

RU RADFORD UNIVERSITY®

**Materiel Management and Contracts
P.O. Box 6885
501 Stockton Street
Radford, VA 24142**

**Invitation for Bids
R10-008**

PEST CONTROL SERVICES

July 29, 2009



**RADFORD UNIVERSITY IS A PROUD MEMBER OF VASCUPP
(Virginia Association of State College & University Purchasing Professionals)**

COMMONWEALTH OF VIRGINIA
RADFORD UNIVERSITY
IFB # R10- 008



Issue Date: July 29, 2009

Title: Pest Control Services
Commodity Code: 91059

Issuing Agency: RADFORD UNIVERSITY
Materiel Management and Contracts
David E. Armstrong Complex, 501 Stockton Street
Post Office Box 6885
Radford, VA 24142-6885

Period of Contract: September 1, 2009 through August 31, 2010 with an option to renew for four (4) additional one-year periods.

Bid Due Date and Hour: Sealed Bids Will Be Received Subject To The Conditions Cited Herein Until August 12, 2009; 2:00 PM Local Time For Furnishing The Goods/Services Described Herein.

Direct All Inquiries For Information To: Gary B. Tilley, VCO 
Phone : (540) 831-6097 Fax : (540) 831-5946
email: gtilley@radford.edu

If bids are mailed, send directly to the issuing agency shown above. If bids are hand carried, delivery to: Radford University, Materiel Management and Contracts, David E. Armstrong Complex, 501 Stockton Street, Radford, VA.

In Compliance With This Invitation For Bids And To All The Conditions Imposed Herein, The Undersigned Offers And Agrees To Furnish The Goods/Services Described At The Prices Indicated In SECTION 7, Pricing Schedule.

Name and Address of Firm:

	Date:
	Signed:
	Print Name:
	Title:
eVA Vendor ID or DUNS #:	E-mail Address:
FEI/FIN No.:	Telephone:
SSN:	Fax:

NOTE: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 22.4300/2.2-4343 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

eVA Business-to-Government Registered Vendor? Yes ☐ No ☐ (<http://www.eva.state.va.us/>)

CHECK ALL THAT APPLY:

Corporation ☐	Partnership ☐	Proprietorship ☐	Individual ☐	Woman Owned ☐	Minority Owned ☐
Small Business ☐ (<250 employees or < \$10M gross annually)					
DMBE Certified SWAM Vendor Yes ☐ No ☐ Certification Number: _____, Expiration Date: _____					

Table of Contents

<u>Section</u>		<u>Page</u>
1	Purpose	4
2	General	4
2.1	Issuing Office.....	4
2.2	Revisions to the Invitation.....	4
2.3	Definitions	4
2.4	Mandatory Inspection of Jobsite.....	4
3	Scope of Work.....	4
3.1	Specifications.....	4
3.2	Compliance.....	4
3.3	Requirements:	4
3.4	Standard Routine Inspection/Treatment.....	4
3.5	Rodent Treatment.....	4
3.6	Bee/Wasp Treatment.....	4-5
3.7	Termite Inspection/Treatment.....	5
3.8	On Call Special Service	5
3.9	Student Dormitory/Residence Inspection/Treatment.....	5
3.10	Steam Tunnel and Mechanical Room Inspection/Treatment	5
3.11	Listing of Buildings and Specific Areas	5-6
3.12	The Contractor shall Furnish	6
3.13	Details Regarding Specific Schedules	6
3.14	The Use of a Subcontractor.....	6
3.15	Special Requirements	6-7
4	General Terms and Conditions	7
4.1	Vendors Manual.....	7
4.2	Applicable Laws and Courts	7
4.3	Anti-Discrimination.....	7-8
4.4	Ethics in Public Contracting.....	8
4.5	Immigration Reform and Control Act of 1986	8
4.6	Debarment Status.....	8
4.7	Antitrust.....	8
4.8	Mandatory Use of State Form and Terms and Conditions	8
4.9	Clarification of Terms.....	8-9
4.10	Payment.....	9-10
4.11	Precedence of Terms	10
4.12	Qualifications of Bidders	10
4.13	Testing and Inspection	10
4.14	Assignment of Contract	10
4.15	Changes to the Contract.....	10-11
4.16	Default	11
4.17	Taxes	11
4.18	Use of Brand Names	11
4.19	Transportation and Packaging.....	11
4.20	Insurance	11-12
4.21	Announcement of Award	12
4.22	Drug Free Workplace	12
4.23	Claims.....	12
4.24	Nondiscrimination of Contractors	13
4.25	eVA Business-To-Government Vendor Registration.....	13
4.26	Facsimile Bids.....	13
4.27	Availability of Funds.....	13

