



September 18, 2007

ADDENDUM NO. 1 TO ALL BIDDERS:

Invitation to Bid: IFB #07-06-08

Description: Pest Management

Dated: September 13, 2007

For Delivery to: Purchasing Division, City of Roanoke, Virginia

Bid Due: October 16, 2007, 2pm EST

1. Section 3. SERVICES AND/OR ITEMS REQUIRED.

Add the following to Section 3 of IFB #07-06-08:

F. The Successful Bidder shall understand and agree that the City's Office of Economic Development is solely responsible for the Market Building; therefore, any and all communication involving pest management in the Market Building shall be directed to the Office of Economic Development. Further, the Successful Bidder shall understand and agree that the City's Facilities Management Department is not responsible for handling any issues, questions, problems and/or concerns that may arise regarding the Market Building. For all locations other than the Market Building, the City's Facilities Management Department will be responsible for handling any issues, questions, problems and/or concerns that may arise.

2. Attachment A. Bid Form.

Attachment A (Bid Form) to IFB #07-06-08 shall hereby be REPLACED with Attachment A (Bid Form-revised), attached to this addendum. All bidders shall submit this revised bid form with their bids.

3. Exhibit 2 to Sample Contract to IFB #07-06-08.

Exhibit 2 to Sample Contract (Description of Services-Scope of Work) shall hereby be REPLACED with Exhibit 2 (Description of Services-Scope of Work-revised), attached to this addendum.

**(continued on next page)**

**Note:** A signed acknowledgment of this addendum should be received at the location indicated on the IFB either prior to the due date and hour or attached to your response. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,



Lisa Guevara  
Senior Buyer  
Phone: 540-853-5646

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

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**ATTACHMENT A  
To  
IFB #07-06-08**

**BID FORM-REVISED**

**BIDDERS MUST FILL OUT PRICING ON THIS FORM ONLY. ADDITIONAL PRICING WILL NOT BE ACCEPTED.** All locations are in the City of Roanoke unless otherwise indicated.

<b>LOCATION NAME</b>	<b>LOCATION ADDRESS</b>	<b>Months Pest Management Services are Required for Each Location</b>	<b>Frequency of Pest Management Service (per month)</b>	<b>COST <u>PER MONTH</u></b>
Breckinridge Park Toilet	Fleming Ave. and Winsloe Ave. NW	May thru October	Once	\$ _____
Buena Vista Recreation Center	1030 Penmar Ave. SE	Year-Round	Once	\$ _____
Commonwealth Building	210 Church Ave. SW	Year-Round	Twice	\$ _____
Courthouse	315 Church Ave. SW	Year-Round	Once	\$ _____
Crisis Intervention Center	108 Coyner Springs Rd. NE, Boutetourt County	Year-Round	Once	\$ _____
Carilion Biomedical	111-117 Church Ave.	Year-Round	Once	\$ _____
Crystal Spring Park Shelter, Toilet and Perimeter	Jefferson St. and Yellow Mountain Rd.	May thru October	Once	\$ _____
East Gate Park Shelter, Toilet and Perimeter	1700 Block North Ave. NE	May thru October	Once	\$ _____

LOCATION NAME	LOCATION ADDRESS	Months Pest Management Services are Required for Each Location	Frequency of Pest Management Service (per month)	COST PER MONTH
Employee Health Services	120 Kirk Ave. SW	Year-Round	Once	\$ _____
Eureka Park Shelter	1529 Carroll Ave. NW	May thru October	Once	\$ _____
Eureka Park Recreational Center	1529 Carroll Ave. NW	Year-Round	Once	\$ _____
Eureka Park Toilet	1529 Carroll Ave. NW	May thru October	Once	\$ _____
Fallon Park Shelter and Toilet	Dale Ave. SE	May thru October	Once	\$ _____
Fallon Park Swimming Pool and Concession Area	Fallon Park (Rte. 24)	June thru August	Once	\$ _____
Fallon Park Toilet	Fallon Park (Rte. 24)	May thru October	Once	\$ _____
Fire Station # 1 Historic	13 Church Ave. SE	Year-Round	Once	\$ _____
Fire Station # 1 New Building	704 Franklin Rd. SW	Year-Round	Once	\$ _____
Fire Station # 2	55 Noble Ave. NE	Year-Round	Once	\$ _____

