to provide annual pest control service for the campus, in accordance with the specifications detailed on the attached pages. The intent of this proposal is for a pro-active treatment program for our residence halls, apartments, administrative, & academic buildings. The purpose of the attached specifications is to state the terms under which the contractor will provide an effective program for the control and elimination of insects and rodent pests utilizing interior and exterior treatments to attain this goal.

The duration of any contract resulting from this request for proposal is for **one year with the option for three additional one-year periods**. The agreement will become operational from **July 1, 2016** and shall continue through **June 30, 2017**. Please take the time to carefully read all instructions and specifications in this request for proposal. By following the instructions and specifications herein, suppliers will minimize the possibility of error in submitted proposals and risking disqualification. **Contractors are encouraged to visit the campus facilities, which may be arranged by contacting the following:**

- ◆ **Jamie Scott, 607/753-2100**

In addition to the proposed pricing, other factors will be taken into consideration during the evaluation process. Such factors include, but are not necessarily limited to:

- ◆ Capability of the vendor to respond and service the college in a timely, responsible manner
- ◆ Experience and expertise of the vendor in providing the service and/or products specified
- ◆ Reliability of the vendor
- ◆ Added value features quoted by vendor that may meet or exceed the specifications in this price inquiry

Proposals submitted by facsimile will not be accepted; adequate time has been allowed for delivery via the courier or mail service. Please reply with your proposal by Tuesday, April 27, 2016 at 10:00am. Proposals should be addressed to: *Melissa Fox, Purchasing Department, SUNY Cortland, PO Box 2000, Cortland, NY 13045(22 Graham Avenue if using Private Delivery Services)*

By signing and returning the attached proposal form, the undersigned agrees to abide by the decision of SUNY
Respectfully,

**SUNY CORTLAND
CORTLAND, NEW YORK**

**Office of Facilities Operations and Services
REQUEST FOR PROPOSAL
Integrated Pest Management Services**

1. Project Title: Integrated Pest Management Services for SUNY CORTLAND Facilities
 - I. Project Description: The University is requesting proposals to provide pest control services for **arthropod and vertebrate pests including, but not limited to, roaches, ants, fleas, bedbugs, silverfish, spiders, bees, flies, mice, rats, bats, squirrels and chipmunks.** All work will be performed in accordance with the attached specifications. No control methods shall be performed for termites under this proposal. All work to be performed at college-owned property located in Cortland, New York.

DETAILED SPECIFICATIONS

Scope of Work:

- ◆ The contractor to whom this contract is awarded is responsible for all federal, state and local licenses/permits, labor, materials, equipment, tools, transportation, supervision and management necessary to provide complete pest control services **arthropod and vertebrate pests including, but not limited to, roaches, ants, fleas, bedbugs, silverfish, spiders, bees, flies, mice, rats, bats, squirrels and chipmunks.**
- ◆ Only businesses and individuals with all applicable licenses, certifications and registrations shall perform work under the scope of this contract.
- ◆ All pest control work must be performed in compliance with all applicable New York State Department of Environmental Conservation, New York State Department of Health Regulations and the Federal Occupational Health & Safety Administration, Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), and all other applicable federal, state and local laws.

Permits, Licenses, Registration and Qualifications:

- ◆ All contractors must be licensed and certified as required by the laws of New York State.
- ◆ The University reserves the right to require that the contractor demonstrate that he has the skills, equipment and other resources to satisfactorily perform the nature and magnitude of work necessary to complete the routine schedule indicated by this proposal.
- ◆ A current copy of the contractor's New York State "Pesticide Applicator Business Registration" and current copies of all applicators' certifications for individuals, who may apply pesticides at the college during the contract period, must be supplied to the Purchasing Manager for submittal to the SUNY Cortland Environmental Health & Safety Office prior to commencing work.

Scheduled Pest Control Services:

Pest control services shall be provided to the following buildings on a monthly basis, requiring a weekly attendance on campus.

