



# Writing Bid Specs & RFPs What every IPM Coordinator needs to know

Janet Hurley

Texas AgriLife Extension

George Scherer

Manager, TASB OnSite Environmental

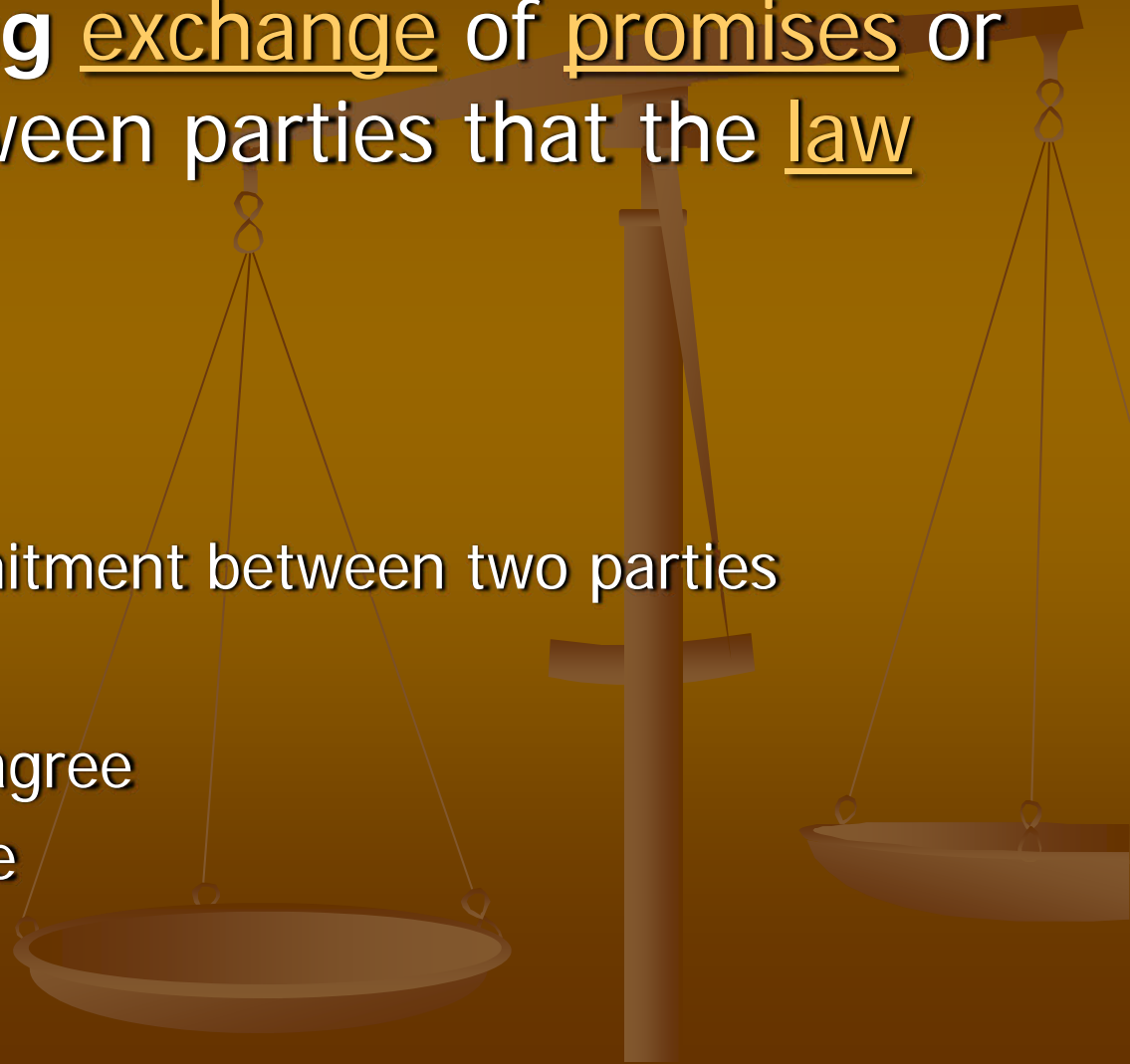
# The Basics

- What's the difference
  - Contracts
  - Bid Specifications
  - Request for Proposals