5	Special Terms and Conditions	13
5.1	Advertising	13
5.2	Audit	14
5.3	Award	14
5.4	Cancellation of Contract	14
5.5	Identification of Bid Envelope	14
5.6	Indemnification.....	14
5.7	Labeling of hazardous Substances	14
5.8	Material Safety Data Sheets	14
5.9	Small, Women, and Minority-Owned Businesses Subcontracting and Evidence of Compliance	14-15
5.10	References	15
5.11	Renewal of Contract	15
5.12	Work site Damages	15
5.13	Contract Documents	16
5.14	Contractor's Personnel	16
5.15	Examination of Documents and Site	16
5.16	Registration/Licenses	16
5.17	Parking Policy	16
5.18	eVA Business-To-Government Contracts and Orders	16
5.19	Contract Participation	16-17
5.20	Late Bids	17
6	Method of Payment.....	17
7	Pricing Schedule (Bid)	18-22

1. **PURPOSE:** The intent and purpose of this Invitation For Bids is to establish a contract with one qualified contractor for the furnishing of **Pest Control Services** at Radford University (herein referred to as the University or Agency).
2. **GENERAL:**
 - 2.1 **Issuing/Contracting Office:** This Invitation for Bids is issued by Radford University. The Department of Materiel Management and Contracts, Radford University is the sole point of contact for purposes of this IFB, resulting bids, and any resulting contract(s), unless otherwise stated herein.
 - 2.2 **Revisions to the Invitation For Bids:** In the event it becomes necessary to revise any part of this IFB, revisions will be provided to all contractors who received this initial IFB.
 - 2.3 **Definitions:** The terms "The Purchasing Agency" and/or "The Purchasing Office" shall mean the Department of Materiel Management And Contracts, Radford University.
 - 2.4 **Mandatory Inspection of Jobsite:** Due to the importance of all Bidders having a clear understanding of the specifications/scope of work and requirements of this solicitation, **attendance at the inspection of jobsite will be a prerequisite for submitting a bid. Bids will only be accepted from those bidders who have inspected the job site.** Attendance of this inspection will be evidenced by the representative's signature on the attendance roster.

Opportunity to inspect the jobsite will only be provided at the following times:
Monday August 17, 2009 at 10:00 AM
Wednesday August 19, 2009 at 1:00 PM
Thursday August 20, 2009 at 9:00 AM

This will be the only time for bidders to inspect buildings and specific areas. Please call Doug Gardner (Phone: 540-831-7807) to confirm you attendance.
3. **SCOPE OF WORK:**
 - 3.1 **Specifications:** Furnish all labor, tools, materials, and equipment required for the completion of all work as specified herein and in any attached additional specifications.
 - 3.2 **Compliance:** All work and materials shall be in strict compliance with the specifications.
 - 3.3 **Requirements:**
Provide Pest Control Inspection/Treatment Services for the Radford University campus. The contractor shall furnish all labor, tools, equipment, materials and devices necessary to accomplish full inspection/treatment utilizing professional, efficient, sanitary and ecologically sound methods and chemicals.
 - 3.4 **Standard Routine Inspection/Treatment:**
The contractor shall provide treatment and control of, at a minimum, the following pests; ants, spiders, cockroaches, moths, fleas, flies, silverfish, bedbugs. The treatment/control of these pests will be accomplished through a routine/periodic and continuous process. A complete listing of areas/buildings to be serviced along with required frequencies will be provided later in the specifications.
 - 3.5 **Rodent Treatment:**
The contractor shall furnish, on an as needed basis, treatment/control of rodents including, but, not limited to mice and rats, both inside and outside of the buildings. A separate cost shall be submitted for rodent treatment.
 - 3.6 **Bee/Wasp Treatment:**
The contractor shall furnish, on an as needed basis, treatment/control of bees and wasps, to include

spraying to completely eradicate the bees and wasps and their nests. A separate cost shall be submitted for bee/wasp treatment.

