

**APPENDIX A – TECHNICAL SPECIFICATIONS
ITN 98702 FACILITIES PEST CONTROL SERVICES**

1. SCOPE OF WORK

The purpose of this solicitation is to establish pricing for Pest Control Services (“Services”) for the suppression of indoor populations including, but not limited to, 1) Insects [ie. ants, roaches, water bugs, mites, silverfish, etc.], 2) Flying Insects [ie. wasps, bees, yellow jackets, etc.] 3) Wood Destroying Organisms [ie. dry wood and subterranean termites, carpenter ants, etc.], and 4) Rodents [rats, mice, squirrels, etc.]. Populations of the above pests shall also be suppressed outside JEA buildings within JEA property.

The Services shall be sufficiently comprehensive and of such nature as to comply with the pertinent requirements of any and all Federal, State and local laws relating to public health, sanitation and handling of foodstuffs. JEA sites are located primarily in Duval County, with some additional sites in St. Johns, Clay, and Nassau. (The work to be performed by the Company includes all supervision, tools and equipment, as necessary for performing the Services.)

2. GENERAL REQUIREMENTS

- 2.1. All work shall be performed in a safe and legal manner, in accordance with the most modern and scientific pest control procedures.
- 2.2. The Company shall supervise and direct the work efficiently and with its best skill and attention. The Company shall be solely responsible for the means, methods, techniques, and procedures of maintenance and for the supervision of its employees while performing this work.
- 2.3. At the start of the Contract, the Company shall furnish a single, direct phone number of an office where the JEA Contract Administrator (or his/her designee) may contact the Company.
- 2.4. The Company must respond by phone to the JEA Contract Administrator’s phone call within twenty-four (24) hours, Monday through Friday, 8:00 AM – 5:00 PM, excepting only JEA holidays.
- 2.5. The company shall provide the JEA Contract Administrator with a phone number at least five (5) business days prior to any change in the Company contact phone number mentioned in 2.3 above.
- 2.6. If caused by the Company, then, the Company shall be accountable for timely clean-up and remediation associated with any contaminant spills, accidental or otherwise, including, but not limited to pest control chemicals, diesel fuel, gasoline, lubricants, cleaning fluids, or toxic chemicals.
- 2.7. Scheduled treatments shall include interiors and exteriors of the JEA sites shown in Sections 1.1 and 1.2 of the Response Workbook.
- 2.8. Laboratories: The pest control in the laboratories shall be achieved by the use of traps (Combat type) in lieu of spraying or dusting. External laboratory perimeters may be treated in the same manner as other JEA facilities for pest control. Laboratory locations are annotated in Section 1.1 of the Response Workbook.
- 2.9. The Response Workbook is a one (1) year estimate based on annual expected needs and is to be used as a guideline and is not a guarantee of work.
- 2.10. JEA reserves the right to add/delete facilities, as required.
- 2.11. Pricing for added sites shall be set in line with bid prices and in accordance with the solicitation documents.

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- 2.12. JEA may take action to perform some (or all) work in house and, thereby, reduce or eliminate Company workload.

3. PERMITS

- 3.1. The Company shall obtain at their own expense; all permits required by local agencies and pay all fees which may be required for the performance of the work and removal/disposal of hazardous materials prior to the execution of this contract.
- 3.2. Company shall procure, at Company's expense, all necessary and required licenses and permits necessary for the performance of this contract.

4. SITE CONDITIONS

- 4.1. The Company shall prevent access by the public to materials, tools, and equipment during the course of the work.
- 4.2. When unattended, all doors and gates shall be re-locked and secured if they were locked upon arrival. At no time shall doors be propped open.
- 4.3. It is the policy of JEA to provide healthy, tobacco-free facilities for all employees and visitors. This policy prohibits the smoking of any tobacco product and the use of oral tobacco products, as well as e-cigarettes and it applies to employees, contractors and visitors.

