

**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 1<sup>ST</sup>, 2024 AND ENDING AUGUST 31<sup>ST</sup>, 2026, 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 July 29, 2024, 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 29, 2024. 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 twenty-four months from September 1, 2024 – August 31, 2026. Extension of the contract for an additional (2) 1-year terms 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-Alvin (6,856 sq. ft.)

101 Brennen

Alvin

Eric Dean- (281) 247-5013

SBCSC-Bldg. 1 (8,100 sq. ft.)

101 Tigner, Bldg. 1

Angleton

JoAnne Martin- (281) 413-0432

SBCSC-Bldg. 2 (8,368 sq. ft)

101 Tigner, Building 2

Angleton

JoAnne Martin- (281) 413-0432

Boat House (3,086 sq. ft.)

2352 Mulberry

Angleton

Patty Knutson-(832) 802-1983

Bayou House (1,566 sq. ft.)  
2320 E. Mulberry  
Angleton  
Lori Thompson- (281) 910-9000

MCSC-Bldg. 1 (6,267 sq. ft.)  
7510 FM 1765  
Texas City  
Juanita Nolley- (409) 750-2562

MCSC-Bldg. 2 (13,000 sq. ft.)  
7510 FM 1765  
Texas City  
Alison Anderson- (281) 757-6292

Mackey Buildings A & B (11,600 & 2,800 sq.ft.)  
4352 E.F. Lowry Expressway  
Texas City  
Raymond Lopez- (346) 266-4868

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

League City West (6,436 sq. ft.)  
4444 West Main  
League City  
Kimberly Thomas- (281) 910-4071

Brown House (1,615 sq.ft.)  
7602 FM1765  
Texas City  
Raymond Lopez- (346) 266-4868

Anchor Point (8,500 sq. ft.)  
3201 FM2004  
Texas City  
Patty Knutson- (832) 802-1983

Galveston Suite F-103  
4700 Broadway Ave J  
Suite F-103  
Galveston  
Angela Lewis- (832) 594-0953

**AS NEEDED ADDITIONAL SERVICE:**

**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: Sam Tingle, The Gulf Coast Center, 4352 E.F. Lowry Expressway, Texas City, TX 77591.

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

<b>FACILITY-GALVESTON CTY.</b>	<b>FREQUENCY</b>	<b>FEE PER YEAR</b>
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 F103	QUARTERLY	_____
<b>GALVESTON COUNTY ANNUAL TOTAL</b>		_____

**BRAZORIA & GALVESTON COUNTIES TOTAL** \_\_\_\_\_

**AS NEEDED SERVICES:**

**SNAKE & RODENT SERVICE:** SERVICE CALL FEE\_\_\_\_\_ APPLICATION OF SNAKE REPELLENT\_\_\_\_\_ SETTING OF SNAKE TRAPS: PRICE PER TRAP\_\_\_\_\_

**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.	_____	_____	_____	_____

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

(INCLUDE COPY OF CERTIFICATE OF INSURANCE AND LICENSE)

BIDDER SIGNATURE \_\_\_\_\_ POSITION \_\_\_\_\_ DATE \_\_\_\_\_