3.7 Termite Inspection/Treatment:

The contractor shall furnish termite inspection and treatment. The contractor shall perform an annual termite inspection of all campus buildings. At the conclusion of the inspection the contractor shall furnish a written report indicating whether each building is termite free, the degree of termite infestation, remedy recommendations and the cost of treating the infested area(s).

3.8 On Call Special Service:

The contractor shall provide 24/7 on call response to requirements not covered as part of the basic contract or for pest infestations between normal treatment schedules. The contractor shall respond within 24 hours of call for a non-emergency situation and within 4 hours of call for an emergency situation. The following cost structure shall be submitted:

- a. Cost of site visit and inspection and recommendation of treatment
- b. Cost of treatment per linear foot

3.9 Student Dormitory/Residence Inspection/Treatment:

The contractor shall provide pest control/treatment services for (15) student dormitory/residence buildings. The treatment shall be provided in the following areas and in the frequency indicated:

Corridors, stairwells, lounges, kitchens, laundry rooms, public restrooms, trash rooms, recycle rooms and basements shall be treated on a monthly basis.

Student rooms, closets, bathrooms, and University provided furniture within the student rooms shall be treated twice (2) annually. The treatments shall be performed two weeks prior to Fall Semester and during the Winter Break.

Residence buildings and number of student rooms:

Bolling Hall	67 student rooms
Draper Hall	67 student rooms
Floyd Hall	76 student rooms
Ingles Hall	66 student rooms
Jefferson Hall	84 student rooms
Madison Hall	84 student rooms
Moffett Hall	184 student rooms
Muse Hall	433 student rooms
Norwood Hall	60 student rooms
Peery Hall	76 student rooms
Pocahontas Hall	67 student rooms
Stuart Hall	74 student rooms
Trinkle Hall	76 student rooms
Tyler Hall	87 student rooms
Washington Hall	98 student rooms

3.10 Steam Tunnel and Mechanical Room Inspection/Treatment:

The contractor shall provide inspection/treatment to all campus steam tunnels, crawl spaces, and to all mechanical rooms in all buildings. There are approximately (2) two miles of steam tunnel. This inspection/treatment shall occur on a quarterly basis.

3.11 Listing of buildings and specific areas for treatment and the required frequency:

A). Annual Inspection/Treatment:

Allen Building, Reed-Curie Hall, Lucas Hall, McConnell Library, McGuffey Hall, Porterfield Hall, Powell Hall, Buchanan House, Preston Hall, Russell Hall, Walker Hall, Whitt Hall, Young Hall, Martin Hall, Cook Hall, Waldron Hall, Davis Hall, 1011 Grove Avenue (Printing), Covington Fine Arts

Center, 604 Tyler Avenue (House), 704 Clement St. Apartment (Human Resources), 615 Fairfax Street (House), Boiler House, Art Annex, 307 Adams Street

B). Semi-Annual Inspection/Treatment:

Residence Halls (15 buildings) Student rooms, closets, bathrooms, University provided furniture.

C). Quarterly Inspection/Treatment:

Steam tunnels, crawl spaces, all mechanical rooms
Dedmon Center locker rooms, pool area, all common areas, Control Building at Baseball/Softball fields and two modular offices
Cupp Stadium locker rooms, concession/vending areas, and all common areas
Heth Hall, entire building
Armstrong Complex
Calhoun Hall
1015 Calhoun Street Apartment
613 Downey Street Apartment
704 Howe Street Apartment
705 Howe Street Apartment
707 Howe Street Apartment
702 Fairfax Street Apartment
704 Fairfax Street Apartment
706 Fairfax Street Apartment

D). Monthly Inspection/Treatment:

Dedmon Center Concessions Areas
Dalton Hall Bookstore
Dalton Hall Post Office
Staff Residence (University President's Residence)
Student Health Center (Lower Level of Moffett Hall)
Hurlburt Student Center – All areas except the Food Court/Food Preparation sections
Residence Hall (15 buildings) All areas except student rooms

E). Bi-Monthly Inspection/Treatment:

Muse Hall trash chute, elevator pit
Tyler Hall trash chute
Norwood Hall trash chute

3.12 The contractor shall, upon award of the contract, furnish the following:

- a. Copy of current Pesticide Applicator's License/Certification
- b. Listing of personnel that will service the contract
- c. Complete listing of chemicals to be used and the MSDS for each

3.13 Details regarding specific schedules for each building/area along with coordination of access to the areas will be arranged with the successful bidder upon award of the contract.

