

**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, 2022 AND ENDING AUGUST 31ST, 2023, 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. Price quotes clearly marked PEST CONTROL BID must be submitted no later than 10:00 A.M. on July 22, 2022 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 July 12, 2022. Respondents may mail, email 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 workday 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. Upon completion, turn in a written summary of services provided. **Needed call back services** for pest problems between scheduled services shall be at **no additional cost** with response required 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 MSDS/SDS for chemicals utilized.

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

caution for windy conditions to avoid 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, 2022 – August 31, 2023. 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

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

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

BCCSC-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; Alison Anderson

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

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
(409) 944-4462 Sharon Bell

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

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

AS NEEDED ADDITIONAL SERVICE:

SPRAYING OF CONNECT CARS & VANS:

The Gulf Coast Center now has 68 cars and 7 vans throughout the Gulf Coast Center. It may be necessary to treat a vehicle if there is a pest infestation. This needs to be completed on an agreed time at the vehicle facility location.

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: Luis Diaz, The Gulf Coast Center, 4352 E.F. Lowry Expressway, Texas City, TX 77591. Or by email at: LuisD@gulfcoastcenter.org

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

FACILITY-GALVESTON CTY.	FREQUENCY	FEE PER YEAR
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	_____
ANCHOR POINT	QUARTERLY	_____
GALVESTON COUNTY ANNUAL TOTAL		_____

BRAZORIA & GALVESTON COUNTIES TOTAL _____

AS NEEDED SERVICES:

SPRAYING OF CONNECT BUSES & VANS:

PRICE PER CAR _____

PRICE PER VAN _____

BIDDER INFORMATION

CONTACT: _____

COMPANY NAME: _____

ADDRESS: _____ City: _____ ZIPCODE: _____

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 _____