

# LINDENWOLD PUBLIC SCHOOLS

## NOTICE OF REQUEST FOR PROPOSALS (RFP) FOR INTEGRATED PEST MANAGEMENT (IPM) SERVICES

**RFP Number: LPS\_IPM\_2018-19**

**DATE: July 6, 2018**

The Lindenwold Public School District (District) seeks written proposals from interested pest control firms to provide Integrated Pest Management (IPM) services for all District owned and leased facilities and premises.

**All proposals are due to Mrs. Kathleen Huder, School Business Administrator by July 27, 2018.** Please submit your firm's proposal via email to [khuder@lindenwold.k12.nj.us](mailto:khuder@lindenwold.k12.nj.us)

If you should have any questions on any of the attached information pertaining to the IPM services, site visits and requirements, please call Mr. Joseph Biluck, Jr. Interim Facilities Director (856) 783-0276 extension 3113. If you should have any questions on the RFP procedures, please contact the Business Office at (856) 783-0276 extension 3101.

## A. BACKGROUND

The Lindenwold Public School District is soliciting proposals from interested pest control firms to provide Integrated Pest Management (IPM) services for all District owned and leased facilities and premises. The goal of IPM program is to manage pest infestation by the most economical means, and with minimal hazard or harm to people, property and environment. Under the IPM program, only non-toxic pesticides or pesticides which have little or no harmful effect to individuals or the environment will be used except where specific situations have been identified and approved by the Lindenwold Public School District.

The Lindenwold Public School District owns, leases and manages six sites in and around the Borough of Lindenwold, New Jersey. The location of these sites is identified on **Exhibit B**.

## B. SCOPE OF SERVICES

The Lindenwold Public School District is seeking proposals from firm(s) or individual(s) to furnish Integrated Pest Management Services at five (6) sites which includes the High School, Middle School, School #4, School #5, Pre-School Facility, warehouse, concession stand, athletic fields, grounds maintenance facility and administrative building, in strict accordance with the specifications as outlined in **Exhibit A** and all other requirements as specified in this solicitation package. The requirements defined in **Exhibit A** are based on output of services and not level of effort required to perform functions. Contractor understands that this is a full turnkey performance contract for Integrated Pest Management Services. It will be the sole responsibility of the Contractor to meet all requirements as set forth in **Exhibit A** and all other requirements as specified. The actual scheduling of the services will be coordinated by the District and Contractor. The District will be point of contact for day to day services and will manage, supervise and monitor services provided by Contractor. A breakdown of sites and number of buildings is provided in **Exhibit B** for information purposes. The Contractor will have the opportunity to visit the sites to verify the information in **Exhibit B** for completeness and accuracy prior to the submission date. A site visit of the project sites will be made available by appointment only.

## C. TIME FRAME

The District intends that the anticipated contract will be for twenty-two months (24) months beginning in **September 1, 2018 and ending on June 30, 2020** with an option to extend the contract for two (2) additional one-year terms based upon mutual agreement. Contracts for the services requested herein will be awarded to a pest control firm for the period indicated above subject to continued availability of funds for these services.

## D. SUBMISSION REQUIREMENTS

All proposals that are submitted pursuant to this Request for Proposals should include the following information:

1. Include Letter of Transmittal.
2. Copy of a valid New Jersey Business Registration Certificate.

3. Copy of Contractor's W-9 form.
4. Certified statement that your firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State or local agency.
5. Each respondent 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:
  - Appropriate evidence that the respondent is operating under an existing federally approved or sanctioned affirmative action program; or
  - A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
  - An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

Please note: A completed and signed Affirmative Action Questionnaire is requested with submission of bid/proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence in the form of a current Certificate of Employee Information Report submitted with the bid/proposal.

If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq., and the terms and conditions of the Mandatory Equal Employment Opportunity Language—Attachment A.

