

**City Of Mission
Scope of Services
Bid Name/No.: "Pest Control Services"**

I. Scope of Work: The City of Mission is accepting bids for Pest Control Services for buildings throughout the city.

II. Scope of Service: The following scope of service describes pest control services or equivalent to service the City facilities listed. The City reserves the right to add or delete any location indicated in this bid during the contract period without penalty. Treatment time shall be coordinated with each building owner or City department. Some weekend work may be scheduled. The City shall not be responsible for overtime costs. Bid prices shall apply to all work regardless of when performed.

a. Pest Control

- i. Includes but is not limited to the control of roaches, ants, silverfish, spiders, fleas, ticks, and miscellaneous crawling insects.
- ii. All work will be performed in a safe manner and in accordance with the most modern and effective scientific pest control procedures.
- iii. Areas in each building will include, but not limited to, the following: all public areas, food preparation areas and serving areas, all restrooms, office areas, corridors in private office areas, and stairways.
- iv. All material shall be used with all due precaution to prevent the possibility of accident to humans, and the contamination of clothing, furnishing, equipment, cooking utensils and foodstuffs.
- v. All materials shall be used in such a manner as to prevent damage to floors, walls and equipment.
- vi. The contractor shall provide an appropriate level of service necessary to keep buildings free of pests. Follow-up treatments shall be made within 24 hours of a request by an authorized City representative (unless otherwise coordinated with the requestor). There will be no charges for follow-up treatment.
- vii. All services, regular and special, shall be rendered at such times as to not interfere with employees and other persons in the performance of their duties. Hours may vary.
- viii. All pest control work shall be performed by trained personnel having the required certificates and/or licenses required for the work they are performing.

b. Frequency and Time of Service

- i. Service shall be performed on a quarterly basis at all listed buildings **except** the Animal Shelter (every other week), the CWV North Building-Food Pantry (Every other Month) and the Mission Event Center-Kitchen only (Once a month). Please quote additional costs, if any, for additional service as required between regularly scheduled services.
- ii. The Contractor shall perform pest control services as scheduled, on call, or as directed.
- iii. Should the City add or delete a building from the regular quarterly service contract, the quarterly billing will be adjusted accordingly. In the event of a deletion the quarterly billing will be lowered by the quoted amount for that building. In the event of an addition, the quarterly billing will be adjusted by an amount agreed to by the City and the contractor.

c. Service Reports

- i. The service technician will report to the Facility Maintenance Department upon his/her arrival and pick up any specific service requests. A written report must be supplied for each service visit. The report will be left at the Facility Maintenance office, 609 Canal Ave. Mission, Texas, 78572. The report should include areas of service, infested areas (if any), type of infestation, and procedures needed to control any noted infestation. The report must be signed by designated contact person.
- ii. Although services under the contract shall normally be performed during normal working hours, Monday through Friday, 7:30 A.M. to 5:00 P.M., the Contractor receiving the Award will be on call twenty-four (24) hours a day in case of emergency and after hour services. Upon award, the Contractor shall provide the Facility Maintenance Department with the telephone number(s) of the person or persons to be called in case of an emergency.

d. Service – Pest Control

- i. Contractor will be responsible to call the proper personnel at each location one week prior to spraying to schedule a date and time to spray. The Contractor must post the Company's intention to administer Pest Control forty-eight (48) hours in advance of administration of such on the front doors of the facility.
- ii. Contractor is responsible to have City personnel accompany them each time they come to spray and notify Facility Maintenance (956-766-3242) of any problems at the listed locations.

