
APPENDIX D

INTEGRATED PEST MANAGEMENT (IPM)

CONTRACT PERFORMANCE SPECIFICATIONS*

GENERAL PROGRAM DESCRIPTION

It is the intent of this contract to provide a comprehensive Integrated Pest Management (IPM) program for the property listed herein. IPM is a relatively new concept in urban areas. Traditional structural pest control is largely reactive to pest infestations and bases much of its response on routinely scheduled application of pesticides. Routine applications are probably unnecessary, and have limited effectiveness in providing adequate long-term control.

Conversely, IPM is a decision-making process for achieving long term pest suppression. In the IPM process, monitoring and the interpretation of data gathered provide estimates of the pest population in a given area. This monitoring allows accurate decisions to be made about when intervention measures are needed, the type of control measure selected, and the method of application. Pest management practices in an IPM program extend beyond the application of pesticides to include structural, procedural, and landscape modifications. These practices establish physical barriers to pests, reduce the food, water, and harborage available to them, and establish landscape plants and designs which require less maintenance.

The Contractor shall furnish all labor, materials and equipment to implement the monitoring, trapping, and pesticide application aspects of the IPM program. The Contractor shall also make detailed, site-specific recommendations for structural and procedural modifications to achieve pest suppression. The Contractor shall provide evidence in his/her proposal of sufficient expertise in pest control, and IPM principles and practices to effectively carry out these responsibilities.

The School District Pest Manager (SDPM) will act as the manager of the IPM program, which will include overseeing and monitoring contract performance.

Pests Included and Excluded

The IPM program specified by this contract is intended to suppress the population of rats, mice, cockroaches, ants, silverfish, and any other pest included in the

contract. Populations of these pests which are located outside the buildings listed herein, but within the property boundaries of the buildings, are included.

GENERAL PROGRAM REQUIREMENTS

General requirements of the IPM program shall include the following for each site specified in this contract:

Initial Inspection

A thorough, initial inspection shall be conducted during the first month of this contract by the Contractor's representative, Property Manager or representative, and SDPM. The purpose of this initial inspection is to allow the contractor to evaluate the pest management needs of the property and to discuss these needs with the Property Manager and SDPM. The following specific points should be addressed:

- identification of problem areas in and around the building
- identification of structural features or personnel practices that are contributing to pest infestations
- discussion of the effectiveness of previous control efforts
- facilitation of Contractor access to all necessary areas
- informing the Contractor of any restrictions or special safety precautions, or other constraints

Submission of Plan

Following the initial inspection, the Contractor will develop a detailed Pest Management Plan and Service Schedule for each property. This written plan and schedule must be submitted to the SDPM for approval prior to initiation. The plan and schedule must address the following:

- the structural and operational actions to inhibit pests
- the Contractor's means for monitoring pest populations in and around the building
- the proposed primary pesticides (accepted common name and generic name) and alternatives approved by the Environmental Protection Agency (EPA)
- the conditions requiring application

*Adapted from contract specifications prepared for the Federal Government General Services Administrator by Dr. Albert Green and colleagues.

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- the method(s) of application proposed
 - the rationale for each type of use
 - the proposed trapping devices for rodents, if any

Frequency of inspections, monitoring, and treatment by the Contractor shall depend on the specific pest management, needs of the premises. At the minimum, inspections and monitoring shall be done monthly.

The Plan and Schedule shall be submitted not more than 10 working days following the initial inspection of the premises. The SDPM will render a decision regarding the acceptability of the Plan and Schedule within 10 working days following receipt. The Contractor shall be on site to implement the Plan and Schedule within 5 working days following notice of approval of the plan. If the Plan is disapproved, the Contractor shall have 3 working days to submit a revised Plan and Schedule.

Any subsequent changes in the Plan and Schedule must receive the concurrence of the SDPM.

