

**SPECIFICATIONS**  
**Pest Control Services at Morgan County Correctional Complex (MCCX)**  
**Event #32947-44979-11626**

**1. Description of Supplies and Services**

1.1. To provide pest control services to include all labor, equipment and materials per specifications outlined below. Pest control is defined as the control and elimination of specific incidents of all nesting and breeding pests and the control treatment of all potential nesting and breeding areas to prevent infestation.

**2. Services and Supplies Required**

2.1. Monthly Service for General Pests: The contract is to cover all monthly inspections and treatment at each location. Inspections and any necessary treatment will be conducted in all areas, to include the kitchens, food service areas, inmate living areas, and admin areas on a monthly basis.

2.2. Bid Amount - Monthly Service: The bid amount shall be "per month" and is to include costs for materials, supplies, equipment (i.e. pest control forms, insecticides, pesticides, glue boards, bait traps, fly strips), labor, and travel for each line item bid for on-site pest control service with unlimited return visits per the listed specifications. Note: the awarded Contractor will not be reimbursed for lodging.

2.3. Treatment Schedules: The Supplier shall establish treatment schedules with the facility representative for all buildings and areas to be monitored and strictly adhere to those schedules. In the event a schedule cannot be met, the Supplier shall give a minimum of eight (8) hours advance notice to the facility administrator or other personnel designated to oversee the facilities pest control. Supplier shall coordinate with the facility administrator or other personnel designated to oversee the facilities pest control to re-schedule a new date and time for the monthly inspection at a mutually agreeable time and date.

2.4. Return Visits: In order to maintain satisfactory results, the Supplier shall be required to make unlimited return visits to treat substantial pest activity, at no additional cost. These return visits must be for pests covered in the monthly treatment, and the facility must provide records that prove the need of an additional treatment outside of the monthly treatment.

2.5. Monthly Treatment: The Supplier shall perform monthly pest control over the entire interior areas of all awarded buildings to include insects and rodent control. Control methods will also be performed on the exterior of facilities to deny entry to pests listed below in section 9.1. The exterior perimeter for outside coverage shall be the amount specified on the pesticide label directions, with consideration given for ornamentals, mulch landscaping and around dumpsters.

**3. Supplier Qualifications**

3.1. The Supplier shall have a current Tennessee Pest Control Charter and servicing technicians shall have a Tennessee Chemicals Control Certification to use chemicals to control/eliminate pests with all appropriate training in the use of chemicals and meet all requirements in accordance with the laws and regulations governing pest control operators and applicators of restricted use pesticides. The contract Supplier shall maintain their pest control charter and certification for the duration of contract and their servicing technicians shall maintain their Tennessee Chemicals Control Certifications as required by the Department of Agriculture for the duration of contract

3.2. At a minimum, the Supplier is to submit the following with the bid package:

A copy of Supplier's Tennessee Pest Control Charter

List of pest control technicians who will be servicing the facility under any resulting contract with a copy Of their Tennessee Chemicals Pest Control Certification

3.3. The Supplier shall be required to provide certifications of pest control certifications to the facility for personnel changes or upon receipt of additional Pest Control Certification. The Supplier shall be required to provide a copy of their Pest Control Charter and their pest control technician's chemical control certifications to the facility upon request.

#### **4. Non-Chemical Preventive Methods**

4.1. Depending on the pest activity found, building inspections and treatment will be conducted by the Supplier inside and outside a facility, around dumpsters, in all non-asbestos crawl spaces, above drop ceilings and any other point of possible entry looking for pest entry points.

4.2. Sanitation/food storage will be reviewed to determine any problems which would attract pests or make it more difficult to eliminate infestations.

4.3. The Supplier will report any discrepancies found to the facility administrator or other personnel designated to oversee the pest control with recommended corrections on written service report forms. Recommendations are to be for methods of denying access or habitat to pests through such actions as observing Suppliers delivering food supplies, eliminate storage of unnecessary boxes and paper products, fixing water leaks, and other methods to control pests.

