



Darin McCandless, Purchasing Agent

# County of Madera PURCHASING

200 West 4<sup>th</sup> Street, Suite 4200  
Madera, CA 93637-3538

559-675-7715 / Fax 559-675-7693 / TDD 559-675-8970

Issue Date: May 23, 2016

THE COUNTY OF MADERA  
AGRICULTURAL COMMISSIONER  
**REQUEST FOR PROPOSAL #2016-37**

**FOR:**  
**GLASSY-WINGED SHARPSHOOTER PROGRAM**  
**URBAN PEST CONTROL TREATMENTS**

Notice is hereby given that sealed proposals will be received at the Madera County Purchasing Department/Administration Office, until 4:00 P.M., on **Wednesday, June 15, 2016**. Any bidder who wishes their proposal to be considered is responsible for making certain that their proposal is received in the Madera County Purchasing Department/Administration Office by the Proposal Submittal Deadline. **Late submittals will not be considered.**

IMPORTANT: SUBMIT TWO (2) COPIES OF PROPOSAL IN A SEALED PACKAGE WITH PROPOSAL NUMBER, CLOSING DATE AND PURCHASING DEPARTMENT'S NAME MARKED CLEARLY ON THE OUTSIDE TO:

MADERA COUNTY PURCHASING  
200 W. 4<sup>TH</sup> STREET, 4<sup>TH</sup> FLOOR  
MADERA, CA 93637

All bids will be available for review after contract award. Clarifications of specifications are to be directed to: Stephanie "Stevie" McNeill, Madera County Ag Commissioner, 559-675-7876. For general bid information, or to receive a bid packet, contact Diane Absher, Senior Buyer, Madera County Purchasing Department, (559) 675-7715, [diane.absher@co.madera.ca.gov](mailto:diane.absher@co.madera.ca.gov)

**Madera County**  
**Glassy-winged Sharpshooter Program**  
**Pest Control Business Scope of Work**  
**For Urban Treatments**

Contractor shall furnish all vehicles, personnel, labor, materials, equipment, permits, fees, insurance, taxes, mileage etc, and facilities to apply chemical(s) for the treatment of Glassy-Winged Sharpshooter (GWSS).

Work to be performed under the direction of the Madera County Agricultural Commissioner (CAC). Work to be performed within the County of Madera. Service is anticipated to begin on or after May 1, 2016, and will end on or before October 31, 2016. When required, seasonal treatments would be anticipated to begin in late Spring/early Summer, and end on, or before October 31. However, if GWSS is detected in a high risk area, the contractor could be requested to make later fall applications as weather allows.

Hourly rate to be based upon all costs associated with these applications, except the pesticide used. Pesticide costs to be submitted separately on an invoicing form provided by the CAC, which shall be filled out by the contractor and submitted weekly.

**Contractor responsibilities:**

- Furnish all vehicles, personnel, equipment and facilities to apply chemical(s) for the treatment of Glassy-winged Sharpshooter. Treatment crew shall consist of (a minimum of) two personnel and all necessary application equipment with ability to spray, inject, or soil drench host plants.
- Maintain all equipment in good working order.
- Arrangements for filling water tanks. Contractor to have a reliable water source.
- No homeowner owned equipment is to be used.

- Identify an individual who will be the contractor's representative. This person will have responsibility for maintaining liaison with the CAC and assuring that the terms of the agreement are met.
- Contractor shall comply with all applicable federal, state, and local rules, regulations, and laws, and assure that applications are made in accordance with registered product labeling and applicable laws and regulations concerning pesticide applications in the State of California.
- Hold valid applicable pest control business license with the California Department of Pesticide Regulation (DPR) and permits to apply pesticides in the State of California.
- Provide proof of proper qualified applicator license with California Department of Pesticide Regulation (DPR) as required in category, a) "B – landscape maintenance", or b) "G - regulatory".
- Assure that all applications are made in accordance with instructions from the CAC representative for each treated property.
- Provide personnel that have been trained in accordance with all applicable laws and regulations regarding pesticide application, and provide personal protective equipment as per pesticide label. Make personnel available for additional training, such as pesticide label training, if deemed necessary by CAC.
- Maintain all records of properties treated to include, but not limited to: Name, address and telephone number of property owner and/or occupant, hosts treated, material(s) applied, date of application, number of application(s) i.e., 1<sup>st</sup>, 2<sup>nd</sup> application etc., special circumstances encountered.
- All records are the property of the CAC and must be available upon request.
- Submit a weekly invoicing in a format approved by the CAC which shall be filled out by contractor and submitted to CAC weekly.
- Maintain all pesticide use records for submission to the CAC in accordance with all applicable laws and regulations.
- Maintain good community and public relations.
- Allow the CAC to resolve treatment questions and issues, and assist the CAC to resolve special requests from property owners/occupants regarding the conduct of the treatment(s).
- Provide a list of equipment and personnel to be used in the project.
- Provide proof of insurance coverage.

**CAC Responsibilities:**

- CAC shall have ultimate authority over all aspects of the conduct of the program.
- Designate an individual as the county representative. This individual will be responsible for maintaining liaison with the contractor.
- All applications to be under the direct supervision of the CAC to assure that contractor conduct the applications in accordance with all laws and regulations of the State of California.
- CAC shall designate to the contractor's representative those properties that require treatment. Scheduling of treatments shall be the responsibility of the CAC representative.
- Provide to property owners/occupants all forms, public information handouts, brochures and related information involved in conducting the treatment.
- Work with the contractor to maintain good community and public relations.
- Resolve treatment questions and issues. Work with, and assist, the contractor to resolve special requests from property owners/occupants regarding the conduct of the treatment(s).
- Resolve property owner/occupant refusals to allow treatment.
- Review treatment records to assure accuracy of information.
- Maintain official records of treatments.

