**Bid No.**  
B1600003  

**Bid Title**  
Pest Management  

**Bid Opening Date and Time**  
September 18, 2014 at 2:00 pm  

**Contact**  
Gary Drewes (preferred) ; Beatriz Castaño (alternate)  

**E-mail Address**  
drewesg@sunysuffolk.edu ; castanb@sunysuffolk.edu  

**Telephone No.**  
(631) 851-6734 ; (631) 451-4435  

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**BID INVITATION:**  
This is an invitation to submit sealed bids for furnishing the materials and/or services specified herein subject to the terms and conditions defined in the solicitation documents.  

**BID SUBMISSION INSTRUCTIONS:**  
Bid shall be mailed or delivered to:  
Suffolk County Community College, Purchasing Office, NFL Building Rm 11, Selden, NY 11784  
Bid must be received at the above address on or before the bid opening date and time. Bid must be signed in ink.  
Bidder must include with its bid the County Disclosure SCEX Form 22 and Bid Certification SCPD-7.  

The undersigned bidder affirms and declares that s/he has carefully examined the advertised invitation for bids, the bid terms and conditions and detailed specifications and certifies that this bid is signed with full knowledge and acceptance of all the provisions thereof and offers and agrees, if this bid is accepted within 90 days from the bid opening date, the undersigned offers and agrees to furnish any of the items in which prices are quoted at the price and delivery time indicated, subject to all the terms and conditions herein.  

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**BID MUST BE SIGNED BY SOLE PROPRIETOR, PARTNER OR OFFICER AUTHORIZED TO SIGN FOR CORPORATION**  
NAME OF BIDDER ________________________________________________________________  

ADDRESS ________________________________________________________________  

CITY ___________________________ STATE ______________ ZIP CODE ______________  

PHONE NO. __________________ FEDERAL TAX IDENTIFICATION NUMBER __________________  

In executing this bid, the Bidder warrants that the prices submitted herein are not higher than those offered to any governmental or commercial consumer for like deliveries. The prices herein do not include any Federal excise taxes or sales tax imposed by any State or Municipal Government.  

_________________________________________  
SIGNATURE OF AUTHORIZED INDIVIDUAL  

_________________________________________  
PRINT OR TYPE NAME OF SIGNER AND TITLE
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BID TERMS AND CONDITIONS

1. The following conditions apply to this bid: (a) Late Formal Sealed Bids will NOT be accepted. Bidders are urged to mail bids early to assure delivery on time. (b) Bids must be received by the Procurement Office on or before the specified bid opening date and time. (c) Prices MUST be inserted with typewriter or ink. Entries with white-out or cross-outs MUST be initialed or that entry may be disqualified. (d) Bidders should submit Unit Price in appropriate column on bid pages or forms attached hereto. In the event of a discrepancy between the Unit Price and the Extension Price, the Unit Price shall govern. (e) Bidders should retain one (1) copy of bid forms and applicable attachments. (f) Bidders MUST state Manufacturer's name and catalog number of each item bid on, as appropriate. (g) ABSOLUTELY NO MINIMUM ORDERS shall be applied to this bid. (h) Purchases made by the College are not subject to State or Local Sales Taxes or Federal Excise Taxes. (i) The College is not subject to any existing “FAIR TRADE AGREEMENT” and Bidders should be governed accordingly. (j) Any Manufacturer offering prices for equipment or supplies (disposables), MUST agree to sell parts and service for their equipment currently owned or leased by the College or acquired as a result of this bid, directly to the College. This provision applies even if this bid is for supplies only. (k) When applicable, Vendor shall submit documentation to the College, prior to delivering the product, indicating a “Class A” Fire Rating and New York State Department of State Compliance Numbers, in accordance with “NAPPA 101” and New York State Fire Prevention Code, Part 772 (NYSDOS Number). Products delivered without prior approved certification will be rejected, and the Vendor shall be responsible for all costs associated with their return. (l) Bid must be returned in its entirety. (Every page must be returned). (m) All work performed must be in compliance with all rules and regulations stated by OSHA, Local, State, Federal or any other regulatory agencies. (n) On repair Agreements, Contractor will furnish all labor, materials, transportation, tools, instrumentation, parts and accessories necessary to repair and restore the equipment to optimum operating condition. (o) All Contractor personnel assigned to any requirement of a contract established must be fully qualified and cognizant of the required and applicable Electrical Codes and safety requirements, and must adhere to them. (p) All parts supplied must match the designated equipment, and must be in accordance with the specifications of the Manufacturer of the part to be replaced. (q) Except as otherwise specified, all contractual requirements will be performed at the College site, as required. © Any requirement to remove any part of the equipment or system(s) to Contractor’s shop must be approved by an authorized College representative. The College shall supply all utilities which are available on location insofar as compatibility requirements permit. (s) All requirements performed by the Contractor will be subject to inspection and approval by an authorized designated representative of the College. (t) Employees of the Contractor while on service call shall carry identification badges or cards and shall be instructed to submit same to scrutiny upon request by the Office of Public Safety or supervisory personnel of the College.

