

## PUBLIC NOTICE

The Teton County Idaho Mosquito Abatement District will be accepting sealed proposals for a County wide **Mosquito Abatement Program**. Proposal packets outlining the specifications are available from the Teton County Courthouse located at 150 Courthouse Drive, during regular business hours, or on the County website at [www.tetoncountyidaho.gov](http://www.tetoncountyidaho.gov).

Sealed proposals must be submitted to the Teton County Clerk's office no later than 5:00 p.m. on Monday, November 3rd, 2014. The proposals will be opened and publicly read on Wednesday November 5th at 6PM at the Law Enforcement Center at 230 N. Main Driggs, ID 83422. All interested parties are invited to attend.

Teton County Mosquito Abatement District

Greg Adams  
Director

## INVITATION TO BID

Bid Let Date: October 1st, 2014 2:00 PM

Project Name: Mosquito Abatement Program

Location: Teton County Idaho

Owners: Teton County Mosquito Abatement District

Description: Mosquito abatement services for Teton County

Bid Documents  
& Plan Holders List: Available from Teton County Clerk's Office  
150 Courthouse Drive, Driggs, ID 83422 or online at  
[www.tetoncountyidaho.gov](http://www.tetoncountyidaho.gov)

Number of Bid  
Copies to be Submitted: 7

Bid Opening: Wednesday, November 5th, 2014  
6:00 P.M. 230 N. Main, Driggs, ID 83422

Bids Submitted to: Teton County Mosquito Abatement District.  
150 Courthouse Drive, Driggs, ID 83422

Award Notification: December 15th, 2014

Questions to: Greg Adams  
Director  
208-354-2703  
[gadams@co.teton.id.us](mailto:gadams@co.teton.id.us)

### Event Date

RFP Release Date — Thursday, October 1st, 2014  
Proposal Due Date Monday, November 3rd, 2014  
Proposal Public Opening Date/Time — Wednesday, November 5th, 2014, 6:00 PM,  
Driggs, Law Enforcement Center  
Evaluation Period November 5th to December 15th  
Anticipated Contract Award Wednesday, December 15<sup>th</sup>, 2014

## SECTION I: INTRODUCTION

- A. Definitions
- B. Request for Proposal
- C. Investigation by Prospective Bidders
- D. Proper Completion of Bid Documents
- E. Proposal Delivery Requirements
- F. Proposal Security
- G. Withdrawal of Proposals, Declinations
- H. Competency of Bidders
- I. Non-Acceptance of Bids
- J. Minimum Specifications
- K. Scope of Work
- L. Contract Document
- M. Proposal Meeting
- N. References
- O. Rejection, Waivers
- P. Alternates and Substitutes
- Q. Award of Contract
- R. Samples and Demonstrations
- S. Pricing and Taxes
- T. Errors in Bids

## SECTION II: GENERAL REQUIREMENTS

- A. Insurance and Indemnification
- B. Licenses and Taxes
- C. Irrevocable Letter of Credit
- D. Contingency
- E. Independent Contractor
- F. Compliance with Applicable Laws
- G. Non-Assignment
- H. Penalties and Fines
- I. Progress Payments
- J. Notification

## SECTION III: SPECIFICATIONS

## SECTION IV: APPENDICES

- Appendix 1: Schedule of Alternatives and Deviations
- Appendix 2: Reference Schedule
- Appendix 3: Bid Certification Form and Proposal Amounts

## **SECTION I INTRODUCTION**

### **A. DEFINITIONS**

The following words and phrases, when used in this Request for Proposal document shall have the meanings as specified herein.

**ADULTICIDE:**

A type of pesticide used to kill adult mosquitoes

**ARBOVIRUS:**

An Arthropod-Borne virus is “vector” -borne; that is, transmitted by the bite of an infected arthropod such as a mosquito or a tick. Examples include West Nile virus(WNV), St. Louis encephalitis virus (SLE), and western equine encephalomyelitis virus (WEE). Many of the mosquitoes responsible for transmission of these viruses do exist in Idaho.