3.14 The use of a subcontractor will not be allowed for the performance of this contract.

3.15 Special Requirements:

- A).** All Contractors' pest control personnel shall be trained pesticide applicators and shall have current certification by the Virginia Department of Agriculture and Consumer Services, as well as any other required licenses and certifications. Evidence of certification shall be presented to the University upon award of contract or at anytime upon the request by the Contract Officer.

- B). The Contractor shall be issued a set of keys for all areas to be serviced. Keys must be signed out from Campus Police or from Facilities Management department, located in Russell Hall basement, at the beginning of each visit and must be returned to Campus Police at the end of each visit. Failure to return keys by Contractor could result in the Contractor paying for keys and lock changed in all buildings being serviced.
- C). The Contractor shall use the same personnel for the same areas whenever possible to ensure consistent treatment and service. The Contractor shall identify their personnel with credentials, in advance, to the University. These personnel are expected to become familiar with the University campus and the areas to be treated and/or requiring special treatment.
- D). All work under this contract shall be performed in accordance with all current federal, state and local laws and regulations, including all applicable E.P.A and F.D.A. regulations, and the chemical manufacturer's directions, whichever is more stringent.
- E). All materials and chemicals used by the Contractor shall conform to current federal, state, and OSHA requirements and shall be approved and in compliance with existing E.P.A. labeling and the use requirements under the Federal Insecticide, Fungicide, and Rodenticide Act. Any sprays used shall be low odor, as defined by the manufacturer.
- F). Prior to treatment, the Contractor shall submit to the Safety Officer – Facilities Management, Radford University, a listing of all insecticides and rodent baits to be used. This is an addition to any other requirements listed herein.
- G). If bait boxes are installed, the Contractor shall provide the University with a written report indicating the location of the bait box, date of installation, and the date to be removed.
- H). In situations where routine treatments have not been sufficient, and insects and/or rodents are still present and causing distress to the occupants, the Contractor shall respond to call-back service within twenty-four (24) hours.
- I). A signed daily statement shall be submitted to Facilities Management personnel, indicating the area(s) serviced, special infestations noted and date. Radford University will acknowledge receipt by signing the statement.

4. GENERAL TERMS AND CONDITIONS:

- 4.1 **Vendors Manual:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals."
- 4.2 **Applicable Laws and Courts:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- 4.3 **Anti-Discrimination:** By submitting their bids, bidders certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color,

gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E)

In every contract over \$10,000 the provisions in A and B below apply:

A. During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

B. The contractor will include the provisions of A above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- 4.4 **Ethics in Public Contracting:** By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- 4.5 **Immigration Reform and Control Act of 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- 4.6 **Debarment Status:** By submitting their bids, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- 4.7 **Antitrust:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- 4.8 **Mandatory Use of State Form and Terms and Conditions for IFBs:** Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
- 4.9 **Clarification of Terms:** If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyer whose name appears on the face

of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

4.10 Payment:

A. To Prime Contractor:

1. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
2. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
3. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
4. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
5. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

B. To Subcontractors:

1. A contractor awarded a contract under this solicitation is hereby obligated:
 - (a) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (b) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
2. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
3. By ordering the contractor to proceed with the work and keep a record of all costs incurred

and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

- 4.11 **Precedence of Terms:** The following General Terms and Conditions, *Vendors Manual*, Applicable Laws and Courts, Anti-discrimination, Ethics in Public Contracting, Immigration Reform and Control Act of 1986, Debarment Status, Antitrust, Mandatory Use of State Form and Terms and Conditions, Clarification of Terms Payment shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- 4.12 **Qualifications of Bidders:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the goods and the bidder shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Commonwealth further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Commonwealth that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- 4.13 **Testing and Inspection:** The Commonwealth reserves the right to conduct any test/ inspection it may deem advisable to assure goods and services conform to the specifications.
- 4.14 **Assignment of Contract:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- 4.15 **Changes to the Contract:** Changes can be made to the contract in any of the following ways:
 - A. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 - B. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 1. By mutual agreement between the parties in writing; or

2. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
3. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- 4.16 **Default:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- 4.17 **Taxes:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.
- 4.18 **Use of Brand Names:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offers) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offers) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offers) clearly indicates in its (bid/proposal) that the product offered is an equivalent product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation.
- 4.19 **Transportation and Packaging:** By submitting their bids, all bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
- 4.20 **Insurance:** By signing and submitting a bid under this solicitation, the bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder further certifies that the contractor and any subcontractors will maintain these insurance

coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

- A. Workers' Compensation-Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
- B. Employers Liability - \$100,000.
- C. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
- D. Automobile Liability - \$1,000,000 per occurrence.

4.21 Announcement of Award: Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.state.va.us) for a minimum of 10 days.

4.22 Drug-Free Workplace: During the performance of this contract, the contractor agrees to:

- A. Provide a drug-free workplace for the contractor's employees;
- B. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
- C. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and
- D. Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

4.23 Claims: Contractual claims, whether for money or other relief, shall be submitted in writing to the Director of Materiel Management and Contracts (MMC), Radford University, Post Office Box 6885, Radford, VA 24142-6885, no later than sixty (60) days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing contained herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of work or acceptance of the goods. Pending claims shall not delay payment of amounts agreed due in the final payment (Code of Virginia, § 2.2-4363). A contractor may not institute legal action prior to receipt of the Director of Materiel Management and Contracts' (MMC) decision on the claim, unless that office fails to render such decision within thirty (30) days. The decision of the Director of MMC shall be final and conclusive unless the contractor, within six (6) months of the date of the final decision on the claim, institutes legal action as provided in the Code of Virginia § 2.2-4364.

- 4.24 **Nondiscrimination of Contractors:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- 4.25 **eVA Business-to-Government Vendor Registration:** The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.
- A. eVA Basic Vendor Registration Service; \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
 - B. eVa Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service PLUS automatic email or fax notification of solicitations and amendments.
 - C. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
 - D. For order issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (1) DMBE-Certified Small Businesses: 1%, capped at \$500 per order.
 - (2) Businesses that are NOT DMBE-Certified Small Businesses: 1%, capped at \$1,500 per order.
- 4.26 **Facsimile Bids:** Facsimile unsealed bids received in the Radford University Materiel Management and Contracts (MMC) office prior to the time and date designated for bid submission will be accepted. For sealed bid programs, a bidder may fax a bid to a non-Radford University third party, who in turn must deliver it to the MMC office in a sealed envelope before the bid due date and time.
- 4.27 **Availability of Funds:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

5. **SPECIAL TERMS AND CONDITIONS:**

- 5.1 **Advertising:** In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to the Radford University will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services, and the contractor shall not include Radford University in any client list in advertising and promotional materials.

- 5.2 **Audit:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- 5.3 **Award:** The Commonwealth will make the award(s) on **a total sum basis** to the lowest responsive and responsible bidder. The purchasing office reserves the right to conduct any test it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.
- 5.4 **Cancellation of Contract:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period upon sixty (60) days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- 5.5 **Identification of Bid Envelope:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid should be returned in a separate envelope or package, sealed and identified as follows:

From:

Name of Bidder:	IFB#: R10-008
Address:	Due Date: 8/12/2009 Time: 2:00 p.m.
	IFB Title: Pest Control Services
City, State, Zip Code:	Contract Officer: Gary B. Tilley

The envelope should be addressed as directed on Page 1 of the solicitation.

If a bid not contained in the special envelope is mailed, the bidder takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid to be disqualified. Bids may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids should be placed in the envelope.