5. SAFETY

- 5.1. The Company shall familiarize all technicians with all fire and safety regulations recommended by OSHA and other industry or local governmental groups and maintain a safe working environment at all times.
- 5.2. All Company personnel who perform work on JEA property must be JEA safety certified and adhere to JEA Safety and Training regulations.
- 5.3. The Company shall take all precautions to protect the safety of its employees and others. Work safety requirements shall comply with JEA Company Safe Work Practices Manual, available on-line at:
- 5.4. https://www.jea.com/About/Procurement/Become_a_Vendor/Contractor_Safety/Contractor_Safety_Manual.aspx
- 5.5. Company must maintain any required EPA log and that log will be made available to JEA while working on JEA property, if requested.
- 5.6. The Company shall provide and personnel must wear Personal Protective Equipment (PPE), as required by OSHA and JEA. PPE minimums include safety footwear, plastic hard hat (no metal), and safety glasses. Hearing protection is required while operating machinery or equipment (including saws) or other loud equipment. Footwear must have steel toe caps. The company must comply with all future OSHA and JEA PPE requirements and training. In addition, the Company shall provide JEA with a copy of written proof of compliance within 48 hours of request by the JEA Contract Administrator or Safety representative.
- 5.7. The Company shall exercise extreme care when working around energized lines or equipment to prevent accidents and interrupting service. If any such incident should result, the JEA Contract Administrator shall be immediately notified of the location of such incident.
- 5.8. The Company shall be responsible for all damages to JEA property and personal injury caused by non-compliance with Safety and training requirements.
- 5.9. The Contract Administrator shall have the authority to suspend work, wholly or in part, for such periods, as he/she deems necessary. These periods of suspension include

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adverse weather conditions, heavy traffic conditions due to special events, and other situations, which may cause a hazardous condition for motorists and/or pedestrians. The Contract Administrator will order such suspensions of work explaining the reasons for the suspension. Normal operations may resume when directed by the Contract Administrator.

6. ADMINISTRATIVE COST AND PROFIT

- 6.1. The administrative cost, profit and other indirect Company costs shall not be permitted as separate billable costs. These costs should be included in the Response Price.
- 6.2. Time spent by the Company developing an estimate for a job shall not be permitted as separate billable costs.
- 6.3. Travel costs and travel time shall not be paid by JEA.
- 6.4. Unit prices shall include all labor expenses including, but not limited to, small tools, supplies, meals, per diem, salaries, benefits, and consumables needed to perform the work.
- 6.5. There shall be no call-out fee, truck fee, trip fee, or fuel adjustment.

7. DISPOSAL OF WASTE GENERATED DUE TO COMPANY WORK

- 7.1. Certain chemicals / compounds / mixtures require proper disposal after they have been spent or used pursuant to the U. S. EPA (Environmental Protection Agency) and Florida DEP (Department of Environmental Protection).
- 7.2. The Company must dispose of all waste generated as a result of the contract at an officially permitted location.
- 7.3. JEA will not pay additional charges/fees for waste disposal; therefore, any fees and/or charges associated with this disposal should be included in the Response price of the work.

8. COMPANY PERSONNEL

- 8.1. The Company shall employ skilled labor capable of performing the assigned work. Skilled workers shall have thorough knowledge and experience in this field, and have tools and equipment common to this work.
- 8.2. Any worker employed by the Company who exhibits inadequate experience or is incapable in his/her duties shall be removed from the work site at the discretion of the JEA Contract Administrator.
- 8.3. All Company personnel shall attend necessary safety and supervisor classes required by JEA at no additional cost to JEA.
- 8.4. All services rendered shall be by uniformed employees (company identified shirts) of the Company. Shirts with offensive logos or messages, ripped jeans, shorts, capri pants, cut-offs, tennis shoes, and sleeveless shirts are not acceptable.
- 8.5. Assigned Company personnel shall be issued JEA badges and access to non-occupied areas. Badges must be visible at all times while on JEA Property.
- 8.6. **No sharing of JEA badges is allowed and no Company employee shall be granted access without his/her JEA badge.**
- 8.7. The Company should allow two (2) weeks for badge processing.
- 8.8. Parking is the responsibility of the Company. Parking on JEA property may be approved at the sole discretion of the JEA Contract Administrator.
- 8.9. All vehicles must display company identification and shall be moved when requested by the JEA Contract Administrator (or his/her designee) or Security Personnel.

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- 8.10. The JEA Contract Administrator will be notified within six (6) hours of any workers that are dismissed or resign or if a badge is lost or stolen. Badges should be turned in to the JEA Contract Administrator.