LOCATION NAME	LOCATION ADDRESS	Months Pest Management Services are Required for Each Location	Frequency of Pest Management Service (per month)	COST PER MONTH
Fire Station # 4	3763 Peters Creek Rd SW	Year-Round	Once	\$ _____
Fire Station # 5	216 12 <sup>th</sup> St. NW	Year-Round	Once	\$ _____
Fire Station # 6	1333 Jamison Ave. SE	Year-Round	Once	\$ _____
Fire Station # 7	1742 Memorial Ave. SW	Year-Round	Once	\$ _____
Fire Station # 8	2328 Crystal Sprint Ave. SE	Year-Round	Once	\$ _____
Fire Station # 9	514 24 <sup>th</sup> St. NW	Year-Round	Once	\$ _____
Fire Station # 10	5202 Aviation Dr. NW	Year-Round	Once	\$ _____
Fire Station # 11	1502 Riverland Rd. SE	Year-Round	Once	\$ _____
Fire Station # 13	4330 Appleton Ave. NW	Year-Round	Once	\$ _____
Fire Station # 14	1061 Mecca St. NE	Year-Round	Once	\$ _____

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Fishburn Park Shelter	2400 Block of Brambleton Ave. SW	May thru October	Once	\$ _____
Fishburn Park Toilet	2400 Block of Brambleton Ave. SW	May thru October	Once	\$ _____
Garden City Recreational Center	3800 Yellow Mountain Rd. SE	Year-Round	Once	\$ _____
Garden City Park Toilet	Troxill Rd. and Hillview Ave. SE	May thru October	Once	\$ _____
Golden Park Shelter/Toilet	1500 Block Carlisle Ave. SE	May thru October	Once	\$ _____
Grandin Court Recreational Center	2621 Barham Rd. SW	Year-Round	Once	\$ _____
Health Department and Annex	515 8 <sup>th</sup> St. SW, 530 8 <sup>th</sup> St. SW	Year-Round	Once	\$ _____
Highland Park Dwelling (Gish House)	604 Walnut Ave.	Year-Round	Once	\$ _____
Highland Park Toilet	640 Walnut Ave.	May thru October	Once	\$ _____
Jackson Park Shelter and Toilet	Penmar Ave. SE	May thru October	Once	\$ _____
Jail and Jail Annex	324 Campbell Ave. SW, 340 Campbell Ave. SW	Year-Round	Twice	\$ _____

<b>LOCATION NAME</b>	<b>LOCATION ADDRESS</b>	<b>Months Pest Management Services are Required for Each Location</b>	<b>Frequency of Pest Management Service (per month)</b>	<b>COST PER MONTH</b>
Lakewood Park Toilet	Brandon Ave. and Brambleton Ave.	May thru October	Once	\$_____
Library, Main	706 S. Jefferson St.	Year-Round	Once	\$_____
Library, Gainsboro (Historic)	15 Patton Ave. NW	Year-Round	Once	\$_____
Library, Jackson Park	1101 Morningside Ave. SE	Year-Round	Once	\$_____
Library, Melrose	2607 Salem Tpke. NW	Year-Round	Once	\$_____
Library, Raleigh Court	2112 Grandin Rd. SW	Year-Round	Once	\$_____
Library, Williamson Road	3837 Williamson Rd. NW	Year-Round	Once	\$_____
Loudon Park Toilet	800 Block Loudon Ave. NW	May thru October	Once	\$_____
Maher Field Concession Stand, Toilet and Pressbox	Reserve Ave.	May thru October	Once	\$_____
Melrose Park Shelter/Toilet	1400 Block Melrose Ave.	May thru October	Once	\$_____

LOCATION NAME	LOCATION ADDRESS	Months Pest Management Services are Required for Each Location	Frequency of Pest Management Service (per month)	COST PER MONTH
Mill Mountain Discovery Center	1905 JP Fishburn Pkwy.	Year-Round	Once	\$ _____
Mill Mountain Park Toilet	Mill Mountain	May thru October	Once	\$ _____
Mountain View Recreation Center	714 13 <sup>th</sup> St. SW	Year-Round	Once	\$ _____
Municipal North	210 Campbell Ave. SW	Year-Round	Once	\$ _____
Municipal South	215 Church Ave. SW	Year-Round	Twice	\$ _____
Norwich Recreation Center	2127 Buford Ave. SW	Year-Round	Once	\$ _____
Parks & Rec. Building	210 Reserve Ave. SW	Year-Round	Once	\$ _____
Police Bldg. Phase 1 & 2	348 Campbell Ave. SW	Year-Round	Once	\$ _____
Preston Park Recreational Center	3137 Preston Ave. NE	Year-Round	Once	\$ _____
Preston Park Toilet	3100 Block Preston Ave. NE	Year-Round	Once	\$ _____