**AVIAN SURVEILLANCE:**

Monitoring of the bird population for presence of a disease

**BIDDER:**

The person, firm, or corporation submitting a bid.

**CULEX**

Species of mosquito that are a major vector for West Nile virus.

**EPIZOOTIC:**

An outbreak of a disease in an animal population.

**EPIDEMIC:**

An outbreak of a disease in humans.

**INTEGRATED MOSQUITO MANAGEMENT PROGRAM:**

(IMMP) A tiered approach to decision making and mosquito population control, including mosquito identification, development site location, site reduction or removal, larviciding, adulticiding and public education.

**LARVAE:**

Immature mosquitoes; stage which hatches from the egg, prior to adult stage

**LARVICIDE:**

A type of pesticide used to eradicate immature mosquitoes (larvae)

**OUTBREAK:**

A material increase in frequency or distribution of a disease

**TCMAD:**

The Teton County Mosquito Abatement District.

**VECTOR:**

A carrier, such as a mosquito or tick, transferring disease among animals or humans through a bite or scratch

**B. REQUEST FOR PROPOSAL**

The purpose of this RFP is to solicit competitive, sealed, proposals for the operation of a mosquito abatement program for calendar year 2015 and 2016 in Teton County Idaho under the direction of the Teton County Mosquito Abatement District Board of Trustees.

**Background:** The Teton County Mosquito Abatement District was established September 8, 2008 by Teton County, Idaho following passage of a ballot initiative on May 27, 2008. The District is administered by a Director, and governed by a Board of Trustees.

**Purpose:** The primary function of the District is to protect the public's health and safety from mosquito-borne diseases. Additionally, as public health protection is fulfilled the TCMAD program will reduce pest mosquito populations. Thus the priority for the 2015 and 2016 operation is

1. the continuation of the complete program
2. activities that facilitate long term effectiveness
3. larval and adult control of mosquitoes that spread West Nile and other diseases appropriate to the County
4. source control and larval control of mosquitoes generally within the County and control of adult pest mosquitoes.
5. Public education and outreach to the community.

The Bidder desiring to furnish a quotation for such services shall submit a sealed proposal in accordance with the specifications outlined herein.

**C. INVESTIGATION BY PROSPECTIVE BIDDERS**

It shall be the responsibility of the Bidder to thoroughly read and understand the information, instructions, specifications and requirements. Bidders are expected to fully inform themselves as to the requirements for the provision of the specified goods or services before submitting bids. Failure to do so is at the Bidder's own risk. No plea of error or plea of ignorance by the Bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Bidder to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the TCMAD. The TCMAD will assume the submission of the bid means the Bidder has familiarized itself with all conditions, requirements and specifications, and intends to comply with them unless specifically noted otherwise in writing.

**D. PROPER COMPLETION OF BID DOCUMENTS**

Bid documents must be signed by an officer or employee of the Bidder having the authority to bind the company or firm by signature. All signatures must be properly done in ink in the proper spaces. If a corporation is submitting a bid, the signatures must be attested to by

the corporate secretary or other authorized officer of the corporation.

All blanks on documents must be correctly filled in, using ink or entered in typed form. Any erasures and error corrections must be initialed in ink.

#### **E. PROPOSAL DELIVERY REQUIREMENTS**

Sealed proposals must be received at the Teton County Courthouse, 150 Courthouse Drive, Driggs, ID 83422, no later than 5:00 pm on November 3rd, 2014. The sealed bids that arrive at or prior to the deadline will be opened publicly on Wednesday, November 5th 2015 at 6:00 pm at the Teton County Law Enforcement Center at 230 N. Main. Sealed envelopes should be clearly labeled "**Mosquito Abatement Proposal**". Facsimile machine transmitted proposals will not be accepted. If sent by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the TCMAD at the location stated in this paragraph.