The Contractor shall describe, in the proposal, the capability of meeting emergency and special service requests (e.g., radio-dispatched service, names of office personnel handling the account, availability of trucks and personnel, etc.).

Monitoring and Inspection

A critical aspect of the Pest Management Plan shall be the establishment of a monitoring and inspection program to identify infested zones and allow an objective assessment of pest population levels. Monitoring and inspection shall be continued throughout the duration of this contract. The Contractor shall describe in the proposal the approach to meet this requirement. Where appropriate, glue traps shall be employed to monitor cockroach populations in selected areas.

Pesticide Treatment

The Contractor shall not apply any pesticide which has not been specifically approved by the SDPM. In cooperation with the SDPM, the Contractor shall develop action thresholds specific to each pest and to site zones.

As a general rule, application of pesticides in any area inside or outside the premises—i.e., in any room, closet, hallway, stairwell, court, driveway, planting bed, and similar locations—shall not occur unless inspections or monitoring indicate the presence of pests that

exceed action thresholds in that specific area. Signs of pest activity must be seen and identified. For instance, a relatively fresh rodent dropping or an active burrow or runway is sufficient to indicate the presence of rodents in an area. Use and effectiveness of alternative non-pesticidal pest management methods must be documented in monitoring records prior to requesting the use of pesticides.

Preventive pesticide treatments of inside and outside areas where inspections indicate a potential insect or rodent infestation are generally unacceptable. In exceptional circumstances, however, preventive pesticide treatment may be allowed on a case-by-case basis. The Contractor must substantiate the need, indicating areas for preventive treatment in the Pest Management Plan for the building, and listing the preventive treatment methods of application. Each preventive treatment is subject to approval by the SDPM and can be eliminated by him/her at any time.

Structural Modifications

Structural modifications for pest suppression shall not be the responsibility of the Contractor. However, the Contractor is responsible for notifying the SDPM about structural modifications necessary to prevent access by pest populations, or for safety reasons.

Record Keeping

The Contractor shall be responsible for maintaining a complete and accurate Pest Management Log Book. Each property specified in this contract shall have its own Log Book which will be kept in the Property Manager's office and maintained on each visit by the Contractor.

The Log Book shall contain the following items:

- A copy of the Pest Management Plan and Service Schedule for the property.
- A copy of the current label and EPA registration number for each pesticide used in the building, including the Material Safety Data Sheet.
- Pest monitoring data sheets which record, in a systematic fashion, the number of pests or other indicators of pest population levels revealed by the Contractor's monitoring program for the building, e.g., number and location of cockroaches trapped, number and location of rodents trapped or carcasses removed, number and location of new rat burrows

observed, etc. The Contractor shall provide, in the proposal, a sample of the format for the data sheets and an explanation of all information to be recorded on them.

- The location of all traps, trapping devices, and bait stations in or around the property. This information can be in either tabular or in list format, and should be accompanied by a map for each pest.
- The Property Manager’s copies of a Pest Control Work and Inspection Report Form. These forms will be supplied to the Contractor to advise the Contractor of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building, the Contractor’s representative performing the service shall complete, sign, and date the Form and return it to the Property Manager’s office on the same or succeeding day of the performance of the service.
- The Contractor’s Service Report forms, documenting arrival and departure time of the Contractor’s representative performing the service, and all record keeping information on pesticide application required by the FIFRA statute. These report forms may incorporate some or all of the pest monitoring data required above.

Special Requests and Emergency Service

The regular service shall consist of performing all components of an IPM program other than structural modifications, as described in the Contractor’s detailed Plan and Schedule for each property, during the period of the contract. Occasional requests for corrective action, special services beyond the routine requests for emergency service shall be placed with the Contractor. The Contractor shall respond to requests for emergency service on the day of the request. The Contractor shall respond to special service requests within one (1) working day after receipt of request. In the event that such services cannot be completed within their time frames, the Contractor shall immediately notify the SDPM and indicate an anticipated completion date.