- 5.6 **Indemnification:** Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.
- 5.7 **Labeling of Hazardous Substances:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by §1261 of Title 15 of the United States Code (U.S.C.) or "Pesticides" as defined in § 136 of Title 7 of the United States Code, then the bidder, by submitting his bid, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the bidder does not violate any of the prohibitions of Title 15 U.S.C. § 1263 or Title 7 U.S.C. § 136.
- 5.8 **Material Safety Data Sheets:** Material Safety Data Sheets and descriptive literature shall be provided with the bid for each chemical and/or compound offered. Failure on the part of the bidder to submit such data sheets may be cause for declaring the bid as nonresponsive.
- 5.9 **Small, Women, and Minority-Owned Businesses Subcontracting and Evidence of Compliance:**
- A. Where it is practicable for any portion of the awarded contract to be subcontracted to other

suppliers, the contractor is encouraged to offer such business to small, women, and/or minority-owned (SWAM) businesses. If SWAM subcontractors are used, the prime contractor agrees to report the use of SWAM subcontractors by providing the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, category type (small, women, or minority-owned), and type of product/service provided.

- B. Each prime contractor who wins an award in which provision of a small, women or minority-owned (SWAM) procurement plan is a condition of the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, category type (small, women, or minority-owned), and type of product/service provided. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate remedies may be assessed in lieu of withholding such payment.

- 5.10 **References:** Bidders shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

Organization and Address	Contact Person	Telephone
1.		
2.		
3.		

- 5.11 **Renewal of Contract:** This contract may be renewed by the Commonwealth for four (4) successive one-year periods under the terms and conditions of the original contract except as stated in 1 and 2 below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew will be given approximately 90 days prior to the expiration date of each contract period.

1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the "services" category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the current renewal period increased/decreased by more than the percentage increase/decrease of the "services" category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- 5.12 **Work Site Damages:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.

- 5.13 **Contract Documents:** The contract documents shall consist of a Commonwealth of Virginia Notice of Award, this Invitation For Bids and the bid submitted in response thereto by the contractor, the general terms and conditions, special terms and conditions, scope of work specifications, and other data contained in this Invitation For Bids together with all written modifications thereof.
- 5.14 **Contractor's Personnel:** All employees of the contractor shall comply with the rules and regulations of the Agency and shall maintain proper conduct. In the event the Agency finds, at its sole discretion, that an employee of the contractor is objectionable to the agency, that employee shall be removed by the contractor from Agency grounds and shall not again be employed by the contractor on Agency grounds until approved by the Agency.
- 5.15 **Examination of Documents and Site:** The failure or omission of any bidder to receive or examine any form, instrument, addendum or other document or to visit the site and acquaint himself with conditions there existing shall in no way relieve any bidder from any obligations with respect to his bid or to the contract. The submission of a bid shall be taken as Prima Facie evidence of compliance with this section.
- 5.16 **Registration/Licenses:** The contractor shall possess, and maintain throughout the period of contract performance, all licenses required by Federal or Commonwealth of Virginia Laws or regulations for the performance of any and all work required by this contract. Contractor shall provide written proof of licensing when requested by the Agency.
- 5.17 **Parking Policy:** All contractors' vehicles parked on the Radford University campus must be registered with the Radford University Parking Services Department and display a valid contractor's parking pass. A pass may be obtained by filling out an application for Radford University Contractor's Parking Pass (available upon award of contract), and submitting it to the Radford University Parking Services Department. Contractors should be aware that vehicles parked on the Radford University campus without a parking pass or permit are subject to ticketing and fines.
- 5.18 **eVA Business-To-Government Contracts and Orders:** The solicitation/contract will result in (1) purchase order with the eVA transaction fee specified below assessed for each order.
- A. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- B. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
1. DMBE-Certified Small Businesses: 1%, Capped at \$500 per order.
 2. Businesses that are not DMBE-Certified Small Businesses: 1%, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, web site portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

- 5.19 **Contract Participation:** Under the authority of the **Code of Virginia 2.2-4304. Cooperative Procurement**, it is the intent of this solicitation and resulting contract(s) to allow for cooperative purchasing by only the Virginia Association of State College and University Purchasing Professionals

(VASCUPP) and all other Commonwealth of Virginia public institutions of higher education (to include four-year, two-year and community colleges). Current VASCUPP institutions include:

- College of William and Mary
- University of Virginia
- George Mason University
- Virginia Military Institute
- James Madison University
- Old Dominion University
- Virginia Tech
- Radford University
- Virginia Commonwealth University

A list of all other Virginia Public Colleges and University's is available at <http://www.ExploreVirginiaColleges.com/>. In addition, the lead-issuing institution may allow local governments, school boards and other agencies serving local governments in their region access to this contract(s).

