

**Las Virgenes Municipal Water District  
Request for Quote—Pest Control Services (Districtwide)**

**Overview:**

The District is seeking written quotes for an annual purchase order agreement for insect and rodent control services at District Facilities. The initial contract period will be for one (1) year with four (4) possible one (1) year renewal periods at the District’s option. Please submit completed quote via e-mail on this District form no later than 4:00 p.m. on Monday October 2, 2023 to be considered.

**General Information:**

The District currently has the need for interior and exterior insect control and exterior mice, rat, gopher and squirrel control at approximately seven (7) locations. The District is seeking to establish an annual Purchase Order “PO” with a licensed pest control company to perform the requested service. The estimated annual spend is approximately \$15,000 for the services.

**Quotes:**

For comparison purposes, quotes will be evaluated based on proposed monthly for the services identified in the scope of work for the locations listed in the quote specification.

**Quote Pricing:**

Service fee pricing shall be set for the duration of the agreement. The quote pricing, pricing for stated services and discounts for additional services must be valid for at least one year from date Annual PO is issued.

**Scope of Work:**

- a. Exterior Insect Control
  - i. Each month, contractor will perform exterior maintenance service for all buildings identified in Exhibit A.
  - ii. Each service will include a barrier treatment around the exterior perimeter of each building including any trash receptacle area and adjacent planters. Pests to be controlled are all ants, crickets, spiders, oriental cockroaches, earwigs, silverfish, pill bugs and black widow spiders. At the beginning and completion of each monthly service, contractor will make contact with District designated individual.
- b. Interior Insect Control
  - i. If interior treatments are required, buildings can be accessed between the hours of 7:00 am and 5:00 pm Monday through Friday.
- c. Gopher and Ground Squirrel Control
  - i. Use of chemical treatments and baits and traps to control burrowing gophers and ground squirrels
  - ii. Treatments, baits and traps will be buried or otherwise protected to prevent accidental ingestion from non-targeted wildlife.
  - iii. Visible mounds and holes will be flattened and filled in so that new activity can be detected.

- iv. Gopher and ground squirrel inspections and control will be limited to the following sites (sites are defined on Quote Specification Form):
  - 1. Site 1C
  - 2. Sites 2C and 2D (ground squirrels only)
  - 3. Site 5 (ground squirrels only)
  - 4. Site 6
- d. Mice and Rat Control
  - i. Except for sites 1A-1E, Mice and rats will be treated using tamper resistant bait stations. Stations will be placed for maximum effectiveness and will be opened, cleaned, inspected, and replenished on a monthly basis.
  - ii. Buildings and areas to receive mice and rat control:
    - 1. Sites 1A, 1B, 1C, 1D and 1E
      - a. No bait stations allowed at these facilities. Contractor will recommend environmentally friendly alternatives to baits and poisons.
    - 2. Sites 2A, 2B, 2C and 2D
    - 3. Site 3A
    - 4. Sites 4A, 4B, 4C
    - 5. Site 7
- e. Electric Bird Track Maintenance
  - i. The District has electric bird control systems at the Site 1 and Site 4. Quarterly inspection on the two systems will include:
    - 1. Dusting off all tracks
    - 2. Checking for electrical current throughout the system
    - 3. Inspecting for proper wire connections
    - 4. Inspection of all charger boxes
- f. Yellow Jackets and Bees
  - i. Control and treatment for yellow jackets and bees is on an as needed basis.

**Additional Conditions:**

- Discount Percentage. Bidders must state a set discount percentage off retail pricing for services and supplies.
- Taxation, Surcharges, and Fees. It is the bidder's responsibility to ensure all applicable taxes, surcharges, and fees are within quote pricing at current rate.
  - Any applicable taxes, surcharges, and fees must be properly indicated at current rate on quote form. During the contract period price changes will only be allowed for mandatory government mandated regulatory fees such as taxes.
- The District reserves the right to opt out of additional order(s) in the event delivered product quality and/or vendor performance is deemed inadequate or substandard by the **District**.
- The District's standard "Contractual Service Agreement" terms and conditions shall apply.

**Quote Evaluation and Award:**

- To ensure an even quote evaluation platform **only quotes submitted on this District Quote Specification Form** will be considered. Do not use a standard company quote form.
- Return pages 4 and 5 of this RFQ via e-mail to [danders@lvmwd.com](mailto:danders@lvmwd.com) no later than 4:00 p.m. October 2, 2023.
- An annual purchase order with a not to exceed amount will be issued to the overall lowest, responsive, responsible bidder. Consideration may be given for additional no cost services.

**Quote Specification Form**

Site No.	Description	Monthly Rate	Annual Rate
<b>District Headquarters/Campus</b>			
1A	Building 7 - Operations & Warehouse		
1B	Building 8 - Main Office		
1C	Reservoir #2 - Dam Face		
1D	Building #1 - Original Offices		
1E	Building 2		
<b>Rancho Loas Virgenes Composting Facility</b>			
2A	Control Building		
2B	Farm Building		
2C	Equipment Cage		
2D	Farm Tank Site		
<b>Tapia Water Reclamation Facility</b>			
3A	Control Building		
3B	Effluent Pump Building		
<b>Westlake Filtration Plant</b>			
4A	Filtration Building		
4B	Control Building		
4C	WL Pump Station		
<b>Westlake Reservoir Dam</b>			
5	Dam		
<b>Equestrian Tank Site</b>			
6	Tank		
6A	Grass Area (gopher control)		
<b>Motor Control Center</b>			
7	Control Center		
Quote Total:			
<b>Additional Items</b>			
		Quarterly Amt.	
Electric Bird System Maintenance - Site 1			
Electric Bird System Maintenance - Site 4			
			\$/Each
Replacement of Bird Track Solar Boxes (battery and solar panel)			
Yellow Jacket and Bee Treatment		\$/Treatment	
Nests/Swarms under 10 feet			
Nests/Swarms above 20 feet			
Nests/Swarms above 30 feet			
Honeycomb removal per location			

**Notes or Exceptions:**

**Quoted Submitted by** *(Print information other than signature):*

\_\_\_\_\_  
*Corporate Name of Bidder*

\_\_\_\_\_  
*Date*

By: \_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*E-mail*

\_\_\_\_\_  
*Service Location Street Address*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*City, State, & Zip*

\_\_\_\_\_  
*Mobile*

>>>>See next page for Exhibit A<<<<

Exhibit A – Site Location Map

District Headquarters (Campus) - 4232 Las Virgenes Road



Rancho Las Virgenes Compost Facility – 3700 Las Virgenes Road





Tapia Water Reclamation Facility – 731 Malibu Canyon Road



Westlake Filtration Plant and Dam - 2860 Three Springs Drive





Equestrian Tank Site – 31425 Glenbridge Road Westlake



Motor Control Center – Parkway Calabasas