SPECIFIC PROGRAM REQUIREMENTS AND RESTRICTIONS

Personnel

The Contractor shall provide only qualified pest management personnel with adequate experience in the conduct of IPM programs. All personnel must under-

stand current practices in this field and be able to make judgments regarding IPM techniques. Training and experience in IPM must be demonstrated.

Any proposed deletions, additions, or replacement of personnel from those cited in the Contractor’s original proposal must be submitted, in writing, to the SDPM and approved prior to their becoming a part of this contract.

The contractor must meet the following specific staff requirements:

Entomologist

The Contractor shall have a staff Entomologist, or access to one, available for routine and emergency consultation. Evidence of the following documentation regarding this individual’s experience and training shall be provided in the proposal:

- Bachelor’s degree in entomology from an accredited University; or a Bachelor’s degree in biology, chemistry, or other life science and proof of membership in the American Registry of Professional Entomologists (ARPE).
- Current certification in the appropriate jurisdictions as a Commercial Pesticide Applicator in the category of Industrial, Institutional, Structural, and Health Related Pest Control with a minimum of subcategories to include General Pest Control, Rodent Control, and Turf and Ornamental.

Supervisor

A Supervisor and an alternate must be identified in the proposal. The on-site Supervisor shall have the Contractor’s authority to act on matters pertaining to the performance of services required under this contract. This individual shall assure safety and carry out coordination and continuity of the program routine. The Supervisor and alternate shall both have a working knowledge of this contract and the detailed Pest Management Plan and Schedule for each building. The Supervisor and alternate must both meet the qualifications identified below under Pest Management Technicians.

Pest Management Technicians

The Contractor shall provide, in the proposal, the names of all pest management personnel assigned to this contract, and pertinent information regarding their qualifications, experience, and training. Throughout the life of this contract, all personnel providing on-site pest

management services must be certified in the appropriate jurisdictions as Commercial Pesticide Applicators in the category of Industrial, Institutional, Structural, and Health Related Pest Control. No uncertified personnel will be permitted to work on-site under this contract unless under the supervision of a certified applicator.

Manner and Time to Conduct Services

It shall be the Contractor's responsibility to carry out work according to the detailed Pest Management Plan and Schedule developed for each property. The Contractor's on-site Supervisor shall be responsible for coordination with the Property Manager or representative at the beginning of each visit. The purpose of this coordination is to review the plan and schedule, and to receive information on problem areas needing corrective action.

Services which are not likely to adversely effect tenant health or productivity may be performed during the regular hours of operation in the various buildings. Pesticide applications (except bait placement), however, shall not be made during school hours, or during normal work hours of school staff. When it is necessary to perform work on weekends or outside the regularly scheduled hours set in the Contractor's Plan and Schedule, the Contractor shall notify the SDPM and the Property Manager at least 2 days in advance and all arrangements will be coordinated between the SDPM, the Property Manager, and the Supervisor.

Where service to vacated areas is required, it shall be the Contractor's responsibility to notify the SDPM and the Property Manager at least 2 days in advance of the treatment, provide and post all necessary signs (such as when an area may be reentered—in case of pesticide use, according to the product's label directions) and remove signs when the area is safe for entry.

The Contractor shall observe all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering the building. Any restrictions associated with these special areas will be explained, in writing, to the Contractor and SDPM by the Property Manager or representative. These restrictions shall be adhered to and incorporated into the Contractor's detailed plan and schedule for the property.

All Contractor personnel, working in or on properties designated under this contract, shall wear distinctive uniform clothing. The uniform shall have the Contractor's name easily identifiable, affixed thereon in a permanent or semi-permanent manner. Additional

personal protective equipment required for the safe performance of work must be determined and provided by the Contractor. Protective clothing, equipment, and devices shall as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used. Vehicles used by the Contractor must be identified in accordance with State and local regulations.

