



*John P. Kelly, Director  
Frank Sadeghi, Deputy Director  
Robert S. Arace, Commissioner  
Jennifer Bacchione, Commissioner  
Virginia E. Haines, Commissioner*

*Jennifer L. Bowens, Purchasing Agent*

*County of Ocean  
Administration Building  
101 Hooper Avenue  
Toms River, NJ 08754*

***BID***

***EXTERMINATION/PEST CONTROL MANAGEMENT SERVICES***

***2025***

***ADVERTISEMENT DATE: May 28, 2025***

***OPENING: June 17, 2025, 11:00 am***

***Bid Category: 18- Miscellaneous Commodities and Services***

## *Notice to Bidders*

**NOTICE IS HEREBY GIVEN** that sealed bids for the furnishing and delivery of **EXTERMINATION/PEST CONTROL MANAGEMENT SERVICES** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on **Tuesday, June 17, 2025** at **11:00 am**, prevailing time.

Bids will be received electronically via the County's Online Procurement Portal. Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) regarding equal employment opportunities and with the requirements of P.L. 1977 C.33 regarding corporate and/or partnership ownership.

The right to reject any and all bids is reserved in accordance with applicable law.

By order of the Board of Commissioners of the County of Ocean.

Signed:

**JOHN P. KELLY**, Director

**JENNIFER L. BOWENS**, Purchasing Agent

## ***Contact Information and Project Timeline***

### **Summary**

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the goods or services described and specified herein.

### **Contact Information**

For further information regarding these specifications, contact

**Jessica Hannold**

Senior Buyer

101 Hooper Ave.

Room 224

Toms River, NJ 08753

Email: [ocpurchasing@co.ocean.nj.us](mailto:ocpurchasing@co.ocean.nj.us)

Phone: [\(732\) 929-2103](tel:(732)929-2103)

**Department:**

Buildings and Grounds

### **Timeline**

<b>Advertising Date</b>	May 28, 2025
<b>Bid Opening Date</b>	June 17, 2025, 11:00am Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

## ***Important Instructions for Electronic Submittal***

### **Instructions for Electronic Bid Submission**

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

Once you have completed account registration, browse back to this page: [County's OpenGov Electronic Bid Portal \(https://procurement.opengov.com/portal/oceancounty/\)](https://procurement.opengov.com/portal/oceancounty/)

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. **DO NOT WAIT UNTIL THE LAST MINUTE.** The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

## ***Instructions to Bidders***

### **Bid Opening**

All bids will be opened publicly in the Administration Building, Room 119, 101 Hooper Avenue, Toms River, New Jersey, commencing at 11:00 am, prevailing time on Tuesday, June 17, 2025.

### **Electronic Bid Submissions**

Bids must be submitted electronically through Ocean County's Procurement Portal by the date and time stipulated in the Notice to Bidders.

### **Deadline Instructions**

The County will not be responsible for late bids, and no bids will be accepted if received after the time stipulated in the notice to bidders.

### **Completion of all Documents**

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

**NOTE: In order to access any DocuSign forms in this solicitation, you must first click "Draft Response".**

***Instructions on how to access the forms through DocuSign are available in the Attachments. Please note that in order to view the forms as a .pdf document, you must access DocuSign first. Once you access DocuSign, the option to download, save, print and complete the forms becomes available***

### **Right to Reject**

The County reserves the right to reject all bids in accordance with N.J.S.A. 40A:11-13.2, to waive any informalities in the bid and to accept the lowest responsible bid in accordance with applicable law.

### **Bidder Default**

In case of default by the bidder or contractor, the County of Ocean may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

### **Indemnity**

The bidder, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or

contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

**Specifications**

It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by the County and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.

**Bid Security**

NO BID SECURITY

**Performance Bond**

NO PERFORMANCE BOND

**Pricing Proposal**

Bidders must use the pricing proposal provided in the bid specifications. Failure to use the pricing proposal in the bid specifications shall be cause for rejection of the bid.

**Pricing**

Insert prices for furnishing all of the material and/or labor described or required. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully prepaid by the contractor F.O.B. destination and placement at locations specified by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.

**Payment**

Payments will be made upon the approval of vouchers submitted by the successful bidders in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

**Discrepancy in Pricing**

In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the OWNER of the extended totals shall govern.

**Award Timeframe**

Award will be made by Ocean County Board of Commissioners within sixty (60) days after receipt of bids.

### **Equal or Tie Bids**

The County of Ocean reserves the right to award at their discretion to any one of the tie bidders where it is most advantageous for the County to do so, pursuant to N.J.S.A. 40A:11-6.1.

### **Tax Exempt**

The County of Ocean is exempt from any State sales tax or Federal excise tax.

### **Equivalent Product**

When offering an equivalent product, the bidder must clearly specify any variations from the stated specifications, regardless of how minor. The County will determine whether the proposed item meets or exceeds the specified product based on its quality, performance, and suitability for the intended use. Where equivalent equipment is offered, the County will determine if the proposed item is equal to or better than specified.

### **Evaluation**

In addition to pricing, evaluation will include an assessment of quality, adherence to specifications, suitability for the County's needs, delivery terms, and warranty provisions. If no deviations from the specifications are noted, the bid will be assumed to be fully compliant with the stated requirements.

### **Quantities**

The quantities shown on the pricing proposal are **estimates only**, and Ocean County will not guarantee any minimum purchase. The County reserves the right to decrease or omit quantities as needed over the course of the contract. The county will not consider any minimum requirements imposed on order quantities. The County also reserves the right to increase quantities to twenty (20) percent of the maximum quantities listed at the unit price bid, in accordance with N.J.A.C. 5:30-11.3. *Note: Actual orders are placed upon receipt of a Purchase Order, on an as needed basis. The County will not be responsible to pay for any product that was not ordered through a Purchase Order.*

### **Delivery of Goods and Services**

Delivery of items shall only be made upon receipt of a Purchase Order issued by the Ocean County Department of Purchase, upon which delivery locations and needed quantities shall be indicated.

### **American Goods and Products**

All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.

### **No Assignment**

This agreement shall not be assigned without the written consent of the County of Ocean.

### **NJ One Call**

By presenting a bid, contractor declares that he is aware of and, if required, will comply with the requirements of the "Underground Facility Protection Act (Public Law 1994, Chapter 118)" prior to commencing any intended excavation. The telephone number to call is 1-800-272-1000.

### **Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq**

The bidder must comply with the provisions of "The Public Works Contractor Registration Act", if applicable.

- All named contractors must be registered with the Department of Labor and Workforce Development pursuant to the Public Works Contractor Registration Act at the time the proposal is received, or the proposal will be determined to be non-responsive.
- Any non-listed contractor must be registered with the Department of Labor and Workforce Development prior to physically starting work. It is the responsibility of the General Contractor to insure that all non-listed sub-contractors comply.
- Contractors are encouraged to submit their and all named sub-contractors' Public Works Contractor Registration Certificates with the bid.

### **Prevailing Wage & Labor Laws**

The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful bidder, if applicable. The current Prevailing Wage Rates can be found online at <https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/currentprevailingwage.shtml>

All Certified Payrolls for Public Works Projects **must** be submitted online via the New Jersey Wage Hub website which can be accessed through the following link: <https://njwages.nj.gov/>. Certified payrolls must be submitted within ten (10) days of the payment of wages for each pay period, **both** online via New Jersey Wage Hub and hard copy to the contracting unit.

### **Special Surety Bid Requirements for Certain Construction Projects**

The attention of the bidder is called to the provisions of N.J.S.A. 2A:44-143 which requires that the County of Ocean shall only accept performance and payment bonds from surety companies meeting the requirements of that statute. The bidder shall deliver with its bid a Consent of Surety. The Bidder's Surety Company shall complete the "Certificate of Surety Company" which bidder shall submit with its bid.