6. Provide the name, location and when your firm was founded. Include detailed information about your firm's history and quality of services, applicable License by the State of New Jersey, financial stability and evidence of insurability.
7. Provide work experience on performing Integrated Pest Management or any other non-toxic pesticides program. Provide any experience working with governmental entities, specifically NJ Public Schools. Include your past performance in meeting scheduled time limits and budget constraints, and responsiveness to your clients.
8. Provide the names, educational background, technical expertise and credentials of persons (including entomologist) proposed to be involved in the project.
9. Provide the names, educational background, technical expertise and credentials of any consultant or sub-contractor proposed to be hired by you for work on these projects.
10. List any additional references.
11. Provide a description of how your firm will perform the services of all items outlined in "EXHIBIT A: SCOPE OF SERVICES". Provide a detailed description of the Integrated Pests Management (IPM) Plan. Include your proximity to the work area, current

workload, team organization, project approach, and innovative ideas for providing services.

12. Provide a detailed breakdown of cost of each service to be provided, i.e., monitoring services, reporting services, educational program, etc. These costs shall be listed for monthly and annual services.

#### E. SELECTION CRITERIA

Criteria for the selection of the Contractor will include, but not be limited to:

1. Evidence of the firm's ability to perform the work, as indicated by profiles of the principals and staffs, professional and technical competence and work experience and their facilities;
2. Capability to provide professional services in a timely manner and within budget;
3. Service location within 30 miles of District sites;
4. Evidence that, where pest control and extermination work is involved, the firm is currently registered with the State of New Jersey to provide IPM services;
5. Knowledge of local and State codes and regulations pertaining the pest control and extermination services;
6. Proposed costs and cost incentives.

#### F. INSURANCE PROVISIONS

The successful bidder shall procure and maintain during the life of the contract the following insurance coverage's:

1. **Worker's Compensation:** Coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer's liability with a limit of \$100,000 for each accident, \$100,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit.
2. **Comprehensive General Liability:** Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, sudden and accidental pollution losses, and a contractual liability endorsement.
3. **Business Auto Policy:** Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non-owned vehicles and employee non- ownership.

4. **Special Requirements:** The Lindenwold Public School District is to be named as an additional insured on the Comprehensive General Liability policy.
5. Current, valid insurance policies meeting the above requirements shall be maintained for the duration of the project. Renewal certificates shall be sent to the Lindenwold Public School District thirty (30) days prior to any expiration date. There shall also be a 30 day notification to the District in the event of cancellation or modification of any stipulated insurance coverage. Original policies or certified copies of policies may be required by the District at any time.
6. Certificates of Insurance for all the insurance coverage described herein shall be submitted to the District upon execution of this contract by the Contractor.

#### G. INSTRUCTIONS TO PROPOSERS

The following instructions and procedures will apply:

1. Prepare proposals, quotations and presentations in a practical, legible, clear, concise, coherent and straightforward manner without expensive eye-catching devices and elaborate formats or exhibits.
2. Each element and item of information requested must be answered completely, or any omissions completely explained and justified.
3. It shall be understood that the District shall not accept charges for the requested information, and reserves the right to reject any and all proposals.
4. The contract shall be based on this request for proposals and the Contractor's proposal. Any exceptions to the requirements must be clearly defined and justified.
5. District reserves the right to accept or reject any and all proposals received as a result of this RFP, to take exception to these RFP specifications, or to waive any informalities, or the failure of any bidder or of District to comply therewith, to negotiate all terms and conditions with any qualified source, or to cancel or amend in part, or entirety, this RFP. All or part of a proposal will be incorporated into the final contract. Bidder may be excluded from further consideration for failure to fully comply with the specifications of this RFP. District may determine to reject all proposals.
6. Failure of the successful vendor to accept these and other terms will void the award. Acceptance of the proposal is subject to the approval of the Lindenwold Board of Education.
7. Potential proposer who receives this RFP and who does not wish to make a proposal are requested to reply with a letter stating such, on or before the date and time set forth for the receipt of proposals.
8. District reserves the right to make a contract award based solely upon the proposals. The proposer selected for the award will be chosen on the basis of greatest benefit to the District and not necessarily on the basis of lowest price.
9. Basis for Pricing shall be provided in **Exhibit C**.