2. Bids on equipment must be on standard new equipment, latest model, except as otherwise specifically stated in proposal or detailed specification. Where any part or nominal appurtenances of equipment is not described, it shall be understood that all equipment and appurtenances which are usually provided in the manufacturer’s stock model shall be furnished.

3. Bids on materials and supplies must be for new items except as otherwise specifically stated in bid or detailed specification.
4. Bidder declares that the bid is made without any connection with any other Bidder submitting a bid for the same items, and is in all respects fair and without collusion or fraud.

5. INDEPENDENT CONTRACTOR The Contractor is an independent contractor of the College or County. The Contractor shall not, nor shall any officer, director, employee, servant, agent or independent contractor of the Contractor (a “Contractor Agent”), be (i) deemed a College or County employee, (ii) commit the College or County to any obligation, or (iii) hold itself, himself, or herself out as a College or County employee or Person with the authority to commit the College or County to any obligation. As used in any Agreement awarded as a result of this bid the word “Person” means any individual person, entity (including partnerships, corporations and limited liability companies), and government or political subdivision thereof (including agencies, bureaus, offices and departments thereof).

6. BIDDERS’ EXCEPTIONS Bidders may take exception to paragraphs of this bid under a separate cover letter to be attached to this bid, indicating specific bid page, paragraph, and the exception(s). The Director will consider whether or not to accept a Bidder’s exception(s). In any event, the decision of the Director will be final.

7. DETAILED SPECIFICATIONS Proposals submitted hereunder shall be in accordance with detailed specifications set forth on bid pages or as attached and made part hereof. Such specifications are representative of the type of item(s) required. The Director reserves the right to accept item(s) with different specifications or methodologies if, in his opinion, the item(s) offered can satisfy the needs of the Using Department(s). Furthermore, any alternate item(s) offered can be rejected if they fail to meet the specifications of the item(s) specified in this bid.

8. PRICES The provisions of the New York State Fair Trade Law (Feld-Crawford Act) and the federal price discrimination law (Robinson-Patman Act) do not apply to purchases made by the College.

9. REDUCTION IN PRICES If an award is made, the Contractor agrees, should prices be reduced to the general trade during the term of the agreement, the College shall receive the benefit of such reduction immediately upon effect. It shall be incumbent upon the Contractor to notify the College of such price reductions.

10. NEW YORK STATE PRICES Bidders must represent and warrant that if they are under contract with New York State for items specified herein that the price, per unit, quoted to the College, therefore, is not higher than the price, per unit, quoted to New York State for like quantities.

11. APPROXIMATE QUANTITIES The estimated usage quantities or estimated annual dollar value, when indicated, are merely estimates based on experience or anticipated usage and are given for information purposes only. The College will NOT be compelled to order any amount of any respective item. Agreements, however, shall be for the quantities actually ordered by the College during the period specified.

12. SPECIFICATIONS If Bidder is offering an “Equal” item, Bidder is to submit complete specifications and illustrations of products offered with the bid. Acceptance of a bid and designation of a Manufacturer’s catalog description, brand name or number in any Agreement resulting therefrom shall not be construed as qualification of the specifications of this bid or relief there from except as specifically stated in the Agreement.
13. EQUIVALENT BIDS Bidders may offer equipment of the same capability, but of different manufacture and model than that specified in this bid. The use of the name of a Manufacturer, brand, make or catalog designation in specifying items described herein does not restrict Bidders from offering equivalent bids. Such a designation is used to indicate the character, quality and performance equivalence desired. However, acceptance of an equivalent product will be strictly at the discretion of the College. Furthermore, proof and/or demonstration of equivalence, compatibility and performance shall be incumbent upon the Bidder.

14. PRODUCT IDENTIFICATION If a product is identified by a BRAND NAME, a substitute of equal quality, construction, finish, composition, size, workmanship and performance characteristics may be acceptable. In submitting a bid, each Bidder warrants that the substitute product being offered is an equal. Bid Sheets shall be so noted with the Manufacturer’s name and brand of the product offered as an equal. If, as a result of an award, a delivery is made of a brand or product represented as an equal which is subsequently deemed to be unacceptable, the Vendor shall be required, at his expense, to pick up the rejected item and replace it with brand(s) listed in the bid or an acceptable equal which will have the approval of the Director.

15. PROTECTION FROM CLAIM AGAINST “OR EQUAL” In the event of any claim by any unsuccessful Bidder concerning or relating to the issue of “equal or better” or “or equal”, the successful Bidder agrees, at his own cost and expense, to defend such claim or claims and agrees to hold the College free and harmless from any and all claims for loss or damage arising out of this transaction for any reason whatsoever.

16. ALTERNATE BIDS If the Bidder wishes to offer an alternate to the specified item(s), s/he may do so, provided that s/he clearly indicates that the item(s) offered is an alternate and does not represent the alternate to be an equivalent, and further provided he accompany the alternate offer with full explanation and specification. Consideration of the alternate shall be at the sole discretion of the Director.

