

SERVICE CONTRACT SPECIFICATIONS INTEGRATED PEST MANAGEMENT AND WINDOW CLEANING

Terminal and Multi Modal Transportation Facility (MMTF)

Susquehanna Area Regional Airport Authority (SARAA)
Harrisburg International Airport
One Terminal Drive, Suite 300
Middletown, PA 17057

GENERAL BID REQUIREMENTS

- 1. Description of Program.** This specification is part of a comprehensive Integrated Pest Management (IPM) program for the premises listed herein. IPM is a process for achieving long-term, environmentally sound pest suppression and prevention through the use of a wide variety of technological and management practices. Control strategies in an IPM program include:
 - a. Structural and procedural modifications to reduce food, water, harborage, and access used by pests.
 - b. Pesticide compounds, formulations, and application methods that present the lowest potential hazard to humans and the environment.
 - c. Non-pesticide technologies such as trapping and monitoring devices.
 - d. Coordination among all facilities management programs that have a bearing on the pest control effort.
 - e. Provide window cleaning following the scheduled power spraying for spiders and mayflies.
- 2. Contractor Service Requirements.** The contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the monitoring, trapping, pesticide application, and pest removal components of the IPM program. The contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention.
- 3. Description of Services.**
 - a. The contractor shall adequately suppress the following pest:
 - i. Indoor populations of rodents, insects, spiders, roaches, ants, silverfish, bees, wasps, ground beetles, arachnids, and other arthropods.
 - ii. Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the specified buildings including birds, bats, snakes, and all other vertebrates.
 - iii. Nests of stinging insects and spiders within the property boundaries of the specified buildings.

- b. Special services for garden spiders and mayflies
 - i. An aggressive power spraying treatment will be performed during the months of April, June, August and October of each year. Frequencies are for bidding purposes only. Dates are expected but may be altered at owner's discretion.
 - ii. This special treatment shall include the terminal building, MMTF, sky bridge, all exterior vegetation within 20 feet of the buildings, all overhangs, jet ways, dormant equipment on the ramp, stairwells and a 20 foot band inward from the exterior walls of the garage decks, building 513, building 514, the SRE building, and fuel pump areas. The SRE building and fuel pump areas are to receive 2 power spray applications per year while all other buildings receive 4 power sprays annually.
 - iii. SARAA requires the power spray solution to include an anti-webbing compound.
 - iv. Window washing will be scheduled and started (3) days after each power spraying service.
 - v. The contractor shall provide all manpower and furnish all necessary equipment to perform this special service work.

4. Initial Building Inspection. The contractor shall complete a thorough, initial inspection of each building at least ten (10) working days prior to the starting date of the contract. The purpose is for the contractor to evaluate the pest control needs of all locations and to identify problem areas and any equipment, structural features, or management practices that are contributing to the pest infestations.

5. Pest Control Plan.

- a. Contractor shall submit a Pest Control Plan five (5) days prior to start of contract.
- b. Plan shall consist of the following five (5) parts.
 - i. Proposed materials and service equipment to include, current labels, Material Safety Data Sheets, and application methods for all pesticides to be used, and brand names of pesticides application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest detection equipment, and any other pest control devices or equipment that may be used to provide services.
 - ii. Proposed method for monitoring and identifying sites of pest harborage and access, and for making objective assessments of pest population levels throughout the term of the contract.
 - iii. Proposed service schedule for each building, visit frequency and estimated duration.
 - iv. Proposed description of any structural or operational change that would facilitate the pest control effort. Include site specific solution for observed sources of pest food, water, harborage, and access.
 - v. Contractor shall provide photocopies of the Commonwealth of PA issued Commercial Pesticide Applicator Certificates or Licenses for every contractor employee who will be performing on-site service under this contract.
- c. The Contractor shall be responsible for carrying out work according to the pest control plan. The contractor shall receive the concurrence of SARAA prior to implementing any subsequent changes to the approved pest control plan, including additional or replacement pesticides and on-site service personnel.

6. Record Keeping.

- a. The contractor shall be responsible for maintaining a pest control logbook or file for each building or site specified in this contract. These records shall be kept on-site and maintained on each visit by the contractor. Each log book should contain a current copy of the Pest Control Plan, and the contractor's service schedule.

- b. The contractor shall maintain and furnish SARAA a service report form documenting all information on pesticide applications.

7. Manner and Time to Conduct Service. The contractor shall perform routine pest control services that do not adversely affect tenants' health or productivity during regular hours of operation in all buildings. When it is necessary to perform work outside of the regularly scheduled service times set forth in the Pest Control Plan, the contractor shall notify SARAA at least one (1) day in advance.