9. INVOICING

- 9.1. The Company shall only bill for work completed.
- 9.2. The Company will be paid for completion of work accepted and approved by the Contract Administrator.
- 9.3. Invoices shall be submitted no later than thirty-one (31) days after the service is provided.
- 9.4. Company's invoices shall include the following: Contractor's company name and address, JEA's Purchase Order, date and location of service provided (spray or trap), whether interior or exterior or both, total amount payable with a breakdown showing the detailed Unit Price cost and quantities, purchase receipts and JSEB forms shall be attached to the invoice, if applicable.
- 9.5. Invoices for Ad Hoc items must match the pricing as stated on the Contractor's Response Workbook.
- 9.6. Invoiced pricing for all items must match with the pricing as stated on the Contractor's Response Workbook.
- 9.7. Invoices for any materials purchased must include, purchase receipts for each mark-up or discounted item and shall be attached to invoices. The mark-up percentage on the response workbook shall not exceed 10%.
- 9.8. The Company shall submit monthly invoices with any supporting documentation of services performed.
- 9.9. No invoice shall be paid without the required information.

10. SCHEDULING

- 10.1. All service, regular and ad hoc, shall be rendered at times which shall not interfere with employees and persons in and about the premises. All treatments for facilities classified as "Administrative Offices" shall be performed after 4:00 PM Monday through Friday. Other areas are more flexible. Scheduling of buildings to be treated will be coordinated through the JEA Contract Administrator.
- 10.2. At the discretion of the JEA Contract Administrator, a JEA representative may accompany the pest control operator during treatment. Additionally, spot checks of chemicals, equipment, vehicles, and safety practices shall be made by JEA at any time Company personnel are on JEA property.
- 10.3. JEA shall conduct ongoing inspections to determine the effectiveness and thoroughness of the work.

11. REPORTS

- 11.1. The Company is required to submit monthly report (Excel format) by email to the Contract Administrator listing each site on the Response Workbook no later than five (5) days after the first of the month.
- 11.2. Each report must list clearly all sites treated, state the name, address of the site, invoice number, the treatment or services performed, unit quantities and price per unit. Company shall track this information on Facilities Monthly Pest Control Report, as provided in Appendix C.
- 11.3. Additionally recommended treatments and restrictions should be approved by Contract Administrator and are to be documented.

12. NATURE OF WORK

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- 12.1. In view of the inherently dangerous character of chemicals, the Company warrants that the products furnished and services rendered shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1972, Part II, Volume 37, Numbers 202,247 and any revisions; the Federal Environmental Protection Agency (EPA); Department of Agriculture; and State and Local EPA. Breaches of these laws/regulations will be reported and may be considered grounds for termination of contract.
- 12.2. Services performed by the Company which do not conform to these Standards and/or Regulations must be corrected by the Company at Company expense or by JEA at Company expense in the event the Company fails to make the appropriate correction within twenty-four (24) hours (excluding weekends and JEA holidays).
- 12.3. Whenever conditions are observed that are conducive to the breeding or harboring of pests covered by this specification, the Company shall report such to the JEA Contract Administrator who will take actions to remedy these conditions.

13. MATERIALS USED

- 13.1. The Company shall comply with Federal and State Regulation as it applies to use of chemicals.
- 13.2. Chemicals: Pesticides shall include, but not be limited to, insect baits and liquid materials, labeled for use in Florida Schools. The Company shall also use approved dusting compound for cracks, crevices, and voids. Additional fogging shall be performed as necessary at onset of control measures.
- 13.3. Rodenticides must be used in accordance with label directions.
- 13.4. An EPA approved dusting agent shall be injected and blown into attics and crawl spaces, in plumbing and electrical runs, pathways, and areas so specified and approved in accordance with label directions.
- 13.5. Company shall provide Safety Data Sheet on all products utilized, all SDSs shall be the latest version and comply with 29 CFR 1910.1200, available on-line at: https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=10099&p_table=STANDARDS
- 13.6. All chemicals used must have labels along with the most current Safety Data Sheets and maintained in the Company truck with the chemical. The Safety Data Sheets shall be made available to the JEA Contract Administrator upon request.

**14. REGULAR (SCHEDULED) PEST CONTROL MAINTENANCE
(RESPONSE WORKBOOK - SECTION 1)**

The Company shall provide regularly scheduled pest control for 1) Insects [including ants], 2) Flying insects, and 4) Rodents at the sites listed in Sections 1.1 and 1.2 of the Response Workbook. Any ad hoc services for the suppression of indoor populations of 1) Insects [including ants], 2) Flying insects, and 4) Rodents that may be required in between scheduled services shall be included in the Section 1 pricing with no additional cost to JEA.