- ◆ All residence halls and apartments, listed below, require monthly monitoring and service. Service must be provided between the days of Monday – Friday, between the hours of 7am – 4pm.
 1. Alger Hall
 2. Bishop Hall
 3. Casey Tower
 4. Cheney Hall
 5. Clark Hall
 6. DeGroat Hall
 7. Dragon Hall
 8. Fitzgerald Hall
 9. Glass Tower
 10. Hayes Hall
 11. Hendrick Hall
 12. Higgins Hall
 13. Leadership House
 14. Randall Hall
 15. Shea Hall
 16. Smith Tower
 17. Whitaker Hall
 18. West Campus Apartment Complex; 15 buildings, Recreation Center, RHD Residence

- ◆ All academic/miscellaneous buildings, listed below, require monthly monitoring and service. Service must be provided between the days of Monday – Friday, between the hours of 7am – 4pm.
 1. Bowers Hall
 2. Broadway House
 3. Brockway Hall
 4. Central Plant Building
 5. Chemical Management Facility
 6. Commissary/Receiving
 7. Corey Union
 8. Cornish Hall
 9. Dowd Fine Arts Center
 10. Education Building
 11. Grounds Service Building (Berlew House)
 12. Grounds Barn
 13. Holloway Field/Press Box
 14. Larson House (Route 281, behind Service Group Bldg.)
 15. Lusk Field House
 16. McDonald Building
 17. Moffett Center
 18. Neubig Hall
 19. Old Main
 20. Park Center
 21. Park Alumni House
 22. President's Residence (The first Tuesday of each month)
 23. Professional Studies Building
 24. Service Group
 25. Sperry Center
 26. Stadium Complex
 27. Student Life Center
 28. Van Hoesen Hall
 29. Winchell Hall

Unscheduled/Emergency Pest Control Services:

Pest control services required for unscheduled or emergency situations shall be ordered by a telephone call placed by an authorized University representative during normal working hours 7:00 a.m. – 4:00 p.m., Monday through Friday. The Contractor shall respond to these calls within 2 business hours of receipt of a telephone call and shall onsite to complete request within 6 business hours (normal working hours 7:00 a.m. – 4:00 p.m.), Monday through Friday. Unscheduled/Emergency Pest Control Services shall be in accordance with the prices submitted with your proposal.

Scheduling and Hours of Work:

- ◆ A work initiation conference shall be scheduled between the Contractor and the University's Representatives to set up the yearly schedule for buildings, which are to receive pest control services on a routine basis, to determine the sequence of procedures, means of access to each area, use of facilities, etc. so as to not interrupt University operations. Generally, service technicians are expected to be on campus every Tuesday and Thursday of each week regardless of weeks per month, twelve months per year, excluding college holidays to perform requested regular (unscheduled/non-emergency services) unless other approved and authorized arrangements have been mutually agreed by the contractor and the college. Failure to adhere to the approved weekly schedule or failure to perform required or requested services shall be considered in contract non-compliance and may result in contract termination.
- ◆ Generally, all work will be performed between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday. Any requirements to deviate from this time frame must be discussed and approved with the authorized University representatives.
- ◆ **Any problems that may arise between regular monthly visits, for rodents and insects covered under the monthly service fee, will be covered at no additional charge, with the exception of bees, bats, animal removals, cluster flies and bed bugs, quoted separately, as extra services.**

Control Methods:

- ◆ Arthropods: The Contractor shall prevent and control infestations of all arthropod pests including, but not limited to: roaches, ants, silverfish, spiders, fleas, bedbugs, crickets, mites, bees, and other common arthropod pests. When infestations are found the Contractor shall perform follow-up inspections and re-treatment as necessary to control the situation.
- ◆ Should the Contractor find evidence of termites, Service Group Customer Service should be notified immediately 607-753-2100; no control methods shall be performed for termites under this proposal.
- ◆ Methods: The Contractor shall apply a residual pesticide spray to all known or suspected harbingers, feeding sites or passageways, including but not limited to floors, utility lines, drains, water closets, baseboards, cabinets, and all cracks and crevices. In the immediate vicinity of drinking fountains and food service machines, treatment will be limited to crack and crevice applications. Residual treatment will not be made to exposed food products, food containers or pallets. In areas with basements or crawl spaces the Contractor may apply a barrier treatment to all interior foundation walls in a one-foot wide band extending from the sill plate. The Contractor shall use insecticide dusts or bait in areas where liquid sprays cannot be used. Following residual pesticide application the Contractor may apply a flushing agent. **Contractor will submit current Material Safety Data Sheets for all chemicals used at the College to Mr. Glenn Wright, Director, Environmental Health & Safety, prior to bringing on site.**