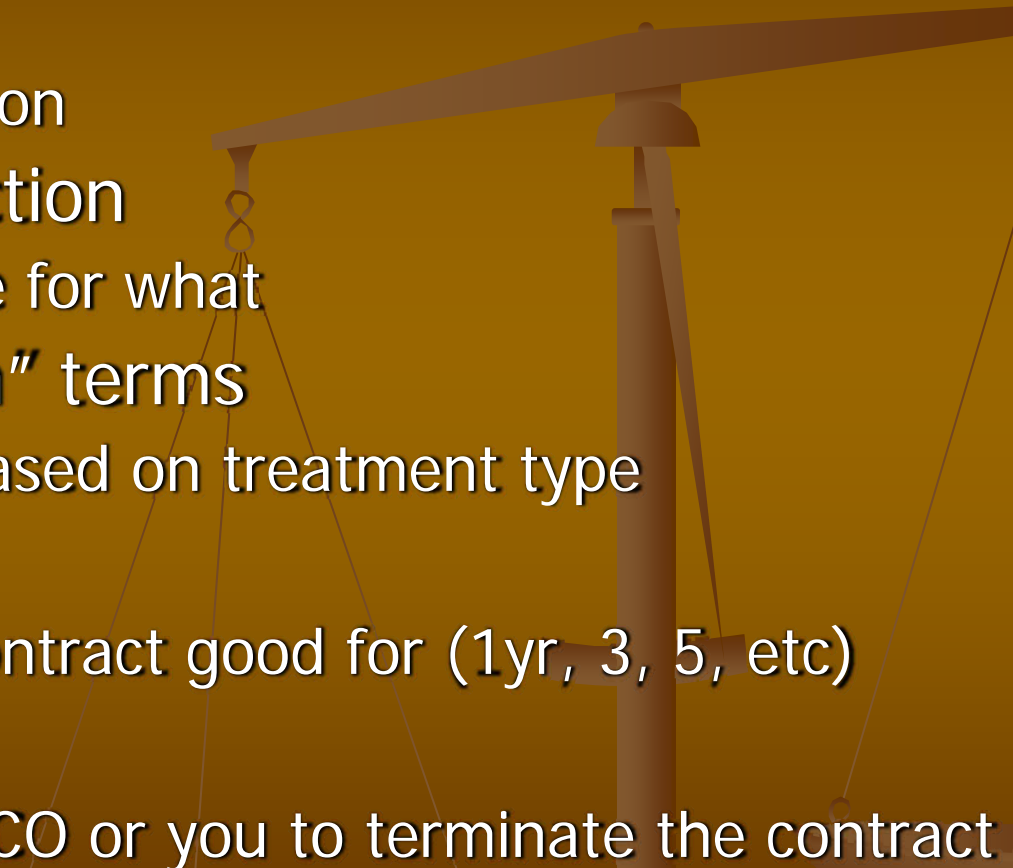


# Contracts

- **Legally binding** exchange of promises or agreement between parties that the law will enforce.
- Two types
  - Binding
    - Requires commitment between two parties
  - Non-binding
    - Agreement to agree
    - Not enforceable

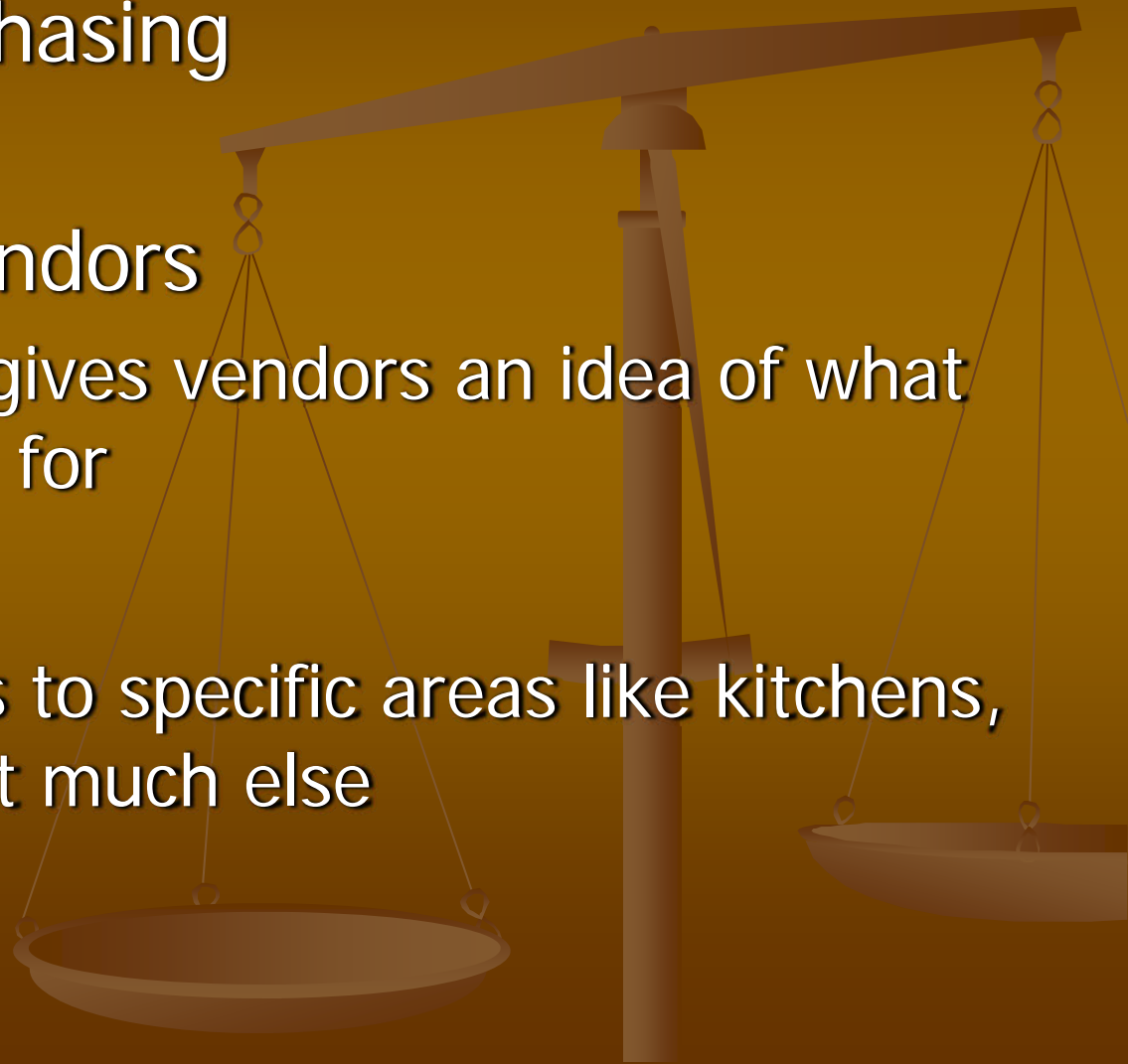


# Binding

- Enforceable
    - Can take legal action
  - Clear lines of direction
    - Who is responsible for what
  - Existence of "open" terms
    - Pricing can vary based on treatment type
  - Dates of contract
    - How long is the contract good for (1yr, 3, 5, etc)
  - Out-clause
    - What allows the PCO or you to terminate the contract
- 