### **New Jersey Business Registration Requirements**

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business

Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

**Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).**

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

(1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.

(2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

(3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

**Pay to Play Requirements**

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

**Statement of Ownership**

The provisions of N.J.S.A. 52:25-24.2 apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

### **Disclosure of Investment Activities in Iran**

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

### **Certification of Non-Involvement in Prohibited Activities in Russia or Belarus**

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### **Insurance Requirements**

The contractor shall maintain primary insurance to protect against all claims under Workmen's Compensation, Comprehensive General Liability and Automobile. Except for Workmen's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary Coverage shall be subject to approval for adequacy of protection as per the following limits:

#### **Worker's Compensation**

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

#### **Comprehensive General Liability**

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

#### **Comprehensive General Liability Details**

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- A. Liability arising out of the ownership, maintenance or use of any auto;
- B. Auto non-ownership and hired car coverage.
- C. Contractor's Worker's Compensation, Comprehensive General Liability and
- D. Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

**Proof of Insurance**

Copies of each insurance certificate shall be furnished to the County when requested.

**Open Public Records Act (OPRA)**

**\*\* ATTENTION\*\***

Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act. Please note that disclosure includes any and all attachments and addenda supplementing the solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

**County Cooperative Contract Purchasing System**

The County has established a "COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM" pursuant to N.J.S.A. 40a:11-1 et seq...

The IDENTIFIER for this system is:  
**CK-02-OC**

This system allows local government contracting entities located within the geographical boundaries of the County to purchase goods and services awarded as a result of this bid proposal if it is extended by the low bidder.

Goods and services must be made available without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that orders, if any, will be placed directly by contracting units, subject to the overall terms of the contract to be awarded by the County of Ocean.

The estimated quantities listed in this specification reflect only the needs of the agencies under the direct control of the Ocean County Board of Commissioners. If the vendor chooses to extend the resulting contract to all other contracting units, the quantities could be higher.

Please check (✓) the YES or NO box in the Vendor Questionnaire to indicate whether or not you will extend contract prices to all contracting units.

### ***Award Method***

Contract will be awarded on a lump sum basis. In order to avoid any delay in job completion, the County reserves the right to award to the two (2) lowest lump sum bidders. Work orders shall be placed with the lowest bidder first and, if the Contractor is unable to perform the work or meet the time constraints of the County, the County may then offer the job to the next low bidder. If the low bidder already has three (3) or more jobs pending completion and new work needs to be done, the County reserves the right to move to the next low bidder in order to avoid any delay in job completion.

## *Specifications and Scope of Work*

### **SCOPE OF WORK**

Please see "Attachments", "Project Documents" for detailed specifications.

## *Intent*

### **CONTRACT TERMS**

The contract shall be for one (1) year beginning August 16, 2025, through August 15, 2026, or until delivery is complete unless otherwise stated. The County reserves the right to extend the term of the contract pursuant to N.J.S.A. 40A:11-15. The County reserves the right to extend the contract for one (1) additional year by mutual agreement between the County and the Contractor with no increase in base price.

### **NO ASSIGNMENT**

This agreement shall not be assigned without the written consent of the County of Ocean which consent shall not be unreasonably withheld. Assignee shall promptly prepare and complete such documents as the County shall require.

### **OWNERSHIP DISCLOSURE**

All contractors shall comply with all laws governing the disclosure of all stockholders or partners, as included in N.J.S.A. 52:25-24.2.

### **AVAILABILITY OF FUNDS**

The County's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the County for payment of any money shall arise unless, and until funds are made available each year to the Ocean County Purchasing Agent.

### **MODIFICATIONS AND WITHDRAWALS**

Bids may be withdrawn from the bidder prior to the time fixed for opening. No right for withdrawal exists after the bid has been opened. Written request for withdrawal shall be signed by the bidder or proper corporate officers.

### **USE OF OTHER NAMES AND REFERENCES**

Unless otherwise stated, the use of manufacturers' names and product numbers are for descriptive purposes, and establishing general quality levels only. They are not intended to be restrictive. Bidders are required to state exactly what they intend to furnish, otherwise it is fully understood that they shall furnish all items as stated.

### **QUALITY**

The materials and supplies called for herein, shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examinations and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

**AVAILABILITY AND DELIVERY**

The bidder should indicate the number of days required for the delivery After Receipt of Order (A.R.O.). If not submitted with the bid proposal, the County reserves the right to request this information prior to the award of contract.

**TRANSITIONAL PERIOD**

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

**CURRENT BID RESULTS**

If there is a current contract in place for this bid, those results may be obtained by accessing our procurement portal at the below link:

<https://procurement.opengov.com/portal/oceancounty>

Once you have clicked the link, click "Advanced Search" to begin searching for the current opportunity.

## *Americans with Disabilities Act*

### Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

## ***Mandatory Equal Employment Opportunity***

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

## *Vendor Questionnaire*

### **OpenGov Vendor Account Verification\***

I hereby confirm that I am logged into OpenGov using an account directly associated with the Business Name (and corresponding Tax ID number) as provided in all solicitation documentation. I fully understand that, if awarded a contract with Ocean County, the company information listed in the Contract Information Field will be used for the preparation of all contract documents. *Failure to adhere to these requirements may result in the rejection of this bid.*

Please confirm

\*Response required

### **County Cooperative Contract Purchasing System\***

Vendor will extend contract prices to "County Cooperative Contract Purchasing System" Participants as described in [Instruction to Bidders](#) .

Yes

No

\*Response required

### **DOCUMENTS TO BE EXECUTED\***

Documents include:

- Signature Page
- Non-Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

**FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.**

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

**NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.**

**Please note: The County's preferred method of submission is DocuSign.**

[Click here to go to the form](#)

\*Response required

**CONTRACT INFORMATION\***

Should your company be awarded a contract with Ocean County, please provide the contact name and physical mailing address where the contract documents should be mailed. *(no email addresses, please!)*

\*Response required

**Copy of Bidder's Certificate of Employee Information Report**

**Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:**

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.
- (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302 for Goods and Services; Form AA201 for Construction). This form is available [here](#).

**QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS ON THE AFFIRMATIVE ACTION DOCUMENT:**

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

**If yes, please upload a photocopy of such approval.**

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

**If yes, please upload a photocopy of such certificate.**

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

**Copy of Bidder's New Jersey Business Registration Certificate**

Please use this area to upload your company's BRC.

Use this link to verify your company's BRC:

[https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)

Please note that a BRC is not required at the time of bid submission but shall be required prior to the award of a contract.

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

**Mandatory Equal Employment Opportunity Statement\***

Does the BIDDER comply with the [#Mandatory Equal Employment Opportunity Statement?](#)

Yes

No

\*Response required

**Americans with Disabilities Act Provisions\***

Does the BIDDER comply with the [#Americans with Disabilities Act Provisions?](#)

Yes

No

\*Response required

**Contractor's Data Sheet\***

As evidence of the bidder's qualifications, (s)he shall be required to submit with this bid proposal information requested on the Contractor's Data Sheet.

Please complete the form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.

Please download the below documents, complete, and upload.

- [CONTRACTORS\\_DATA\\_SHEET\\_and\\_...](#)

\*Response required

**Commercial Pesticide License(s), Certification(s) and Authorization(s)\*\***

Please provide with the bid:

1. A copy of the Commercial Pesticide Applicator License for every Contractor's representative who will be performing on-site service under this contact. At a minimum, the Contractor shall submit copies of the licenses of three (3) individuals. In addition, these individuals must have the following certifications:

7A. - General Pest Control

7B. - Termite

2. Provide proof as authorized operator and applicator for Sentricon System from Dow Argo Sciences LLC.

**If licenses and authorizations are not submitted with bid, they will be required prior to contract award.**

\*Response required

**ADDITIONAL DOCUMENTATION**

Please add any additional documentation you wish to be considered here.