17. SHIPPING CHARGES All bids must be F.O.B. Destination and include delivery within doors unless otherwise specified. The College acknowledges that if an emergency shipment (overnight, Saturday Delivery, etc.) is required and requested by the Using Department, such shipping charges would be paid by the Using Department on a “Prepay Shipping Charges and Add To Claim” basis.

18. SURETY In the event that an award is made hereunder, the Director reserves the right to require Successful Bidder to post, within one week, security for faithful performance, with the understanding that whole or any part thereof may be used by the College/County to rectify any deficiency that may arise from any default on the part of the Successful Bidder. Such security must meet all the requirements of the College General Counsel and must be approved by the College General Counsel.

19. SAMPLES Samples, when required, must be submitted strictly in accordance with instructions; otherwise bid may not be considered. If samples are requested subsequent to bid opening, they shall be delivered within five (5) days of request for bid to have consideration. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating if the Bidder desires their return; also specifying the address to which they are to be returned, provided they have not been used or made obsolete by tests. Award samples may be held for comparison with deliveries. Samples will be returned at the Bidder’s risk and expense.
20. AWARD  (a) The College reserves the right before making an award to make investigations as to whether or not the items, qualifications or facilities offered by the Bidder meet the requirements set forth herein and are ample and sufficient to insure the proper performance in the event of an award. The Bidder must be prepared, if requested by the College, to present evidence of experience, ability and financial standing, as well as a statement as to plant, machinery, trained personnel and capacity of the manufacturer for the production and distribution of the material on which he is bidding. Upon request of the College, the Successful Bidder shall file certification from the manufacturer relative to authorization, delivery, service and guarantees. If it is found that the conditions of the bids are not complied with or that articles or equipment purposed to be furnished do not meet the requirements called for, or that the qualifications, financial standing or facilities are not satisfactory, the College may reject such bids. It is distinctly understood, however, that nothing in the foregoing shall mean or imply that it is obligatory upon the College to make any examinations before award; and it is further understood that, if such examination is made, it in no way relieves the Bidder from fulfilling all requirements and conditions of the bid. (b) Awards will be made to the lowest responsible Bidder or on the basis of best value, in accordance with the College’s Procurement Policy. Cash discounts will not be a factor in determining awards, except in tie bids. Consideration will be given to the reliability of the Bidder, the quantities of the materials, equipment or supplies to be furnished, their conformity with the specifications, the purpose for which required and the terms of delivery. (c) The College reserves the right to reject any and all bids in whole or in part and to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the College will be served. (d) Unless otherwise indicated herein, the College reserves the right to make award by items, by classes, by groups of items, or as a whole, or, in appropriate circumstances, to award to multiple bidders.

21. DELIVERIES  Upon failure of the Vendor to deliver within the time specified, or within reasonable time as interpreted by the College, or failure to make replacement of rejected articles when so requested immediately or as directed by the College, the College may purchase from other sources to take the place of the item rejected or not delivered. The College reserves the right to authorize immediate purchase from other sources against rejections on any order when necessary. On all such purchases the Vendor agrees to promptly reimburse the College for excess cost occasioned by such purchases. Should the cost be less, the Vendor shall have no claim to the difference. Such purchases will be deducted from order quantity.

22. An order may be canceled at the Vendor’s expense upon nonperformance. Failure of the Vendor to furnish additional surety within ten (10) days from date of request shall be sufficient cause for the cancellation of the order.

23. When in the determination of the College, the articles or equipment delivered fail to meet College specifications or, the Vendor consistently fails to deliver as ordered, the College reserves the right to cancel the order and purchase the balance from other sources at Vendor’s expense.

24. Delivery must be made as ordered and in accordance with the bid. If delivery instructions do not appear on order, it will be interpreted to mean prompt delivery. The decision of the director as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the Vendor.
25. The College will not schedule any deliveries for Saturdays, Sundays or legal holidays, except commodities required for daily consumption or where the delivery is an emergency, a replacement, or is overdue, in which event the convenience of the College will govern.

26. Supplies shall be securely and properly packed for shipment, according to accepted commercial practice, without extra charge for packing cases, reels, bailing or sacks. The containers remain the property of the College unless definitely stated otherwise in the bid.

27. The Vendor shall be responsible for delivery of supplies in good condition at point of destination. The Vendor shall file all claims with carrier for breakage, imperfections and other losses, which will be deducted from invoices. The College will note for the benefit of the Vendor when packages are not received in good condition.

28. All supplies which are customarily labeled or identified must have securely affixed thereto the original un-mutilated label or marking of the manufacturer.

29. WARRANTY (a) Generally. The successful Bidder warrants the equipment furnished and all associated equipment against any defects in design, workmanship and materials against failure to operate satisfactorily for one (1) year from the date of acceptance by the College, other than defects or failure shown by the Vendor that have arisen solely from accident or abuse occurring after delivery to the College, and agrees to replace any parts, which, in the opinion of the user, shall fail from the above reasons. (b) Different Warranty Period. If a company policy or trade practice requires a different warranty period, the Bidder may so state without fear of disqualification. However, the Bidder is cautioned that the length of warranty may, in some cases, be a deciding factor in making an award. (c) OSHA. Equipment furnished hereunder shall meet the standards set forth in the Occupational Safety and Health Act of 1979.