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract will be extended to the public bodies indicated above to purchase at contract prices in accordance with contract terms. The Contractor(s) shall notify the lead-issuing institution in writing of any such institutions accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor(s) will provide semi-annual usage reports for all VASCUPP members and public institutions accessing the contract. Participating public bodies shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution. The lead-issuing institution shall not be held liable for any costs or damages incurred by any other participating public body as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the lead-issuing institution is not responsible for the acts or omissions of any VASCUPP member, or public body and will not be considered in default of the Agreement no matter the circumstances.

Use of this contract does not preclude any participating public body from using other contracts or competitive processes as required by law.

- 5.20 Late Bids:** To be considered for selection, bids must be received by the Materiel Management and Contracts (MMC) office by the designated date and hour. The official time used in the receipt of bids is that time on the automatic time stamp machine in the MMC office. Bids received in the MMC office after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra-university mail system. It is the sole responsibility of the Bidder to insure that its bid reaches the MMC office by the designated date and hour. Bid receipts and openings scheduled during a period of suspended state business operations will be rescheduled for processing at the same time on the next regular business day.

- 6. METHOD OF PAYMENT:** Payment by the University will be made to the contractor in accordance with the Commonwealth of Virginia Prompt Payment Act. Invoice(s) is to be sent to:

**RADFORD UNIVERSITY
ACCOUNTS PAYABLE
POST OFFICE BOX 6906
RADFORD, VA 24142-6906**

7. **PRICING SCHEDULE (BID):** The contractor agrees to provide the services in compliance with the scope of service and terms and conditions at the firm fixed price as follows:

A. Annual Inspection/Treatment:		
	Location	Cost Per Year
1.	Allen Hall	\$
2.	Reed-Curie Hall	\$
3.	Lucas Hall	\$
4.	McConnel Library	\$
5.	McGuffey Hall	\$
6.	Porterfield Hall	\$
7.	Powell Hall	\$
8.	Buchanan House	\$
9.	Preston Hall	\$
10.	Russell Hall	\$
11.	Walker Hall	\$
12.	Whitt Hall	\$
13.	Young Hall	\$
14.	Martin Hall	\$
15.	Cook Hall	\$
16.	Waldron Hall	\$
17.	Davis Hall	\$
18.	1011 Grove Avenue (Printing)	\$
19.	Covington Fine Arts Center	\$
20.	604 Tyler Avenue (House)	\$
21.	704 Clement Street (Human Resources)	\$
22.	15 Fairfax Street (House0	\$
23.	Boiler House	\$

24.	Art Annex	\$
25.	307 Adams Street	\$
	Subtotal	\$

B. Semi-Annual Inspection/Treatment:				
	Location	Cost Per Inspection/Treatment	No. of Inspection/Treatments	Cost per year
1.	Bolling Hall	\$	x 2 Inspections	\$
2.	Draper Hall	\$	x 2 Inspections	\$
3.	Floyd Hall	\$	x 2 Inspections	\$
4.	Ingles Hall	\$	x 2 Inspections	\$
5.	Jefferson Hall	\$	x 2 Inspections	\$
6.	Madison Hall	\$	x 2 Inspections	\$
7.	Moffett Hall	\$	x 2 Inspections	\$
8.	Muse Hall	\$	x 2 Inspections	\$
9.	Norwood Hall	\$	x 2 Inspections	\$
10.	Peery Hall	\$	x 2 Inspections	\$
11.	Pocahontas Hall	\$	x 2 Inspections	\$
12.	Stuart Hall	\$	x 2 Inspections	\$
13.	Trinkle Hall	\$	x 2 Inspections	\$
14.	Tyler Hall	\$	x 2 Inspections	\$
15.	Washington Hall	\$	x 2 Inspections	\$
(To Include: Student Rooms, Closets, Bathrooms, University Owned Furniture in each Residential Hall)			Subtotal	\$