# **EXHIBIT A**

## **SCOPE OF SERVICES**

### **Basic Requirements**

The purpose of this section is to provide a general description of the specific requirements for Integrated Pest Management (IPM) services for the Lindenwold Public School District. The Contractor shall furnish all labor, supervision, equipment and materials to provide Integrated Pest Management (IPM) services in accordance with the requirements specified herein. All services performed by the Contractor shall be in accordance with all Federal, State, and local requirements and regulations pertaining to the IPM and pest control services. Rules and standards established by Federal, State and local regulatory and licensing agencies shall have priority over any standard set forth in these specifications.

Contractor must provide services in a manner that demonstrates sensitivity to the fact that District properties are primarily residential in nature and puts the needs, health and safety of the residents as the foremost priority. Contractor must follow IPM pest control service guidelines described herein except where Contractor specifically identifies and obtain approval by District concerning situations where alternative guidelines can be followed or performed. Contractor shall assure maximum precautions for resident safety in use of chemical or any products or equipment which might be hazardous if improperly handled. Safety precautions shall preclude unlimited or unprotected use of such chemicals, products, or equipment.

The Contractor must inspect and discuss with District's personnel staff the problems and challenges required to develop customized treatment programs for each property. Customized treatment programs should take into consideration all aspects of each property that requires a tailored treatment program for optimum efficiency. The District shall reserve the right for "Callback Treatment" regardless of the customized treatment program for each property. Callback treatments to previously treated units where infestation is still evident may be initiated by District's personnel staff and/or the Contractor. All callback treatments shall be completed within twenty-four (24) hours of the request. It shall be the responsibility of the Contractor to maintain a record of callback treatments and provide monthly reports to the District regarding the activity and recommended actions necessary by the District. Unlimited callbacks for unresolved treatments shall be included in the contract price.

### **Covered Pests to be Controlled**

The Contractor shall adequately suppress the following pests:

- Indoor populations of rodents, insects, including cockroaches and bed bugs, arachnids, and other arthropods.
- Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the specified buildings.
- Nests of stinging insects within the property boundaries of the specified buildings.
- Individuals of all excluded pest populations that are incidental invaders inside the specified buildings, including winged termite swarmers emerging indoors. The Contractor shall notify the District if it notices unusual levels of the following pests. Contractor is not

responsible for the control of the following pests unless District and Contractor agree in writing:

- Birds, bats, snakes, and all other vertebrates other than commensal rodents.
- Termites and other wood-destroying organisms.
- Mosquitoes.
- Pests that primarily feed on outdoor vegetation.

### **Method of Treatment**

The District will provide Contractor with access to the facilities as required. District personnel staff may accompany Contractor when entering any unit. Contractor shall perform the following tasks for the buildings listed in this RFP:

1. **Initial Inspection:** Conduct an initial inspection during the first month of the contract or when new properties have been assigned. The initial inspection is for the contractor to evaluate the needs of the premises and to present findings with the District. The following specific points should be addressed:
  - a. Identification of problem areas in and around the building;
  - b. Discussions of effectiveness of previous efforts;
  - c. Contractor access and coordination to all necessary areas;
  - d. Establish locations for routine monitoring in common areas; and
  - e. Information for the contractor of any restrictions or special safety precautions.
2. **Routine Inspection:** Conduct regularly scheduled inspection services for pests, set out or collect monitoring traps, and treat units for pests as needed. Inspections shall be monthly.
3. **Emergency Inspection:** Conduct inspections and necessary treatment in response to requests by the District for corrective action. Emergency Inspections, when requested, are to be performed within eight (8) hours during normal working hours.
4. **Call-Back Service:** Conduct follow-up inspection in response to District's personnel staff complaints. Routine call-back service shall be furnished within one (1) workday after receipt of notification by the District. Call-back service required by the District due to Contractor negligence will be at no charge. If the Contractor fails to arrive at District installation within one (1) workday after the request for call-back service, the District shall have the right to obtain the service elsewhere and the Contractor agrees that the actual cost of such service shall be deducted from the Contractor's invoice covering the period for which the outside service was obtained. This deduction will be supported by a copy of the invoice covering the emergency service obtained elsewhere.
5. **Special Service:** Conduct inspection and pest control as agreed to by the Contractor and the District for pests such as wood-boring insects, birds, and snakes not covered by routine inspections as noted in **Exhibit A**.