30. REPLACEMENT PARTS If the requirements specified herein represent, for the most part, replacement and/or repair components to existing and presently owned equipment, such components must match and inter-member without modification to the equipment and systems indicated.

31. EXPIRATION DATING All products shipped must have a minimum of one (1) year expiration dating from the date of delivery to the College. For products that have less than one (1) year expiration dating from time of manufacture, the longest possible expiration dating must be supplied to the College.

32. ADDITIONAL ITEMS Additional items of the same or similar manufacture or additional services related to the specifications and requirements stated herein may be added by an amendment to the Agreement, provided that such items or services do not or are not expected to exceed the statutory limit of $1,000.00 in any Agreement period.

33. Deliveries are subject to reweighing at destination by the College and payment will be made on the basis of net weight of materials delivered. Normal shrinkage will be allowed in such instances where shrinkage is possible. Short weight shall be sufficient cause for cancellation of order at Vendor’s expense.
34. Reference is made to the Model Agreement attached (set forth in Section VI) for the terms and conditions of the Agreement to be entered into, including indemnification and insurance. The Model Agreement is subject to revision arising out of the terms and conditions imposed by law or deemed appropriate by the College's Office of Legal Affairs.

End of Section I
SECTION II
BID REQUIREMENTS

1. **Intent:**
   It is the intent of the College to properly describe in these specifications, terms and conditions an adequate method of providing appropriate pest management services to the College and enter into an agreement with the lowest responsive and responsible bidder. The Contractor(s) shall provide pest management services at all three College campuses and the Culinary Arts Building located as follows:
   - Ammerman Campus – 533 College Road, Selden NY 11784
   - Michael J. Grant Campus – 1001 Crooked Hill Road, Brentwood NY 11717
   - Eastern Campus – 121 Speonk Riverhead Road, Riverhead NY 11901
   - Culinary Arts – 20 Main Street, Riverhead NY 11901

2. **Award:**
   Award(s), if any, will be made to the lowest responsible Bidder(s), who, in the opinion of the College, meets the specifications and qualifications stated herein, or upon the basis of best value, in accordance with the College’s Procurement Policy. The award(s) will be in the form of a contract which, when issued and executed by both parties, will enable the successful Bidder(s) to perform the services specified herein for the period indicated and at the prices bid upon receipt of a signed Purchase Order. The College may award contracts by location based on bid amounts.

3. **Term of Agreement:**
   Period covered shall be for one (1) year from the date of an award with four (4) one-year renewal options to be exercised at the College’s sole and absolute discretion. The terms of each option shall be as mutually agreed upon by both parties.

4. **Prices:**
   Prices shall remain firm for the first year of the contract and no upward escalation will be permitted. Thereafter, increases in labor and/or material costs may be considered, provided they are based on certified labor contracts, uncontrollable material costs which can be verified in national publications or other increases auditable by the College. The burden of proof for such increases shall be upon the Contractor and shall be formally directed to the Director. The decision as to whether or not such increases will be granted shall be made by the Vice President of Business and Financial Affairs and shall be final. In the event an increase is not granted when requested, the Contractor may elect to continue at the bid prices or give written notice of termination, upon receipt of which the Agreement be rebid.

5. **Deficient Service Procedure:**
   The Contractor agrees that in the event any of the services provided for under the terms of this contract should in any way be omitted or unsatisfactorily performed by the Contractor and/or his employees, the College shall so notify the Contractor verbally and follow with a written notification of the deficient services for immediate correction. In the event the Contractor does not correct the deficient services after receipt of written notification, the College will deduct a percentage based on the work not performed or performed unsatisfactorily from the Contractor’s claim for the period covered. If the Contractor continues to omit or unsatisfactorily perform the required services, the College will arrange for the work to be done by another Contractor and the cost of such work shall be deducted from any monies due or that may become due to the Contractor.
6. **Disclaimer:**
The contract executed as a result of this bid will establish terms and conditions pursuant to which certain materials and/or services are to be supplied or performed, from time to time, for a specified period upon issuance by the College of a Purchase Order. The Model Agreement is attached hereto in Section VI and is made part hereof the Solicitation Documents. The contract is non-exclusive and the College is not bound to purchase, and no materials are to be delivered or services performed without a Purchase Order. The College shall be under no obligation whatsoever to issue such Purchase Orders.

7. **Specifications:**

A. Bidders shall demonstrate at least two (2) years of continuous commercial service/maintenance work and shall have sufficient workmen, equipment and vehicles to support the needs of the College in accordance with the requirements described herein. Apparent responsive and responsible low bidder(s) will be required to demonstrate an acceptable level of resources that will be made available to the College under this agreement prior to contract award. Bidder shall include in the bid response three references of customers similar in size and scope.

B. The Contractor shall treat the College’s facilities as needed. The days and times for the services will be arranged between the Contractor and the College and shall not interfere with the normal operation of the facilities. Contractor shall perform all work in the best workmanlike manner. Contractor shall provide adequate protection from damage for all work and shall repair damages of any kind for which the Contractor’s workmen are responsible.