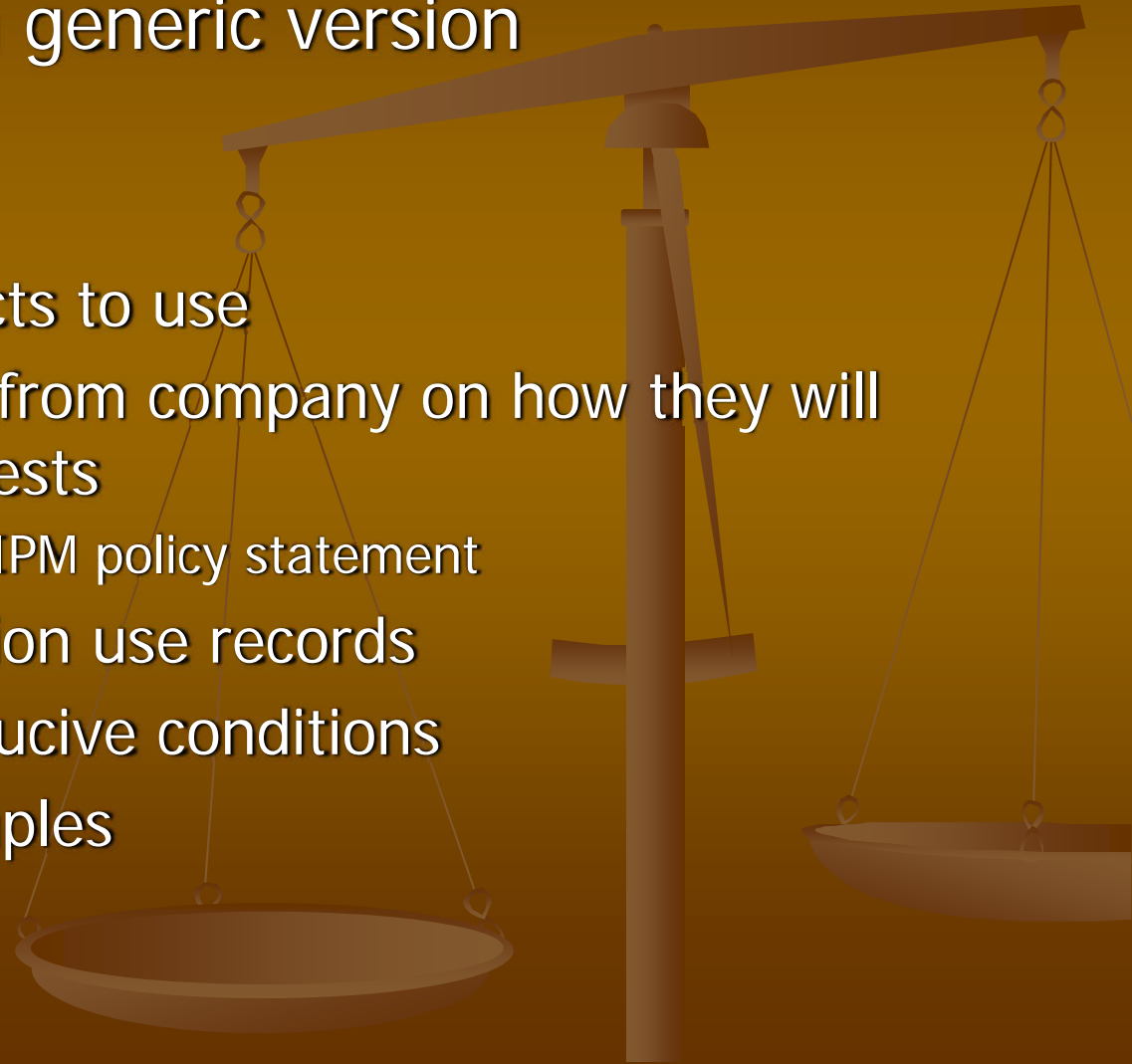
# Bid Specifications

- Written by purchasing
  - Cookie cutter
- Directions to vendors
  - In some cases gives vendors an idea of what you are looking for
- Very generic
  - Generally refers to specific areas like kitchens, lounges and not much else



# How to get IPM in Specs

- Must change from generic version
  - Inspections
  - Monitoring
  - Prior list of products to use
  - Obtain guidelines from company on how they will react to specific pests
    - Tie this into your IPM policy statement
  - Copies of application use records
  - Reporting of conducive conditions
  - Let's look at examples

