

**REQUEST FOR PEST CONTROL SERVICE
GULF COAST CENTER**

THE GULF COAST CENTER IS SEEKING QUALIFIED PEST CONTROL SERVICE PROVIDERS TO PROVIDE PEST CONTROL SERVICES TO IDENTIFIED CENTER FACILITIES FOR THE PERIOD OF TIME BEGINNING SEPTEMBER 1ST, 2020 AND ENDING AUGUST 31ST, 2021, UNLESS TERMINATED EARLIER IN ACCORDANCE TO AGREEMENT. THE GULF COAST CENTER (“CENTER”) IS THE TAX-EXEMPT COMMUNITY MENTAL HEALTH, INTELLECTUAL & DEVELOPMENTAL DISABILITIES AUTHORITY FOR GALVESTON AND BRAZORIA COUNTIES, TEXAS. INTERESTED SERVICE PROVIDERS MUST DEMONSTRATE AN ABILITY TO COMPLETE THE JOB (EXPERIENCE, REFERENCES) AND PROVIDE APPROPRIATE DOCUMENTATION OF LIABILITY INSURANCE, VEHICLE INSURANCE AND WORKER’S COMPENSATION COVERAGE. INSURANCE COVERAGE MUST REMAIN IN EFFECT THROUGHOUT THE PERIOD IDENTIFIED ABOVE.

A. SUBMITTAL PROCEDURE

Interested pest control service providers can make appointments with each facility representative to walk through the listed facilities. Sealed price quotes clearly marked PEST CONTROL BID must be submitted no later than 10:00 A.M. on June 12, 2020 to the Gulf Coast Center at 4352 E.F. Lowry Expressway, Texas City, TX 77591 for consideration. No bids will be accepted after the stated deadline. The bid opening will be conducted at that time. Vendors may bid to provide services for facilities in Galveston County, Brazoria County or both. The Gulf Coast Center may select one or more contractors based upon the price, best value and service in the interest of the Gulf Coast Center, or reject all proposals if deemed in its best interest.

The bid is to be submitted on the attached “Bid Form” with the original, signed in ink in a sealed envelope marked “PEST CONTROL BID-DO NOT OPEN UNTIL – 10:00 A.M. on June 12, 2020. Respondents may mail or personally deliver their bids to the designated location at the above address. The Gulf Coast Center will not be responsible for any bid(s) that is lost in the mail or not delivered to the designated location by the stated deadline.

The Bid must be signed by the person or officer of the company submitting the bid that is authorized to enter into contractual agreements on behalf of the company. Bids shall include reference list and insurance certificates or other evidence of insurance satisfactory to the Gulf Coast Center (minimum insurance requirements listed below).

B. NON-DISCRIMINATION

The Center does not discriminate against any individual or contractor with respect to his/her compensation, terms, conditions, or award of contract because of race, color, religion, sex, national origin, age or disability; or limit, segregate, or classify candidates for award of contract in any way which would deprive or tend to deprive any individual or company of business opportunities or otherwise adversely affect status as a contractor because of race, color, religion, sex, national origin, age or disability.

C. PERMITS

Any and all permits as required by authorities having jurisdiction; local, state, county and/or federal, are the total responsibility of bidder/contractor.

D. PEST CONTROL SCOPE OF SERVICES

The contractor will perform extermination and control services of insects and rodents including, but not limited to, the control of roaches, ants(all types including the "crazy" or "raspberry" ants; fire ants), spiders, silverfish, rats, mice, crickets, beetles, fleas, earwigs, flies, gnats, pill bugs, bees, wasps and other flying or crawling insects.

This service does not include extermination and control of termites, however it is the responsibility of the contractor to inform the facility representative of an indication of termite infestation.

E. FREQUENCY & SCHEDULING OF SERVICE

Service will be provided on a quarterly basis at all the listed facilities with the exception of monthly service to be provided for the residential facilities: 5825 E.F. Lowry Expressway, Texas City. **The contractor will call each facility representative to schedule a suitable time for service, typically at the end of the work day so as not to disrupt program services. This scheduling with each facility for each monthly or quarterly service is a mandatory component of the contract.**

The contractor will check-in with the facility representative at the time of service and discuss problems or additional instructions and upon completion to turn in a written summary of services provided. **Needed call back services** for pest problems between scheduled services shall be at **no additional cost** and with response by the following workday or sooner in the case of an emergency.