C. The Contractor shall be responsible for the safe use of pesticides. All pesticides used by the Contractor must be registered with the EPA and appropriate State and/or Local jurisdiction. Transport, handling and use of all pesticides shall be in strict accordance with the manufacturer’s label instructions and all applicable Federal, State and Local regulation. The environment and public shall be protected at all times. All work shall be performed in accordance with the national code, current edition and all local codes.

D. The Contractor must follow the provisions of the Suffolk County Code Section 380-5 (E) related to pesticide application on County and College owned properties. In addition, all pest control materials shall be applied in accordance with NYS DEC regulations and in a manner consistent with manufacturer’s recommendations.

E. The Contractor shall be licensed in the County of Suffolk and local municipalities as required.

F. Pest control technicians shall have good knowledge of problem pests, methods of pest control and proper and safe use of least toxic pesticides. The Contractor shall provide only qualified pest management personnel with adequate experience to perform the services defined herein. All personnel must understand current practices in the field and be able to make judgements regarding best pest management techniques. Staff shall also understand the terms and conditions of the agreement with the College in order to comply with all its terms and conditions.

G. Contractor shall clean up and remove all debris and rubbish resulting from the work performed. Upon completion of the work, all premises shall be left in a neat unobstructed condition. The building broom cleaned and in a satisfactory repair and order.

H. The Contractor shall provide the College with the labels and MSDS of all pesticides to be used.

I. Prior to performing any space spray treatment, the Contractor shall submit a written request for approval to the Campus Director of Plant Operations and the College Director of Public Safety at least five (5) days prior to the proposed treatment date. The request must identify the specific pest, time
and specific place of treatment, pesticide(s) to be used, method of application, precautions to be taken to ensure the containment of the spray to the site of application. No space application of pesticide shall be made without the approval of the College. No space application shall be made while students, faculty or staff are present. No product identifiable as a fumigant shall be used in any building.

J. Contractor shall use most up-to-date materials being manufactured. No obsolete materials shall be allowed.

K. During each service, the Contractor’s technician shall provide the College with a service ticket signed by a College representative and an inspection report which shall include the following information:
   a. Date and time.
   b. Name of technician performing the work.
   c. On the job service time, including start and end times.
   d. List of locations serviced.
   e. When performing services on an hourly rate basis, specify start and end times for the location in need of hourly rate services.
   f. When performing services on a linear foot basis, specify the number of linear feet serviced.
   g. Description of work including list of products used as well as a copy of the MSDS sheets and EPA Reg numbers.

L. The Contractor shall treat all the food services facilities. These include the kitchen, dishwashing area, dining room, staff locker rooms and restrooms, service area, vending machines, food storage, dry storage, garbage disposal area and the office area. Food services facilities will be treated every other week. Contractor shall develop a pest management approach for these facilities that ensures the elimination and prevention of insects and other pests in this areas. In cases where it is determined that a particular chemical in use at a specific location has lost its effectiveness, the Contractor shall replace such ineffective chemical with a more effective one.

M. The Contractor shall treat facilities for both insects and rodents. These include German roaches, American roaches, oriental roaches, common household ants such as pavement and citronella ants, mice, rats and flying insects.

N. For the purpose of this contract, the following terms and descriptions shall define the insects the Contractor is required to control: roaches of all species, silverfish, earwigs, ants and all crawling insects, anthropoids such as but not limited to spiders, ticks, centipedes, mites, etc.

O. The College reserves the right to assign its personnel to assist the Contractor’s staff if they deem it in its best interest to do so.

P. The Contractor shall be required to respond to services requests within 24 hours from notification by the College of a service need, including weekends and holidays.

Q. Continual breakdown of vehicles is not an acceptable reason for non-compliance, and shall be a reason for cancellation of the contract.

R. No travel time will be paid. Payments will be made only for the services performed and the time on the job. Invoices shall be accompanied by daily service tickets specifying the time of arrival, work completed, material used and time of departure for each employee. Tickets must be signed by an authorized representative of the College. A legible copy of the ticket shall be left with the signer/representative of the College and shall be the basis for all payments upon submission of an invoice.
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Bid Title: Pest Management

S. When arriving at any of the Campus locations, Contractor shall report to the Public Safety booth. Contractor shall be required to sign in at the Public Safety booth at the time of arrival and sign out at the same booth location when leaving the Campus after completion of the work.

T. Under the contract, sub-contracting will not be permitted without prior approval by the College. If approval is granted, the Contractor shall be required to submit to the College copies of agreements with all subcontractors, including insurance certificates. Contractor and all approved subcontractors must perform all work in accordance with all relevant codes.

U. The Contractor shall pay its employees the prevailing wage rate as defined in Section 220 of the NYS Labor Law Schedule of Wage Rates. A copy of the certified payroll shall accompany any request for payment.