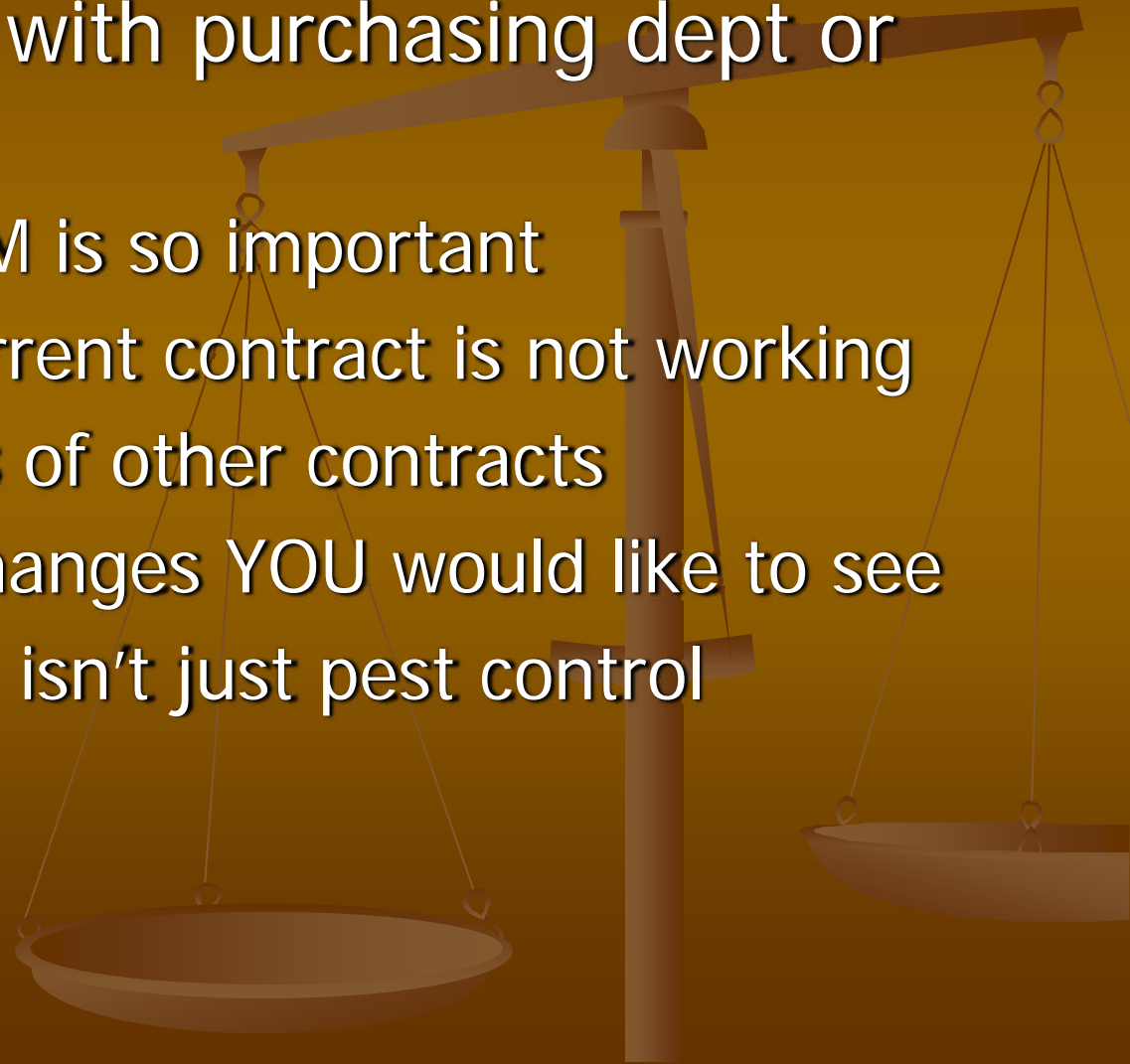


See handouts



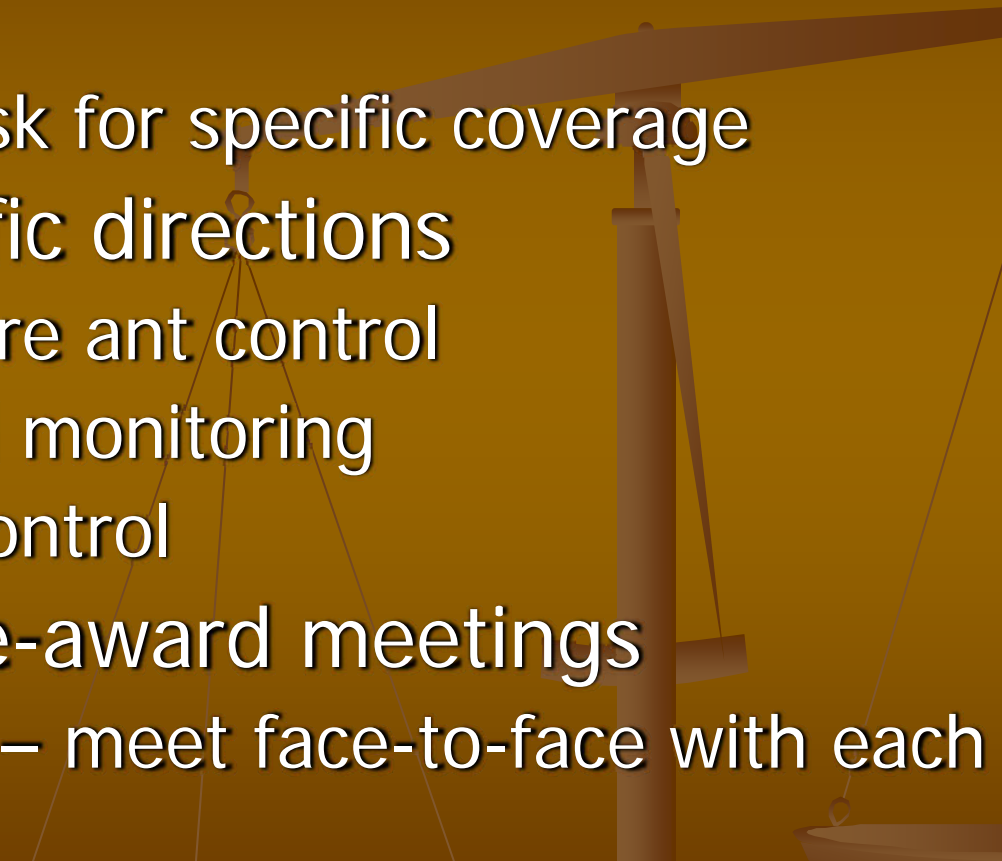
# How to get IPM

- Set up meeting with purchasing dept or Administrators
  - Explain why IPM is so important
  - Explain why current contract is not working
  - Show examples of other contracts
  - Explain what changes YOU would like to see
  - Remember IPM isn't just pest control