Rodents:

The Contractor shall prevent and control infestations of all rodents including, but not limited to, mice, rats, bats, squirrels and chipmunks, at locations indicated by the University Representatives.

- ◆ **Methods:** The Contractor shall establish and maintain a sufficient number of (tamper-proof) rodent bait stations to ensure an acceptable level of control. Poisoned bait shall be placed only in distinctly marked, spill-proof bait stations inaccessible to adults, children, pets and non-target wildlife. Poisoned bait shall not be placed in areas where food is stored, prepared or served without prior written approval by the University Representative. Distinctively marked wood, metal or plastic bait stations shall be maintained around building perimeter and other areas as required to eliminate rodent activity. The Contractor shall maintain records of the location of the bait stations. Moldy or otherwise unacceptable bait, spillage and all dead and dying rodents shall be removed and disposed of. Only poisons such as D-Con or other approved chemicals shall be used. **Contractor will submit to Glenn Wright, Director, Environmental Health & Safety, all current Material Safety Data Sheets and required information regarding rodent control prior to bringing on site.**

Fly Control:

Control of flies shall be provided at designated areas as requested by a University Representative, during the months of April through October. The Contractor shall provide services to control houseflies, flesh flies, fruit flies and related insects in and around food service areas, loading platforms, trash areas and other possible areas as indicated.

- ◆ **Methods:** Outdoor control shall normally utilize residual insecticides and baits, including electric fly-killing stations. **Contractor will submit all current Material Safety Data Sheets required for all chemicals to Glenn Wright, Director, Environmental Health & Safety, prior to bringing on site.**

Cluster Fly Control:

The College has experienced difficulty with cluster flies in both academic buildings and residence halls in the spring and fall. The Contractor shall provide services to control cluster flies for requested buildings, as indicated by Mr. Zachariah Newswanger, our College Representative.

- ◆ **Method:** Outdoor spraying as necessary at the appropriate time around windows or poorly-sealed areas. **Contractor will submit all current Material Safety Data Sheets required for all chemicals to Glenn Wright, Director, Environmental Health & Safety, prior to bringing on site.**

Applicators/employees are required to log in and out at the Office of Facilities Operations and Services reception desk whenever they visit the campus, Monday through Friday between 7:00 a.m. to 4:00 p.m.

Permits:

- ◆ The Contractor is responsible for obtaining all federal, state and local permits including any permits for the control of protected species, which may be required to perform the work specified. **Copies of permit applications and permits shall be provided to Glenn Wright, Director, Environmental Health & Safety, prior to bringing on site.**

The University is to be notified in writing within five (5) working days of any new permit requirements identified by the Contractor.

Contractor's Personnel:

All contractor personnel providing on-site pest control service must meet New York State and local requirements for training and certification as Commercial Pesticide Applicators in the category of Institutional and Health-Related Pest Control. Contractor personnel working in or around buildings designated under this proposal **shall wear distinctive uniform clothing.**

The Contractor shall determine and provide additional personal protective equipment required for the safe performance of work. Protective clothing, if required, shall conform to Occupational Safety and Health Administration (OSHA) regulations for the products being used.