V. The Contractor shall treat for the different pests as follows:

a. **Pesticide Products and Use**

i. The Contractor shall be responsible for the safe use of pesticides. All pesticides used by the Contractor must be registered with the EPA and appropriate State and/or Local Jurisdiction. Transport, handling and use of all pesticides shall be in strict accordance with the manufacturer’s label instructions and all applicable Federal, State and Local Regulations. The environment and the public shall be protected at all times.

ii. The Contractor shall minimize the use of synthetic/organic pesticides wherever possible. For example:

1. The use of crack and crevice application of pesticides harborage areas rather than fan spraying exposed surfaces in the general vicinity of harborage areas.
2. The use of containerized bait for cockroaches rather than sprays wherever applicable.
3. Pesticides fogs or space sprays (including mists and ultra-low volume application) shall be restricted to unique situations for which no alternative measures are practical as deemed necessary by the Contractor and approved by the College.

iii. Prior to performing a space spray treatment, the Contractor shall submit a written request for approval to the College at least five (5) days prior to the proposed treatment time. The request shall identify the specific pest, time and specific place(s) of treatment, pesticide(s) to be used, method of application, precautions to be taken to ensure the containment of the spray to the site of application. **No space application of pesticide shall be made without the approval of the College.** **No space application shall be made while any staff or students are present.** No products identifiable as fumigant shall be used in any of the College’s buildings for any purposes.

b. **Rodent Control**

i. Snap traps and trapping devices (including glue boards) used in rodent control shall be checked during every service call. Rodents trapped shall be disposed of by the Contractor within 24 hours after notification by the College. Trapping shall not be performed during periods when maintenance will be delayed by holidays, weekends, etc. Traps shall be placed out of the general view and located so as not to be affected by routine cleaning procedures.

ii. All rodenticides regardless of packaging shall be placed either in locations not accessible to children, pets, wildlife and domestic animals or on EPA approved tamper resistant (often termed tamper-proof) bait boxes. Frequently, bait box servicing shall
depend on the level of rodent infestation. All bait boxes shall be placed and obtained in accordance with EPA regulations with an emphasis on the safety of non-target organisms. The following three points shall be strictly adhered to:

1. The lids of all bait boxes must be securely locked or fastened shut.
2. Bait must always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box.
3. All bait boxes must be securely attached or anchored to the floor, ground, wall, etc. so that the box cannot be picked up or removed.

c. **Ant and Roach Control**
   i. Only baits and gels are to be used for the control of interior building insects which includes but is not limited to roaches and ants.
   ii. Monitoring devices and boards shall be used in conjunction with baits and gels to identify problem areas and track infestation and treatment.
   iii. Monitoring devices used in identifying infestations and counts shall be checked and counted and replaced at each visit to the site unless the control of the infestation cannot be controlled in such manner. If this is the case, the College shall be notified of the infestation, products used and means of treatment needed to further control the infestation.
   iv. All insecticides (baits and gels) unless applied in cracks and crevices, shall be placed in tamper resistant bait stations. Stations shall be placed out of the general view and located so as not to be affected by routine cleaning procedures.

d. **Outdoor Bees, Wasps, Hornets, Yellow Jackets, Etc.**
   i. Whenever possible, outdoor flying insect control shall be accomplished by non-pesticide means that shall include but not be limited to the following:
      1. Mechanical removal of nests and hives
      2. Use of non-pesticide freeze sprays, juice/bar
      3. Traps with bait for yellow jackets, wasps, etc.

8. **Site Visit:**

Bidders are strongly encouraged to attend the site visit at each Campus location. Bidders are asked to contact Gary Drewes at (631) 851-6734 to confirm the attendance to the site visits.

Site visits have been scheduled as follows:

Michael J. Grant Campus – September 9, 2015 at 9:00 am. Meet at the Plant Operations Building.

Ammerman Campus – September 10, 2015 at 8:30 am. Meet at the Plant Operations Building.

Eastern Campus – September 11, 2015 at 9:00 am. Meet at the Plant Operations Building.

**End of Section II**
SECTION III
BID PRICES

MICHAEL J. GRANT CAMPUS

ITEM NO. 1
Item No. 1 includes the Western Campus Cafeteria located at the Captree Commons and the convenience store located in Health, Sport and Education Center (HSEC). Exterminating and pest control services include both insects and rodents and shall be performed at a set time agreed to by the College and the Contractor. Service at these locations will be provided every other week but the service requirement may increase or decrease as-needed as determined by the College. Bid price per visit shall include all necessary pesticides and traps to ensure the appropriate control of insects and rodents in these areas.