8. Safety and Health.

- a. The contractor shall observe all safety precautions throughout the performance of this contract. All work shall be in strict accordance with all applicable federal, state, and local safety and health requirements. If there is a conflict between applicable regulations, the most stringent will apply.
- b. The contractor will assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.
- c. Certain areas contractor must service are sterile and security badges are required. The contractor shall adhere to these restrictions and incorporate them into the Pest Control and Window Cleaning Plan. To obtain a security badge the contractor's service personnel must pass a 10 year background check as required by TSA. Procedures regarding security badges shall be as required by SARAA. The selected contractor shall be responsible for all costs associated with the badging requirements. The current badge fee is \$85.00.
- d. All contractor personnel working in or around buildings specified in this contract shall wear distinctive uniform clothing. The contractor shall determine the need for and provide any personal protective items required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to (OSHA) standards for the product being used.
- e. All vehicles used by the contractor shall be identified in accordance with state and local regulations.

9. Special Request and Emergency Service: On occasion, SARAA may request that the contractor perform corrective, special, or emergency services that are beyond routine service request. The contractor shall respond to these exceptional circumstances and complete the necessary work with-in three (3) hours after receipt of the request.

10. Contractor Personnel. Throughout the term of this contract, all contractor personnel providing on-site pest control services must maintain certification as Commercial Pesticide Applicators in the category of Industrial, Institutional, Structural, and Health Related Pest Control. Uncertified individuals working under the supervision of a Certified Applicator will not be permitted to provide service under this contract.

11. Use of Pesticides:

- a. The contractor shall be responsible for application of pesticides according to the label. All pesticides used by the contractor must be registered with the U.S. Environmental Protection Agency (EPA), 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.
- b. The contractor shall adhere to the following rules for pesticide use:

- i. Approved Products. The contractor shall not apply any pesticide product that has not been included in the Pest Control Plan or approved in writing by SARAA.
- ii. Pesticide Storage. The contractor shall not store any pesticide product in the buildings specified in this contract.
- iii. Application by Need. Pesticide application shall be according to need not schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspection or monitoring devices indicate the presence of pest in that specific area. Request for preventive pesticide treatments in areas where surveillance indicates a potential insect or rodent infestation will be evaluated by SARAA on a case-by-case basis. Written approval must be granted by SARAA prior to any preventive pesticide application.
- iv. Minimization of Risk. When pesticide use is necessary, the contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.

12. Insect Control.

- a. Emphasis on non-pesticides methods. The contractor shall use non-pesticides methods of control wherever possible, such as:
 - i. Portable vacuums rather than pesticide sprays shall be the standard method for initial cleanouts of cockroach infestations, for swarming (winged ants) and termites, and for control of spiders in webs.
 - ii. Trapping devices rather than pesticide sprays shall be the standard for indoor fly control.
- b. Application of insecticides to cracks and crevices. As a general rule, the contractor shall apply all insecticides as “crack and crevice” treatment only, defined in this contract as treatments in which the formulated insecticide is not visible to a bystander during or after the application process.
- c. Application of insecticides to exposed surfaces or as space sprays (“fogging”). Application shall be restricted to exceptional circumstance where no alternative measures are practical. The contractor shall obtain approval from SARAA prior to any application of insecticide to an exposed surface or any space spray treatment. No surface application or space sprat shall be made while tenant personnel are present. The contractor shall take all necessary precautions to ensure tenant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application.
- d. Insecticide bait formulations shall be the standard pesticide technology for cockroach and ant control, with alternate formulations restricted to unique situations where baits are not practical.
- e. Monitoring. Contractor shall use sticky traps to guide and evaluate insect control efforts wherever necessary.

13. Rodent Control.

- a. Indoor Trapping. As a general rule, rodent control inside buildings shall be accomplished with trapping devices only. All such devices shall be concealed out of general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule approved by SARAA. The contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.
- b. Use of Rodenticides. In exceptional circumstances, when rodenticides are deemed essential for adequate rodent control inside buildings, the contractor shall obtain approval from SARAA prior to making any interior rodenticide treatment. 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 bait boxes. As a general rule, rodenticide application outside buildings shall emphasize the direct treatment of rodent burrows wherever feasible.

