



## QUEENS PUBLIC LIBRARY

We speak your language.

**BID #0425-1**

**Date: April 7, 2025**

**Invitation for Bid for  
Integrated Pest Management (“IPM”)  
&  
Pest Control Services**

**Bids must be submitted by:**

**May 7, 2025 2:00 P.M., to:**

**Procurement Department**

**Queens Public Library via DropBox**

**<https://www.dropbox.com/request/9K00r63CGtcih5zUD3UA>**

**Question Deadline**

**April 30, 2025**

**By 4:00PM**

## Instructions to Bidders

All questions and requests for additional information concerning this Bid should be directed to Cristina Polychronopoulos, Purchasing Coordinator and William Funk, Vice President of Procurement Management, the authorized Library contact persons at:

**Telephone #:** 718-990-8684 or 718-990-0782 and 718-990-0783  
**E-Mail Address:** [BIDcontact@queenslibrary.org](mailto: BIDcontact@queenslibrary.org)

### Bid Due Date and Time and Location:

**Date:** May 7, 2025

**Time:** 2:00PM

**Location:** Bid responses must be uploaded to DropBox using the link below:

**DropBox link:** <https://www.dropbox.com/request/9K00r63CGtcih5zUD3UA>

### Question Deadline:

**Date:** April 30, 2025 by 4PM

**Library's Procurement Opportunities Webpage:** This bid is posted on the Library's Procurement Opportunities webpage. Unless instructed otherwise, all related documents are posted on this webpage. Bidders have the responsibility of frequenting the Library's Procurement Opportunities webpage for any updates to the bid including the posting of answers to questions received, bid revisions or addendums or any other updates. The direct link to the webpage is:

<https://www.queenslibrary.org/about-us/procurement-opportunities>.

**Bid Submissions:** The response documents, composed of your Bidder Qualification responses, supporting documents (as required) and cost submissions, in either Microsoft Word, MS Excel or PDF format must be uploaded using the DropBox link below no later than **2:00 p.m. on May 7, 2025**. If multiple files are uploaded, each submitted document name should be a clear reference to the section and information it contains, ex: "Resumes", "Work Experience" and "Financials".

Bid responses should be uploaded to DropBox using the link below:

DropBox link: <https://www.dropbox.com/request/9K00r63CGtcih5zUD3UA>

The Library will not consider any submissions that are faxed, emailed or sent as paper copies, and will not consider any submission received after the submission due date under any circumstances (e.g., **wi-fi limitations, internal web connectivity issues**).

Bids received after the Due Date and Time are late and shall not be accepted. Unless the Library issues a written addendum to this Invitation to Bid which extends the Due Date and Time for all bidders, the Due Date and Time prescribed above shall remain in effect.

The Library will not provide reimbursement for any costs or expenses incurred in connection with this bid, including the costs of preparing and submitting a response, providing any additional information or attending an interview. All material that is submitted in response to this bid will become the sole property of the Library.

***Bid prices must be held for no less than 180 days from date of submission***

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Attachment 1- Library Standard Terms/ Insurance

<https://www.queenslibrary.org/sites/default/files/2023-05/Attachment%201-%20General%20Terms%20and%20Conditions.pdf>

Attachment 2- Local Law 34

[https://www.queenslibrary.org/sites/default/files/2019-08/Attachment%203%20-%20Local%20Law\\_34.pdf](https://www.queenslibrary.org/sites/default/files/2019-08/Attachment%203%20-%20Local%20Law_34.pdf)

**I. LIBRARY OVERVIEW**

The Library is an independent not-for-profit corporation. It is one of the largest and most innovative libraries in the world and one of the three New York City library systems. The Library consists of a Central Library and other facilities located throughout the County of Queens in the State of New York. For a complete listing of current facilities please visit the Library's webpage: <https://www.queenslibrary.org/about-us/locations> .

The Library serves 2.4 million Queens residents, with an extensive collection of books, reference materials, periodicals, government documents, video and audiocassettes, records, compact discs, DVDs, and photographs and maps. The Library has a computerized integrated circulation and catalog system, state-of-the-art computer equipment in all community libraries, and the ability to provide information through free Internet access to the public. The Library offers a wide variety of reading, writing, and literacy programs, and functions as an integral part of the Queens community.

The Queens Borough Public Library has decided to engage the expertise of leaders in the pest management industry to supply services for designated library facilities under a requirements contract as more fully set forth within the scope of work.

**II. SCOPE OF WORK**

Services shall include, but is not limited to, providing all labor, supervision, materials and/or equipment necessary to provide comprehensive pest control for the library buildings listed in the pricing sheet. Services shall be provided on a monthly basis or as needed, based on unit pricing rates for each location, further specified herein on Pricing Sheet.

