

## **TOWN OF RYE, NEW HAMPSHIRE**

### **REQUESTS FOR PROPOSALS**

#### **MOSQUITO CONTROL SERVICES**

The Town of Rye invites sealed proposals from qualified firms to perform mosquito control services for the year 2015 as specified in the guidelines found within this Request for Proposal (RFP) document. Copies of this RFP may be obtained by contacting the Office of Selectmen, Town Hall, 10 Central Road, Rye, NH 03870; phone 603-964-5523 or on the Town website [www.town.rye.nh.us](http://www.town.rye.nh.us) under "legal notices". Proposals, in quadruplicate, must be addressed to the Rye Mosquito Control Commission at the Office of Selectmen in a sealed envelope clearly marked on the outside "Mosquito Control Services Proposal".

**Proposals must be received no later than 4:00 PM Friday, December 12, 2014.**

It is the responsibility of the contractor to adhere to and comply with all Federal, State and local laws, regulations and codes as well as to all standards and practices relating to the work being performed or services delivered. In addition, it is the contractor's responsibility to procure and keep in effect any and all licenses, permits, notifications, or other regulatory requirements relating to the work to be performed or the services delivered.

A proposer must hold the certifications and licenses necessary from the State of New Hampshire to perform the services outlined in this agreement. Each proposal must include a list of at least three current references for whom comparable work has been performed. This list shall include company name, person to contact, address and telephone number. Preferred references include other local government agencies.

**Insurance:** The proposer shall submit to the Town of Rye insurance certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of policies for the coverage provided. The insurance required under this proposal shall provide adequate protection for the successful bidder against damage claims which may arise from work under the awarded contract. In accepting the awarded contract, the successful bidder agrees to hold harmless and indemnify the town of Rye and its officers, agents, and employees from any liability arising from the performance of the service or provision of goods. Proof of this insurance shall be delivered to the Town of Rye prior to start of work. Each insurance policy shall contain a provision that the certificates of insurance shall not be altered or canceled except on ten (10) days written notice to the Town of Rye.

The Town of Rye reserves the right to select a contractor on the basis of cost, services proposed and established track record in Rye or other New Hampshire towns, to reject any or all proposals, to waive technical or legal deficiencies, and to accept the proposal it deems in the best interest of the Town. The decision of the Commission/Board of Selectmen shall be final.

The Town of Rye retains the right under this contract to terminate work and dismiss the successful bidder for nonperformance with five (5) working days notice. The Town of Rye also reserves the right under this contract to negotiate a contract with another bidder for completion of work under this bid. All disputes shall be decided under the laws of the State of New Hampshire.

## **GUIDELINES FOR REQUESTS FOR PROPOSAL FOR MOSQUITO CONTROL SERVICES**

The proposal shall include the following services to be performed by the successful contractor for the calendar year 2015.

1. Prepare and submit 2015 Special Permit Application to the New Hampshire Division of Pesticide Control (DPC) and respond to any inquiries resulting from such a submittal or from the performance of this Agreement.
2. Conduct all control operations in accordance with all State and Federal regulations and consistent with the Special Permit Application referred to in item 1.
3. Compose, distribute and record State DPC mandated notices.
4. Provide and supervise mosquito control personnel.
5. Provide all necessary vehicles to conduct the work herein delineated.
6. Provide all necessary insecticides and spraying equipment to carry out the provisions of this Agreement.
7. Analyze environmental conditions and scientific data to determine appropriate, effective and efficient control measures.
8. Apply larvicides to a variety of mosquito habitat, including, but not limited to, storm drains and catch basins, to control mosquito larvae and pupae.
9. Conduct surveillance and trapping of adult mosquito's with weekly traps set and collected from June into October, 2015. Sort, pack and ship mosquitos to the State lab for disease testing every week from early July to October 1, 2015.
10. Maintain an updated No-Spray list.
11. Maintain and place existing greenhead fly traps owned by the Town of rye on salt marshes by June 15, 2015 and remove all traps by September 30, 2015 and store inside old police station, if available or at Rye DPW facility. Monitor during season as needed.
12. Conduct 24 new greenhead fly traps for the 2015 season, place, and monitor and remove as above.
13. Purchase or construct 20 new tree swallow houses and place in the marshes in early April, 2015, monitor for nesting, and clean all boxes after they have been vacated.
14. Apply adulticides along roadways on a limited emergency basis if necessary when EEE- or WNV- carrying mosquitos are found within the Town, when a State emergency is declared or at other times as mutually agreed by Rye Mosquito Control Commission and contractor.

15. Conduct emergency adultidicing at school, recreation and Parsons Fields upon concurrence of Rye Mosquito Control Commission, Rye Health Officer, Board of Selectmen and school administration authorities.
16. Perform public outreach as needed in response to resident complaints and health advisories.
17. Compose all paperwork including the year-end State report, the Town report, and the monthly progress report. The monthly progress report shall include, but not be limited to, date, site number and location, habitat, survey average/dip, type of treatment if any, number of catch basins treated, total pounds of pesticide usage, and surveillance data. At season's end, contractor will provide to the Rye Mosquito Control Commission a report of the amount and type of control agents used by the contractor and for what purpose.
18. Assist Town in collecting data that may be used in marsh management strategies to reduce mosquito populations.
19. Provide data required by the State for any reimbursement program being offered to towns.
20. The Rye Mosquito Control Commission will implement a communication protocol that provides for advance notice being given to the Southeast Land Trust and the Rye Conservation Commission regarding all RMCC activities planned for properties under their joint or individual control.

**2015 RYE MOSQUITO CONTROL BID PROPOSAL**

01-4414-39-652	Larval Surveys	_____
01-4414-39-651	Larviciding	_____
01-4414-39-651	Larviciding Catch Basins	_____
01-4414-39-649	Arbovirus Surveillance (light trapping)	_____
01-4414-39-657	Adulticiding (street spraying)	_____
01-4414-39-650	Emergency Adulticiding (School, Recreation, Parson's Field)	_____
<u>Greenhead Traps/Tree Swallow Houses</u>		
01-4414-39-655	New greenhead Traps	_____
01-4414-39-655	Greenhead Traps (maintenance, replacement, monitoring, removal, storage)	_____
01-4414-39-655	New Tree Swallow Houses (20)	_____
01-4414-39-655	Tree Swallow Houses (mounting, placement, Monitoring, cleanout)	_____
01-4414-39-655	Subtotal: Greenhead Traps/Tree Swallow Houses	_____
<b>Total Contract Amount Proposed</b>		_____

Payment terms net 30 days.

Invoices must specify contract tasks by budget line item and be approved by the Rye Mosquito Control Commission.

Monthly reports must be accepted and approved by the Rye Mosquito Control Commission prior to approval of payments for preceding month.