**5. Chemical Preventive Methods:** When chemical methods become necessary the following procedures will be followed:

5.1. The Supplier will give notice to the facility administrator or other personnel designated to oversee the facilities pest control of the need to provide chemical treatment. The Supplier will indicate what product(s) will be used, when, where and reason for chemical treatment.

5.2. The Supplier shall, at time of treatment, provide written recommendations, which can be used to preclude any re-infestation of the pests, including any sanitation problems to facility administrator or other personnel designated to oversee the facilities pest control.

5.3. The Supplier shall provide the facility with the chemical label and safety data sheets for all chemicals used. Note: safety data sheets are to be provided to the facility administrator or other personnel designated to oversee the facilities pest control at the facility, this may be in the form of an electronic or hard copy.

5.4. When treatment is necessary, the least toxic chemical registered with the Department of Agriculture shall be initially used; other registered chemicals shall be used only when the least toxic chemical proves ineffective.

5.5. If fogging methods are used, the Supplier shall confirm with the facility administrator or other personnel designated to oversee the facilities pest control that the area(s) will be unoccupied and remain so for a period of time per label requirements.

5.6. Only EPA approved, non-flammable, non-injurious products may be used. Any materials used must also be in compliance with federal and Tennessee State regulation and specifically approved for areas in which used. The preferred methods or normal treatment is gel/paste bait, crack and crevice injection system, and ULV fogging for above ceilings and in crawl spaces.

5.7. Supplier shall conform to all fire prevention regulations and shall exercise every precaution when material storage is necessary under this specification. Supplier shall obtain written permission from the facility administrator or other personnel designated to oversee the facilities pest control prior to storing any material at the facility.

5.8. If chemical treatment is deemed necessary in food service areas, the treatment is only to be performed after all food serving activities are complete.

## 6. General Instructions

6.1. All calls for pest problems, other than for routine monthly inspections, will be made to the Supplier by the facility administrator or other personnel designated to oversee the facilities pest control. The contract Supplier will provide telephone numbers of personnel to contact on an as needed basis for "emergency" and "non-emergency" service calls. An outside answering service and/or voice mail system (i.e. answering machine/recorder) is not acceptable to the State as a contact for "Non-Emergency" or "Emergency" situations.

6.2. All calls for "per request" pests, such as poisonous spiders, termites, fire ants, and bed bugs are to be a separate price and treatment than the monthly treatment. Any "per request" pests treated or removed must be documented with the following:

- Date and time of treatment
- Brand name, manufacturer, and quantity of chemicals used
- Areas of application

6.3. Normal State Operating Hours for the majority of state facilities are from 8:00 am to 4:00 pm, Monday through Friday, excluding State holidays, however it is the responsibility of the contract Supplier to verify what the normal working hours are for the facilities for which they have been awarded and to coordinate with the facilities administrator or other personnel designated to oversee the facilities pest control as to the date/times that he/she needs to have the services conducted.

6.4. All services shall be performed during Normal State Operating Hours; unless special treatments are required. Should any area require special treatment or evacuation for treatment, a schedule will be mutually coordinated with the facility administrator or other personnel designated to oversee the facilities pest control. There will be no additional charges to the state for work conducted after Normal State Operating Hours.

6.5. Supplier shall provide for "emergency" and "non-emergency" service. The facility administrator or other personnel designated to oversee the facilities pest control shall determine if the situation is an "emergency" or "non-emergency". An "emergency" requiring service should be for an immediate and dangerous pest or infestation, an example of this could be a wasp nest, poisonous spiders, or bees. Supplier's on-site response time will commence upon state notification and will be as follows:

- "Emergency" - services will require a six (6) hour on-site response time.

- "Non-Emergency" - services will be required on-site within two (2) business days.

6.6. Contract Supplier shall be required to sign-in and sign-out each time they visit the site. Supplier shall also be required to present government-issued photo identification.