C.	Quarterly Inspection/Treatment:			
	Location	Cost Per Inspection/Treatment	No. of Inspection/Treatments	Cost per year
1.	Steam Tunnels, Crawl Spaces, All Mechanical Rooms	\$	x 4 Inspections	\$
2.	Dedmon Center (Locker Rooms, Pool Area, All Common Areas, Control Building at Baseball/Softball Fields and Two Modular Offices.	\$	x 4 Inspections	\$
3.	Cupp Stadium (Locker Rooms, Concession/Vending Areas, and All Common Areas)	\$	x 4 Inspections	\$
4.	Heth Hall (Entire Building)	\$	x 4 Inspections	\$
5.	David E. Armstrong Complex	\$	x 4 Inspections	\$
6.	Calhoun Hall	\$	x 4 Inspections	\$
7.	1015 Calhoun Street Apartment	\$	x 4 Inspections	\$
8.	613 Downey Street Apartment	\$	x 4 Inspections	\$
9.	704 Howe Street Apartment	\$	x 4 Inspections	\$
10.	705 Howe Street Apartment	\$	x 4 Inspections	\$
11.	707 Howe Street Apartment	\$	x 4 Inspections	\$
12.	702 Fairfax Street Apartment	\$	x 4 Inspections	\$
13.	704 Fairfax Street Apartment	\$	x 4 Inspections	\$
14.	706 Fairfax Street Apartment	\$	x 4 Inspections	\$
	Subtotal			\$

D.	Monthly Inspection/Treatment:			
	Location	Cost Per Inspection/Treatment	No. of Inspection/Treatments	Cost Per Year
1.	Dedmon Center (Concession Areas)	\$	x 12 inspections	\$
2.	Dalton Hall Bookstore	\$	x 12 inspections	\$

3.	Dalton Hall Post Office	\$	x 12 inspections	\$
4.	Staff Residence (University's President's Residence)	\$	x 12 inspections	\$
5.	Student Health Center (Lower Level of Moffett Hall)	\$	x 12 inspections	\$
6.	Hurlburt Student Center (All Areas Except The Food Court/Food Preparation Section)	\$	x 12 inspections	\$
7.	Residence Halls: (All Areas Except Student Rooms)			
	Bolling Hall	\$	x 12 inspections	\$
	Draper Hall	\$	x 12 inspections	\$
	Floyd Hall	\$	x 12 inspections	\$
	Ingles Hall	\$	x 12 inspections	\$
	Jefferson Hall	\$	x 12 inspections	\$
	Madison Hall	\$	x 12 inspections	\$
	Moffett Hall	\$	x 12 inspections	\$
	Muse Hall	\$	x 12 inspections	\$
	Norwood Hall	\$	x 12 inspections	\$
	Peery Hall	\$	x 12 inspections	\$
	Pocahontas Hall	\$	x 12 inspections	\$
	Stuart Hall	\$	x 12 inspections	\$
	Trinkle Hall	\$	x 12 inspections	\$
	Tyler Hall	\$	x 12 inspections	\$
	Washington Hall	\$	x 12 inspections	\$
	Subtotal			\$

E.	Bi-Monthly Inspection/Treatment			
	Location	Cost Per Inspection/Treatment	No. of Inspection/Treatments	Cost Per Year
1.	Muse Hall (Trash Chute, Elevator Pit)	\$	x 24 inspections	\$
2.	Tyler Hall (Trash Chute)	\$	x 24 inspections	\$
3.	Norwood Hall (Trash Chute)	\$	x 24 inspections	\$
	Subtotal			\$

F.	Total Sum (A+B+C+D+E)	\$
-----------	------------------------------	-----------

	Special Treatments	
A.	Rodent Treatment	\$ per incident/visit
B.	Bee Wasp Treatment	\$ per incident/visit
C.	Termite Inspection	\$ per building
D.	Termite Treatment	\$ per linear ft.
E.	On-Call Special Service:	
	1) Cost of Site Visit, Inspection and Recommendation of Treatment	\$ per occurrence
	2) Cost of Treatment	\$ per linear ft.