F. NOTICES & POSTING OF SERVICE

After contacting the facility representative and agreeing on a service date and time the vendor will send(by fax, e-mail, or mail) the "Notice of Pest Control Treatment," "Receipt for Consumer Information Sheet & Pest Control Sign" and the "Consumer Information Sheet" at least 48 hours before the scheduled service. The facility representative will be responsible for posting the Notice in a prominent area(s) of the facility & faxing back signed copies of the Notice and Receipt. Non-compliance with this scheduling protocol for routine service will be grounds for termination of the contract.

G. CHEMICALS & REGULATIONS

The contractor will select and provide all chemicals, materials, equipment and supplies. Chemicals and materials must be of acceptable quality and safety rating and be in conformance with Federal, State and Local Ordinances and Laws. All rules, regulations and guidelines will be followed as established by the Texas Structural Pest Control Board and/or Environmental Protection Agency(EPA). Contractor is responsible for maintaining and also providing to the Asset Manager and to each facility representative all MSDSs for chemicals utilized.

Tools and equipment are to be maintained in good, safe working order. Any mixing of chemicals is to be done outside away from public areas and spraying outside done with caution for windy

conditions and avoidance of damage to owner's or adjacent landowner's trees, vegetation or property. Any damage will be repaired at the Contractor's expense.

H. SAFETY

Safety in the workplace is to be maintained through appropriate operating procedures, proper training and utilization of chemicals and equipment, etc. Documentation of contractor staff safety training must be maintained and available upon request.

I. PAYMENTS

Payments shall be made for services meeting specifications within thirty (30) days of receipt and approval of an invoice.

J. TERM OF AGREEMENT

The contract term will be for twelve months from September 1, 2020 – August 31, 2021. Extension of the contract for an additional year may be negotiated with the successful bidder when services have been conducted to mutual satisfaction, and prices and conditions remain unchanged. During the contract period, the Center maintains the right to terminate the Service Agreement with a thirty day written notice if the services provided do not conform to the standards and requirements detailed herein.

K. INSURANCE MINIMUM REQUIREMENTS

- a. Workers Compensation Insurance-such insurance shall be in an amount equal to the limit of liability and in the form prescribed by the laws of the State of Texas.
- b. General Liability Insurance-\$100,000 each occurrence limit subject to a General Aggregate limit of \$100,000 or \$100,000combined Single Limit for Bodily Injury Liability and Property Damage Liability.
- c. Automobile Liability Insurance-\$100,000 Bodily Injury Each Person, subject to a \$300,000 Bodily Injury each Accident and \$100,000 Property Damage Liability each Accident, or \$300,000 combined Single Limit for Bodily Injury Liability and Property Damage Liability.

L. FACILITIES

Mall/Administration
10000 E.F. Lowry Expressway
Suite 1220
Texas City, 77591

NBCSC (6,856 sq.ft.)
101 Brennen
Alvin
(281) 585-7300 Meagan Wilkinson

SBCSC-Bldg. 1(9,390 sq.ft.)
101 Tigner, Bldg. 1
Angleton
(979) 848-0933 Joanne Martin

SBCSC-Bldg. 2 (9,390 sq.ft.)
101 Tigner, Bldg. 2
Angleton
(979) 848-0933 Joanne Martin

Boat House (3,000 sq.ft.)
2352 Mulberry
Angleton
(979) 848-8420 Patty Knutson

Bayou House (1,566 sq. ft.)
2320 E. Mulberry
Angleton
(409) 944-4344 Luis Diaz; (979) 848-8420 Patty Knutson

MCSC-Bldg. 1 (6,212 sq.ft.)
7510 FM 1765
Texas City
(409) 935-6083 Juanita Nolley, David Hernandez

MCSC-Bldg. 2 (13,000 sq.ft.)
7510 FM 1765
Texas City
(409) 944-4416; Liz Gamez

Mackey Buildings A & B (11,600 & 2,800 sq.ft.)
4352 E.F. Lowry Expressway
Texas City
(409) 944-4344 Luis Diaz; (409) 944-4324 Maria Ybanez

Harbor House (3,233 sq.ft.)
5825 E.F. Lowry Expressway
Texas City
(409) 935-4629

League City West (6,692 sq.ft.)
4444 West Main
League City
(281) 585-7407 Elisa Treadway
(281) 585-7448 Lori Thompson

Brown House (1,615 sq.ft.)
7602 FM1765
Texas City
(409) 944-4344 Luis Diaz

League City Park & Ride (1,400 sq. ft.)
2214 Gulf Freeway South
League City
(409) 256-5077 Louis Pearson (5am-9am & 4pm-9pm)