6.7. After each site visit (monthly service, "emergency", "non-emergency" services or "per request" treatment), contract Supplier shall provide the facility administrator or other personnel designated to oversee the facilities pest control with a written list of buildings serviced, written service report forms for each building. The written service report forms shall include but not be limited to: Types of infestations found and location, entry points, harborage areas, and other pertinent information such as treatment remedies and any recommendations for

methods that the Authorized Users may take to deny access or habitat to pests. The Supplier shall leave a copy of written service report signed by the facility administrator or other personnel designated to oversee the facilities pest control after each visit.

6.8. The facility shall provide water and electricity should the Supplier require them in performance of their duties. Whenever conditions conducive to the breeding and harborage of pests or insects are found to exist, their existence shall be reported on the written service report form and submitted to the facility administrator or other personnel designated to oversee the facilities pest control that will cooperate in all reasonable manner to correct the adverse condition.

## **7. Authorized Users Facility Instructions**

7.1. During inspections or treatments or anytime the Supplier visits the facility they will check in with facility administrator or other personnel designated to oversee the facilities pest control. Supplier shall coordinate after-hours access to the facility, when required, with the facility administrator or other personnel designated to oversee the facilities pest control. The state reserves the right to inspect and search all contract personnel and/or vehicles at any time while on the facility grounds.

7.2. The Supplier's onsite employee shall be required to provide a government-issued photo identification for inspection upon entering all state facilities and may be subject to TBI background checks. Upon request by the facility for background check(s), the Supplier shall absorb all costs to obtain the requested TBI background check(s). Visits to all state facilities require proper check-in and check-out; on no occasion will service be provided without proper contact with those personnel in charge of the facility. Security provisions for all state facilities must be strictly observed. The Supplier shall coordinate access to the state facility with the Facility Administrator or their designee.

7.3. Inspections shall be made of kitchen and dining areas during any time period, including operating hours. If chemical treatment is deemed necessary, the treatment is only to be performed after all food serving activities are complete. In most cases this would be after Normal State Operating Hours. For after-hours, the Supplier will coordinate with the facility administrator or other personnel designated to oversee the facilities pest control for access to the kitchen and dining areas. In the event of contamination of food, food contact surfaces or equipment, the food service supervisor will be notified immediately. Supplier shall be responsible for ensuring proper and thorough cleaning of the areas(s) to remove all insecticide residues. The facility shall be responsible for storing all food items prior to application.

7.4. The Supplier is advised that for all State facilities, the Supplier and their employees shall strictly abide by all state policies and procedures at all times. Deviations from these policies by the Supplier, their employees or sub-Supplier personnel will not be tolerated and will be considered grounds for corrective action and may warrant contract cancellation. All state facilities are non-smoking; the Supplier, their employees and sub-Supplier personnel shall adhere to this requirement.

## **8. Pest Control – Monthly Treatment**

8.1. The Supplier is to control mice, rats, and all types of insects to include, but not be limited to: cockroaches, ants (excluding fire ants, crazy ants, and carpenter ants), flies, fleas (inside), crickets, silverfish, ground beetles, spider mites, bees (except carpenter bees), wasps, hornets, yellow jackets, millipedes, centipedes, spider (excluding poisonous spiders) and other stored product type pests.

8.2. Exempt Pests for Monthly Treatment: The contract Supplier will notify the facility administrator upon finding evidence of exempt monthly treatment pests; fire ants, bed bugs, poisonous spiders, bed bugs, carpenter ants, crazy ants, termites, carpenter bees, and other wood destroying insects. The Supplier must offer a separate specialized treatment or removal option for poisonous spiders, termites, fire ants, and bed bugs.

8.3. In addition to any normal treatment for an infestation, additional ultra-low volume (ULV) fogging may be used, only when necessary, only in crawl spaces and above ceilings (as long as it does not contain asbestos). ULV fogging will only be performed when the facility will be closed for an extended period (i.e. weekends, holidays, and when building or building areas are unoccupied) at no additional cost to the State.

8.4. Fly strips and glue boards shall be replaced at regular intervals during the months of the scheduled inspections/treatment (i.e. when fly strips and glue boards are full or upon the direction of the Department of Health or the Department of Agriculture).