Proposals received prior to the time of opening will be securely kept, unopened. Proposals arriving after the specified date and time, whether sent by mail, courier, or in person, will not be accepted and will either be refused or returned unopened. Mailed proposals which are delivered after the specified time and date will not be accepted regardless of the postmarked date or time on the envelope.

#### **F. PROPOSAL SECURITY**

Not required.

#### **G. WITHDRAWAL OF PROPOSALS, DECLINATIONS**

The TCMAD Director may grant a request of withdrawal if a written request is received prior to the specified time of bid opening. After the bid opening, the Bidder cannot withdraw or cancel its bid proposal for a period of 60 calendar days, and such bid will be binding during that time.

Prospective Bidders that decline to submit a bid are requested to so notify the TCMAD in writing, and to indicate if they would like their name to be kept on a future bidding list. However, this is not mandatory.

#### **H. COMPETENCY OF BIDDERS**

The TCMAD will not construe the opening and reading of proposals as acceptance. The TCMAD reserves the right to determine the competence, as well as the financial and operational capacity of any Bidder. Upon request of the TCMAD, the Bidder shall furnish evidence as may be required by the TCMAD to evaluate its ability and resources to accomplish the services required by the specifications therein.

#### **I. NON-ACCEPTANCE OF BIDS**

No bid shall be accepted from, or contract awarded to, any person, firm, or corporation that is in arrears or is in default to the TCMAD upon any debt or contract, or that is a defaulter,

as surety or otherwise, upon any obligation to the TCMAD, or who has failed to faithfully perform any previous contract with the TCMAD.

## **J. MINIMUM SPECIFICATIONS**

The specifications included in this package describe the services that the TCMAD feels are necessary to meet the performance requirements of the TCMAD, and shall be considered the minimum standards expected of the Bidder. The specifications are not intended to exclude potential Bidders, and alternatives to these specifications may be indicated if the proposed alternatives are equal to or greater than what is required by these specifications. All alternatives shall be separately listed, and a justification shall be stated for each alternative. The Bidder shall use Appendix 1, Schedule of Alternatives and Deviations, for listing proposed alternatives.

If the Bidder is unable to meet any of the specifications as outlined therein, it shall also separately list all requested deviations from the specifications, with justifications attached for each deviation. The Bidder shall use Appendix 1, Schedule of Alternatives and Deviations, for listing proposed deviations.

If the Bidder does not indicate alternatives to or deviations from the specifications, the TCMAD shall assume it is able to fully comply with these specifications. The TCMAD shall be the sole and final judge of compliance with all specifications.

The TCMAD further reserves the right to determine the acceptability or unacceptability of any and all alternatives or deviations, and to negotiate the effects and costs of such alternatives and deviations prior to reaching a decision regarding the award of the contract. The TCMAD shall also be the sole and final judge as to whether any alternative or deviation is of an equivalent or better quality of service.

The TCMAD further reserves the right to change or clarify bid specifications during the bidding process and to disseminate to all Bidders notice of all adjustments.

## **K. SCOPE OF WORK**

The Bidder shall be responsible for performing all work as outlined in the specifications herein and shall provide and furnish all labor, materials, equipment and supplies, vehicles and transportation services required to perform and complete the work in strict accordance with the RFP document. The proposal shall contain information sufficient for evaluation including but not limited to the following:

1. Shall list the official Legal Registered Name of company/entity.
2. Shall provide d/b/a Name, if different from legal name.
3. Shall provide the mailing address and physical address.
4. Shall provide a list of all owners, partners and/or officers.
5. Shall designate the principal contact with contact telephone numbers.
6. Shall provide a list of planned employees' positions and designate as full-time or part-time.