**Acknowledgement of Submission of Forms from Current Bid Package\***

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package as forms change frequently and the most updated

forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

Please confirm

\*Response required

**Submission of Bid Package\***

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

Please confirm

\*Response required

## *Pricing Proposal*

### EXTERMINATION/PEST CONTROL MANAGEMENT SERVICES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Comments:
<b>SECTION A - BUILDINGS AND GROUNDS (Items 1-3)</b>							
1	Provide Quarterly Inspection Services, As Specified, for 127 Buildings (127 Buildings X 4 Quarters = 508)	4	QTR				
2	Monthly Inspection Services, As Specified, for Building #19, 120 Hooper Ave. See "Special Requirements"	12	MO				
3	Provide Flea and Tick Services - Animal Shelters - Once Per Year in Peak Season (either location) - Price Per Service Call	2	CALL				
<b>SECTION B - OCEAN COUNTY LIBRARY SYSTEM (Items 4-18); On-Call Services, As Needed</b>							
4	Bldg. #62, Little Egg Harbor Library 290 Mathistown Rd., Little Egg Harbor	10	EA				
5	Bldg. #69, Point Pleasant Boro Library 834 Beaver Dam Rd., Point Pleasant	10	EA				
6	Bldg. #70, Long Beach Island Library 2175 Central Blvd., Surf City	10	EA				
7	Bldg. #71, Manchester Library 21 Colonial Dr., Lakehurst	10	EA				
8	Bldg. #72, Brick Library 301 Chambers Bridge Rd., Brick	10	EA				
9	Bldg. #73, Stafford Library 129 Main St., Manahawkin	10	EA				
10	Bldg. #74, Berkeley Library 30 Station Rd., Bayville	10	EA				
11	Bldg. #75, Upper Shores Library 112 Jersey City Ave., Lavallette	10	EA				
12	Bldg. #78, Barnegat Branch 112 Burr St., Barnegat	10	EA				
13	Bldg. #80, Evergreen Road, Plumsted	10	EA				
14	Bldg. #81, 710 McLean Ave Point Pleasant Beach	10	EA				
15	Bldg. #82, Tuckerton Library 380 Bay Ave., Tuckerton	10	EA				
16	Bldg. #83, Waretown Library 112 Main St., Waretown	10	EA				

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Comments:
17	Bldg. #86, Lacey Branch 10 E. Lacey Rd., Lacey	10	EA				
18	Bldg. #99, 126 Beachwood Blvd., Beachwood Library	10	EA				
<b>SECTION C - OCEAN COUNTY PARKS (Items 19-70); On-Call Services, As Needed</b>							
19	Ocean County Park, Route 88, Bldg. #P4, Beach Complex	10	EA				
20	Ocean County Park, Route 88, Bldg. #P5, Tennis Pro Shop	10	EA				
21	Ocean County Park, Route 88, Bldg. #P6, Picnic Restrooms	10	EA				
22	Ocean County Park, Route 88, Bldg. #P7, Picnic Storage Room	10	EA				
23	Ocean County Park, Route 88, Bldg. #P8, Old Clock Tower	10	EA				
24	Ocean County Park, Route 88, Bldg. #P10, L Barn	10	EA				
25	Ocean County Park, Route 88, Bldg. #P12, Equipment Storage	10	EA				
26	Ocean County Park, Route 88, Bldg. #P13, Mechanic Shop	10	EA				
27	Ocean County Park, Route 88, Bldg. #P14, Lunchroom	10	EA				
28	Ocean County Park, Route 88, Bldg. #P17, Storage	10	EA				
29	Ocean County Park, Route 88, Bldg. #P18, Barn/Pottery Barn	10	EA				
30	Lake Shenandoah County Park, Bldg. #P28, Bait & Tackle Shop/Boathouse	10	EA				
31	Lake Shenandoah County Park, Bldg. #P29, Sports Complex Restrooms	10	EA				
32	Forge Pond County Golf Course, Bldg. #P32, Maintenance Building	10	EA				
33	Forge Pond County Golf Course, Bldg. #P33, Pro Shop	10	EA				
34	Forge Pond County Golf Course, Bldg. #P35, Restroom 3rd tee	10	EA				
35	Forge Pond County Golf Course, Bldg. #P37, Restroom 14th tee	10	EA				

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Comments:
36	Beaver Dam Creek County Park, Bldg. #P42, Restrooms	10	EA				
37	Patriots County, Park, Bldg. #P44, Warehouse	10	EA				
38	Patriots County Park, Bldg. #P48, Restrooms	10	EA				
39	Parks Administration Office, Bldg. #P50, Administration Building	10	EA				
40	Parks Administration Office, Bldg. #P51, Detached Garage	10	EA				
41	Cattus Island County Park, Bldg. #P53, Cooper Nature Center	10	EA				
42	Cattus Island County Park, Bldg. #P56, Maintenance Shop	10	EA				
43	Robert J. Miller Airpark, Bldg. #P59, Restroom Fairgrounds	10	EA				
44	Mill Creek County Park, Bldg. #P77, Restrooms	10	EA				
45	Berkeley Island County Park, Bldg. #P81, Restrooms	10	EA				
46	Berkeley Island County Park, Bldg. #P82, Office Building	10	EA				
47	Eno's Pond County Park, Bldg. #P87, Maintenance Building	10	EA				
48	Eno's Pond County Park, Bldg. #P88, Restrooms	10	EA				
49	Wells Mills County Park, Bldg. #P89, Maintenance Shop	10	EA				
50	Wells Mills County Park, Bldg. #P91, Wells Mill Nature Center	10	EA				
51	Wells Mills County Park, Bldg. #P92, Cabin	10	EA				
52	Wells Mills County Park, Bldg. #P93, Restrooms	10	EA				
53	Cloverdale Farm, Bldg. #P94, Front House	10	EA				
54	Cloverdale Farm, Bldg. #P95, Back House	10	EA				
55	Cloverdale Farm, Bldg. #P96, Processing Barn	10	EA				
56	Cloverdale Farm, Bldg. #P97, Pole Barn	10	EA				

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Comments:
57	Cloverdale Farm, Bldg. #P98, Garage	10	EA				
58	Cloverdale Farm, Bldg. #P99, Moss Shed	10	EA				
59	Cloverdale Farm, Bldg. #P100, Root Cellar	10	EA				
60	Freedom Fields County Park, Bldg. #P105, Maintenance Building	10	EA				
61	Freedom Fields County Park, Bldg. #P106, Restrooms	10	EA				
62	Tip Seaman County Park, Bldg. #P107, Maintenance Building	10	EA				
63	Tip Seaman County Park, Bldg. #P108, Recreation Center	10	EA				
64	Tip Seaman County Park, Bldg. #P109, Restrooms	10	EA				
65	Tip Seaman County Park, Bldg. #P113, Little League Concession Stand	10	EA				
66	Atlantis County Golf Course, Bldg. #P115, Restaurant	10	EA				
67	Atlantis County Golf Course, Bldg. #P116, Pro Shop	10	EA				
68	Atlantis County Golf Course, Bldg. #P119, Old Maintenance Shop	10	EA				
69	Jakes Branch County Park, Bldg. #P124, Maintenance Shop	10	EA				
70	Jakes Branch County Park, Bldg. #P125, Nature Center	10	EA				
<b>LABOR RATES - TIME AND MATERIALS</b>							
71	For Bid Purposes Only, Assume Labor Hours to be 300 Per Year. The County does not guarantee any minimum number of hours and will pay only for the number of hours actually worked. Regular Hourly Rate: Any Eight (8) Hour Period	300	HR				
72	For Bid Purposes Only, Assume Overtime Labor Hours to be 25 Per Year. The County does not guarantee any minimum number of hours and will pay only for the number of hours actually worked.	25	HR				
73	State Certified Licensed Animal Control Officer, Hourly Rate	10	HR				