14.1. INSECT CONTROL (RESPONSE WORKBOOK - SECTION 1.1)

- 14.1.1. Sticky traps shall be used to guide and evaluate indoor insect populations and control efforts as appropriate.
- 14.1.2. The Company shall use non-chemical methods of control whenever possible for example: Portable vacuums rather than pesticide sprays shall be used for any initial cleanouts of cockroach infestations, for swarming ants wherever appropriate.

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- 14.1.3. Bait formulations shall be used for cockroach and any control wherever appropriate. Bait shall be placed in areas inaccessible to employees and other building occupants.

14.2. *FLYING INSECT CONTROL (RESPONSE WORKBOOK – SECTION 1.1)*

- 14.2.1. All flying insect control specifications shall apply within thirty feet of the ground. Any required flying insect control greater than thirty feet from the ground shall apply the ad hoc rates described in Section 8 of this document.
- 14.2.2. Sticky traps shall be used to guide and evaluate indoor insect populations and control efforts as appropriate.
- 14.2.3. The Contractor shall use non-chemical methods of control whenever possible for example: Portable vacuums rather than pesticide sprays shall be used for any initial cleanouts of cockroach infestations, for swarming ants wherever appropriate.
- 14.2.4. Exclusion and trapping devices rather than pesticide sprays shall be used for control of flying insects indoors wherever appropriate.

14.3. *RODENT CONTROL (RESPONSE WORKBOOK – SECTION 1.2)*

- 14.3.1. The Company shall provide regularly scheduled pest control for rodents at areas around emergency standby generators listed in the Response Workbook, Section 1.2 by setting rodent bait boxes no later than five (5) days after the first of the month. It will not be necessary for the Company to set all sites on the same day.
- 14.3.2. When notified by the JEA Contract Administrator (or his/her designee), the Company shall re-visit within seventy-two (72) hours to remove the rodent from the site at no additional cost to JEA.
- 14.3.3. For monthly visit on Lift stations listed in the Response Workbook, Section 1.2, Company shall place sticker on rodent bait boxes indicating date and time of visit at no additional cost to JEA.
- 14.3.4. Compensation for this work shall be provided as shown in Section 1.2 of the Response Workbook.
- 14.3.5. Company shall provide Rodent boxes at no additional cost to JEA, installation cost should be included in Response Workbook.

15. AD HOC PEST CONTROL SERVICES (RESPONSE WORKBOOK – SECTION 2)

15.1. SPECIFIED AD HOC PEST CONTROL SERVICES (SECTION 2.1 OF RESPONSE WORKBOOK)

When authorized by the JEA Contract Administrator, the Company shall provide ad hoc pest control treatment including but not limited to 1) Insects, 2) Flying Insects, 3) Wood Destroying Organisms, and 4) Rodents, as listed in Section 2.1 of the Response Workbook. Ad hoc 1) Insects, 2) Flying Insects, and 4) Rodents pest control services shall maintain the same specifications as the corresponding scheduled services described in Section 7. The ad hoc rates solicited with Item Numbers 2.1.1, 2.1.2, 2.1.4 and 2.1.5 of the Response Workbook shall apply to ad hoc services for (any) buildings that are not listed in Section 1 of the Response Workbook.

15.1.1. WOOD DESTROYING ORGANISM CONTROL (SECTION 2.1.3 OF RESPONSE WORKBOOK)

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- 15.1.2. All pest control services pertaining to 3) Wood Destroying Organisms are considered ad hoc and shall use the rates solicited in Section 2.1.3 of the Response Workbook.
- 15.1.3. Upon recommendation (see Reports section of this document) and when authorized by the JEA Contract Administrator, the Company will provide termite treatment (dry wood or subterranean) at JEA sites. (See Section 2.1.3 of the Response Workbook.)
- 15.1.4. With award of this contract, JEA reserves the right to competitively bid any scope of work pertaining to the control of Wood Destroying Organisms which may thereby, reduce or eliminate Company workload.
- 15.1.5. After treatment, the JEA contract administrator and a representative from the Company will evaluate the success of the treatment. If termites are not eliminated retreatment shall be performed at no additional cost to JEA within ninety (90) calendar days. In the event of re-infestation, the Company shall use flushing insecticide to locate harborages or areas that may have been overlooked in the original at no additional cost to JEA.
- 15.1.6. Upon completion of any wood destroying organism ad hoc service, the Company shall furnish a one year written warranty on each structure, facility and treated area within forty-eight (48) hours after the completion of treatment (excluding weekend and JEA holidays).

