

SAMPLE CONTRACT SPECIFICATIONS FOR INTEGRATED PEST MANAGEMENT ON ATHLETIC FIELDS AND SCHOOL GROUNDS

This guide is intended as a general outline for bid specifications and school pest management contracts for school grounds. School grounds and athletic field pest control is a very extensive and many elements will need revision to suit the individual needs of the district. The schools districts solicitor should review any pest control contract to ensure compliance with pest management policy and state regulations.

1. General

- A. Description of program: This specification is part of a comprehensive Integrated Pest Management (IPM) program for the premises listed herein. IPM is a process for achieving long-term, environmentally sensitive pest suppression through the use of a wide variety of technological and management practices. Control strategies in an IPM program include monitoring, physical, cultural, biological, and procedural modifications that reduce the food, water, harborage, and access used by pests. Chemical controls are used only as a last resort after considering non-toxic options.
- B. IPM Coordinator: The school district will appoint a school employee as the IPM Coordinator. The IPM Coordinator will act as the manager of the IPM program including overseeing and monitoring contract performance.
- C. Contractor service requirements:
 - i. The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the surveillance, pesticide application (when deemed necessary), and components of the IPM program.
 - ii. The Contractor shall provide detailed, site-specific recommendations for any modifications needed to aid in pest prevention.
 - iii. The Contractor shall provide evidence of sufficient IPM expertise through training and/or practical IPM experience to carry out these responsibilities.
 - iv. All services provided by the contractor will be in compliance with all relevant Federal, State, and local laws.

2. Pests Included and Excluded

The IPM program specified in this contract is intended to manage pest populations in the contracted area including ***[modify this point to suit the particular situation]***.

3. Action Thresholds

The Contractor and the IPM Coordinator shall fix levels of pest populations or site environmental conditions that require remedial action by the Contractor. Action shall only be taken when a pest population is present and posing a problem and/or risk to school property and/or building inhabitants.

4. Initial Inspections

The Contractor and the IPM Coordinator shall conduct a thorough, initial inspection during the first month of this contract. The purpose of the initial inspection is for the Contractor to evaluate the pest management needs of the property and discuss these with the IPM Coordinator. Access to all areas shall be coordinated with the IPM Coordinator. The inspection shall address: Identification of problem areas in and around buildings, on all athletic fields, and playgrounds ***[modify this point to suit the particular situation]***.

Discussion of the effectiveness of previous control efforts; Facilitation of Contractor access to all necessary areas; Information about restrictions or special safety precautions, or other constraints that the Contractor should be discussed.

5. Pest Management Plan

Following the initial inspection, the Contractor will develop a detailed Pest Management Plan and Service Schedule for each site. This must be submitted to the IPM Coordinator for approval prior to initiation. The Pest Management Plan shall consist of the following:

- A. Service schedule for each site ***[modify this point to suit the particular situation]***. Frequency of inspections, monitoring, and treatment by the Contractor shall depend on the specific pest management needs of the grounds. At a minimum, the Contractor shall perform regularly scheduled inspections and monitoring to determine if remedial action is necessary.
- B. Monitoring and inspection program: The Contractor shall outline a monitoring and inspection program that includes proposed methods of surveillance and that will identify infested areas and allow an objective assessment of site environmental conditions and pest population levels. Monitoring and inspection shall be continued throughout the duration of this contract.
- C. Description of site-specific pest control methods: The Contractor shall describe physical, structural, operational, biological, and least-hazardous chemical recommendations and actions to manage pest populations that exceed the established thresholds or other measures aimed at preventing pest infestations. The Contractor shall use nonchemical methods wherever possible.
- D. The Contractor shall provide the IPM Coordinator with written recommendations for site-specific solutions for preventing future pest infestations
- E. Statements of the conditions considered necessary to allow pesticide application: Pesticide applications shall be by need and not by schedule. The Contractor must obtain permission from the IPM Coordinator before using pesticides. [Some schools may wish to list which pesticides require permission and those that do not].
- F. Proposed materials and equipment for service: The Contractor shall provide current labels, EPA numbers and Material Safety Data Sheets (MSDS Sheets) for all pesticides to the IPM Coordinator.
- G. Commercial pesticide applicator licenses: The Contractor shall provide photocopies of the business' Pest Control License and Pesticide Applicator Licenses for every Contractor employee who will be performing on-site service under this contract.

H. Notification and posting: The Contractor shall work with the IPM Coordinator to ensure full compliance with state notification and posting requirements.

6. Record Keeping

The IPM Coordinator shall be responsible for maintaining a pest control logbook or file for each site specified in this contract. These records, or a copy of them, shall be kept on site. The Contractor shall be responsible for documenting each visit to the site and all services provided. This file shall include:

A. Pest control plan: A copy of the Contractor's approved Pest Management Plan, including labels, EPA numbers, and MSDS sheets for all pesticides used and the Contractor's service schedule.

B. Pest sighting reports: Pest monitoring data sheets that record the number and location of pests found by the Contractor's monitoring program and sightings by school occupants.

C. Work request and inspection forms: Work Request and Inspection Forms will be used to advise the Contractor of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building or site, the Contractor's employee performing the service shall complete, sign, and date the form, and return it to the logbook.