7. Shall provide experience, qualifications, education and certifications of principal contact of supervisory employees
8. Shall provide proof of employment of a full-time Entomologist/Biologist.
9. Shall provide proof of a current State of Idaho pesticide applicator license for each of the applicators who will apply or direct the use of pesticides.
10. Shall provide a narrative of the methods the contractor will utilize to maintain compliance with all regulatory requirements including the NPDES and Clean Water Act.
11. Shall provide a copy of all current contracts and its respective contact person.
12. Shall provide a list of all equipment that will be dedicated to the Teton County contract, the quantity of each, and provide documentation of ownership of all equipment including but not limited to trucks, spraying equipment, traps, GPS tracking systems, etc.
13. Shall provide a description of the GPS tracking system in all spray vehicles.
14. Shall provide a description of their efficacy testing that will be done once each year for each chemical routinely used by the contractor to control mosquitoes.
15. Shall provide the training methods used for seasonal workers.
16. Shall provide a list and proof of ownership of additional/ back-up vehicles and spraying equipment
17. Shall provide a description for their local insecticide storage facilities, insecticide handling and loading equipment and procedures, transfer equipment and procedures, spill containment methods and materials, and application equipment. This information shall also include communications and weather monitoring equipment that will be used.
18. Shall provide detailed written narrative describing ability to report lab test results and field test results in a timely manner or as processed by the Idaho State Lab of each test conducted.
19. Shall provide proof of the following current insurance types with minimum limits of \$1,000,000.00 for each General Liability and Auto Liability. They shall also provide proof of Worker's Compensation insurance in accordance with State guidelines.
20. Shall provide a written narrative of methodology of the proposed mosquito program including but not limited to surveillance, adulticide spraying, and larviciding, including the names of the insecticides that they anticipate using.
21. Shall provide a detailed written narrative of a Public Information and Education program to be provided and shall designate and list the person(s) responsible for carrying out the program and designate the person(s) as a full-time or part-time employee(s), or a contract employee(s) and shall list qualifications, experience, education and certifications within 30 days of contract award.
22. Program shall cover all incorporated and unincorporated areas of Teton County.

## **L. CONTRACT DOCUMENT**

It is the express intent of the TCMAD that all specifications as outlined in this Request for Proposal Document, including any addenda items which are issued, shall be incorporated as a commitment by the successful Bidder.

## **M. PROPOSAL MEETING**

No pre-bid meeting is scheduled. For job specific questions, please contact Greg Adams, TCMAD Director at 208.354.2703.

## **N. REFERENCES**

The Bidder shall provide at least three Municipal client references in accordance with Appendix 2.

## **O. REJECTION AND WAIVERS**

The TCMAD unequivocally reserves the sole right to reject any and all bids; waive formalities, technical deficiencies and irregularities; solicit new bids; or otherwise solicit proposals or quotations if some other manner of negotiation better serves its interests. Its decision shall be final and shall not be subject to recourse by any person, firm, or corporation.

## **P. ALTERNATES AND SUBSTITUTES**

The TCMAD unequivocally reserves the sole right to accept or reject any and all alternatives and to judge whether or not any alternate or substitute is of equivalent or better quality. Its decision shall be final and shall not be subject to recourse by any person, firm, or corporation.

## **Q. AWARD OF CONTRACT**

### **1. PROPOSAL EVALUATION CRITERIA – (listed in relative order of importance)**

- a. Experience and Qualifications (30 POINTS)**
- b. Experience Providing Similar Services (30 POINTS)**
- c. Available Resources to Complete the Project (20 POINTS)**
- d. Price Proposal (20 POINTS) (*Submitted in a separate, sealed envelope with your proposal*)**

**2. REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA:** The narrative portion and the materials presented in response to this Request for Proposal shall be submitted in the same order as requested and must contain, at a minimum, the following:

#### **a. EXPERIENCE AND QUALIFICATIONS – 30 POINTS**

- Provide experience and qualifications of key individual(s) including any licenses, registrations, or certifications applicable to the proposed work.
- Describe in detail your approach to providing these services.
- Identify the internal policies and procedures that will be used to assure professional completion of the required services.