### **Integrated Pest Management (IPM) Plan**

Contractor shall submit with its proposal the IPM Plan. If aspects of the IPM Plan are incomplete or unacceptable, the contractor will have five (5) days to submit a revision after notification. The

Contractor shall be responsible for carrying out work according to the approved IPM Plan.

At a minimum, the IPM Plan shall consist of the following:

1. **Materials and Equipment for Service:** The contractor shall provide current labels and Safety Data Sheets (SDS) of pesticides to be used, and brand names of pesticides application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment, and any other pest IPM devices or equipment.
2. **Method for Monitoring and Surveillance:** The contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessment of pest population levels throughout the term of the contract. This information must include general locations of common area monitoring traps and responsibilities for routinely checking the traps.
3. **Service Schedule for Each Building or Site:** The Contractor shall provide complete service schedules that include specific day(s) of the week of Contractor visits, and approximate duration of each visit. Contractor's proposal shall assume a monthly treatment per property. If more or less frequent visits may be needed based on inspections and trap results, Contractor shall explain the basis for adjusting the service schedule. Except as otherwise agreed, all work at properties under this contract shall be performed between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, and shall not interfere with daily District operations.
4. **Description of any Structural or Operational Changes That Would Facilitate the Pest Control Effort:** The Contractor shall describe site-specific solutions for observed sources of pest food, water, harborage, and access.
5. **Commercial Pesticide Applicator Certificates or Licenses:** The Contractor shall identify the personnel providing pest control, including the pest management supervisor. Contractor shall provide photocopies of State-issued Commercial Pesticide Applicator Certificates or Licenses for every Contractor employee who will be performing on-site service under this contract.

Contractor shall receive the concurrence of the District prior to implementing any subsequent changes to the approved IPM Plan, including additional or replacement pesticides and on-site service personnel. Contractor shall provide licenses for every contractor employee who will be performing on-site services before the employee begins work on District's property. Any substitutions, additions, or replacement of personnel from those cited in the contractor's original proposal must be submitted to the District for approval.

### **Contractor Personnel**

Contractor shall provide qualified, professional pest management personnel who:

1. Understand current practices in this field and have experience providing pest control services in a residential environment.
2. Conduct themselves in a professional and workmanlike manner, with minimal noise and disruption.
3. Cooperate with the building occupants to assure the progress of this work.
4. Maintain certification as Commercial Pesticide Applicators in the category of residential and



institutional pest control services.

5. While working at District-owned or leased properties, shall wear distinctive uniform clothing that has the Contractor's name easily identifiable, affixed in a permanent or semi-permanent manner.
6. Use additional personal protective equipment required for safe performance of work as determined and provided by the contractor that, at a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for products being used.
7. Use only Contractor vehicles identified in accordance with State and local regulations.
8. Observes all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering these areas.
9. Will comply with all government regulations as are applicable during the time spent on government property.
10. Obtain building passes as supplied by the District or appropriate building Administrator.

Contractor shall have access to a full-time entomologist who has demonstrated expertise in structural pest control, especially for rodents, bedbugs and cockroaches will be available for routine and emergency consultation.

### **IPM Service Guidelines – Practices and Procedures**

#### **Use of Pesticides**

The Contractor shall adhere to the following rules for pesticide use:

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 the District.

Pesticide Storage: The Contractor shall not store any pesticide product in the buildings specified in this contract.

Application by Need: Pesticide application shall be according to need and not by 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 pests in that specific area. Requests for preventive pesticide treatments in areas where surveillance indicates a potential insect or rodent infestation will be evaluated by the District Representative on a case-by-case basis. Written approval must be granted by the District Representative prior to any preventive pesticide application.

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.

#### **Insect Control**

Emphasis on Non-Pesticide Methods: The Contractor shall use non-pesticide methods of control wherever possible. For example:

1. 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.
2. Trapping devices rather than pesticide sprays shall be the standard method for indoor fly

control.