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Comments:
74	For Bid Purposes Only, Assume \$5,000 of Material (excluding markup) Per Year. Calculate percentage of markup charges on Parts/Materials by multiplying \$5,000.00 by your standard mark-up (show bid mark-up in the PERCENTAGE MARK-UP COLUMN) Example: (\$5,000.00 X 10%) + 5,000.00 = \$5,500.00 Write the result as underlined in the example above in the UNIT PRICE COLUMN.	1	LS				
<b>ALLOWANCE</b>							
75	ALLOWANCE - Treatment of Bed Bugs, Parasites, or any Sanitary Issues	1	LS	\$10,000.00			
<b>ANT CONTROL - Ant Control (Items 76 &amp; 77): Provide monthly services as specified; Price shall include labor and materials.</b>							
76	Buildings & Grounds, Various Locations, As Needed	264	EA				
77	Parks Department - Forge Pond Pro Shop, Chambers Bridge Rd., Brick, or other locations as needed	25	EA				
<b>TERMITE CONTROL - Termite Control (Items 78-81): Sentricon System - Provide monthly services as specified; Price shall include labor and materials.</b>							
78	Buildings & Grounds (16 locations x 12 months)	192	EA				
79	Parks Department (5 locations x 12 months)	60	EA				
80	Library System - Barnegat Branch	12	EA				
81	Replacement Plastic Caps for Sentricon System	24	EA				
<b>TOTAL</b>							

**INSPECTION SERVICE SITES** - The following buildings will be covered under this agreement:

**OCEAN COUNTY BUILDINGS & GROUNDS**

Joseph Meyers or his designee at (732) 929-2039

**MONTHLY INSPECTIONS – except for those in grey shading**

<b>BLDG.#</b>	<b>OCCUPANT</b>	<b>LOCATION</b>
1.	Prosecutors	1 Mott Place
2.	Prosecutors	2 Mott Place
3.	Family Crisis	3 Mott Place
4.	Courtroom (leased Bldg.)	206 Court House Lane
5.	Buildings & Grounds	5 Mott Place
6.	Warrant Div./Sheriffs ID	6 Mott Place
7.	Prosecutors (leased Bldg.)	7 Hadley Avenue
8.	Voting Technology Center	110 Lehigh Ave, Lakewood
11.	Probation & Courtroom (leased Bldg.)	213 Washington Street
12.	Prosecutors Office	44 Hadley Avenue
13.	<i>Not In Use</i>	
15.	PEER Bldg.	129 Hooper Avenue
16.	Prosecutors Office	119 Hooper Avenue
17.	Administration Bldg.	101 Hooper Avenue
18.	Supt of Schools	212 Washington Street
19.	Justice Complex	120 Hooper Avenue
20.	Court House	118 Washington Street
21.	<b>Old Sheriff's Bldg. (closed Bldg.)</b>	<b>(rear) 118 Washington St</b>
22.	Bishop Memorial Library	39 Washington Street
23.	Main Library	101 Washington Street
24.	Juvenile & Domestic Courts	125 Washington Street
25.	Probation (Criminal Division)	15 Hooper Avenue
29.	<b>Northern Animal Shelter</b>	<b>615 Freemont Avenue, Jackson</b>
30.	Chestnut Street Garage	152 Chestnut Street
30A.	Road Dept./Pole Barn	
31.	Vehicle Services/ Maintenance	152 Chestnut Street
31A.	Storage Shed	
31B.	Vehicle Services Truck Wash	
32.	Vehicle Services Warehouse	Chestnut Street
32A.	Prosecutors Gun Room	
33.	Traffic Sign Shop/Engineering Support Bldg...	141 Mapletree Road
34.	Paint Bldg. (Roads)	141 Mapletree Road
34A.	Paint Shop (Sign Shop)	
35.	Road Dept. /Storekeeper Bldg.	Chestnut Street
35A.	Bridge Dept. Pole Barn	
36.	J.I.N.S. Bldg.	155 Sunset Avenue
37.	Juvenile Detention	165 Sunset Avenue
38.	Health Department	175 Sunset Avenue
38A.	Red Cross Trailer	
39.	Agricultural Bldg.	1623 Whitesville Road
39A.	Storage Garage	
40.	PIC Building	1959 Route #9
41.	Northern Resource Center	225 4 <sup>th</sup> Street, Lakewood

**INSPECTION SERVICE SITES (Cont'd)** - The following buildings will be covered under this agreement:

<b>BLDG.#</b>	<b>OCCUPANT</b>	<b>LOCATION</b>
42.	Police Academy (new & old section)	O.C. Park, Rte. 88, Lakewood
43.	Security Building	O.C. Park, Lakewood
43A.	Security Building: Bike Garage	
44.	Lakewood Road Dept. Garage	1300 Kennedy Blvd, Lakewood
44A.	Lakewood 911 Tower	
45.	Jackson Road Dept. Garage	38 Don Connor Blvd, Jackson
46.	Plumsted Road Dept. Garage	273 Lakewood-New Egypt Rd (Route 539)
46A.	Plumsted Garage – 911 Tower Bldg...	
46B.	Plumsted Garage Truck Wash	
47.	Lacey Road Dept. Garage	Dover & Mule Rd, Lacey
47A.	Lacey Truck Wash	Rte. 530/ Dover & Mule Rd, Berkley
49.	Ship Bottom Garage	6 <sup>th</sup> & Barnegat Ave, Ship Bottom
50.	Parks Administration Bldg...	1198 Bandon Road
52.	Office Of Emergency Management	Rte. 530 & Mule Road
53.	CSI Lab	144 Chestnut Street
54.	Airpark Maintenance Hangar	Rte. 530 & Mule Road
55.	Airpark Paint Shop Hangar	Rte. 530 & Mule Road
56.	Airpark Terminal Bldg...	Rte. 530 & Mule Road
56A.	Pump House	
57.	Airpark "T" Hangar	Rte. 530 & Mule Road
58.	CSI: Detectives Bldg...	146 Chestnut Street
58A.	Communications – 911 Tower/ Toms River	
60.	Central Supply/Records Storage Warehouse	138 Chestnut Street
61.	B&G Maintenance Shop	156 Chestnut Street
62.	<b>Little Egg Harbor Library</b>	<b>290 Mathistown Rd, Little Egg Harbor</b>
63.	Transportation	(rear) 1959 Rte. 9
64.	Mosquito Commission	784 W Bay Ave, Barnegat
64A.	Mosquito Commission – 911 Tower	
65.	B&G Warehouse	162 Chestnut Street
66.	Guard House	R.J. Miller Airpark
68.	Northern Recycling Bldg.../Garage	601 New Hampshire Ave
68A	Wash Bay	
68B.	Vehicle Storage Bldg...	
68C.	Single Stream Bldg... (old)	
68D.	Offices	
68E.	Scale House	
68F.	Commingled Bldg...	
68G.	Employee Resource Bldg...	
69.	<b>Pt. Pleasant Library</b>	<b>834 Beaver Dam Road</b>
70.	<b>Long Bch Island Library</b>	<b>217 S Central Ave, Surf City</b>
71.	<b>Manchester Branch Library</b>	<b>21 Colonial Dr., Lakehurst</b>
72.	<b>Brick Branch Library (tel# 477-4513)</b>	<b>301 Chambersbridge, Brick</b>
73.	<b>Stafford Branch Library</b>	<b>129 N Main St, Manahawkin</b>
74.	<b>Berkeley Branch Library</b>	<b>30 Station Road</b>
75.*	<b>Upper Shore Area Library</b>	<b>112 Jersey City Ave, Lavallette</b>
77.	<b>Whiting Reading Center (leased Bldg.)</b>	<b>400 Lacey Rd, Store #5, Whiting</b>
78.	<b>Barnegat Library</b>	<b>112 Burr, Barnegat</b>
80.	<b>Plumsted Library</b>	<b>119 Evergreen Rd., New Egypt</b>
81.	<b>Pt. Pleasant Bch Library (leased Bldg.)</b>	<b>710 McLean Ave., Pt. Pleasant Beach</b>
82.	<b>Tuckerton Library (leased Bldg.)</b>	<b>380 Bay Ave., Tuckerton</b>
83.	<b>Waretown Library</b>	<b>112 Main St, Waretown</b>
84.	"T" Hangars	
85.	"T" Hangars	