#### **b. EXPERIENCE PROVIDING SIMILAR SERVICES – 30 POINTS**

- Provide applicable experience with providing similar services.
- Identify scope and location of similar services.
- List specific references that will be contacted and evaluated.

Show how this past experience relates to the scope outlined herein.

**c. AVAILABLE RESOURCES TO COMPLETE SERVICES – 20 POINTS**

Describe the analytical tools, resources or methodologies you will use.

Indicate the availability of the resources.

Describe internal measures that will be used to ensure professional completion.

Describe how you will track and report on the fogging route, volume of pesticide used and the speed at which the pesticide is applied (vehicle speed).

**d. PRICE PROPOSAL – 20 POINTS (Submitted in a separate, sealed envelope with your proposal)**

The Price Proposal shall be submitted in a single copy and shall contain the proposed price for performing the work specified in the solicitation.

Numbers shall be stated both in writing and in figures.

The Price Proposal shall be without interlineations, alterations, or erasures.

The prices are to include the furnishing of all materials, equipment, supplies, and all other facilities, and the performance of all labor and services necessary or proper for the completion of this Project.

In case of a discrepancy between written words and figures in the Price Proposal, the amount stated in written words shall govern. All of the above factors will be considered as elements of a responsible bid at the sole discretion of the TCMAD. The TCMAD Board's decision shall be final and not subject to recourse by any person, firm, or corporation.

**R. SAMPLES AND DEMONSTRATIONS**

Not Required

**S. PRICING AND TAXES**

Prices shall not include any local, state, or federal taxes. The TCMAD is exempt by law from paying state retailer's and service occupation taxes, federal excise taxes and similar taxes. The TCMAD will supply the successful Bidder with its tax exemption number. Cash discounts shall not be considered in determining the overall price in the bid, but may be used in an overall evaluation.

**T. ERRORS IN BIDS**

When an error is made in extending total prices in a bid when a bid consists of both unit prices and totals, the unit bid price shall govern. Otherwise, the Bidder is not relieved from errors in bid preparation.

Should a Bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to the meaning, he shall advise the TCMAD in writing, who will issue necessary clarifications to any prospective Bidders. This will be completed by means of an addendum or revision to performance specifications, if received within five (5) days of the date in which the bids will be received.

## SECTION II GENERAL REQUIREMENTS

### A. INSURANCE and INDEMNIFICATION

The Bidder shall procure and maintain for the duration of the Contract insurance against claims for injuries, persons, or damage to property which may arise from or in conjunction with the performance of work hereunder by the Bidder, his agents, representatives, employees, or subcontractors.

The Bidder shall maintain insurance coverage to cover foreseeable events as judged by the board:

- 1 Worker's compensation coverage in accordance with State guidelines.
- 2 Auto Liability Insurance of at least \$1,000,000.
- 3 General Liability Insurance for all operations of at least \$1,000,000.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after 30 days prior written notice by certified mail, return receipt requested, has been given to the TCMAD.

Indemnity Hold Harmless Provision: To the fullest extent permitted by law, the Bidder hereby agrees to defend, indemnify and hold harmless the TCMAD, its officials, agents and employees against all injuries, deaths, losses, damages, claims, patent claims, suits, liabilities, judgments (including deficiencies and interest), costs and expenses which may in any way accrue against the TCMAD, its officials, agents and employees arising in whole or in part or in consequence of the performance of this work by the Bidder, its employees or subcontractors, or which may in any way result therefore, except that arising out of the sole legal cause of the TCMAD, its agents or employees, and pay for all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment, including any deficiency and interest, shall be rendered against the TCMAD, its officials, agents or employees, any such action, the Bidder shall, at its own expense, satisfy and discharge same. This indemnity hold harmless provision shall be applicable to any action or claim under this paragraph, and it shall also include any action of law or equity brought by any party against the TCMAD under federal or state law in an effort to set aside the contract. The Bidder expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Bidder shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the member, its officials, agents, and employees as herein provided.