Anchor Point (8,500 sq. ft.)
3201 FM2004
Texas City
(409) 944-4600 Patty Knutson, Laura Salinas

AS NEEDED ADDITIONAL SERVICE:

SPRAYING OF CONNECT BUSES & VANS:

Connect Transit has approximately 27 buses and 3 vans at the Mackey Bldg at 4352 Emmett F. Lowry in Texas City, 11 buses and 1 van at VLP&Ride 2214 Gulf Freeway South in League City and 17 buses and 1 vans at SBCSC at 101 Tigner in Angleton that could need spraying for roaches, ants and other pests approximately twice per year. This needs to be completed on an agreed upon Saturday night after 7PM at all locations (once the vehicles are returned from service on Saturdays). Note that the vehicles are used seven days per week.

Snake & Rodent Trap, Repellent Application & Removal Service:

Poisonous and non-poisonous snakes are periodically spotted near or in facilities and snake removal, applying snake repellent, setting of traps may be needed. Rodents traps, bait and removal service from a facility, as well, can periodically be needed.

BID FORM

Pest Control Service for facilities of The Gulf Coast Center. Submit to: Attn: Tom Writer, The Gulf Coast Center, 4352 E.F. Lowry Expressway, Texas City, TX 77591.

FACILITY-BRAZORIA CTY.	FREQUENCY	FEE PER YEAR
NBCSC	QUARTERLY	_____
SBCSC-BLDG. 1	QUARTERLY	_____
SBCSC-BLDG. 2	QUARTERLY	_____
BOAT HOUSE	QUARTERLY	_____
BAYOU HOUSE	QUARTERLY	_____
BRAZORIA COUNTY ANNUAL TOTAL		_____

FACILITY-GALVESTON CTY.	FREQUENCY	FEE PER YEAR
MALL/ADMIN BLDG	QUARTERLY	_____
MCSC-BLDG. 1	QUARTERLY	_____
MCSC-BLDG. 2	QUARTERLY	_____
MACKEY BUILDING A	QUARTERLY	_____
MACKEY BUILDING B	QUARTERLY	_____
HARBOR HOUSE	MONTHLY	_____
LEAGUE CITY ADMIN.	QUARTERLY	_____
BROWN HOUSE	QUARTERLY	_____
LEAGUE CITY PARK & RIDE	QUARTERLY	_____
ANCHOR POINT	QUARTERLY	_____
GALVESTON COUNTY ANNUAL TOTAL		_____
BRAZORIA & GALVESTON COUNTIES TOTAL		_____

AS NEEDED SERVICES:

SPRAYING OF CONNECT BUSES & VANS:

MACKEY BLDG: APPROX. 27 BUSES, 3 VANS AS NEEDED. PRICE PER BUS _____
 PRICE PER VAN _____ BASED UPON SERVING AT ONCE APPROXIMATE # LISTED.

VLP&Ride: APPROX. 11 BUSES, 1 VAN AS NEEDED. PRICE PER BUS _____
 BASED UPON SERVING AT ONCE APPROXIMATE # LISTED.

SBCSC: APPROX. 17 BUSES, 1 VAN AS NEEDED. PRICE PER BUS _____
 PRICE PER VAN _____ BASED UPON SERVING AT ONCE APPROXIMATE # LISTED.

SNAKE & RODENT SERVICE: SERVICE CALL FEE _____ APPLICATION OF SNAKE
 REPELLENT _____ SETTING OF SNAKE TRAPS: PRICE PER TRAP _____

BIDDER INFORMATION

CONTACT: _____
 COMPANY NAME: _____
 ADDRESS: _____ City: _____ ZIP CODE: _____
 TELEPHONE _____ Fax _____ E-MAIL _____
 STRUCTURAL PEST CONTROL BOARD OF TEXAS LICENSE # _____



EXPERIENCE AND YEARS IN BUSINESS: _____

REFERENCES OF CUSTOMERS SERVED IN THE LAST THREE YEARS:

	COMPANY	CONTACT PERSON	TELEPHONE #	YEARS SERVED
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

INSURANCE COVERAGE:	YES/NO	INSURANCE COMPANY
WORKERS COMPENSATION	_____	_____
COMPREHENSIVE GENERAL LIABILITY	_____	_____
BUSINESS AUTOMOBILE LIABILITY	_____	_____

(INCLUDE COPY OF CERTIFICATE OF INSURANCE AND LICENSE)

BIDDER SIGNATURE _____ **POSITION** _____ **DATE** _____