The Successful Bidder shall utilize industry best practices at each library facility to inspect, identify, institute preventative and remedial measures, monitor and document actions and make appropriate recommendations for improvement based on its findings. The Library's goal is for the Successful Bidder to maintain a pest-free environment. In addition, the Successful Bidder will reduce any pest concerns by employing monthly treatments using safe, environmentally sensitive methods such as eco-friendly traps, sprays and attractants, door sweeps or other preventative materials: steel wool, and door sweeps.

**A. General**

1. Bidders have the responsibility of surveying and performing field visits to Library locations prior to submitting its bid.
2. Selected facilities as indicated in this Scope of Work and listed in the Pricing Sheet are to be serviced once per month and all billed on a single invoice unless otherwise noted. Work service tickets for all locations are to be included with the monthly invoice. Call Back visits may be required by the Library within a 90 minute request time and may be required after standard hours, Saturdays and Sundays or

Holiday. Bidders are to factor these costs into its Monthly Services pricing. Bidders shall include all costs for materials in its Monthly Service pricing.

3. Any additional charges for other visits to selected facilities are to be invoiced separately from monthly recurring charge. Bidders are to provide pricing for Additional Services including Emergency Services as required by the pricing sheet and the scope of services.
4. Thirty-three Library buildings are to be serviced **twice** per month and invoiced separately from all other selected facilities. All office areas are to be handled on an as-needed basis and to be invoiced separately from monthly recurring charge (see Bid Pricing Sheet). Call Back visits may be required by the Library within 90 minutes from the initial request time and may be required after standard hours, Saturdays and Sundays or Holiday. Bidders are to factor these costs into its Monthly Services pricing. Bidders shall include all costs for materials in its Monthly Service pricing.
5. In the event that the Library awards work to the Successful Bidder for a facility that is not listed in this bid, the Successful Bidder shall offer pricing based on similar size library already under contract then invoice the Library separately. Such work may include other Library locations. Additional work may be required at other community libraries and may also include consultations and written evaluations on a facility renovation or open space project in order to identify pest-conducive conditions, suggest pest-proofing measures and/or inspect construction where applicable in order to mitigate pest problems. All Additional Requested Services including Emergency services shall be performed by the Successful Bidder on an as-needed basis and must be separate from Monthly Services and invoiced separately. The Library should be a priority client any time emergency is requested.
6. Routine services shall be performed by the Successful Bidders between 6:00 a.m. and 9:00 a.m. on most days and from 6:00 a.m. until 12:00 p.m. on Tuesdays and Thursdays.
7. The Successful Bidder shall respond to service request from authorized Library Facilities & Environmental Services (“FES”) personnel within 24 hours.
8. The Successful Bidder shall respond to **Emergency calls** and begin treatment within (3) three hours, any delay in response and arrival after the initial three hours shall result in a \$50 credit to the Library for each hour the work start is delayed.
9. The Successful Bidder shall provide a pest sighting log book for each facility.
10. The Successful Bidder to participate and assist FES Management with an informative training for Library custodial staff at the start of the contract term. Training to include, but not be limited to, typical pest problems and mitigation efforts to eliminate pest-conducive conditions, rationale for IPM program and the use of pest sighting logs, safety and the prohibition on pesticide applications by non-certified individuals.

11. The Successful Bidder must also be able to provide comprehensive remediation services for outdoor vegetation pests, termite baiting and rodent proofing. Costs to be determined upon site survey and evaluation.

B. Site Visits, Inspection & Monitoring Progress

1. The Successful Bidder shall perform an initial evaluation of all facilities contained in this bid, at no cost, upon award of a contract. The Successful Bidder to report its findings in its evaluation to the Library Director of Facilities & Environmental Services (FES) or designated FES personnel. The Successful Bidder's evaluation is to include recommendations for each location with the goal of reducing frequency and severity of any pest problems identified.
2. The Successful Bidder shall inspect pest vulnerable interior areas of the facilities listed in this bid. Such areas include, but are not limited to, trash disposal areas, staff areas, kitchen and pantry area, restrooms, mechanical room, lounges, cafeteria, and facility service rooms for evidence of infestations and other related issues.
3. The Successful Bidder shall inspect the exterior of selected facilities, including building facades and all points of ingress and egress with the goal of identifying entry points for pests. If any areas are identified, the Successful Bidder must recommend a corrective measure within its professional expertise (i.e., weatherization) to the Library.
4. The Successful Bidder's service visits shall include the review of the pest sighting log book for reports of pest activity and take necessary steps to identify cause and extent of infestation, control options and treatment required. The Successful Bidder's subsequent visits should include evaluation of the effectiveness of treatments.
5. As required, the Successful Bidder to move stoves and refrigerators for inspection. Any openings and spaces around accessible pipes to be treated and sealed appropriately (i.e., industrial wire, heavy grid wire, foam) by the Successful Bidder. The Successful Bidder to report the need for major repairs to FES.
6. The Successful Bidder's placement of traps and containerized baits is to be checked, handled discreetly and labeled appropriately.
7. The Successful Bidder shall pick up and properly dispose of dead vertebrates unless other arrangements for collection and disposal are agreed upon by FES.
8. The Successful Bidder to remove nests of stinging insects as may be required. All work shall be coordinated and supervised by appropriate personnel and in accordance with pest control requirements and regulations.