Verification of Coverage: The Bidder shall furnish with the TCMAD certificates of insurance naming the TCMAD, its officials, agents, employees, and volunteers as additional insurers, and with original endorsements affecting coverage required by this clause. Certificates and endorsements for each insurance policy shall be signed by a person authorized by that insured to buying coverage on its behalf. The certificates and endorsements may be on

forms provided by the TCMAD and are to be received and approved by the TCMAD before any work commences. The additional insured endorsement shall be provided to the insurer for their use in providing coverage to the additional insured. Other additional insured endorsements may be utilized if they provide a scope of coverage at least as broad as the coverage stated on the attached endorsement. The TCMAD reserves the right to request fully certified copies of insurance policies and endorsements.

**B. LICENSE AND TAXES**

The Bidder shall be responsible for obtaining all licenses and permits necessary for the successful performance of the contract. The Bidder shall also pay all federal, state, and local taxes, including sales tax, social security, workers compensation, unemployment insurance and any other tax which may be chargeable against labor, material, equipment, or real estate.

**C. IRREVOCABLE LETTER OF CREDIT**

Not Required.

**D. CONTINGENCY**

Not Required.

**E. INDEPENDENT CONTRACTOR**

The Bidder acknowledges that it is an independent contractor and that none of its employees, agents or assigns are employees of the TCMAD. The Bidder shall be solely responsible for all unemployment, social security and other payroll tax payments required by law or union contract.

**F. COMPLIANCE WITH APPLICABLE LAWS**

1 The Bidder shall comply with all applicable federal, state, and municipal laws, ordinances, rules, and regulations governing the Project and during the term of the contract.

**G. NON-ASSIGNMENT**

The Bidder shall not assign or subcontract any rights or interests under the contract or any part thereof to any other person, firm, or corporation without the prior written consent of the TCMAD.

**H. PENALTIES AND FINES**

The Bidder shall be solely liable for all fines and penalties imposed by any governmental agency resulting from the Bidder's performance or its failure to perform its duties and obligations under the contract.

**I. PROGRESS**

The Bidder shall provide the TCMAD monthly and annual statements of work.

**J. NOTIFICATION**

Official notifications shall be made in writing and addressed to the TCMAD as follows: Teton County Mosquito Abatement District Attn: Greg Adams, 230 N. Main Driggs, ID 83422

**K. BID CERTIFICATION FORM**

All bids shall be accompanied by a completed Bid Certification Form, which is attached as Appendix 3.

**SECTION III  
SPECIFICATIONS**

**General**

- A. The period of the contract shall be from January 1, 2015 to December 31, 2016, with the option to renew the contract for two additional two year periods, totaling 6 years. Teton County Mosquito Abatement District retains the right to cancel the contract at any time. A Bidder shall state the time in days from date of award within which an Integrated Mosquito Management Plan as described in ¶ III.H.1) and field operations will be initiated.
- B. Bidder must provide a listing of any additional services provided within the proposal or services described in the RFP that will not be provided.
- C. If at any time the service provided is deemed not satisfactory by the TCMAD, the Bidder shall rectify the issue within twenty-four hours from notification or within a time specified by the TCMAD representative. The Bidder shall correct the deficiencies to the satisfaction of the TCMAD's representative. Failure to remedy the situation in a timely manner can be considered default of the contract.
- D. The TCMAD reserves the right to cancel the contract without its incurring any additional liability with a thirty-day written notice.
- E. The TCMAD reserves the right to require the Bidder to remove any employees the TCMAD may reasonably determine to be unsatisfactory to perform the work as specified.
- F. The Bidder shall make a point of contact available by telephone during regular business hours. The point of contact shall have authority to make decisions binding the Bidder as it relates to this proposal. The point of contact must be able to read, speak and be able to communicate in English.