# Request for Proposals (RFPs)

- Not generic
    - Allows you to ask for specific coverage
  - Allows for specific directions
    - How often for fire ant control
    - Inspections and monitoring
    - Non-chemical control
  - Ability to set pre-award meetings
    - Most important – meet face-to-face with each potential PCO
- 

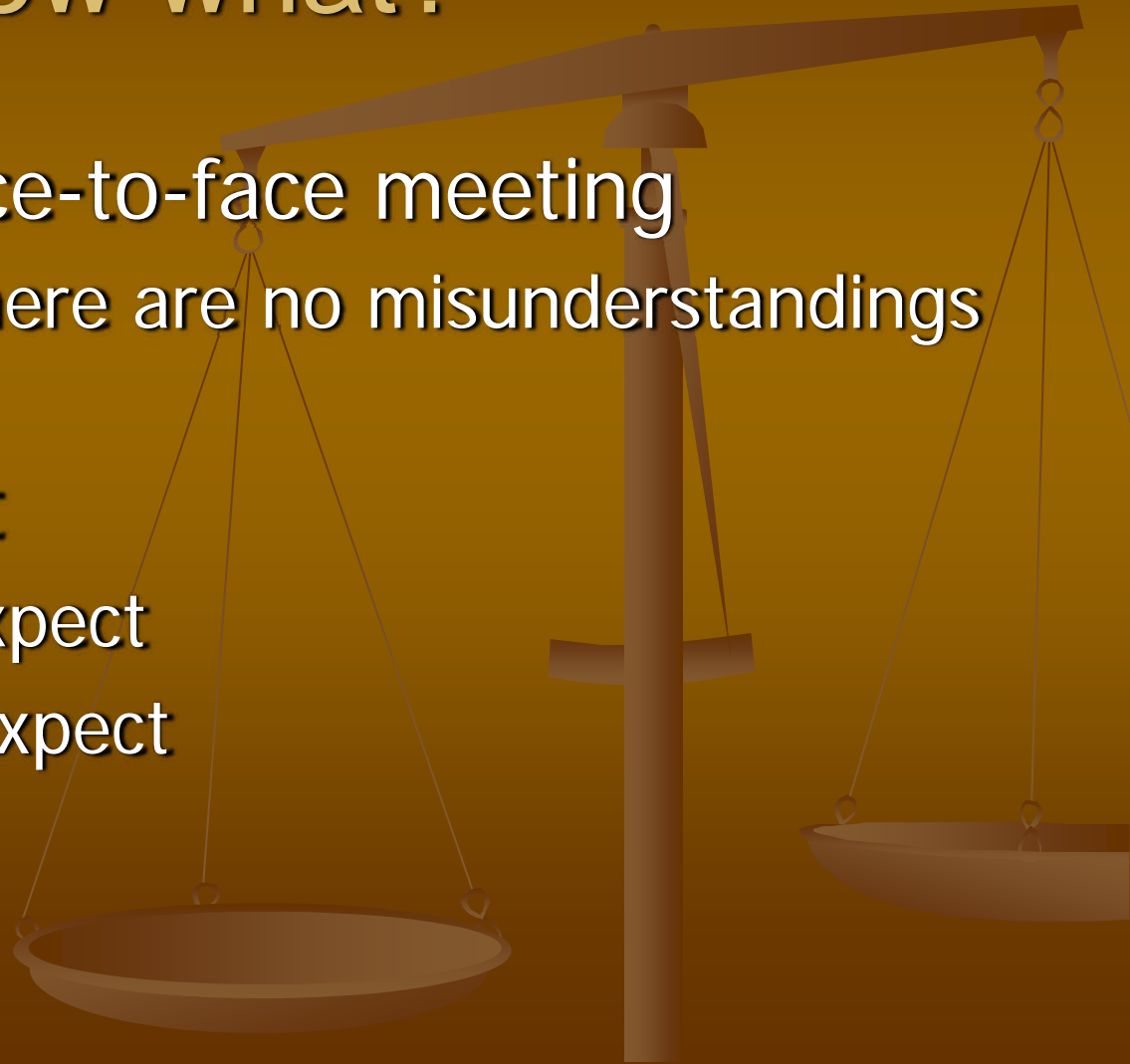
# RFPs

- Let's look at an example



# Once you have a contract Now what?

- Set up initial face-to-face meeting
  - Important so there are no misunderstandings later
- Review contract
  - What do you expect
  - What do they expect