8.5. The facility may request to have extra fly strips and glue boards left on site for use prior to the next scheduled inspection or Supplier shall replace supplies on an as requested basis on a non-emergency service call. Supplier shall provide fly strips and glue boards to the facility at the discretion of the contracted Supplier. Note: The facility shall retain used glue boards in sealed container(s) for the Suppliers' records and log keeping shall be given to Supplier upon the next scheduled inspection.

8.6. Rodent control shall include the effective control of mice and rats necessary to maintain complete sanitary standards in and around habitable buildings. When rodenticides are employed, all label restrictions pertaining to their application shall be strictly enforced. The materials used in accessible areas shall be confined to Environmental Protection Authorized Users (EPA) approved tamper resistant bait stations which conform to all existing guidelines for construction and installation.

8.7. Rodent bait shall be replaced at regular intervals, not to exceed 90 days, and baits showing evidence of rodent ingestion shall be replaced when 2/3 of the bait has been depleted.

8.8. Rodent holes (inside and outside) will be treated deep enough to be out of reach of people. When a rodent hole is determined to be active, Supplier shall advise the facility of recommended repairs/maintenance of structure to deny rodent access.

8.9. The Supplier must keep on hand, and make available, if requested, a map detailing the locations of all rodent control devices used in the interior and exterior of each facility where the Supplier places such devices. The devices shall have a date sticker to indicate inspection/service dates and be numbered to correspond with the map. The bait stations shall remain the property of the contract Supplier.

8.10. Contract Supplier shall be responsible for complying with any special construction and installation of tamper resistant rodent bait traps to ensure that people cannot come into contact with the bait or be injured by the traps.

## **9. Insect Control per Request – General Instructions**

9.1. The Supplier must provide pricing for per request services. The pricing for per request services will be a "cannot exceed" rate, but the Supplier may offer pricing below the established price on individual per request quotes.

## **10. Insect Control per Request- Brown Recluse and Black Widow Spiders**

10.1. Services will be required on an as requested basis and as authorized by the facility administrator or other personnel designated to oversee the facilities pest control. Supplier shall coordinate with the Facility Administrator and receive approval of the amount of square footage to be treated.

10.2. An infestation is considered to be a large number of brown recluse and/or black widow spiders that the facility considers unpleasant or unsafe. The facility shall consult with the Supplier to determine if there is an actual infestation.

10.3. The Supplier shall determine the best method of treatment to eradicate/eliminate brown recluse and black widow spiders. Supplier shall treat all areas where brown recluse and/or black widow spiders have been seen, found on glue boards, or where there have been reports of brown recluse or black widow spider bites, their harborage areas, and areas of pest entry to building/structure.

10.4. The Supplier shall vacuum all spiders and their webs found other than those found on glue boards. Supplier shall use only low odor type chemicals approved by the EPA and the state Department of Agriculture if chemicals are required to eradicate infestation. Cracks and crevices shall be treated with dusts which have a long residual effect and will coat the surface of the crack or void. Liquid residual insecticide spot treatments shall be applied to areas where spiders may crawl. In the case of a severe infestation and if there is high probability that re-infestation will occur from the outside, the Supplier shall treat the exterior foundation cracks and ground away from the building with an insecticidal dust.

10.5. The Supplier shall warrant each treatment for ninety (90) days. Supplier shall conduct inspection with the facility administrator or other personnel designated to oversee the facilities pest control of all glue boards placed in treated areas two (2) weeks after treatment. If it is determined by the facility administrator or other personnel designated to oversee the facilities pest control that an active infestation still exists, the Supplier shall be required to retreat areas previously treated for brown recluse and/or black widow spiders at no additional cost to the state.

10.6. The Supplier shall furnish and place an ample amount of glue boards to monitor any active infestation after each treatment.

10.7. The facility administrator or other personnel designated to oversee the facilities pest control will verify the amount of square footage treated and sign off on the service report form which will have the square footage treated amount listed. A copy of the service report form will be left on-site. Square footage shall include all areas treated to include, but not be limited to, walls, floors and ceilings.