Pesticides:

- ◆ All pesticides used by the Contractor shall be registered with the EPA and applicable State agency for the intended use. **All pesticides to be used shall have the approval to Glenn Wright, Director, Environmental Health & Safety, prior to the initiation of the contract. Any changes in pesticide use shall have prior approval of Environmental Health & Safety.** Material Data Safety Sheets for each pesticide proposed for use shall be submitted to the Environmental Health & Safety Office prior to bringing on site. Pesticides shall not be left unattended unless secured in a locked area or vehicle. All pesticide dispersal equipment, including bait stations and trays, shall be clearly and plainly marked with **“Danger – Pesticides.”** The Contractor shall be responsible for the proper disposal of all pesticides and containers in accordance with all applicable federal, state, and local regulations; this material shall not be disposed of on College property. **Any pesticide spill shall be reported immediately to The Office of Environmental Health & Safety. The contact information is as follows: Monday – Friday, between 8:00am-4:30pm, 607 753-2508. All incidences taking place outside of normal business hours should be reported to 607 753-2111. The cleaning and decontamination to the satisfaction of college representatives of such a spill is the responsibility of the Contractor.**

Safety:

The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold SUNY Cortland harmless for any action on its part or that of its employees that result in sickness or disease including death. The contractor shall supply Ithaca College with valid certificates or other acceptable documentation of applicable D.S.H.A. or N.Y.S.D.D.L. training (e.g. Hazard Communication) for its employees.

Contractor’s Vehicles:

Vehicles used to transport pesticides **shall be equipped with spill and decontamination kits and shall not be left unattended at any time unless properly locked and secured.** All pesticides carried in vehicles shall be secured in locked compartments at all times while on the University campus. Pest control vehicles shall be marked with the Contractor’s name and maintained with a clean and orderly appearance, free from observable pesticide spill residues or build-up. **Each vehicle shall be registered with the Traffic Bureau , Office of Public Safety, and obtain a College vendor permit (at no charge) that will be properly displayed while on the campus property; all applicable traffic and parking regulations shall be observed at all times.**

Damages:

The Contractor shall be responsible for any and all damages as determined by the college incurred by the Contractor and his/her employees as a result of the work being performed under this contract. The Contractor shall repair or remedy any damages caused by his/her work under this contract at no additional cost to the University to the full satisfaction of the University’s Representative. Failure to repair or remedy any damages as determined by the college may be cause for contract termination.

Minimum Qualifications:

In order for a firm to be considered both responsive and responsible, the following minimum qualifications must be met:

- ◆ Contractor must have a minimum of Three (3) years successful experience in the field of Pest Control;
- ◆ Contractor must have successfully performed at least two similar projects within the last five (5) years;
- ◆ Licenses – the firm must have all appropriate licenses and certificates required by federal, state and county laws;
- ◆ Key Personnel – all on-site personnel must have at least Two (2) years experience in providing Integrated Pest Management Services and have all required licenses/certificates.

Qualification Statement:

Contractors meeting the minimum qualifications as listed in the previously mentioned “Minimum Qualifications” section must submit the following information with their proposal:

- ◆ Past experience – Provide a list of two (2) projects performed within the last five (5) years, which demonstrate the firm’s experience in providing integrated pest management services. Please provide the following information for both of the projects:
 - Name/Address of Client
 - Name of Client’s Representative and Phone Number
 - Contract Period (start and end dates)
 - Brief description of the scope and size of the project
- ◆ Licenses: Provide with the proposal proof of all appropriate licenses and certifications for the firm (i.e., Pesticide Business License and Pest Control Applicator Certificate)
- ◆ Personnel: Provide a brief resume for the key individuals who will be responsible for the performance of this contract

Invoicing:

Contractor shall invoice in units quoted below. We will not accept monthly invoices for individual buildings.

Insurance Requirements:

Prior to the commencement of the work to be performed by the Contractor hereunder, the Contractor shall file with The State University of New York, SUNY Cortland (hereinafter referred to as “SUNY”), Certificates of Insurance (hereinafter referred to as “Certificates”), evidencing compliance with all requirements contained in this Section. Such Certificates shall be of a form and substance acceptable to SUNY. Certificate acceptance and/or approval by SUNY does not and shall not be construed to relieve Contractor of any obligations, responsibilities or liabilities under the Contract.