# IPM objectives

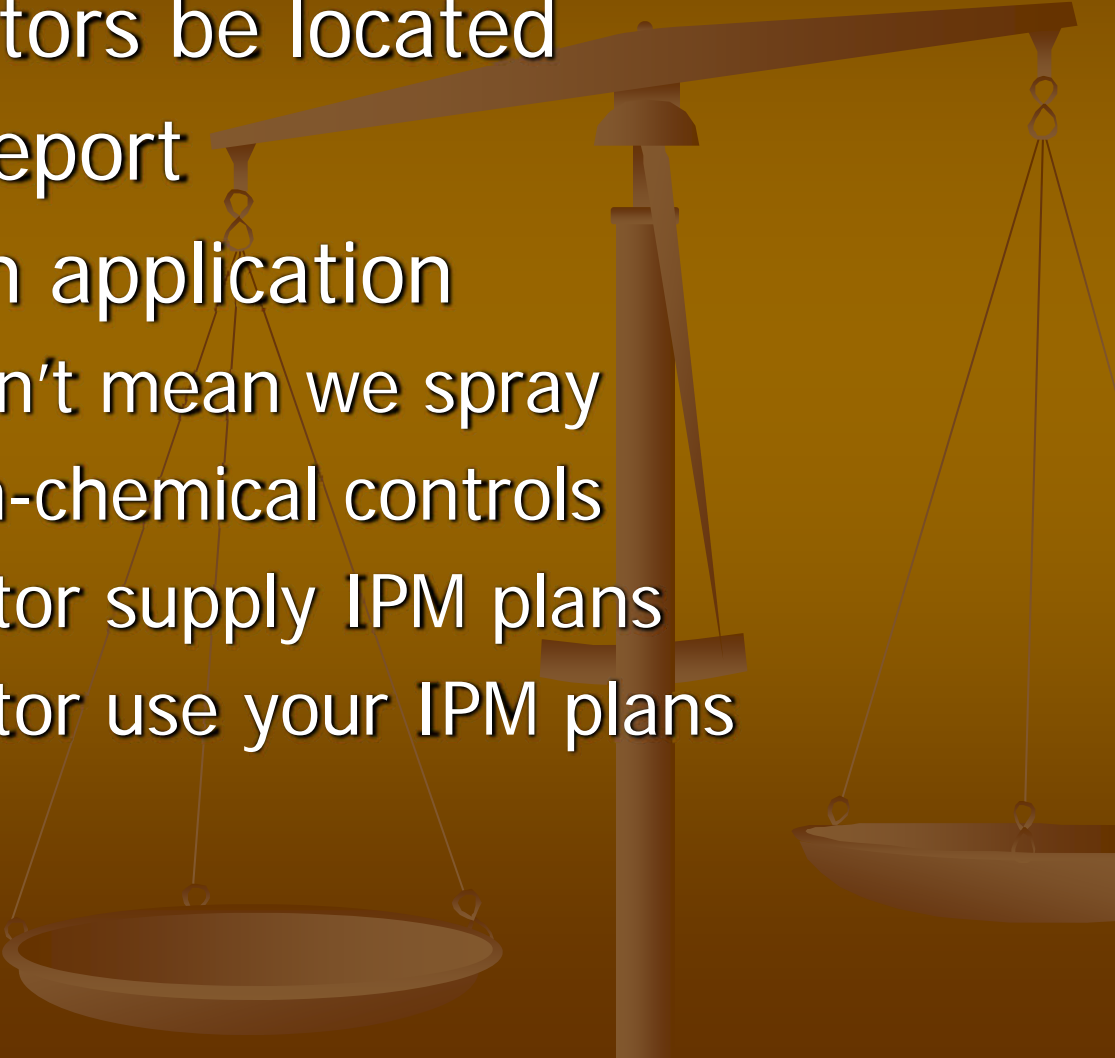
- Monthly Monitoring
    - What is your definition and what is theirs
  - Fire ant Control
    - How important is this
  - Monthly service reports
    - Invoicing vs. service tickets (application use records)
    - Justification for use forms
- 

# What does Monitoring Mean

- State says – must monitor
- Inspections, sticky traps, sample counts
  - Before they "spray" what do they "see"