- c. **Use of Bait Boxes.** All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The contractor shall adhere to the following five points:
- i. All bait boxes shall be placed outside the general view, in locations where they will not be disturbed by routine operations.
 - ii. The lids of all bait boxes shall be securely locked or fastened shut.
 - iii. All bait boxes shall be securely attached or anchored to floor, ground, wall, or other immovable surface, so the box can not be picked up or moved.
 - iv. Bait shall always be secured in the feeding chamber of the box and never placed in the runways of entryways of the box.
 - v. All bait boxes shall be labeled on the inside with the contractor's business name and address, and dated by the contractor's technician at the time of installation and each service.

14. Structural Modifications and Recommendations. Throughout the term of this contract, the contractor shall be responsible for advising SARAA about any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access. The contractor shall be responsible for adequately suppressing all pests included in this contract regardless of whether or not the suggested modifications are implemented. The contractor will not be held responsible for carrying out structural modifications as part of the pest control effort. However, minor applications of caulk and other sealing materials by the contractor to eliminate pest harborage or access may be approved by SARAA on a case by case basis. The contractor shall obtain the approval of SARAA prior to any application of sealing material or other structural modification.

15. Program Evaluation. SARAA will continually evaluate the progress of this contract in terms of effectiveness and safety, and will require such changes as necessary. The contractor shall take prompt action to correct all identified deficiencies.

16. Quality Control Program.

- a. The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. A copy of the program shall be submitted to SARAA and shall include the following:
 - i. Inspection System. The contractor's quality control inspection system shall cover all the services stated in this contract. The purpose of the system is to detect and correct deficiencies in the quality of service before the level of performance becomes unacceptable and/or SARAA identifies the deficiencies.
 - ii. Checklist: A quality control checklist shall be used in evaluating contract performance during regular scheduled and unscheduled inspections. The checklist shall include every building or site serviced by the Contractor as well as every task required to be performed.
 - iii. File: A quality file shall contain a record of all inspections conducted by the Contractor and any corrective actions taken. The file shall be maintained throughout the term of the contract and made available to SARAA upon request.
 - iv. Inspector(s): The Contractor shall state the name (s) of the individual(s) responsible for performing the quality control inspections.

17. Contract Term. This term of this contract shall for three (3) years commencing on April 1, 2017 and ending on March 31, 2020 with two (2) additional one (1) year options, exercisable upon mutual agreement at least sixty (60) days prior to expiration of the initial term.

- 18. Contract Extension and/or Termination.** The successful service contractor shall submit sixty (60) days in advance of the contract anniversary, the cost for a twelve (12) month contract extension. If either party wishes to terminate the agreement, this may be done by notifying the other party at least sixty (60) days in advance of the contract anniversary date. SARAA reserves the right to cancel this service contract within any twelve (12) months at the end of one (1) quarter period by providing a ninety (90) day written notice. SARAA may terminate this contract at anytime for contractor's failure to perform the requirements of this contract, upon first a written warning setting forth the deficiencies with a cure period of ten (10) days for the contractor to remedy the deficiencies. If not cured within ten (10) day, SARAA may terminate immediately by written notice.
- 19. Payment.** SARAA will make monthly payments based upon contract bid price upon receipt of proper invoice.
- 20. Service Company Qualifications.**
- a. The bidder shall submit with their bid a list of three (3) facilities where the bidder is currently under a similar Pest Control contract. The list must include: customer name, contact person, address and telephone number.
 - b. SARAA or its designated representative reserves the right to contact any and all bidder listed customers for reference purposes.
 - c. The service company must be able to demonstrate that they own and maintain locally, the proper equipment required to perform the services as covered under this agreement.
- 21. Qualification Compliance.** The bidder shall not be relieved from assuming all responsibility for properly estimating the cost of performing the services required with this specification because of the failure to investigate the conditions or become acquainted with all the information concerning the services to be performed.
- 22. Window Cleaning Requirements.**
- a. Cleaning of all glass including lower sill frames (reachable and non-reachable) to the Terminal building, MMFT and Sky Bridge.
 - b. Window washing will follow each special pest control treatment.
Includes all interior and exterior glass for the months of April and October.
Includes all exterior glass only the months of June and August. Frequencies are for bidding purposes only. Dates are expected but may be altered at owner's discretion.
 - c. Passenger and tenants safety must be considered at all times.
 - d. Work areas and traffic lanes must be monitored and blocked off for vehicle and customers safety.
 - e. Ladders, lifts and cleaning equipment must be attended at all time.
- 23. Scheduled Pest Control Visits.**
- a. Regular Service frequency two (2) visits per month.
 - b. Power Spraying April, June, August and October. Frequencies are for bidding purposes only. Dates are expected but may be altered at owner's discretion.