**G. Specific Work**

- 1. Formulation of an Integrated Mosquito Management Program ("IMMP") Plan for the calendar 2015 and 2016 years that includes the entire area of Teton County, Idaho.

The plan is subject to the approval of the TCMAD Board of Trustees and the Board of Teton County Commissioners. The Bidder will then be responsible for the execution of that plan.

2. The Bidder shall submit monthly reports to TCMAD during months of operation and an annual report, at the end of the operational season.

(a) The monthly report shall include, but not be limited to:

- Brief narrative summary of general mosquito populations, disease activity and contractor's response. Any unusual conditions should be noted.
- Proof of regular spray unit calibration and droplet size determination
- Trap counts by location, species, and totals
- Monthly Work Report to include the following information by current month, last month and year-to-date:
- Adulticiding report to include adulticides used, number of miles sprayed and acres treated
- Larviciding report to include larvicides used, square footage of area treated with biolarvicide
- Service requests received to include number of requests for adulticiding, larviciding, special sprays.
- Response to each request for service including day and time the request was received and fulfilled.
- Aerial spray report of acres sprayed.

b. The annual report shall include, but not be limited to, a compilation of the above information.

c. The Bidder shall provide state of the art equipment necessary and sufficient to the scope of work and shall provide a local manager and personnel adequately trained and supervised to carry out the scope of work in accordance with nationally accepted standards for such work.

d. The Bidder will receive information previously acquired by local agencies and supplement this information as necessary by field surveys to make and maintain a complete GPS habitat database of potential major mosquito habitat within Teton County ("Habitat Database"). This information shall be continuously available to the District. The Habitat Database shall identify and map immature habitats by season and document them. As more information is acquired, the database shall be maintained current. The database will be the property of TCMAD.

e. The Bidder shall respond appropriately to all requests justified by the IMMP, for control action within 24 hours.

f. The Bidder shall prepare and distribute Education / Prevention Program literature to residents through public events, teaching opportunities and various press releases.

g. The Bidder shall provide to TCMAD monthly and annual program reports.

h. The Bidder shall set up a customer service hotline and respond to service requests.

i. The contractor will work with newspapers and radio stations to encourage them to report on District activities.

j. The Bidder shall maintain the TCMAD web site to inform the public and to enable the public to report information or requests to the District. The District web site shall display notifications of aerial larvicide and of adulticide applications, and press releases shall

be issued to newspapers and radio stations. The District website will provide one means of registering organic farms, beekeeping operations, or other activities or locations that may be protected from pesticide applications, requests to be exempt from pesticide applications, requests for pesticide applications, and similar communications from stakeholders, telephone requests methods shall also be provided. The website contents and the domain shall remain the property of the TCMAD at the end of the period.

k. The Bidder shall maintain a call list to notify persons with particular interests or concerns when an action is planned that affects those interests. The District will accept requests for call list on its web site and by telephone. Those on the call list shall be notified 24 hours prior to the start of any fogging or spraying activities within their area.

l. The Bidder shall initiate, document, and continue mosquito control measures of the following types. These methods shall be employed in accordance with nationally recognized standards and prioritized in such a way as to maximize the effectiveness of overall control measures among the types of measures.

m. All data collected and utilized in the operation of the program is the property of the TCMAD, including notification lists, etc.

### 3. Surveillance and Inspection

The description of larval and adult inspection and surveillance techniques provided is not intended to exclude additional techniques; rather it is intended to represent the base level of service. The surveillance shall be sufficient to characterize the population and species in the County. If arboviruses are detected in the County or an area where an imminent threat to the County exists, increased surveillance shall be conducted to enable effective chemical control.

#### (a) Mosquito Larvae

Inspectors must locate and map using GPS technology known mosquito breeding sites. Any additional sites suggested by or identified by the County or service requests will be recorded. Resulting data will be used in subsequent larviciding and adulticiding programs. The Bidder will notify the County of breeding sites such as clogged ditches which may need repair or other source reduction interventions.