**Additional Conditions:**

Normal work days are Monday through Friday. Daily work hours are variable. Overtime is allowed only by approval from CAC. There will be no weekend work, or holiday work. One-half hour travel time may be charged for each day as part of the total eight hour day. Down time for repair or maintenance is not to be billed. It is the responsibility of the contractor to keep track of and write down the total amount of dilute material applied to each property. Crew is to report to treatment site each day as directed by CAC.

**Anticipated Chemical to be used:** Imidacloprid (Merit WSP, Merit WP, Core-Tech)

**Statement of Facts:**

1. Provide complete description of application vehicles to be used for these services.

**STATE** Brand \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
Brand \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
Brand \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

2. Provide complete names and application license numbers for each certified individuals working on County area.

**STATE** Full Name \_\_\_\_\_ Application License No. \_\_\_\_\_  
Full Name \_\_\_\_\_ Application License No. \_\_\_\_\_  
Full Name \_\_\_\_\_ Application License No. \_\_\_\_\_  
Full Name \_\_\_\_\_ Application License No. \_\_\_\_\_

3. Does your company provide training for employee certification?

**STATE** Yes \_\_\_\_\_ No \_\_\_\_\_

**PRICE: TO BE PRICED PER HOURLY RATE**

**DESCRIPTION:**

**HOURLY RATE TO BE BASED UPON ALL COSTS ASSOCIATED WITH THESE APPLICATIONS, EXCEPT THE PESTICIDE USED. PESTICIDE COSTS ARE TO BE SUBMITTED SEPARATELY ON AN INVOICING FORM PROVIDED BY THE CAC, WHICH SHALL BE FILLED OUT BY THE CONTRACTOR AND SUBMITTED WEEKLY.**

**HOURLY RATE TO INCLUDE ALL VEHICLES, PERSONNEL, LABOR, MATERIALS, EQUIPMENT, PERMITS, FEES, TAXES, INSURANCE, TRAVEL, AND MILEAGE, ETC. TO PERFORM ALL SOIL DRENCH OR INJECTION AND FOLIAR TREATMENT OF RESIDENTIAL GLASSY-WINGED SHARPSHOOTER (GWSS) HOST PLANTS AS SPECIFIED WITHIN THIS REQUEST FOR PROPOSAL.**

**\*\*HOURLY RATE: \$ \_\_\_\_\_**

**\*\* (Hourly rate shall include all requirements to perform the required services)**

**SIGNED BY: \_\_\_\_\_**

**NAME: \_\_\_\_\_**

**COMPANY: \_\_\_\_\_**

**TITLE: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

**CONFLICTS OF INTEREST AND/OR POTENTIAL CONFLICTS OF INTEREST**

**Relationships with Third Parties**

Each Proposer is charged with the continuing duty to disclose to the County the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any entities or individuals with whom the County of Madera does business with respect to the services required by this RFP. This duty remains in effect until such time as ownership of the facility is transferred from the County to the successful Proposer.

**Relationships with County Departments/Agencies/Employees**

Entities doing business with the County are charged with the continuing duty to disclose to the County the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any County department, agency or employee. This duty continues until such time as the ownership of the facility is transferred from the County to the successful Proposer.

**GENERAL TERMS AND CONDITIONS**

- 1. Awards shall be made on the proposal that best meets the needs of the County of Madera for specifications, cost and compatibility.**
- 2. Minimum specifications are designed as a requirement of the bid. Minimum specifications are outlined to provide for a particular need or use by the County, and are not meant to eliminate any particular vendor. If a particular minimum specification is unable to be met by the vendor, the bidder, prior to the opening of the bid, shall contact the Madera County Purchasing Agent in writing to determine if a particular specification may be altered or accepted.**
- 3. The County of Madera reserves the right to accept or reject any or all bids. The right is also reserved to waive any minor irregularities in this bid, and to award the bid to the bidder whose offer is most advantageous to the County from the standpoint of suitability to purpose, quality of service, previous experience and price, and to accept the bid that is in the best interests of the County.**
- 4. The bidder hereby declares that all statements and representations made in the bid proposal are true and correct, and are made under the penalty of perjury under the laws of the State of California.**

5. Insurance coverage for proposed services shall include general liability in an amount no less than \$1 million per occurrence, \$2 million aggregate with an endorsement naming the County of Madera as additional insured; automobile liability coverage in an amount no less than \$1 million combined single limit; workers compensation as required by law.
  
6. The selected firm shall provide, within 10 days after the notice of award is issued, a copy of their existing liability insurance certificate naming the County of Madera and its officers and employees as an additionally named insured on said policies. Such insurance coverage shall be maintained in full force and effect for the duration of the Contract and must be in a form satisfactory to the County.
  
7. The vendor will provide references, including current clients.
  
8. The vendor will be asked to sign a contract that substantially includes all of the specifications in this proposal.
  
9. For additional information concerning specifications, contact Stephanie "Stevie" McNeill, Madera County Ag Commissioner, at (559) 675-7876. For general bid information, contact Diane Absher, Buyer II, Madera County Purchasing Department at (559) 675-7715 or email, [diane.absher@co.madera.ca.gov](mailto:diane.absher@co.madera.ca.gov)