BID PRICE PER SERVICE VISIT ________________

ITEM NO. 2
The Contractor shall provide services including but not limited to ants, roaches, beetles, water bugs, spiders, gnats, mice, etc. on an as-needed basis to all other Campus buildings which include but is not limited to the following:

- Health, Sport and Education Building
- Sagtikos Building
- Nesconset Building
- Paumanok Building
- Caumsett Hall Building
- Craptree Commons Building
- Day Care Center
- Center, North and South Buildings (3 Buildings)
- Plant Operations (2 Buildings)
- Auto Shop – Warehouse Building

1. TERMITES

<table>
<thead>
<tr>
<th>BID PRICE</th>
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<tbody>
<tr>
<td>PRICE PER LINEAR FOOT</td>
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<tr>
<td>MINIMUM CHARGE</td>
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<tr>
<td>EXTENDED WARRANTY 1 YR</td>
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<td>EXTENDED WARRANTY 5 YRs</td>
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Price per linear foot shall include labor and all necessary materials for the satisfactory performance of the work. Compensation will be based on the number of feet treated times the price per linear foot. If the total cost of the work is lower than the minimum charge, the Contractor will be compensated based on the minimum charge bid price.
2. **INTERIOR OF BUILDING FOR INSECT PROBLEMS**

   **PRICE PER LINEAR FOOT**
   
   $___________________

   **MINIMUM CHARGE**
   
   $___________________

   Price per linear foot shall include labor and all necessary materials for the satisfactory performance of the work. Compensation will be based on the number of feet treated times the price per linear foot. If the total cost of the work is lower than the minimum charge, the Contractor will be compensated based on the minimum charge bid price.

3. **EXTERIOR OF BUILDING FOR INSECT PROBLEMS**

   **PRICE PER LINEAR FOOT**
   
   $___________________

   **MINIMUM CHARGE**
   
   $___________________

   Price per linear foot shall include labor and all necessary materials for the satisfactory performance of the work. Compensation will be based on the number of feet treated times the price per linear foot. If the total cost of the work is lower than the minimum charge, the Contractor will be compensated based on the minimum charge bid price.

4. **BEES, WASPS, HORNETS**

   **HOURLY RATE**
   
   $___________________

   **MINIMUM CHARGE**
   
   $___________________

   Hourly rate shall include labor and all necessary materials for the satisfactory performance of the work. Compensation will be based on the actual time spent on the job times the hourly rate. If the total cost of the work is lower than the minimum charge, the Contractor will be compensated based on the minimum charge bid price.

5. **RODENTS**

   **HOURLY RATE**
   
   $___________________

   **MINIMUM CHARGE**
   
   $___________________

   **PRICES FOR BAIT (MOUSE SEED AND/OR TRAPS)**
   
   $___________________ Per Unit

   **PRICE FOR COVERED BAIT STATIONS**
   
   $___________________ Per Unit

   Hourly rate shall include labor and all necessary materials for the satisfactory performance of the work. Compensation will be based on the actual time spent on the job times the hourly rate. If the total cost of the work is lower than the minimum charge, the Contractor will be compensated based on the minimum charge bid price.
Bid No.: B1600003
Bid Title: Pest Management

EASTERN CAMPUS

ITEM NO. 1
Exterminating and pest control services include both insects and rodents and shall be performed at a set time agreed to by the College and the Contractor. Service at the locations defined below will be provided every other week but the service requirement may increase or decrease as-needed as determined by the College. Bid price per visit shall include all necessary pesticides and traps to ensure the appropriate control of insects and rodents in these areas.

1. CULINARY ARTS FACILITY: Bakers workshop, baking lab, demonstration theater, culinary arts lab

   BID PRICE PER SERVICE VISIT $_____________

2. PECONIC BUILDING CAFETERIA

   BID PRICE PER SERVICE VISIT $_____________

ITEM NO. 2
The Contractor shall provide services including but not limited to ants, roaches, beetles, water bugs, spiders, gnats, mice, etc. on an as-needed basis to all other Campus buildings which include but is not limited to the following:

- Culinary Arts Facilities
- Peconic Building
- Shinnecock Building
- Orient Building
- Corchaug Building
- Montaukett Learning Resource Center (MLRC)
- Bus Stop, Loading Docks, Patio, etc

1. TICKS

   BID PRICE
   HOURLY RATE $_____________
   MINIMUM CHARGE $_____________

   Hourly rate shall include labor and all necessary materials for the satisfactory performance of the work. Compensation will be based on the actual time spent on the job times the hourly rate. If the total cost of the work is lower than the minimum charge, the Contractor will be compensated based on the minimum charge bid price.

2. TERMITES

   BID PRICE
   PRICE PER LINEAR FOOT $_____________
   MINIMUM CHARGE $_____________
   EXTENDED WARRANTY 1 YR $_____________
   EXTENDED WARRANTY 5 YRs $_____________
Price per linear foot shall include labor and all necessary materials for the satisfactory performance of the work. Compensation will be based on the number of feet treated times the price per linear foot. If the total cost of the work is lower than the minimum charge, the Contractor will be compensated based on the minimum charge bid price.

3. **INTERIOR OF BUILDING FOR INSECT PROBLEMS**

   **PRICE PER LINEAR FOOT**
   
   $___________________

   **MINIMUM CHARGE**
   
   $___________________

   Price per linear foot shall include labor and all necessary materials for the satisfactory performance of the work. Compensation will be based on the number of feet treated times the price per linear foot. If the total cost of the work is lower than the minimum charge, the Contractor will be compensated based on the minimum charge bid price.