All insurance required by the Contract shall be obtained at the sole cost and expense of the Contractor; shall be maintained with insurance carriers acceptable to SUNY; shall be primary and non-contributing to any insurance or self-insurance maintained by SUNY; shall be endorsed to provide written notice be given to SUNY, at least thirty (30) days prior to the cancellation, non-renewal, or material alteration of such policies, which notice, evidenced by return receipt of United States Certified Mail; shall be sent to SUNY Cortland, Purchasing Department, Miller Building, Room 309, PO Box 2000, Cortland, New York 13045 and shall name The People of the State of New York, its officers, agents, and employees as additional insured there under (General Liability Additional Insured Endorsement shall be on Insurance Service Office’s (ISO) form number **CG 20 10 11 85**). The additional insured requirement does not apply to Workers Compensation, Disability, or Professional Liability coverage.

The Contractor shall be solely responsible for the payment of all deductibles and self-insured retentions to which such policies are subject. Deductibles and self-insured retentions must be approved by SUNY. Such approval shall not be unreasonably withheld.

The Contractor shall require that any subcontractors hired, carry insurance with the same limits and provisions provided herein.

Each insurance carrier must be rated at least “A-” Class “VII” in the most recently published Best’s Insurance Report. If, during the term of the policy, a carrier’s rating falls below “A-” Class “VII”, the insurance must be replaced no later than the renewal date of the policy with an insurer acceptable to SUNY and rated at least “A-” Class “VII” in the most recently published Best’s Insurance Report.

The Contractor shall cause all insurance to be in full force and effect as of the commencement date of this Contract and to remain in full force and effect throughout the term of this Contract and as further required by this Contract. The Contractor shall not take any action, or omit to take any action that would suspend or invalidate any of the required coverage’s during the period of time such coverage’s are required to be in effect.

Not less than thirty (30) days prior to the expiration date or renewal date, the Contractor shall supply to SUNY updated replacement Certificates of Insurance, and amendatory endorsements.

The Contractor, throughout the term of this Contract, or as otherwise required by this Contract, shall obtain and maintain in full force and effect, the following insurance with limits not less than those described below and as required by the terms of this Contract, or as required by law, whichever is greater (limits may be provided through a combination of primary and umbrella/excess policies):

a) Commercial General Liability Insurance with a limit of not less than \$5,000,000 each occurrence. Such liability shall be written on the ISO occurrence form CG 00 01, or a substitute form providing equivalent coverage's and shall cover liability arising from premises operations, independent contractors, products-completed operations, broad form property damage, personal & advertising injury, cross liability coverage, liability assumed in a contract (including the tort liability of another assumed in a contract) and explosion, collapse & underground coverage.

b) If such insurance contains an aggregate limit, it shall apply separately on a per job or per project basis.

c) Comprehensive Business Automobile Liability Insurance with a limit of not less than \$2,000,000 each accident. Such insurance shall cover liability arising out of any automobile including owned, leased, hired and non-owned automobiles.

d) If the work involves abatement, removal, repair, replacement, enclosure, encapsulation and/or disposal of any petroleum, petroleum product, hazardous material or substance, the Contractor shall maintain in full force and effect throughout the term hereof, pollution legal liability insurance with limits of not less than \$5,000,000, providing coverage for bodily injury and property damage, including loss of use of damaged property or of property that has not been physically injured. Such policy shall provide coverage for actual, alleged or threatened emission, discharge, dispersal, seepage, release or escape of pollutants, including any loss, cost or expense incurred as a result of any cleanup of pollutants or in the investigation, settlement or defense of any claim, suit, or proceedings against SUNY arising from Contractors work.

e) If coverage is written on a claims-made policy, the Contractor warrants that any applicable retroactive date precedes the effective date of this Contract; and that continuous coverage will be maintained, or an extended discovery period exercised, for a period of not less than two years from the time work under this Contract is completed.