LOCATION NAME	LOCATION ADDRESS	Months Pest Management Services are Required for Each Location	Frequency of Pest Management Service (per month)	COST PER MONTH
Public Works Service Center	1802 Courtland Ave. NE	Year-Round	Once	\$ _____
River's Edge Concession Stand and Toilet	Wiley Dr. between Jefferson St. and Franklin Rd.	May thru October	Once	\$ _____
River's Edge Stone Toilet	Wiley Dr. between Jefferson St. and Franklin Rd.	May thru October	Once	\$ _____
Salem Ave. Annex	339 Salem Ave. SW	Year-Round	Once	\$ _____
Smith Park Shelter/Toilet	Wiley Dr., west of River's Edge Sports Complex	May thru October	Once	\$ _____
Southeast Community Center (Old Fire Station #6)	1015 Jamison Ave. SE	Year-Round	Once	\$ _____
Staunton Ave. Park Toilet	Staunton Ave. NW	May thru October	Once	\$ _____
Strauss Park Shelter and Toilet	Shenandoah Ave. and Westside Blvd.	May thru October	Once	\$ _____
Thrasher Park Shelter and Toilet	Gus W. Nicks Blvd	May thru October	Once	\$ _____
Villa Heights Recreation Center	2750 Clifton St. NW	Year-Round	Once	\$ _____

LOCATION NAME	LOCATION ADDRESS	Months Pest Management Services are Required for Each Location	Frequency of Pest Management Service (per month)	COST PER MONTH
Wasena Park Stone Toilet	Wiley Dr. SW	May thru October	Once	\$ _____
Wasena Park Shelter	Wiley Dr. SW	May thru October	Once	\$ _____
Washington Park Shelter	Burrell St. NW	May thru October	Once	\$ _____
Washington Park Shelter and Toilet	200 Block Orange Ave. NW	May thru October	Once	\$ _____
Washington Park Swimming Pool and Concession Area	Burrell St. NW	May thru October	Once	\$ _____
Market Building	Campbell Ave. at Market Street	Year-Round	Four Times (1x per week)	\$ _____
			<b>TOTAL COST PER MONTH FOR ALL LOCATIONS:</b>	<b>\$ _____</b>

**Bids containing any conditions, omissions, unexplained erasures, alterations or items not called for in the bid, or irregularities of any kind, may be rejected by the City as being nonresponsive. No changes are to be made to the Bid Form. Any changes to a Bid Amount must be initialed by the person signing the Bid Form.**

**(continued on next page)**

The attention of each Bidder is directed to VA Code sections 54.1-1100, et seq. which requires certain licenses for contractors, tradesmen, and others. Each Bidder is required to determine which license, if any, it is required to have under such sections. Complete the following:

Bidder \_\_\_ does have \_\_\_ does not have a Virginia Contractor's License. (Check appropriate block)

If Bidder has a Virginia Contractor's License, circle the class Bidder has and list the number.

Licensed "Class A", "Class B", or "Class C" Virginia Contractor Number

\_\_\_\_\_

If Bidder has another type of Virginia License, please list the type and number:

Type of license \_\_\_\_\_ and number: \_\_\_\_\_.

Bidder is a \_\_\_ resident or \_\_\_ nonresident of Virginia. (Check appropriate blank.

See VA Code

Sections 54.1-1100, et seq.

The undersigned hereby agrees, if this Bid is accepted by the City, to provide the services and/or items in accordance with this Invitation for Bid and to execute a contract for such services and/or items.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print or Type Name and Title

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**EXHIBIT 2**  
**DESCRIPTION OF SERVICES-SCOPE OF WORK - REVISED**

Reference: IFB #07-06-08

DESCRIPTION OF WORK TO BE PERFORMED BY CONTRACTOR FOR CONTRACT BETWEEN THE CITY AND \_\_\_\_\_, DATED \_\_\_\_\_.