Pesticide Products and Use

The Contractor shall be responsible for the proper use of pesticides. All pesticides used by the Contractor must be registered with the EPA and 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 laws and regulations. The Contractor will follow all notification and warning procedures required by the SDPM prior to the application of a pesticide. The environment and the public shall be protected at all times.

The Contractor shall minimize the use of synthetic organic pesticides wherever possible. Alternatives are

- The use of crack and crevice application of pesticide to pest harborage areas rather than fan spraying exposed surfaces in the general vicinity of harborage areas.
- The use of containerized bait such as boric acid, for cockroaches, rather than sprays, wherever appropriate.

Pesticide fogs and sprays (including mists and ultra-low volume applications) will be restricted to unique situations where no alternative measures are available or practical.

In the unusual event that a space spray application is required, and prior to performing a space spray treatment, the Contractor shall submit a written request for approval to the SDPM at least 2 days prior to the proposed treatment time. The request must identify the target pest, document the need for such treatment, the time (when site is not occupied) and specific place(s) of treatment, the pesticide(s) to be used, the method of application, what precautions should be taken to ensure tenant and employee safety, and the steps to be taken to ensure the containment of the spray to the site of application. No space application of pesticides shall be made without the written approval of the SDPM. No space application of pesticide shall be made while tenant personnel are present. Products identifiable as fumigants shall be considered inappropriate for use and shall

not be used in any space for any purpose, unless it determined that an emergency exists by the SDPM.

Rodent Control

Snap traps and trapping devices (including glueboards) used in rodent control must be checked daily. The Contractor shall dispose of rodents killed or trapped within 24 hours. 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.

All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA-approved tamper-resistant (often termed “tamper-proof”) bait boxes. Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be labeled, and dated at the time of installation and each servicing. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The following points shall be strictly adhered to:

- The lids of all bait boxes must be securely locked or fastened shut.
- Bait must always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box. Bait may be placed inside an active rodent burrow if the burrow entrance (and the bait) is then buried or caved-in to avoid non-target access to the bait.
- All bait boxes must be securely attached or anchored to the floor, ground, wall, etc., so that the box cannot be picked up or moved.
- Baits, bait boxes, and stations should only be considered as a last option for use inside buildings or school structures.

All traps, trapping devices, and bait boxes shall be accounted for, and their location recorded in the property Log Book; all shall be removed from the premises covered by this contract at its conclusion.

Inspection

Throughout the duration of this contract, the premises covered will be inspected periodically by the SDPM to determine the effectiveness of the program and Contractor

compliance with the contract. Inspection results will be documented in writing. The Contractor shall promptly initiate actions within 5 working days to correct all contract performance deficiencies found by the SDPM.

It shall be the Contractor’s responsibility to furnish an adequate supply of materials necessary to inspect the interior of all rodent bait stations. These materials may include wrenches to loosen and tighten fasteners, keys to open locks, or replacement self-locking plastic ties. Implements to cut plastic ties or seals are not included under this provision.

Related Services

The School District reserves the right to negotiate with the Contractor for the purpose of related pest control services not specifically covered herein, such as subterranean and structural management of termites and other wood-boring insects, or bird control, and to add (or delete) properties or parts of properties to the contract.

BID SUBMITTAL

Pre-Bid Building Inspection

All prospective bidders shall conduct a thorough and complete investigation of each property prior to submitting their proposal.

Selection for Award

Bidders should be aware that the School District will perform a “best-buy analysis” and the selection for award shall be made to the bidder whose proposal is most advantageous to the School District, taking into consideration the technical factors listed below and the total proposed cost across all contract periods.

Technical Evaluation Criteria

The technical portion of the proposal will be the most important consideration in making the award; therefore, the proposal should be as complete and as specific as possible.

The merits of each proposal will be carefully evaluated in terms of the requirements and in relation to the criteria established below. The evaluation will take into consideration the technical and administrative capabilities of the bidders in relation to the needs of the program and reasonableness of costs shown in relation to the work to be done.