f) If the Contract includes disposal of materials from the job site, the Contractor must furnish to SUNY, evidence of pollution legal liability insurance in the amount of \$2,000,000 maintained by the disposal site operator for losses arising from the disposal site accepting waste under this Contract.

g) If autos are used for transporting hazardous materials, the Contractor shall provide pollution liability broadened coverage for covered autos (endorsement CA 99 48) as well as proof of MCS 90.

h) If providing professional services, the Contractor shall maintain, or if subcontracting professional services, shall certify that Subcontractor maintain, errors and omissions liability insurance with a limit of not less than \$5,000,000 per loss. Such insurance shall apply to professional errors, acts, or omissions arising out of the scope of services covered by this Contract and, if the project involves abatement, removal, repair, replacement, enclosure, encapsulation and/or disposal of any hazardous material or substance, it may not exclude bodily injury, property damage, pollution or asbestos related claims, testing, monitoring, measuring, or laboratory analyses.

If coverage is written on a claims-made policy, the Contractor warrants that any applicable retroactive date precedes the effective date of this Contract; and that continuous coverage will be maintained, or an extended discovery period exercised, for a period of not less than two years from the time work under this Contract is completed.

i) Waiver of Subrogation. Contractor shall cause to be included in each of its policies insuring against loss, damage or destruction by fire or other insured casualty a waiver of the insurer's right of subrogation against SUNY, or, if such waiver is unobtainable (i) an express agreement that such policy shall not be invalidated if Contractor waives or has waived before the casualty, the right of recovery against SUNY or (ii) any other form of permission for the release of SUNY.

Contractor acknowledges that failure to obtain and/or keep in effect any or all required insurance on behalf of SUNY constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to SUNY. Contractor's failure to obtain and/or

keep in effect any or all required insurance shall also provide the basis for SUNY' immediate termination of any contract resulting from this RFQ, subject only to a five (5) business day cure period. Any termination by SUNY under this section shall in no event constitute or be deemed a breach of any contract resulting from this solicitation and no liability shall be incurred by or arise against the SUNY, its agents and employees therefore for lost profits or any other damages.

WORKERS' COMPENSATION / DISABILITY INSURANCE:

Workers' Compensation, Employer's Liability, and Disability Benefits meeting all New York State statutory requirements are required. If coverage is obtained from an insurance company through an insurance policy, the policy shall provide coverage for all states of operation that apply to the performance of the contract. In addition, if employees will be working on, near or over navigable waters, coverage provided under the US Longshore and Harbor Workers' Compensation Act must be included. Also, if the contract is for temporary services, or involves renting equipment with operators, the Alternate Employer Endorsement, WC 00 03 01A, must be included on the policy naming the People of the State of New York as the alternate employer.

PROOF of COMPLIANCE WITH WORKERS' COMPENSATION COVERAGE REQUIREMENTS:

ACORD forms are **NOT** acceptable proof of workers' compensation coverage.

In order to provide proof of compliance with the requirements of the Workers' Compensation Law pertaining to workers' compensation coverage, contractors shall:

A) Be legally exempt from obtaining workers' compensation insurance coverage;

or

B) Obtain such coverage from insurance carriers;

or

C) Be a Board-approved self-insured employer or participate in an authorized self-insurance plan.

Contractors seeking to enter into contracts with the State of New York **shall provide one of the following forms to SUNY Cortland** at the time of bid submission or shortly after the opening of bids:

A) **Form CE-200**, *Certificate of Attestation for New York Entities with No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required* which is available on the Workers' Compensation Board's website (www.wcb.state.ny.us);

or

B) *Certificate of Workers' Compensation Insurance:*

1) **Form C-105.2 (9/07)** if coverage is provided by the contractor's insurance carrier, **contractor must request its carrier** to send this form to SUNY Cortland;

or

2) **Form U-26.3** if coverage is provided by the State Insurance Fund, contractor must request that the State Insurance Fund send this form to SUNY Cortland;

or

C) *Certificate of Workers' Compensation Self-Insurance - Form SI- 12*, available from the New York State Workers' Compensation Board's Self-Insurance Office;

or

D) *Certificate of Participation in Workers' Compensation Group Self-Insurance Form-GSI-105.2*, available from the contractor's Group Self-Insurance Administrator.