**INSPECTION SERVICE SITES (Cont'd)** - The following buildings will be covered under this agreement:

<b>BLDG.#</b>	<b>OCCUPANT</b>	<b>LOCATION</b>
86.	<b>Lacey Library</b>	10 E. Lacey Rd., Forked River
87.	"T" Hangar Bldg.	R.J. Miller Airpark
88. 88A.	Airpark Maintenance Hangar Airpark Storage Hangar	R.J. Miller Airpark
89.	Beaverton Bridge House (Bridge #2)	Princeton Ave, Brick
90.	Mantoloking Bridge House (Bridge #6)	Mantoloking Rd, Mantoloking
91. 91A. 91B.	First Aid/Fire Training Center Control Tower Pump House	200 Volunteer Way, Waretown
92.	<b>Lakewood Library</b>	<b>301 Lexington Ave, Lakewood</b>
93.	Fire Marshal's Office	O.C. Park, Rt. 88, Lakewood
94.	Veterans Bureau/Office on Aging	1027 Hooper Ave, Bldg. #2
95.	O.C. Recycling Education Center	601 New Hampshire Avenue
96.	911 Communications	138 Chestnut Street
96A.	Prosecutors	
97.	County Connection (O.C. Mall) leased	Hooper Avenue
97A.	County Connection: Bus	1201 Hooper Avenue, Toms River
98.	<b>Jackson Library</b>	<b>2 Jackson Dry, Jackson</b>
99.	<b>Beachwood Library (leased Bldg.)</b>	<b>126 Beachwood Blvd, Beachwood</b>
100.**	Pumping 911 Station	Sea Ave, Rt. 35 N, Pt Pleasant Bch Boro
101.	Barnegat 911 Radio Tower	100 W. Bay Ave, Barnegat
102.	Pasadena 911 Radio Tower	Red Oak Grove Rd, Manchester
103.	Tuckerton 911 Radio Tower	120 Lakeside Dr, Tuckerton
	<b><u>Southern County Complex:</u></b>	
104.	<b>Southern Animal Shelter</b>	<b>321 Haywood Rd., Manahawkin</b>
105.	Recycling Storage Bldg.	379 Haywood Road, Manahawkin
106.	Office: Transportation//County Clerk/Surrogate	379 Haywood Road, Manahawkin
107.	Vehicle Services Bldg. & Truck Wash	379 Haywood Road, Manahawkin
108.	Road Department Salt Barn	379 Haywood Road, Manahawkin
109.	Manahawkin Road Dept. Garage	379 Haywood Road, Manahawkin
110.	Road Department Storage Barn	379 Haywood Road, Manahawkin
111.	Road Department Sweeper Barn	379 Haywood Road, Manahawkin
112.	Road Department Pole Barn	379 Haywood Road, Manahawkin
113.	Southern Recycling Transfer Facility	379 Haywood Road, Manahawkin
114.	SWM Administration Bldg./Scale House	379 Haywood Road, Manahawkin
115.	Board of Social Services Bldg.	333 Haywood Rd, Manahawkin Stafford
116 116A.	Southern Service Center (Hall) Southern Service Center (Offices & Surrogate & County Clerk)	179 South Main St, Manahawkin
117.	Southern Recycling Storage Bldg.	379 Haywood Rd, Manahawkin
118.	Southern SOG Trailer (next to 114)	379 Haywood Rd, Manahawkin
119.	911 Tower (Generator)	Ridgeway Blvd, Manchester
120.	911 Tower (Generator)	150 Cedar Run Dock Road, West Creek
121.	911 Tower (Generator)	Bob Court Lane, Lacey
122.	911 Tower (Generator)	255 Mantoloking Road, Brick
123.	911 Tower (Generator)	30 Don Conner Blvd, Jackson
124.	Manchester Garage/Offices	2820 Ridgeway Blvd., Manchester
124A.	IT Data Center	2820 Ridgeway Blvd., Manchester
124B.	Salt Dome	2820 Ridgeway Blvd., Manchester
124C.	Pole Barn	2820 Ridgeway Blvd., Manchester
124D.	Storage Building	2820 Ridgeway Blvd., Manchester
124E.	Attendant Booth	2820 Ridgeway Blvd., Manchester
125.	Transportation #2/VS/Offices	2820 Ridgeway Blvd., Manchester

**\*\*Contact Brick MUA at least 2 hrs. in advance of going to the building**

**Tel# 732-458-7000 x223 (Mr. Morin), x258 (Keri), or x238 (Linda)**

**ANIMAL SHELTERS (FLEA & TICK SERVICE)**

<b>BLDG. #</b>	<b>OCCUPANT</b>	<b>ADDRESS</b>	<b>PHONE#</b>	<b>CONTACT</b>
29	Northern Animal Shelter	Rt. 547, Jackson Twp.	732-341-9700	Extension 7851
104	Southern Animal Shelter	321 Haywood Rd., Manahawkin	732-341-9700	Extension 7851

**OCEAN COUNTY LIBRARIES (ON AS NEEDED BASIS)**  
**Joseph Cahill, Maintenance Supervisor at (732) 914-5430**

<b>BLDG. #</b>	<b>OCCUPANT</b>	<b>ADDRESS</b>	<b>PHONE #</b>	<b>CONTACT</b>
22	Bishop Library	39 Washington Street Toms River	732-349-6200	Joseph Cahill
23	Toms River Library	101 Washington Street, Toms River	732-349-6200	Joseph Cahill
62	Little Egg Harbor Library	290 Mathistown Rd., Little Egg Harbor	732-349-6200	Joseph Cahill
69	Point Pleasant Boro Library	834 Beaver Dam Rt., Point Pleasant	732-295-1555	Joseph Cahill
70	Long Beach Island	217 S. Central Blvd. Surf City	609-494-2480	Joseph Cahill
71	Manchester Library	21 Colonial Dr., Lakehurst	732-657-7600	Joseph Cahill
72	Brick Library	301 Chambers Bridge Rd., Brick	732-477-4513	Joseph Cahill
73	Stafford Library	129 N. Main Street Manahawkin	609-597-3381	Joseph Cahill
74	Berkeley Library	30 Station Road, Bayville	732-269-2144	Joseph Cahill
75	Upper Shores Library	112 Jersey City Ave., Lavallette	732-349-6200	Joseph Cahill
78	Barnegat Branch	112 Burr St., Barnegat	609-698-3331	Joseph Cahill
80	Plumsted	Evergreen Road	609-758-7888	Joseph Cahill
81	Point Pleasant Beach	710 McLean Ave., Point Pleasant	732-892-4575	Joseph Cahill
82	Tuckerton Library	380 Bay Ave., Tuckerton	609-296-1470	Joseph Cahill
83	Waretown Library	112 Main St., Waretown	609-693-5133	Joseph Cahill
86	Lacey Branch	10 E. Lacey Rd., Lacey	609-693-8566	Joseph Cahill
92	Lakewood	301 Lexington, Lakewood	732-363-1435	Joseph Cahill
98	Jackson	2 Jackson Drive, Jackson	732-928-4400	Joseph Cahill
99	Beachwood	126 Beachwood Blvd. Beachwood	732-244-4573	Joseph Cahill
	Whiting	400 Lacey Rd., Suite 5 Whiting	732-849-0391	Joseph Cahill