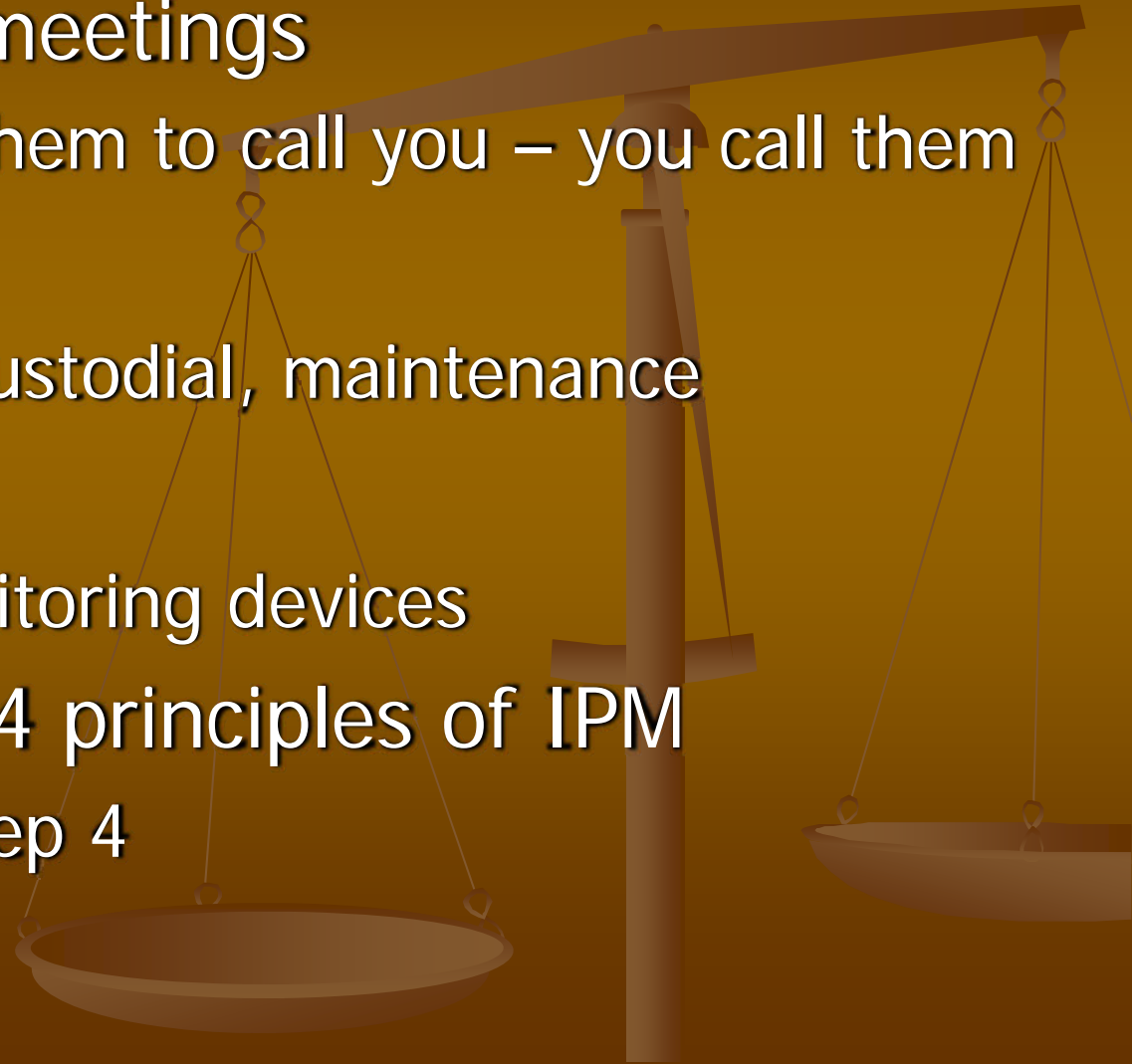


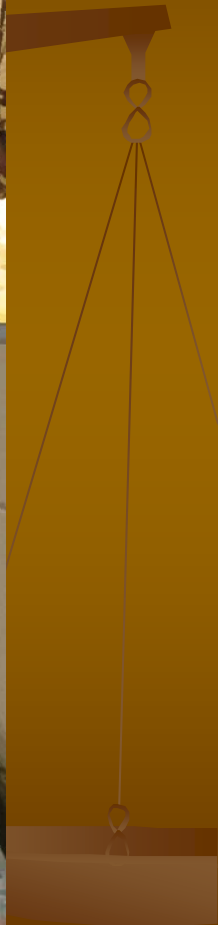
# Develop a protocol

- Where will monitors be located
  - What will they report
  - What triggers an application
    - One roach doesn't mean we spray
    - What about non-chemical controls
    - Will the contractor supply IPM plans
    - Will the contractor use your IPM plans
- 

# Keeping on top of Contractor

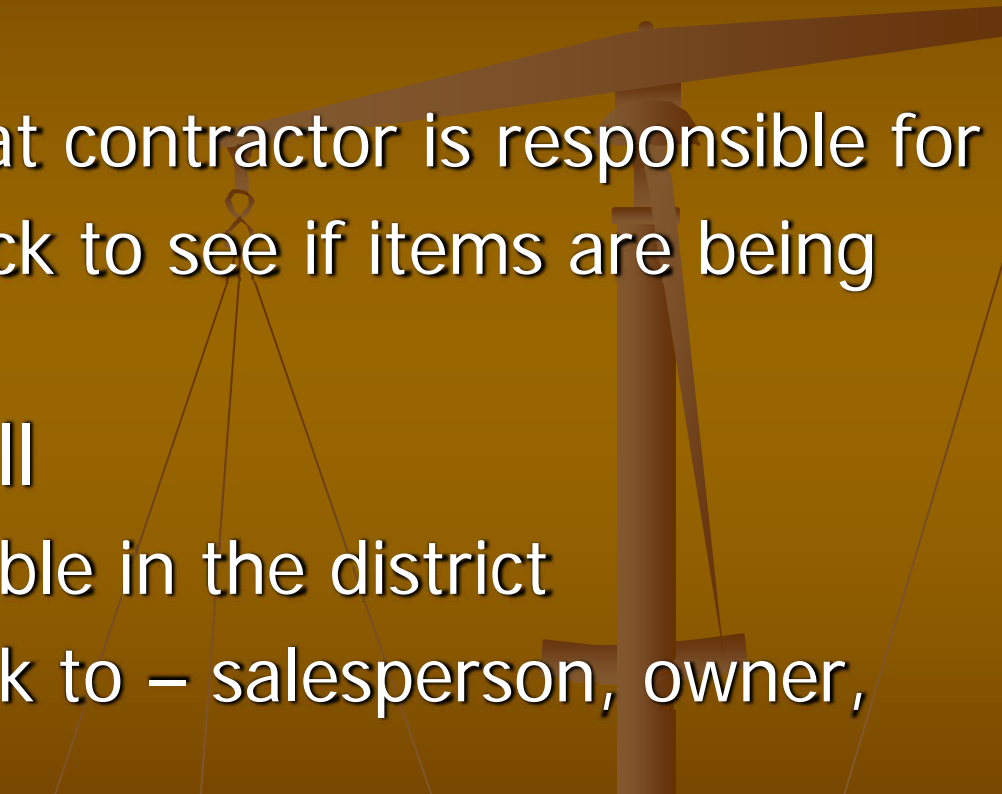
- Set up routine meetings
  - Don't wait for them to call you – you call them
- Talk with staff
  - Food service, custodial, maintenance
- Take a walk
  - Search for monitoring devices
- Remember the 4 principles of IPM
  - Evaluation is step 4







