



RSU 16

MECHANIC FALLS • MINOT • POLAND

rsu16.org

Todd Sanders, Superintendent
Amy Hediger, Assistant Superintendent
Stacie Field, Business Manager
John Hawley, Director of Operations

REQUEST FOR BIDS Pest Management Services

April 2024

1. **General:**

Regional School Unit 16 is seeking proposals from qualified Contractors for integrated pest management, extermination, and on-call services. The Contractor shall provide all supervision, labor, materials, and equipment necessary to accomplish the pest program's monitoring, management, and eradication components.

2. **Scope of Work:**

The Contractor shall be required to perform monthly inspections of listed buildings and inspections of other locations as required. The Contractor shall also be required to identify pests and make recommendations for treatment consistent with Integrated Pest Management (IPM) principles to maintain control and prevent infestations.

The Contractor shall provide on-call services as needed for pest management not included in monthly inspections. The RSU will notify the Contractor when call-backs are necessary. It is expected that the Contractor shall use the most effective preventive measures that will result in a minimum number of callbacks. The Contractor shall provide monthly updates to contract administrators via email of work performed, treatment used, locations, next steps required, and treatment plans.

The Contractor shall respond to non-emergency call-backs within one week. Requests to remove external nests of stinging insects shall require a usual response time of 24 hours but may be longer as determined by the RSU. Response time for nests located inside buildings shall be within 12 hours.

The RSU reserves the right to secure services from another provider and bill the Contractor for costs exceeding the contracted rates if the Contractor cannot meet emergency response time requirements.

The Contractor's proposal shall include a monthly flat rate that covers all supervision, labor, materials, equipment, and treatment, including, but not limited to, pesticides, baits, gels, pastes, or granular materials to perform monthly scheduled interior and exterior inspections, IMP services, and extermination services.

The Contractor's firm and all Contractor employees who may provide services under this RFP must be licensed and certified by the Maine Department of Agriculture Board of Pesticide Control to apply pesticides. Subcontractors will not be allowed without written authorization by the RSU.

Interior and exterior inspections for the following insects and rodents will be conducted on a routine basis and treated as necessary: roaches, earwigs, clover mites, springtails, fleas, ants (including carpenter and pavement), mice, rats, wasps, spiders, hornets, silverfish, and ticks.

The following pest controls and others not specified herein will be considered as-needed exceptions and will be billed on an hourly basis:

- Carpenter Ants – hourly billing shall apply only when an inaccessible infestation occurs.
- Nest of hornets or wasps outside the building that requires the use of a ladder more than six (6) feet high.
- Honey bees, squirrels, bats, and insects not specified herein.
- Flies: An optional house fly program may be included in the food handling areas during certain times of the year. Include information and pricing with your response.

The Contractor shall coordinate the management of detected insects and/or rodents not listed with the designated RSU Contract Administrator.

The Contractor shall maintain equipment without incurring additional costs for the purchase of new equipment. When necessary, additional equipment shall be placed on an as-needed basis throughout the term of the contract and billed separately after consulting with the RSU authority. Include a complete list of equipment with your bid and indicate the cost to the RSU for all chargeable equipment. The cost of equipment shall remain firm throughout the contract period.

3. Locations:

- Central Office, 3 Aggregate Road, Poland
- Elm Street School, 129 Elm Street, Mechanic Falls
- Minot Consolidated School. 23 Shaw Hill Road, Minot
- Poland Community School, 1250 Maine Street, Poland
- Poland Regional High School/Whittier Middle School, 1457 Maine Street, Poland

4. Contract Administrators:

The following shall be responsible for the operational management of the Contract for the RSU in order of authority:

1. John Hawley - Director of Operations
2. Tony Bennet - High School Middle School Maintenance Supervisor
3. Amanda Shepherd - Elementary School Supervisor

5. Term of Proposed Contract and Pricing:

July 1, 2024 – June 30, 2027

All prices provided shall remain firm for the entire term of the agreement.

6. Bid Submittal:

All sealed bid proposals shall be submitted to RSU 16, John Hawley, Director of Operations, 3 Aggregate Road, Poland, ME 04274, no later than noon on Friday, May 24, 2024. The bid shall include the attached form and the all-inclusive MONTHLY price per location. The RSU School Board will review and award the bid to secure a contract with an anticipated contract start date of July 1, 2024, through June 30, 2027.

7. **Withdrawn or Revision of Bids:**

A bidder may withdraw or revise a bid after it has been received by the Director of Operations, provided the request is made in writing before the submission deadline.

8. **Bid Award:**

If the School Board determines to award, it will be made at its next meeting on Wednesday, June 12, 2024. Notification to the awardee will be made the following day. The RSU School Board reserves the right to reject or accept any and all bids in the best interest of the RSU without absorbing any liability against the RSU.

9. **Invoices and Payment:**

Invoices shall be mailed to the administrative offices of RSU 16 at 3 Aggregate Road, Poland, ME 04274. RSU 16 is tax-exempt from State of Maine sales and Federal excise taxes.

10. **Cancellation:**

The RSU reserves the right to cancel any unfulfilled portion of the contract if, in its opinion, the service supplied is unsatisfactory or does not comply with the terms and conditions of the specification. Cancellation shall be effective following ten (10) calendar days written notice to the contractor.

11. **Inquiries:**

If you have any questions about the bid request, please contact John Hawley, Director of Operations, RSU 16, 3 Aggregate Road, Poland, ME 04274, at jhawley@rsu16.org or by calling 998-2727 x113.

BID SHEET

All bids must be received by Noon, prevailing time, on Friday, May 24, 2024.

Mailed proposals should be addressed to:

RSU 16, "Bid for Pest Management"
3 Aggregate Road, Poland, ME 04274.

No emailed or faxed bids will be accepted.

Bidding Company's Name: _____

Address: _____

Contact Person: _____ **Phone:** _____

Email: _____

Proposed Pricing

Location	Monthly Price 2024-2025	Monthly Price 2025-2026	Monthly Price 2025-2026
Central Office			
Elm Street School			
Minot Consolidated			
Poland Community			
Poland High/Middle School			