**OCEAN COUNTY PARK SYSTEM BUILDINGS (on as needed basis)**

**Michael Mangum, or his designee at (732) 505-9090**

**Ocean County Park, Route 88, Lakewood**

**(732) 370-7364**

Building #'s	P4	Beach Complex
	P5	Tennis Pro Shop
	P6	Picnic Restrooms
	P7	Picnic Storage Room
	P8	Old Clock Tower
	P10	L Barn
	P12	Equipment Storage
	P13	Mechanic Shop
	P14	Lunchroom
	P17	Storage
	P18	Barn/Pottery Barn

**Lake Shenandoah County Park, Route 88, Lakewood**

**(732) 370-7364**

Building #'s	P28	Bait & Tackle Shop/Boathouse
	P29	Sports Complex Restrooms

**Forge Pond County Golf Course, Chambers Bridge Road, Brick**

**(732) 920-4733**

Building #'s	P32	Maintenance Building
	P33	Pro Shop
	P35	Restroom 3 <sup>rd</sup> tee
	P37	Restroom 14 <sup>th</sup> tee

**Beaver Dam Creek County Park, Bridge Avenue, Point Pleasant**

**(732) 899-9625**

Building #	P42	Restrooms
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**Patriots County Park, Bowman Road, Jackson**

**(732) 928-8811**

Building #'s	P44	Warehouse
	P48	Restrooms

**Parks Administration Office, 1198 Bandon Road, Toms River**

**(732) 270-2703**

Building #'s	P50	Administration Building
	P51	Detached Garage

**Cattus Island County Park, Cattus Island Blvd., Toms River**

**(732) 270-2703**

Building #'s	P53	Cooper Nature Center
	P56	Maintenance Shop

**OCEAN COUNTY PARK SYSTEM BUILDINGS (on as needed basis) (Cont'd)**

**Michael Mangum, or his designee at (732) 505-9090**

**Robert J. Miller Airpark, Route 530, Bayville**

**(732) 341-3921**

Building # P59 Restroom Fairgrounds

**Mill Creek County Park, Mill Creek Road, Berkeley Township**

**(609) 693-3700**

Building # P77 Restrooms

**John C. Bartlett, Jr. County Park, Brennan Concourse, Bayville**

**(609) 693-3700**

Building #'s P81 Restrooms

P82 Office Building

**Eno's Pond County Park, 330 E. Lacey Road, Forked River**

**(609) 693-3700**

Building #'s P87 Maintenance Building

P88 Restrooms

**Wells Mills County Park, Route 532, Waretown**

**(609)-296-5329**

Building #'s P89 Maintenance Shop

P91 Wells Mills Nature Center

P92 Cabin

P93 Restrooms

**Cloverdale Farms**

**(609)-296-5329**

Building #'s P94 Front House

P95 Back House

P96 Processing Barn

P97 Pole Barn

P98 Garage

P99 Moss Shed

P100 Root Cellar

**Freedom Fields County Park, Route 539, Little Egg Harbor**

**(609) 296-5329**

Building #'s P105 Maintenance Building

P106 Restrooms

**Tip Seaman County Park, Lakeside Drive. Tuckerton**

**(609) 296-5329**

Building #'s P107 Maintenance Building

P108 Recreation Center

P109 Restrooms

P113 Little League Concession Stand

**OCEAN COUNTY PARK SYSTEM BUILDINGS (on as needed basis) (Cont'd)**

**Michael Mangum, or his designee at (732) 505-9090**

**Atlantis County Golf Course, Country Club Blvd., Little Egg Harbor**

**(609) 296-4522**

Building #'s P115 Restaurant  
P116 Pro Shop  
P119 Old Maintenance Shop

**Jakes Branch County Park, Double Trouble Road, Berkeley Twp.**

**(732) 281-2750**

Building #'s P124 Maintenance Shop  
P125 Nature Center

**SITES FOR ANT CONTROL**

The following locations will be covered under the Baiting Units:

Buildings & Grounds Department: Bldgs. # 3, 5, 6, 7, 9, 11,12, 16, 18, 20, 36, 37, 38, 39, 41, 43, 91, 93, 94, 96, Transportation Trailer at R.J. Miller Air Park (at tire storage compound, adjacent 47 Lacey garage)

Parks Department: Forge Pond Pro Shop

**SITES FOR TERMITE CONTROL (SENTRICON)**

The following locations will be covered under the Sentricon Systems:

Buildings & Grounds Department: Bldgs. # 5, 8, 19, 33, 42, Garage @ 42-Police Academy, 43, 53, 58, 60, 68, 68B, 93, 96

Parks Department: Cooper Nature Center, Parks Administration, Forge Pond Pro Shop, Wells Mills Nature Center, Atlantis Pro Shop

Library System: Barnegat Branch Library Bldg... #78

## **SCOPE OF WORK**

These general conditions and requirements are proposed for entering into a contract to provide nuisance wildlife removal, exclusion services, and pest extermination focusing on an integrated pest management (IPM) approach for the County of Ocean.

## **OBJECTIVE OF IPM**

IPM involves communication, identification of the pest, and a decision process that incorporates a sound approach to prevention or eradication of the pest with mechanical, physical, cultural, biological, or the most environmentally friendly pesticide means available.

When it is determined that a pesticide must be used in order to obtain adequate control, the contractor shall employ the use of formulations and treatment techniques which minimize the amount of pesticides used and the potential exposure to people and the environment.

The contractor shall be responsible for application of pesticides according to the product label. All pesticides used by the contractor must be registered with the Environmental Protection Agency (EPA), and the State Department of Environmental Protection. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable federal, state, and local laws and regulations.

The contractor will use the following pesticide use hierarchy as a guide to minimize the amount of pesticides applied as well as the potential for exposure.

- Containerized and other types of bait formulations rather than sprays shall be used for cockroach and ant control, wherever appropriate.
- Baits are considered the standard choice for non-food preparatory spaces. Baits for other insects should also be considered as they are introduced into the marketplace and their efficacy established.
- As a general rule, if effective baits are not available, liquid, aerosol, or dust formulations shall be applied only as crack and crevice treatments with application devices specifically designed for this purpose. "Crack and crevice treatment" is defined in this contract as an application in which the pesticide is only released within the crack and crevice and does not leave a deposit on exposed surfaces.

## **PROTECTION OF THE BUILDING AND SITE**

The contractor shall, during the course of the work, take those precautions necessary to protect buildings from any damage.

## **USE OF THE SITE**

The contractor shall confine his operations to those areas designated by the Buildings & Grounds Department, General Supervisor of Building Services at 732-929-2039. He shall at all times keep the premises free from accumulation of waste materials or other debris caused by his operations. At the conclusion of the work, he shall remove all waste materials, tools and equipment from the site.

**COORDINATION**

The contractor shall coordinate all work with Buildings & Grounds Department, General Supervisor of Building Services. All work shall be performed so that any interruption of the normal operations shall be minimized.

**COMPLIANCE STANDARDS**

Materials, equipment and service shall comply with all current rules and regulations of all applicable Federal, State, County and Local Laws, Ordinances, and Regulations.

**INSPECTION**

It shall be the responsibility of the bidder to visit the sites and make a tour and inspection of the buildings to be serviced under the terms of this bid.

**GUARANTEE**

The contractor is responsible for correcting any defects caused by faulty materials or workmanship and for covering any related damage. This responsibility remains in effect for one (1) year. The owner will notify the contractor of any defects within a reasonable amount of time after discovering them.