4. **EXTERIOR OF BUILDING FOR INSECT PROBLEMS**

   **PRICE PER LINEAR FOOT**
   
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   **MINIMUM CHARGE**
   
   $___________________

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5. **BEES, WASPS, HORNETS**

   **HOURLY RATE**
   
   $___________________

   **MINIMUM CHARGE**
   
   $___________________

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6. **RODENTS**

   **HOURLY RATE**
   
   $___________________

   **MINIMUM CHARGE**
   
   $___________________

   **PRICES FOR BAIT (MOUSE SEED AND/OR TRAPS)**
   
   $___________________ Per Unit

   **PRICE FOR COVERED BAIT STATIONS**
   
   $___________________ Per Unit
Hourly rate shall include labor and all necessary materials for the satisfactory performance of the work. Compensation will be based on the actual time spent on the job times the hourly rate. If the total cost of the work is lower than the minimum charge, the Contractor will be compensated based on the minimum charge bid price.

AMMERMAN CAMPUS

ITEM NO. 1
The main cafeteria on the Ammerman Campus is located in the Babylon Student Center and a satellite cafeteria is located on the Southampton Building. Exterminating and pest control services include both insects and rodents and shall be performed at a set time agreed to by the College and the Contractor. Service at these locations will be provided every other week but the service requirement may increase or decrease as needed as determined by the College. Bid price per visit shall include all necessary pesticides and traps to ensure the appropriate control of insects and rodents in these areas.

1. BABYLON STUDENT CENTER CAFETERIA

BID PRICE PER SERVICE VISIT $__________________

2. SATELLITE CAFETERIA

BID PRICE PER SERVICE VISIT $__________________

ITEM NO. 2

The Contractor shall provide services including but not limited to ants, roaches, beetles, water bugs, spiders, gnats, mice, etc. on an as-needed basis to all other Campus buildings which include but is not limited to the following:

- Ammerman Building
- Annex Building
- Auto Tech Building
- Brookhaven Gym
- The Cottage
- Campus Kids Day Care Center
- Huntington Library
- Islip Arts Building
- Kreiling Hall
- NFL Building
- North Building
- Plant Operations Building & Warehouse
- Riverhead Building
- Smithtown Science Building
- Southampton Building
- Waste Treatment Plant Building
- Main Guard Booth
- William J. Lindsay Life Sciences
Bid No.: B1600003  
Bid Title: Pest Management

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5. **BEES, WASPS, HORNETS**

   **HOURLY RATE**
   $___________________

   **MINIMUM CHARGE**
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   Hourly rate shall include labor and all necessary materials for the satisfactory performance of the work. Compensation will be based on the actual time spent on the job times the hourly rate. If the total cost of the work is lower than the minimum charge, the Contractor will be compensated based on the minimum charge bid price.

6. **RODENTS**

   **HOURLY RATE**
   $___________________

   **MINIMUM CHARGE**
   $___________________

   **PRICES FOR BAIT (MOUSE SEED AND/OR TRAPS)**
   $___________________ Per Unit

   **PRICE FOR COVERED BAIT STATIONS**
   $___________________ Per Unit

   Hourly rate shall include labor and all necessary materials for the satisfactory performance of the work. Compensation will be based on the actual time spent on the job times the hourly rate. If the total cost of the work is lower than the minimum charge, the Contractor will be compensated based on the minimum charge bid price.

   **End of Section III**
REFERENCES (Three required)

REFERENCE NUMBER 1

A. Firm name and address:

__________________________________________________________________________________

__________________________________________________________________________________

B. Number of year’s Contractor has performed services for this organization:

__________________________________________________________________________________

C. Dates contracts were in effect:

__________________________________________________________________________________

D. Total dollar amount for each contract:

__________________________________________________________________________________

E. Job description and locations:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

F. Contact person and title:

__________________________________________________________________________________

G. Telephone number (Telephone number must be current):

__________________________________________________________________________________

H. If location where services were performed is different from above address, please indicate location where services were performed:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________
REFERENCE NUMBER 2

A. Firm name and address:

__________________________________________________________________________________
__________________________________________________________________________________

B. Number of year’s Contractor has performed services for this organization:

__________________________________________________________________________________

C. Dates contracts were in effect:

__________________________________________________________________________________

D. Total dollar amount for each contract:

__________________________________________________________________________________

E. Job description and locations:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

F. Contact person and title:

__________________________________________________________________________________

G. Telephone number (Telephone number must be current):

__________________________________________________________________________________

H. If location where services were performed is different from above address, please indicate location where services were performed:

__________________________________________________________________________________
__________________________________________________________________________________
REFERENCE NUMBER 3

A. Firm name and address:
__________________________________________________________________________________
__________________________________________________________________________________

B. Number of year’s Contractor has performed services for this organization:
__________________________________________________________________________________

C. Dates contracts were in effect:
__________________________________________________________________________________

D. Total dollar amount for each contract:
__________________________________________________________________________________

E. Job description and locations:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

F. Contact person and title:
__________________________________________________________________________________

G. Telephone number (Telephone number must be current):
__________________________________________________________________________________

H. If location where services were performed is different from above address, please indicate location
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__________________________________________________________________________________
__________________________________________________________________________________