16. UNSPECIFIED AD HOC PEST CONTROL SERVICES

When pest control services are needed that are not specifically listed in the Response Workbook, the JEA Contract Administrator may authorize the Company to provide service.

- 16.1. Compensation for labor shall be provided using the labor rate shown in Section 2.2.1 - (Labor) of the Response workbook.
- 16.2. Compensation for the cost of parts and materials supplied by the Company will be based on a cost plus markup percentage (see Section 2.2.2 – Parts and Materials) in the Response Workbook. For example, if the mark-up stated on the Response Workbook is ten percent (10%) and the Company's receipt price is \$100, JEA will pay the Company \$110 for that part.
- 16.3. A copy of the Company's purchase receipt must accompany the invoice. A mark-up amount shall not exceed twenty (20) percent and shall not be added to applicable sales tax, expedite charges, delivery or freight charges.

17. VENDOR PERFORMANCE EVALUATION

- 17.1. JEA will utilize Vendor Performance Evaluation Scorecards as described in "*Solicitation Document*" and in "*Appendix C – Vendor Performance Scorecard*" to monitor Company performance.
- 17.2. JEA requires a minimum performance level as detailed in the Vendor Performance Scorecard. For any performance below the minimum, remedial action will be required to improve Company's performance level, or the company may be in default of its contract.

**APPENDIX B – MINIMUM QUALIFICATION FORM
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GENERAL

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED RESPONDENT BY JEA, YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.

THE RESPONDENT MUST COMPLETE THE RESPONSE INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE RESPONDENT MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.

PLEASE SUBMIT THE ORIGINAL AND TWO (2) COPIES OF THIS FORM AND ANY REQUESTED ADDITIONAL DOCUMENTATION WITH THE BID SUBMISSION.

RESPONDENT INFORMATION

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE OF AUTHORIZED REPRESENTATIVE: _____

EXPERIENCE:

- Respondent must have successfully completed at least two (2) similar commercial contracts in pest control services in the last five (5) years ending December 31, 2019.
 - The two (2) similar contracts EACH must be valued at \$60,000.00 or a minimum of per year. Only one (1) of the two (2) projects can be work performed for JEA.

**MINIMUM QUALIFICATION INFORMATION
FOR PEST CONTROL SERVICES**

1. Reference Name _____

Reference Phone Number _____

Reference E-Mail _____

Contract Year/Amount _____

Project Title _____

Address of Work _____

Contract Duration _____

Description of Contract _____

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2. Reference Name_____

Reference Phone Number_____

Reference E-Mail _____

Contract Year/Amount_____

Project Title_____

Address of Work_____

Contract Duration _____

Description of Contract _____

**APPENDIX B - RESPONSE FORM
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RESPONDENT INFORMATION:

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

NAME & EMAIL OF CONTACT: _____

WEBSITE: _____

RESPONDENT MUST COMPLETE THE FOLLOWING INFORMATION AND RETURN THIS FORM VIA EMAIL TO SHEREA HARPER AT HARPSB@JEA.COM.

QUOTATION OF RATES (100 Points)

Respondent shall provide an **Annual Total** cost and a **Three (3) Year Total** cost to be transferred from Appendix B Response Workbook. The totals provided shall be in accordance with the Technical Specifications located in Appendix A.

Please note, the total cost quoted by the Respondent must be firm prices, and not an estimate. ANY MODIFICATIONS, EXCEPTIONS, OR OBJECTIONS CONTAINED WITHIN THE RESPONSE FORM MAY SUBJECT THE RESPONSE TO DISQUALIFICATION.

Annual Total Cost (Transferred from Appendix B Response Workbook) \$ _____

Three (3) Year Total Cost (Transferred from Appendix B Response Workbook) \$ _____

_____ I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public “as-is”.

Respondent's Certification

By submitting this Response, the Respondent certifies (1) that it has read and reviewed all of the documents pertaining to this ITN and agrees to abide by the terms and conditions set forth therein, (2) that the person signing below is an authorized representative of the Respondent, and (3) that the Respondent is legally authorized to do business and maintains an active status in the State of Florida. The Respondent certifies that its recent, current, and projected workload will not interfere with the Respondent's ability to work in a professional, diligent and timely manner.

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The Respondent certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Respondent also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Respondent shall immediately notify JEA of status change.

We have received addenda _____ through _____

Signature of Authorized Officer of Respondent or Agent

Date

Printed Name & Title

Phone Number