- A. The Contractor shall provide pest management services to various City of Roanoke properties. The locations of these properties, along with a schedule of when pest management services shall be performed and the required frequency of pest management services, are set forth herein.
1. Pest management services coverage shall include pest management of: rats, mice, cockroaches, ants, silverfish, mites, fleas, flies, and any other pest invaders in and around City facilities. Bird control shall be included in coverage, as needed by the City. The Contractor shall perform an annual inspection for termites in and around all wood City structures.
  2. Wherever possible, the Contractor shall employ green pest control methods, in which environmentally-safe or least harmful to the environment methodologies are used. The City has committed to participation in the Green Building movement, and therefore, the use of green pest control methods must be utilized to the maximum extent possible by the Contractor. Bidders who are unable and/or refuse to employ green pest control methods will be considered non-responsive bidders.
  3. The Contractor shall conform to the principals of Integrated Pest Management (IPM) for both interior and exterior pest management services.
  4. Whenever possible, least-hazardous pesticide formulations shall be carefully selected and applied in accordance with federal, state and local regulations and label instructions. Copies of the labels of the pesticides used and Material Safety Data Sheets (MSDS) shall be provided by the Contractor to the Facilities Management Business Coordinator prior to application of such pesticides.
  5. If the Contractor uses vacuum equipment to remove insect pests, such equipment shall have and utilize HEPA filters. Additionally, the Contractor should use foam sealant or caulking to close openings that can be used by pests as harborage or entry points.
  6. The Contractor shall include, at no extra charge to the City, all pest control materials, including but not limited to monitor boards, traps, and all pest control product formulations.
- B. For each location requiring pest management services, service coverage shall include the entire facility, including, but not limited to: kitchen(s) and/or any other area that is used for food preparation and/or food consumption, bathrooms, storage rooms, and any other areas that need pest control, including the surrounding grounds and garbage container areas.
- C. The Contractor shall send a Technician to each scheduled visit to perform the required scheduled pest management services.
1. Such Technician shall perform a thorough inspection during each visit and determine the appropriate pest management treatment for each individual location to determine whether any additional, unscheduled pest management treatment needs to take place.
  2. Such Technician shall provide a written Service Report immediately following each scheduled visit that describes any deficiencies in housekeeping, maintenance and/or sanitation that could promote pest problems.

- a. For the Market Building, the Technician shall make recommendations for correcting such deficiencies and submit a Corrective Action Request/Pest Activity Trend Report to the City's Economic Development Specialist that will suggest a correction plan to remove deficiencies. After any such correction plan has been implemented by the City, the Technician shall revisit the site(s) with the reported deficiencies and provide another report to the City to verify that the deficiencies have been adequately addressed by the City.
  - b. For locations other than the Market Building, the Technician shall make recommendations for correcting such deficiencies and submit a Corrective Action Request/Pest Activity Trend Report to the City's Facilities Management Business Coordinator that will suggest a correction plan to remove deficiencies. After any such correction plan has been implemented by the City, the Technician shall revisit the site(s) with the reported deficiencies and provide another report to the City to verify that the deficiencies have been adequately addressed by the City.
- D. The Successful Bidder shall send a Manager to meet individually with the City's Facilities Management Business Coordinator and the City's Economic Development Specialist a minimum of four (4) times per year to review the Technician's Service Reports and Corrective Action Request/Pest Activity Trend Reports, along with any other items of concern. Meeting times shall be set at least one (1) week in advance of such meeting, with mutual agreement between the Successful Bidder and the City of the time and location of such meeting.
- E. The Contractor shall provide, at no additional cost to the City, emergency pest management services. Emergency pest management services shall be guaranteed to occur within twenty-four (24) hours of the City's call to the Contractor for such services. Emergency pest management services shall be available every calendar day of the year.
- F. The Successful Bidder shall understand and agree that the City's Office of Economic Development is solely responsible for the Market Building; therefore, any and all communication involving pest management in the Market Building shall be directed to the Office of Economic Development. Further, the Successful Bidder shall understand agree that the City's Facilities Management Department is not responsible for handling any issues, questions, problems and/or concerns that may arise regarding the Market Building.
- G. The Contractor shall perform pest management services at the below locations according to the below schedule. The City reserves the right to add or remove locations at its sole discretion.

### Schedule

<b>LOCATION NAME</b>	<b>LOCATION ADDRESS</b>	<b>Months Pest Management Services are Required for Each Location</b>	<b>Frequency of Pest Management Service (per month)</b>
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Buena Vista Recreation Center	1030 Penmar Ave. SE	Year-Round	Once
Commonwealth Building	210 Church Ave. SW	Year-Round	Twice
Courthouse	315 Church Ave. SW	Year-Round	Once

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