**RESPONSE TIME**

Contractor shall have the ability to respond to Emergency service calls with a two (2) hour on-site response time. Specifically, contractor shall respond with a call back within one (1) hour and be on site within one (1) additional hour. Contractor shall work continuously to solve issue. Three (3) documented failures to comply shall be considered cause for termination of contract.

Emergency service calls shall be defined as extenuating circumstances that cannot await regular scheduling.

Contractor shall respond to regular service calls by scheduling an on-site initial assessment with Buildings & Grounds Department, General Supervisor of Building Services within 24 hours of notification from County.

Contractor shall maintain a 24- hour answering service and be able to schedule and perform inspections at night, on weekends, and for emergencies, as needed.

**DEFINITION OF REGULAR AND OVERTIME HOURS**

Regular business hours are defined as any hours worked between 8:00 AM and 4:30 PM, Monday through Friday.

Overtime hours are defined as any work performed outside of "Regular" work hours; which may include holidays.

**TIME AND MATERIAL WORK**

The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful bidder. Price quoted shall include compliance with these laws.

Quotes for any work shall include a cost breakdown submitted by the contractor as follows: labor rate, quantity of hours, materials list, wholesale cost (with evidence of same) and mark-up at applicable contract rates.

The County reserves the right to delete or add additional units as needed, at contract bid prices.

Each call shall generate a separate invoice detailing the labor charge and the parts/materials as outlined above.

All invoices are required to include a separate purchase order number, which can be obtained by calling Buildings & Grounds at (732) 929-2039. All invoices must reference Buildings & Grounds work order number as applicable.

**HOURLY LABOR RATE**

Labor hours are shown in the proposal page for bid purposes only.

We have attempted to accurately reflect a true picture of the approximate amount of labor hours that the County paid for last year. The County does not guarantee any minimum number of hours and will pay only for the actual number of hours authorized and worked. After the first full hour, hourly rates shall be prorated to the closest fifteen (15) minute interval.

The labor charge shall include all travel. No additional travel time will be honored.

**MATERIALS**

The County will only pay for materials that have been authorized and used.

Materials Prices: All materials shall be invoiced at actual wholesale cost plus a percentage (%) mark-up. Copies of the contractor's own purchase invoices reflecting actual costs shall accompany each invoice to the County.

**INVOICING**

Each service call or request shall generate a separate invoice detailing the labor charge and the parts and materials. An invoice will be generated after work has been performed and submitted to an authorized County representative within two weeks.

All invoices must reference the work order number and each invoice shall reference the corresponding bid item number for each separate line item amount billed. Each invoice shall have attached a final service report with dates and times (in/out) of work referencing all service activity per work order.

**MANNER AND TIME TO CONDUCT SERVICES**

The contractor shall perform routine pest control services that do not adversely affect tenant health or productivity during the regular hours of operation in buildings. No sprays or dust may be applied when the area to be treated is occupied. When it is necessary to perform work outside of the regularly scheduled hours the contractor shall notify Buildings & Grounds Department, General Supervisor of Building Services.

The contractor shall observe all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering the building.

Access to buildings shall be coordinated with the Buildings & Grounds Department, General Supervisor of Building Services. The General Supervisor of Building Services will inform the contractor of any restrictions or areas requiring special scheduling.

**MATERIALS PROPERTIES**

No materials shall be used which will damage floor coverings, woodwork, painted surfaces, furniture, or other items. Contractor shall utilize least hazardous products and shall assist County in meeting any requirement under Worker and Community Right to Know Act.

**PERFORMANCE REQUIREMENTS**

Contractor shall have single source responsibility. No portion of the work shall be subcontracted or assigned, notwithstanding the requirement for State Certified Licensed Animal Control Officer as listed herein.

All pest control services shall be performed as described in this specification. Deviations will not be considered unless the bidder can explain in detail that the deviation of service levels are at least equal to that specified.

All work shall comply with all applicable state safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.

Contractor must comply with all NJ State laws and requirements, as well as those indicated in the Record Keeping paragraph.

The contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the surveillance, trapping, and pesticide application components. The contractor shall also provide detailed, site-specific recommendations for pest prevention.

**Bidder shall:**

1. Possess a valid pesticide applicator business license with the New Jersey Department of Environmental Protection and Energy's Pesticide Control Program as per NJAC 7:30-6.4 and 6.5 and submit with bid.
2. Provide, with the bid, a copy of the Commercial Pesticide Applicator License for contractor's technicians who will be performing on-site service under this contract. Technicians must possess the following Certification Area numbers:

#7A. - General Pest Control

#7B. - Termite

**PERFORMANCE REQUIREMENTS (CONT'D)****Bidder shall: (Cont'd)**

3. Retain and utilize a State Certified Licensed Animal Control Officer who will be available to respond within two (2) hours' time.

**CONTRACTOR PERSONNEL**

All Contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform clothing. The contractor shall determine and provide additional personnel protection equipment required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used. Vehicles used by the contractor shall be identified in accordance with state and local regulations.

**GENERAL SCOPE**

Quarterly routine visual inspections of all buildings for signs of active pest infestations and for conditions that are conducive to attracting or harboring pests. Contractor must coordinate visits with Buildings & Grounds Department, General Supervisor of Building Services and provide notification upon completion of visit.

If treatment is required in coordination with Buildings & Grounds Department, General Supervisor of Building Services for any pests the technician shall treat the infested area(s), after normal working hours, if required by Pesticide Application, as indicated below, at no additional cost to the County.

The quarterly inspection shall apply to the Buildings and Grounds Department only.

The Animal shelters, the County Library (other than those listed under Buildings & Grounds) and the Parks System Buildings will be on an As Needed/On Call basis. When called, the cost of the inspection shall also include the treatment of the infestation caused by pests.

The Animal Shelter shall receive flea and tick service once per year. Service is to occur during peak infestation season.

**SECURITY CLEARANCE**

The Contractor shall be required to submit Department of Corrections Security Clearance Application for each employee and subcontractor's employee prior to being admitted to the site. Application to be accompanied by copy of valid photo ID and Social Security Card. No one will be allowed access to the site without approval of Security Clearance Application.

Contractor's access to the premises will be restricted and regulated by the owner, since the facility partially serves as an active county correction facility (County Jail). Contractor's staff must wear photo identification displaying the company name and employee on their person when performing work at any County building. All personnel or agent or the Contractor must observe all rules and regulation in effect at the buildings. Employees or agents of the Contractor, while on County property, shall be subject to the control of the County, but under no circumstances shall persons be deemed to be employees or agents of the County.

**SECURITY CLEARANCE (CONT'D)**

Contractor must have personnel capable of passing security screening by County Department of Correction. Specifically, screening shall be through the National Crime Information Center and State Crime Information Center. Additionally, the County department of Corrections performs State and Municipal criminal and motor vehicle background checks and requires a copy of photo ID/ photo driver's license and social security card. Such security requirements pertain to all jail and detention facilities. Clearance authorizations expire one year from the date of submission of form. Contractors must track date and update their security clearance prior to its expiration.

**PESTS UNDER THE IPM PROGRAM**

The contractor shall adequately suppress indoor populations of rats, mice, cockroaches, ants (excluding carpenter ants), flies, ground beetles, bees, wasps, millipedes, centipedes, spiders, sowbugs, pill bugs, clover mites and any other arthropod pests not specifically listed. The populations of these pests located outside of the specified buildings are included.

The successful contractor must be able to provide additional pest control services such as but not limited to: netting, solar energized barriers, posts, wire, animal control ledge spikes, live trapping, population relocation, etc.