**Application of Insecticides to Cracks and Crevices:** As a general rule, the Contractor shall apply all insecticides as “crack and crevice” treatments only, defined in this contract as treatments in which the formulated insecticide is not visible to a bystander during or after the application process.

**Application of Insecticides to Exposed Surfaces or as Space Sprays:** Application of insecticides to exposed surfaces or as space sprays (“fogging”) shall be restricted to exceptional circumstances where no alternative measures are practical. The Contractor shall obtain approval of the District Representative prior to any application of insecticide to an exposed surface or any space spray treatment. No surface application or space spray 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.

**Insecticide Bait Formulations:** 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.

**Monitoring:** Sticky traps shall be used to guide and evaluate indoor insect control efforts wherever necessary.

### **Rodent Control**

**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 the 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 the District Contract Representative. The Contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.

**Use of Rodenticides:** In exceptional circumstances, when rodenticides are deemed essential for adequate rodent control inside buildings, the Contractor shall obtain approval of the District Contract Representative 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.

**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:

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 floor, ground, wall, or other immovable surface, so that the box cannot be picked up or moved.

4. Bait shall always be secured in the feeding chamber of the box and never placed in the runway or entryways of the box.
5. 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 servicing.

### **Reporting**

As part of the IPM services provided under this contract, the collection and transmittal of data collected by the Contractor during the work is crucial to the effectiveness in managing the IPM program. Contractor must propose reporting and recordkeeping plans to enable the District to monitor the Contractor's work in a timely and efficient manner. As a minimum, Contractor is required to compile and submit the reports detailed below. The District will review and approve report format prior to contract award.

**Individual Facility Reporting:** Upon completion of each treatment cycle at the District facility, the Contractor must submit the extermination log with a spreadsheet summary highlighting areas inspected and any treatment applied. Contractor must submit the report in hard-copy format and. The hard copy must be signed by the facility representative. The District will not pay for work that is not documented by this report or for work documented on the report but not signed by the District representative.

The Contractor shall be required to report to the District any conditions he/she may discover while providing treatment under this Contract which might prove hazardous to public health and safety or which might affect the structural integrity of the property being serviced, or might enhance conditions for pest investigation.

Contractor shall be required to provide the following items to each facility for which it provides services prior to any payments being made:

- a. The pest control technician's name
- b. The specific areas serviced at the facility
- c. The types, concentrations, and approximate amounts of pesticides and bait stations applied
- d. The date
- e. The time of arrival
- f. The time of departure
- g. The pest control technician's signature
- h. Any recommendations for maintenance or sanitation, which, in the opinion of the pest control operator, would improve any pest problems.

Contractor shall submit reports to the District representative. Failure to submit the above reports as required shall be considered a material breach of the contract and may be used as basis for termination of the contract.

### **Work Performance Evaluation**

Should the pest control operator fail to satisfactorily perform these services during any month of the contract period, the District may terminate the contract upon written notice to the pest control

firm. The District may terminate the contract by giving the Contractor a ten-day written notice.

The pest control firm shall be deemed to have failed to satisfactorily perform the services under any of the following circumstances:

- a. If a satisfactory service call to handle a complaint is not handled within the call-back days specified after being contacted by the District staff representative.
- b. If it becomes evident in a sanitary environment that the pest control services being provided does not satisfactorily eradicate the facility of pests.
- c. If the pest control firm fails to obtain renewal of its New Jersey Pest Control License at each renewal date during the contract period.