PROOF of COMPLIANCE WITH DISABILITY BENEFITS COVERAGE REQUIREMENTS: In order to provide proof of compliance with the requirements of the Workers' Compensation Law pertaining to disability benefits, contractors shall:

A) Be legally exempt from obtaining disability benefits coverage;

or

B) Obtain such coverage from insurance carriers;

or

C) Be a Board-approved self-insured employer.

Contractors seeking to enter into contracts with the State of New York **shall provide one of the following forms to SUNY Cortland** at the time of bid submission or shortly after the opening of bids:

A) **Form CE-200**, *Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required* which is available on the Workers' Compensation Board's website (www.wcb.state.ny.us);

or

B) **Form DB-120.1**, *Certificate of Disability Benefits Insurance*. Contractor must request its business insurance carrier to send this form to SUNY Cortland;

or

C) **Form DB-155**, *Certificate of Disability Benefits Self-Insurance*. The Contractor must call the Board's Self-Insurance Office at 518-402-0247 to obtain this form.

All forms must name the SUNY Cortland – Purchasing Department, Miller Building, Room 309, PO Box 2000, Cortland NY 13045, as the Entity Requesting Proof of Coverage (Entity being listed as the Certificate Holder).

SUNY CORTLAND
Request for Proposal
Integrated Pest Management Services

Instructions: Please complete this Proposal Form and return with all other requested material by the date and time indicated on page one (1) of this package.

Having carefully examined the "Instruction to Respondents," the "General Conditions," the specifications and any Addenda for the subject work listed and having received clarification on all items of conflict or items upon which any doubt arose, the undersigned proposes to furnish all labor, materials and equipment called for by the said documents for the entire work in strict accordance with the contract documents for the stipulated prices listed below:

Base proposal (this includes all regularly scheduled Pest Control Services):

Service	Unit Price	Quantity	Total Price
A. Residence Halls: Please see attached list: West Campus Apartment Complex plus 17 additional Residence Halls. See buildings # 1-18. Reference page 3 of this proposal.	\$_____ mo.	12/year	\$_____

**** PLEASE EXPLAIN ANY BED BUG EXTERMINATION SERVICES YOU MAY PROVIDE AND PRICING.**

B. Academic/Miscellaneous Buildings #1 – 29 Reference Page 3 of this proposal. Pest Control Services on a monthly basis.	\$_____ mo.	12/year	\$_____
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Unscheduled/Emergency Pest Control Services:

Service	Unit Price	Quantity	Total Price
A. Pest Control Services for one room/balcony (Treatment for mice, bees, wasps, spiders, ants, etc.) (2-Hour response time required).	\$_____	1	\$_____
B. Pest Control Services for removal of one bat (2-Hour response time required)	\$_____	1	\$_____
C. Pest Control Services for removal of one animal \$_____	\$_____	1	\$_____
D. Pest Control Services for treatment of one area For cluster flies.	\$_____	1	\$_____

Unscheduled/Emergency Service Calls.

A. Hourly fee or cost per building by sq. ft. to treat for cluster flies (additional explanation	\$_____	1	\$_____
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on fees and service should be provided in your proposal)

B. Hourly fee or fixed cost per building
for bird (pigeon) control involving waste removal/control of roosting/nesting.
\$ _____ 1 \$ _____

NOTE: If any additional explanation or services may be provided, please attach a separate sheet with additional information.

Proposal Submitted by:

NAME OF FIRM: _____
(Please print)

ADDRESS: _____

CITY/STATE: _____

TELEPHONE: _____ **CELL:** _____ **FAX:** _____

REPRESENTATIVE NAME /TITLE: _____
(Please print)

E-MAIL ADDRESS: _____

SIGNATURE: _____ **DATE:** _____