## **11. Insect Control per Request- Bed Bugs**

11.1. The Supplier is recommended to use a variety of methods for bed bug treatment. This could consist of the following methods:

- Physical removal through hepa vacuum
- Mortality control through temperature application, freezing or heat treatment
- Application of Insecticide Dust, such as CimeXa

Depending on the severity of infestation, spot and localized treatment of liquid pesticides

11.2. The Supplier will conduct a mandatory follow-up inspection seven to ten (7-10) days after the initial treatment. If there is new bed bug activity at the time of follow-up inspection, the Supplier will continue treatment at no additional charge. This treatment shall continue every seven to (7-10) days until no new activity is found.

11.3. The Supplier will guarantee the effectiveness of the bed bug treatment up to thirty (30) days.

11.4. Upon the next two (2) normal monthly pest control treatments, the Supplier will additionally inspect for bed bugs at no extra charge.

## 12. Insect Control per Request- Termites

12.1. Termite treatment may be subterranean soil or bait method treatment.

12.2. There will be a listed base price covering a range of linear square feet, and an additional price for any coring or vertical drilling, up to 6 inches, that might be applied. Further structural modifications needed will be quoted separately by the Supplier and added to the base treatment price contractually agreed upon.

12.3. Any termite treatment must be effective for no less than five (5) years against infestation of subterranean termites. Treatment shall include annual inspection for termite activity and additional treatment to remain effective for up to five (5) years.

12.4. The termiticide shall be in a soluble or emulsible, concentrated formulation that dilutes with water or foaming agent, and formulated to prevent termite infestation. Use only soil treatment solutions that are not harmful to plants. Supplier shall provide quantity required for application at the label volume and rate for the maximum termiticide concentration allowed for each specific use, according to the product's EPA-Registered Label.

12.5. The Supplier shall not treat soil that is water saturated or frozen. Do not treat soil while precipitation is occurring. Supplier shall be responsible for ensuring that no termiticide gets into storm drains or other areas where water can be contaminated and in air ducts underneath buildings.

12.6. The Supplier shall be responsible for removal of all extraneous sources of wood cellulose and other edible materials such as wood debris, tree stumps and roots, stakes, formwork, and construction waste wood from soil and around foundations.

12.7. The Supplier will fit filling hose connected to water source at the site with a backflow preventer, complying with requirements of Federal, State, and local regulations.

12.8. The Supplier shall mix soil treatment termiticide solution to a uniform consistency. Provide quantity required for application at the label volume and evenly.

12.9. The Supplier will protect termiticide solution, dispersed in treated soils and fills using waterproof barrier according to EPA-Registered Label instructions, and post warning signs of application.

12.10. The Supplier shall provide the State with a written warranty for a period of 5 years, signed by applicator and Supplier certifying that termite control work, consisting of applied termite treatment, will prevent infestation of subterranean termites. If subterranean termite activity or damage is discovered during warranty period, Supplier shall re-treat soil and repair or replace damage caused by termite infestation at no additional cost to the State.

12.11. When using the bait method treatment, the Supplier will place one (1) cluster of bait stations per twenty (20) linear feet, with no fewer than three (3) bait stations per cluster.

12.12. The Supplier will provide bait stations based on the dimensions of building perimeter indicated, according to product's EPA-Registered Label and manufacturer's written instructions. These bait stations should be placed in the following areas:

- Conducive sites and locations indicated
- In and around infested trees and stumps
- In mulch beds

Where wood directly contacts soil

Areas of high soil moisture

Near irrigation sprinkler heads

Each area where roof drainage system, including downspouts and scuppers, drains to soil

A long driplines of roof overhangs without gutters

Where condensate lines from mechanical equipment drip or drain to soil

At plumbing penetrations through ground-supported slabs

Other sites and locations as determined by licensed Installer

### **13. Insect Control per Request- Fire Ant**

13.1. The Supplier will implement at a direct mound treatment where indicated on the property to control the fire ant colony.

13.2. The Supplier will ensure that the treatment will remain effective for four (4) months.

13.3. Any activity before the end of the four (4) month period will warrant additional treatment without additional charge.