- iii. The Contractor will sign in at the Facility Maintenance office before beginning Pest Control Treatment and sign out upon completion.
 - iv. Contractor must provide a copy of each individual's applicators license.
 - v. Contractor is responsible to obtain a proper signature from a City employee upon completion of pest control service.
 - vi. The Contractor shall store and protect his materials and equipment in accordance with the manufacturer's recommendations.
 - vii. In the event of any damage done to any of the listed City buildings caused by Contractor the Contractor shall immediately make all repairs and/or replacements necessary to the approval of the City of Mission, at no additional cost to the City.
 - viii. The Contractor must leave the work area free of any debris.
 - ix. Upon completion of work, the Contractor shall clear the job site of any and all debris at appropriate off-site locations. At no time shall the Contractor use the waste receptacles of the City for disposal.
 - x. The Contractor must complete the work assigned in a neat and orderly manner, in accordance with industry standards and/or required code.
 - xi. The Contractor shall commence all work upon receipt of a purchase order or release order.
- e. Service – Rodent Control**
- i. Contractor shall place one (1) Rat/Mouse Bait Station or one (1) Black Box Rat/Mouse Trap outside of City Hall and outside of the Animal Shelter.
 - ii. Contractor shall service the Rat/Mouse Bait Station on a monthly basis for the duration of the contract.
 - iii. The Rat/Mouse Bait Stations must be of the type where cats cannot get in.
 - iv. The Rat/Mouse Bait Station should be the type that traps the mouse inside.
- f. Scope of Service**
- i. The contractor shall service the outside perimeter of the buildings.
 - ii. Whatever applies to the interior would apply to the exterior.

BUILDINGS	ADDRESS	SQUARE FEET
City Hall	1201 E. 8th St.	30,140
Police/Municipal Court	1200 E. 8th St.	78,200
Speer Memorial Library	801 E. 12th St.	45,885
Mission Boys & Girls Club	209 W. 18th St.	21,500
Parks & Recreation Center	721 N. Bryan Rd.	20,900
CWV Gymnasium	115 S. Mayberry	12,455
Bannworth Pool (Natatorium)	1822 N. Shary Rd.	18,266
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Central Fire Station	415 W. Tom Landry	12,462
Fire station #2	200 W. 1st. St.	4,680
Fire station (#3)	1804 N. Shary Rd.	6,160
Fire station #4	3408 N. Inspiration	6,838
Fire station #5	4500 S. Glasscock	6,326
Police Substation	4500 S. Glasscock	5,939
Shary Golf Course Clubhouse	2201 N. Mayberry	14,100
Museum	900 Doherty	6,900
Museum Annex	200 E. Tom Landry	4,900
Public Works Facility	2801 N. Holland	17,052
Waste Water Treatment Plant	914 South Conway	10,937
South Water Plant	514 Perkins	7,766
Animal Shelter (Outdoor Only)	227 Abelino Farias	1,260
Animal Shelter	227 Abelino Farias	1,500
North Water Treatment Plant	2801 N. Holland	5,336

Mission Community Center	1420 E. Kika De La Garza	9,500
Mission Event Center (Including Kitchen)	200 N. Shary Rd.	42,644
Mission Event Center (Kitchen Only)	200 N. Shary Rd.	1,241
CEED Building	801 N. Bryan Rd.	54,650
Fleet Building	609 S. Canal St.	1,000
City Hall Annex Building	1301 E. 8th St.	6,500
Upper Valley Art League	921 E. 12th St.	7,400
CWV North Building (Food Pantry)	115 S. Mayberry	4,900
North Water Treatment Lab	2801 N. Holland	3,000
Safe Haven Home - Rankin	919 Rankin	838
Safe Haven Home - Dunlap	523 Dunlap	1,100
Golf Starter Shack	2201 N. Mayberry	800
Sanitation Building	105 Abelino Farias	626
Health Building	121 E. Tom Landry	6,174
Sub Station #6	3000 W. Military Hwy	16,588
Texas Citrus Fiesta Building	220 E. 9 th St	8,000
RGV State Veteran's Cemetery Office	2520 S. Inspiration Rd.	3,195
RGV State Veteran's Cemetery Maintenance Bldg	2520 S. Inspiration Rd.	2,047