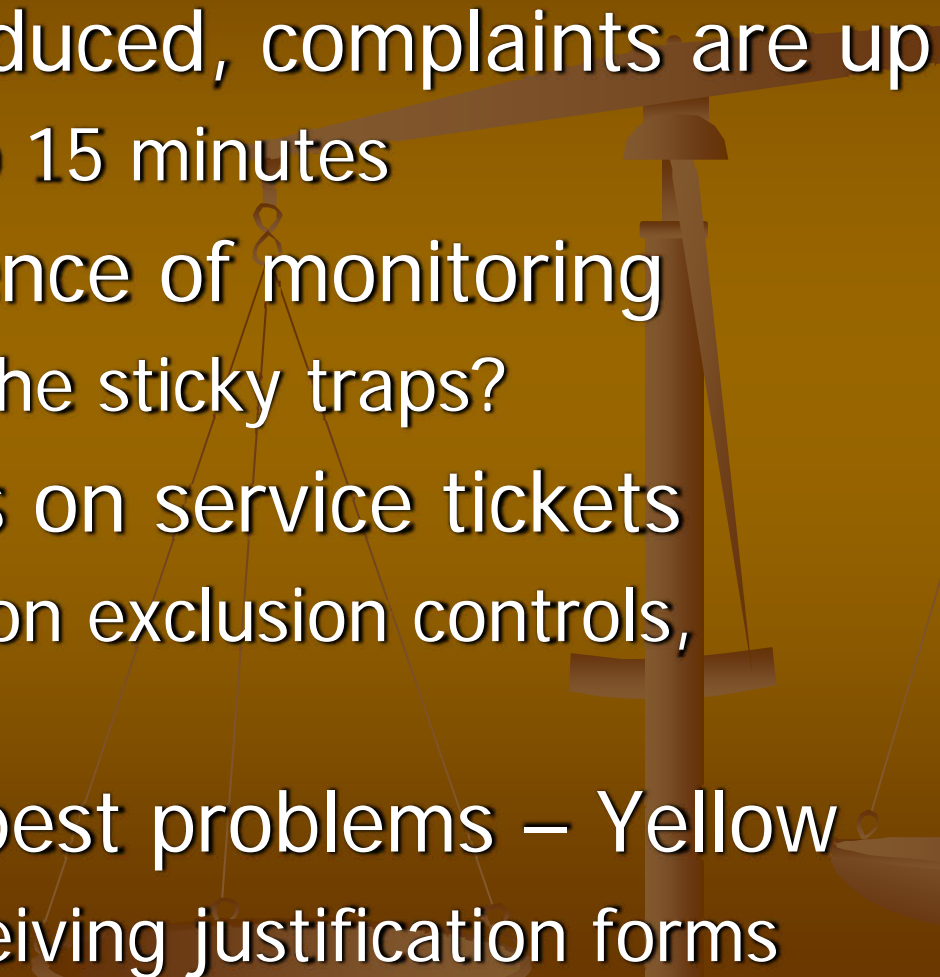
# What to do when it all goes wrong

- Review contract
    - Understand what contractor is responsible for
    - Periodically check to see if items are being followed
  - Know who to call
    - Who is responsible in the district
    - Who did you talk to – salesperson, owner, etc.
- 



# When to become concerned



- 
- Tech time is reduced, complaints are up
    - From 1 hour to 15 minutes
  - Don't see evidence of monitoring
    - Where are all the sticky traps?
  - Don't see notes on service tickets
    - No comments on exclusion controls, sanitation, etc.
  - Solution to all pest problems – Yellow
    - Constantly receiving justification forms



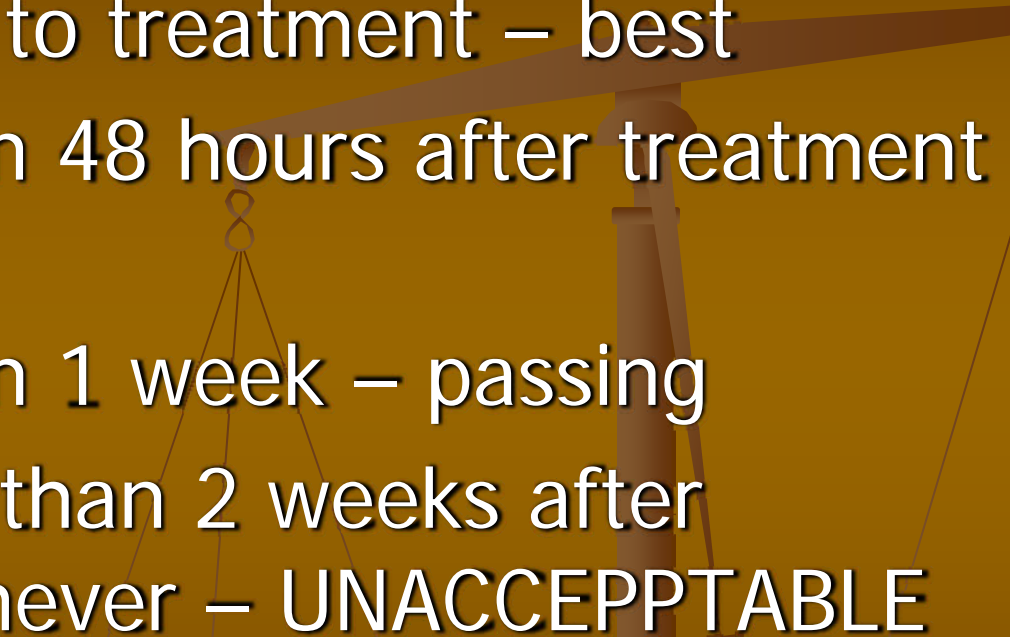
# Concerns Cont



- Not supplying you with MSDS and Labels
- See excessive use of chemicals
  - Service ticket states “inspected for pest – then you see chemical controls” – no evidence of monitoring
  - At every service visit a chemical is used



# Justification forms

- Submitted prior to treatment – best
  - Submitted within 48 hours after treatment – acceptable
  - Submitted within 1 week – passing
  - Submitted later than 2 weeks after treatment – or never – UNACCEPTABLE
- 

# Exceptional Contractors

- Provides you with a list of pesticide products, plus labels and MSD sheets
    - In advance – understands IPM principles
  - Works with YOU to develop a list of structural and landscape improvements
    - Offers campus inspections
  - Helps You identify problem areas
  - Solutions to pest problems are not chemically driven
- 