**EXHIBIT B**  
**DESCRIPTION OF SITES AND FACILITIES**  
**FOR IPM SERVICES**

Site	Address	Facilities	Notes
Lindenwold High School	801 Egg Harbor Road Lindenwold, NJ 08021	<ul style="list-style-type: none"> <li>- High School</li> <li>- Administration Building</li> <li>- Athletic Fields</li> <li>- Concession Stand</li> <li>- Grounds Maintenance Facility</li> </ul>	<ul style="list-style-type: none"> <li>- High School is 158,575 Ft.<sup>2</sup>, two story.</li> <li>- Administration Building is 7,000 Ft.<sup>2</sup>, single story</li> <li>- Concession stand and ground maintenance facility total approximately 2,000 Ft.<sup>2</sup>.</li> <li>- Athletic fields are comprised of a football, soccer, baseball and softball fields and a track.</li> </ul>
Lindenwold Middle School	40 White Horse Road Lindenwold, NJ 08021	<ul style="list-style-type: none"> <li>- Middle School</li> <li>- Warehouse Building</li> <li>- Athletic Field</li> <li>- Lower Field</li> <li>- Storage Sheds</li> </ul>	<ul style="list-style-type: none"> <li>- Middle School is 97,000 Ft.<sup>2</sup>, two story.</li> <li>- Athletic fields are comprised of a football field and a track.</li> <li>- Warehouse is approximately 2,000 Ft.<sup>2</sup>.</li> <li>- Lower Field is adjacent to the rear parking lot.</li> </ul>
Lindenwold School #4	900 Gibbsboro Road Lindenwold, NJ 08021	<ul style="list-style-type: none"> <li>- Elementary School</li> <li>- Playground Area</li> <li>- Modular Trailer</li> </ul>	<ul style="list-style-type: none"> <li>- School is 56,500 Ft.<sup>2</sup>, two story.</li> <li>- Trailer is approximately 1,800 Ft.<sup>2</sup>.</li> </ul>
Lindenwold School #5	550 Chews Landing Road Lindenwold, NJ 08021	<ul style="list-style-type: none"> <li>- Elementary School</li> <li>- Playground Area</li> </ul>	<ul style="list-style-type: none"> <li>- School is 52,700 Ft.<sup>2</sup>, single story.</li> </ul>
Lindenwold Pre-School	100 South Avenue Lindenwold, NJ 08021	<ul style="list-style-type: none"> <li>- Pre-Kindergarten School</li> <li>- Playground Area</li> </ul>	<ul style="list-style-type: none"> <li>- School is 30,000 Ft.<sup>2</sup>, three floors.</li> <li>- Facility is leased.</li> </ul>

**EXHIBIT C**

**BASIS OF PRICING**

Please provide unit pricing for each of the services as detailed below for each location. See **Exhibit A: Scope of Services** for descriptions of the services to be performed. If necessary, propose additional breakdown of the prices.

**High School location (to include all campus buildings)**

Initial Inspection	Monthly Inspection	Emergency Inspection	Call-Back Service	Special Service
\$	\$	\$	\$	\$

**Middle School (to include all campus buildings)**

Initial Inspection	Monthly Inspection	Emergency Inspection	Call-Back Service	Special Service
\$	\$	\$	\$	\$

**School 4 (including trailer)**

Initial Inspection	Monthly Inspection	Emergency Inspection	Call-Back Service	Special Service
\$	\$	\$	\$	\$

**School 5**

Initial Inspection	Monthly Inspection	Emergency Inspection	Call-Back Service	Special Service
\$	\$	\$	\$	\$

**Preschool Building**

Initial Inspection	Monthly Inspection	Emergency Inspection	Call-Back Service	Special Service
\$	\$	\$	\$	\$

**Administration Building**

Initial Inspection	Monthly Inspection	Emergency Inspection	Call-Back Service	Special Service
\$	\$	\$	\$	\$

Exceptions:

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**AFFIRMATIVE ACTION QUESTIONNAIRE**

This form is to be completed and returned with the bid. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence Employee Information Report stapled to this page.

1. Our company has a federal Affirmative Action Plan approval.  Yes  No

**If yes**, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report  Yes  No

**If yes**, please attach a copy of the certificate to this questionnaire.

3. If you answered **“NO”** to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: [www.state.nj.us/treasury/contract/compliance/](http://www.state.nj.us/treasury/contract/compliance/)

- Click on “Employee Information Report”
- Complete and submit the form with the appropriate payment to:

Department of Treasury  
Division of Public Contracts/EEO Compliance  
P.O. Box 209  
Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_



## Attachment A

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

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

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

### **GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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.

**Attachment A**     *(Cont)*

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; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http://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 N.J.A.C. 17:27-1.1 et seq.