Inspection for mosquito larvae must be conducted using standard mosquito survey techniques. Representative samples from each breeding site must be collected and identified as to genus. Fourth instar larvae must be identified as to genus and species whenever practical. Resulting data will be used in determining larvicide and adulticide needs as well as in evaluation of said treatment.

#### (b) Mosquito Adults

Surveillance for adult mosquitoes will be conducted primarily through the use of standard trapping techniques. Number of traps, placement and frequency of placement will be determined in discussion with Teton County and will be based on the weather conditions and the presence of disease vectors in the area. Trap collections will be identified as to genus, species and gender.

(c) Disease Surveillance

The contractor agrees to conduct disease surveillance for West Nile Virus, Encephalitis and other mosquito borne disease as may be needed. The Contractor shall provide all equipment supplies, personnel, and other items necessary to conduct this program. Samples will be taken weekly and tested, at a minimum, during of period of June through October and may be expanded if conditions warrant. Samples shall be taken from representative areas of the County.

4. Source Reduction

Source reduction is the alteration or elimination of mosquito larval production habitat. The Bidder shall identify candidates for source reduction involving private and public action.

5. Chemical control measures shall be performed.

Chemical control operations shall meet or exceed the requirements of all agencies having jurisdiction over such operations.

The location and extent of chemical control applications shall be documented and reported to TCMAD.

All materials used in chemical control shall be federally approved and permitted by all agencies having jurisdiction, and shall be based upon best practices of the pest control profession.

Workers shall be trained and certified in effective and safe use of such materials according to all applicable statutes and regulations.

If arboviruses are detected in the County or an area where an imminent threat to the County exists, increased chemical control shall be applied to minimize the threat.

a. Larviciding Application of larvicide or pupacide as appropriate to sites where health threats may exist, where there are significant mosquito populations, and where larval populations will be expected to cause adult populations important to health or human activities, as guided by surveillance results.

Larviciding should be prioritized over adulticiding.

Application methods should include hand application, vehicle mounted application or air application as appropriate.

Larvicides and pupacides shall be chosen to limit environmental impacts to the greatest extent possible.

b. Adulticiding: Application of adulticides to areas where health threats may exist, where there are significant adult mosquito populations, where large public gatherings are planned, and in response to citizen requests.

Application methods should include hand application, vehicle mounted ULV sprayers or air ULV application as appropriate. Application methods and equipment should minimize the release of chemical agents and the side effects on other animal and insect species.

Adulticides shall be chosen to limit environmental impacts to the greatest extent, consistent with effective control and the need for control of disease vectors.

SECTION IV  
APPENDIX 1

SCHEDULE OF ALTERATIONS AND DEVIATIONS

Please list any proposed alternative or deviation to the minimum standards outlined in this Request for Proposal document.

SECTION PARAGRAPH EXPLANATION OF ALTERNATIVE / DEVIATION

Signature & Date: \_\_\_\_\_

APPENDIX 2 MUNICIPAL REFERENCE SCHEDULE  
List three references for the past 2 years.

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone Number \_\_\_\_\_

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone Number \_\_\_\_\_

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone Number \_\_\_\_\_

APPENDIX 3  
 BID CERTIFICATION FORM

Total Contract Price:

YEAR	TOTAL COST PER YEAR
2015	\$
2016	\$

The undersigned, being an authorized representative of the Bidder, hereby certifies that the Bidder agrees to all the terms in this Request for Proposal. The undersigned hereby also certifies that this bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder or person, to put in a sham bid or to refrain from submitting a bid; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the proposed price elements of said bid, or that of any other Bidder, or to secure any advantage against any other Bidder or any person interested in the proposed contract. The undersigned hereby also certifies that the bid complies with all applicable federal, state, and local laws.

Dated at                      this                      day of                      , 2014                      .

Company Name:

By: (Signature) Its:

Address:

City, State & Zip:

(Title) Phone:

Fax:

Signature Attested By: