

**State of New York Executive Department
Office of General Services
Procurement Services Group**

**AUTHORIZED USER CONTRACT COMPLIANCE CHECKLIST
Pest Management through IPM
Group #71010, Award# 01510**

Authorized Users (AU) or agency representative uses of the Integrated Pest Management contracts have an obligation to monitor contract performance and compliance. It is very important to read all the terms and conditions of the contract to understand what the contract will and will not provide.

Contract performance and compliance is the using agency's responsibility!

OGS has developed this checklist to assist you in the required task of monitoring contract performance.

BACKGROUND

It is the intent of this contract to maximize the use of pest management interventions *other than* pesticide application. Following the initial Comprehensive Inspection, the contractor shall develop an overall Integrated Pest Management (IPM) Plan and Service Schedule for the User Agency with details regarding each building. A critical aspect of the plan is the establishment of a Monitoring Program that regularly identifies causative conditions and infested areas, and assesses population level. Both comprehensive inspections and monitoring shall be continued throughout the duration of the contract. Upon approval from Authorized User, the IPM Plan and Service Schedule should be implemented by the contractor within five (5) business days.

PROCEDURES:

1. Complete the Following Information after your mini-bid is awarded, prior to the start of work.

MINI-BID CONTRACT NO.	TITLE: Group 71010 INTEGRATED PEST MANAGEMENT
Name of Contractor:	Contractor's Federal ID No.:
Street	City
	State
	Zip
MINI-BID CONTRACT PERIOD:	ADDRESS INQUIRIES FOR OGS TO: Team 2 Barbara Dougall - Purchasing Officer I Telephone No. (518) 486-2519 E-mail address: barbara.dougall@ogs.state.ny.us

2. The following is a synopsis of the basic service requirements that the contractor must provide to the Authorized User (AU) under the OGS contract. Authorized Users are required to keep this log of items, indicating "Yes" when complete and including the date of completion. Authorized Users should check "No" for those items not completed. Any items checked "No" should be brought to the contractor's attention for corrective action and may become the subject of possible contract action.

NOTE:

Under the terms of the contract, non-compliance must be brought to the contractor's attention in writing and the contractor has thirty (30) days to correct deficiencies. If the contractor does not remedy non-compliance, Authorized User should notify OGS of the non-performance issues. A **Stop Work Order** may be issued immediately for serious infractions.

	Contract Requirement	Yes	No	Date
1	Did contractors (within appropriate Region) attend mandatory site visit and sign form (see page 41)? (page 9 & 25)			
2	Did contractor supply all labor, materials & equipment? (page 12)			
3	If applicable, did contractor submit site specific recommendations for structural and procedural modifications to achieve pest suppression? (page 12)			
4	Did the contractor explain which pests are and are not included in contract? (pages 12-13)			
5	If certain pests are excluded and AU opts for contractor to manage or remove, were costs based under the extra compensation provisions of the contract? (page 13)			
6	Did all personnel wear proper company identification? Did technicians have an identification photo available at all times (preferably in the form of ID badge)? (page 15)			
7	Did the contractor supply sufficient staff of supervisory and labor personnel? (page 16)			
8	Did contractor elicit cooperation of AU and all others concerned to protect health, safety and well being of tenants, staff, and pest management technicians, to insure compliance with governing regulations and guidelines to guarantee maximum effectiveness? (page 18)			
9	Was an initial inspection conducted during the first month by contractor's inspector and AU? (page 18)			
10	Upon initial inspection was a detailed plan and schedule for each building provided within 10 working days for AU approval prior to initiation of project?(page 18)			
11	Was the plan and schedule implemented within five (5) working days of AU approval? (page 18)			

	Contract Requirement	Yes	No	Date
12	Following initial inspection was a monitoring program established? (page 19)			
13	Upon periodic inspections by AU to determine contractor effectiveness and compliance, and upon receipt of written documented findings, did contractor promptly initiate corrective actions? (page 19)			
14	Did the contractor make recommendations on structural modifications for pest prevention and suppression? (page 19)			
15	Only upon rare circumstances are pesticides to be used. Was use of any chemical agent pre-approved by AU prior to use? (pages 19, 21)			
16	Are complete and accurate pest management records, as outlined in contract, maintained upon each building visit and kept in each AU office? (page 20)			
17	Are all current label and Material Safety Data Sheets for any AU approved pesticides included in logbook? (page 20)			
18	Did contractor submit proposal for meeting emergency and special services requests? (page 21)			
19	If requested by AU was emergency service responded to on day of request? If requested, were special services responded to in one (1) working day? (page 20)			
20	Chemicals are to be used only as a last resort. If used, were sample labels of chemical & materials received by AU? (page 21)			
21	<p>If chemicals were used did contractor within thirty (30) days from start of contract provide the following safety technical data:</p> <p>A list of chemicals including trade name?</p> <p>All Material Safety Data Sheets?</p> <p>Was antidote data for chemicals used received by AU?</p> <p>Was a list of poison control centers and respective telephone numbers provided?</p> <p>Were chemicals applied when premises was unoccupied and was proper ventilation used?</p> <p>Were proper public notices placed informing occupants of chemical applications?</p> <p>Did contractor comply with all local and state regulations codes regarding timely notices? (pages 21-22)</p>			

	Contractor Requirement	Yes	No	Date
22	Did the contracting supervisor coordinate with AU at the beginning of each visit, the plan & status of the building? (page 22)			
23	If work outside regular business hours was needed, did the contractor advise you two (2) days in advance? (page 22)			
24	Were all pesticides used by contractor registered with EPA and other appropriate jurisdictions? (page 23)			
25	If spray treatment was needed, was approval gained five (5) business days prior to treatment time. (page 23)			
26	Did contractor dispose of killed or trapped rodents within 24 hours? (page 24)			
27	Were all rodenticides placed either in non-accessible locations or in secured bait boxes? (page 24)			
28	Were floor plans provided labeling numbered bait stations? (page 24)			
29	Regarding charges, were rates at or below the not to exceed contract price? (page 25)			
30	Was only a one-time fee for the initial 60-day plan charged? (page 27)			
31	Was a monthly or periodic fee established based on hourly rate to maintain program? (page 27)			
32	Were monthly invoices supplied including contract number, location and itemized work completed? (page 27)			
33	Upon award of mini-bid was contractor available for initial job meeting and subsequent monthly meetings? (page 28)			
34	Did contractor provide monthly report detailing all work completed as compared to scheduled work versus actual completed? (page 29)			