**PESTICIDE APPLICATION**

Application of pesticide liquid, aerosol, or dust to exposed surfaces, and pesticide space sprays (including fogs, mists, and ultra-low volume applications), shall be restricted to unique situations where no alternative measures when no other effective alternatives exist. In the event that these applications become necessary, a formulation with the least potential for exposure will be chosen. Such applications shall be made only to areas unoccupied at the time of application and shall remain unoccupied until the treated surfaces have dried, or longer if the label specifies a longer reentry time. The contractor and Buildings & Grounds Department General Supervisor of Building Services, will determine on a case-by-case basis what additional ventilation and pre-notification is needed.

**INITIAL INSPECTION**

The contractor shall conduct a thorough initial inspection of each Building and Grounds listed location within ten (10) working days after the effective date of the contract. The purpose of the initial inspection is for the contractor to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestations. This initial inspection shall be at no charge to the County.

**NUISANCE WILDLIFE MANAGEMENT****A. Non-Pesticide Products and Use:**

As a rule, animal control inside occupied buildings shall be accomplished with trapping devices only. All such devices shall be concealed out of the general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked regularly and disposal, as necessary, completed no later than the following day.

**B. Pesticide Products and Use:**

When rodenticides are deemed essential for adequate pest control inside occupied buildings, the contractor shall coordinate with Buildings & Grounds Department, General Supervisor of Building Services prior to treatment.

All rodenticides, regardless of packing, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA-approved tamper-resistant bait boxes.

Frequency of bait boxes servicing including bait replacement shall depend upon the level of infestation. All bait boxes shall be maintained in accordance with EPA regulations and the New Jersey Pesticide Control Code, NJAC 7:30-9.5, with an emphasis on safety. The Contractor shall adhere to the following five points:

1. All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine operations.
2. The lids of all bait boxes shall be securely locked or fastened shut.
3. All bait boxes shall be securely attached or anchored to the floor, ground, wall, or other surfaces, so that the box cannot be picked up or moved.
4. Bait shall always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box.
5. All bait boxes shall be labeled with the Contractor's business name and address, and dated at the time of installation and each subsequent servicing.

As a rule, rodenticide application outside buildings shall emphasize the direct treatment of rodent burrows wherever feasible. The Contractor shall be responsible for notifying Buildings & Grounds Department, General Supervisor of Building Services when burrows must be filled.

**PESTICIDE PRODUCTS AND USE**

Contractor must provide, in writing, specifics of when and how pesticides will be applied, including the decision process used in selecting the method for pest control.

In compliance with the Worker and Community Right to Know Act all Safety Data Sheets (SDS) shall be provided to the Buildings and Grounds Department twenty-four (24) hours prior to usage.

Contractor must submit its procedure for application of any pesticide that has an odor or leaves a residual deposit. These pesticides shall be applied after working hours. Contractor is to make arrangements with Buildings & Grounds Department General Supervisor of Building Services to gain access to buildings after hours. Contractor shall advise when re-entry is permissible. Follow up inspections of treated areas shall be frequent and serve to determine successful pest eradication.

Contractor shall utilize crack and crevice caulking to deter pest reentry.

**STRUCTURAL/ PROCEDURAL RECOMMENDATIONS**

Structural modifications for pest control, including the application of caulk and other sealing materials will be the responsibility of the contractor. Throughout the life of this contract, the contractor shall be responsible for notifying Buildings & Grounds Department, General Supervisor of Building Services in writing about any structural, sanitary, or procedural modifications deemed necessary to eliminate pest food, water, harborage, or access.

**PERFORMANCE**

**Monitoring:** Precisely placing insect monitors which trap a portion of the pest population is the key to informing the IPM technician of areas needing attention. This helps minimize the amount of pesticides applied by focusing treatments into specific harborages with active signs of infestations.

**Caulking and Sealing:** IPM technicians will routinely caulk cockroach harborages instead of constantly treating them. Technicians also will inspect for and seal openings into the facility such as holes around pipes that may allow insects and rodents to enter the facility.

**Insect Baits:** Baiting techniques help to reduce liquid residual pesticide use by controlling many infestations before they become a major problem. If it is necessary to use a liquid product, it shall be a non-repellent product.

**Insect Growth Regulators:** Contractor shall utilize Insect Growth Regulators (IGRs) to break the breeding and developmental cycle of many insects. The IGRs shall be effective against cockroaches, stored product pests, fleas, ants, and many other insects.

**Pheromone Traps:** Contractor shall use insect pheromone traps, which contain a non-toxic glue and insect pheromone that attracts insects by luring them to the trap with its own scent.

**Insect Electrocutors:** These units shall be commercial grade, UL listed, and highly effective in catching and killing flying insects.

**Termite Bait System:** County has in place bait station that must be maintained. Sentricon, or equivalent, bait systems shall be used instead of termiticides. Billing shall be submitted per month.

**Ant Bait System:** County has bait stations in place that must be maintained. Perform monthly inspections on buildings as specified herein. The stations shall be monitored and bait refilled monthly. Use only bait that contains 1% orthoboric acid. Billing shall be submitted per month.

**Treatment of Bed Bugs, Parasites, or any Sanitary issues:** Main treatment shall consist of steam procedures and may be in conjunction with chemicals. Main treatment must be steam temperature of 200 degrees or above. Services must be done after regular business hours (after 4:30pm) on a normal business day. This treatment will be considered an emergency service and performed before the end of the same business day. No sub-contractors shall be used for this treatment; contractor must perform all aspects of the job.

**SPECIAL REQUIREMENTS FOR BUILDING #19: JUSTICE COMPLEX**

Monthly inspections and treatment of kitchen, laundry, stock rooms, and surrounding basement area: These inspections are for all insects and rodents, with special attention paid to roaches, ants, sewer flies and mice. After each inspection a progress report with a list of materials used must be submitted to the Buildings & Grounds Department.

Monthly, in conjunction with a bi-weekly inspection: Inspection of entire jail complex (basement, third floor, medical, fourth floor, towers, and pipe chases). These inspections are for all insects and rodents, with special attention paid toward roaches, ants, sewer flies, and mice. After each inspection a progress report with a list of materials used must be turned in to the Buildings & Grounds Department.

**RECORD KEEPING**

Service Calls: B&G will transmit work orders to the Buildings & Grounds Department, General Supervisor of Building Services who will coordinate the scheduling of all service calls. All service calls shall comply with The Pest Control work and Inspection Report forms which will be supplied by the contractor and will be used to advise the Buildings & Grounds Department, General Supervisor of Building Services of routine service requests and to document the performance of all work, including emergency work. This includes all the information on pesticide applications required by NJAC 7:30-6.8 and 7.3. Upon completion of a service visit to the building, the contractor's representative performing the service shall complete, sign and date the form, and return it to the logbook or file on the same or succeeding day of the services rendered.

The contractor shall be responsible for maintaining a pest control logbook at B&G, including labels and SDS sheets for all pesticides used in buildings, (brand names of all) and pest control devices and equipment. The contractor must supply a Logbook that includes service schedules, reports, labels, health and safety information for each pesticide used, as well as emergency numbers for company personnel.

Service Tickets: Contractor must provide a service ticket for each call and or inspection to the Buildings and Grounds Office located at 5 Mott Place, 239 Washington Street, Toms River, NJ. All slips must be signed and delivered in a timely manner after service is rendered but no later than 48 hrs. after work has been performed. Service ticket shall include pest identification and treatment performed.

Each invoice shall be submitted as indicated in the Invoicing paragraph.

**AWARD**

To avoid any delay in job completion, the County reserves the right to award the two (2) lowest-lump-sum bidders. Work orders shall be placed with the lowest lump-sum bidder first and, if the Contractor is unable to perform the work or meet the time constraints of the County, the County may then offer the job to the next low bidder. If the lowest bidder already has three (3) or more jobs pending completion and new work needs to be done, the County reserves the right to move to the next low bidder in order to avoid any delay in job completion.