C. Reporting & Documentation

1. The Successful Bidder to provide the Director of Facilities & Environmental Services with mandated annual pesticide reporting information (electronic format) in accordance with Local Law 37. The Successful Bidder to also submit annual report via NYCPURS by February 1<sup>st</sup>.
2. The Successful Bidder's reporting and documentation (i.e., work service tickets) are to include at a minimum, result of visual survey, any pest infestations identified, control measures taken and recommendations that are consistent with IPM principles.
3. The Successful Bidder's documentation for serious infestations to include color photographs, detailed narrative of the pest infestation and provisions for corrective course of action.
4. The Successful Bidder to maintain all records of consultations, inspection findings, pest control actions, monitoring results and recommendations for duration of contract. Reports are to be made easily available upon request from Capital & Facilities Management (CFM) or FES, preferably through website access setup for Queens Library (QL) account.
5. The Successful Bidder to document emergency calls and at the request of FES, to provide monthly reports of emergency calls when needed.

D. Safety Measures

1. The Successful Bidder must be in compliance with all federal, state, and local pest control operator requirements and regulations.
2. The Successful Bidder must ensure that all of its employees have been trained in the hazards associated with the chemical exposures for any services associated with this bid. The Successful Bidder to identify all potential hazards and to provide appropriate personal protection and work procedures to minimize any exposures to its employees.
3. The Successful Bidder to provide Safety Data Sheets ("SDS") information and manufacture information forms are for all products used.
4. Emergency use of pesticides may be required from the Successful Bidder; however, the Successful Bidder must obtain authorization from FES. The Successful Bidder shall present all available options to FES. The Successful Bidder and FES shall coordinate appropriate posting notification of planned and emergency application of pesticides in facility buildings or on facility grounds.



5. The Successful Bidder to remove upon completion of work, and not store on-site, any pesticide or chemical required to perform work.
6. The Successful Bidder shall obtain prior authorization from FES all potential products to be used by the Successful Bidder. Any new products that the Successful Bidder may wish to use during term of contract must be approved by FES.

E. General Conditions

1. The designated staff of the Library's Capital & Facilities Management department shall be authorized to direct the Successful Bidder to perform work at designated sites as necessary, based on field evaluation, project meetings and / or applicable drawings. A listing of authorized Library personnel will be provided to the Successful Bidder and updated during the duration of the term of the contract.
2. The Successful Bidder shall be responsible to perform work in such a manner so as to limit interference with Library public service operations. In the event that work requires interruption of public service, the Successful Bidder shall notify the Library prior to scheduling work, in order to coordinate the project. This section also applies when the Successful Bidder has identified the need to erect scaffolding, barriers, perform excavation and demolition. In all of these situations, the Successful Bidder shall be responsible for set-up and tear-down of any equipment and materials and shall also have the responsibility of obtaining any required permits.
3. Any work performed and materials furnished by the Successful Bidder shall be subject to inspection and approval by designated personnel of FES in order to process payments.
4. The Successful Bidder shall maintain sufficient stock of materials necessary for execution of the work under this bid or shall have ready access to materials so as not to delay the performance of work.
5. The Successful Bidder shall provide staffing at its office during regular business hours and be able to contact service personnel. For times other than regular business hours or in the event that regular business hours are not staffed, the Successful Bidder must provide FES with a phone number of a answering services or other provider that can contact the Successful Bidder's service personnel.
6. The Successful Bidder must be able to provide the Library with Additional Requested Services including Emergency Services at flat rates at the regular working hours which are from 8:00 a.m. - 5:00 p.m., Monday through Friday, including any holiday when Library is open to the public. The Successful Bidder to provide Additional Services including Emergency Services 24 hours a day, seven days a week. For work performed at times other than regular working hours or for Saturday and Sundays or holidays when the Library is not open to the public, the Successful Bidder will provide Additional Requested Services including Emergency Services at 1.5 times the flat rates. For each of the requested services, bidder is to provide a flat rate. Each flat rate is to include a follow up service visit within 14 days. The maximum percentage mark-up of materials for Additional Requested Services including Emergency Services shall not exceed ten (10) percent. Bidder by responding to this

solicitation accepts that the maximum percentage mark-up of materials shall not exceed ten (10) percent of materials above trade price as published in applicable regional pricing trade catalogs / lists for materials. The Successful Bidder shall provide reference to trade discounted supply house publication(s) or copy of the Successful Bidder's invoice in order to substantiate material prices for billing. Materials for Additional Requested Services including Emergency Services to include but not limited to: LP / RTU bait boxes, exterior bait station, fly light traps / bulbs, glue boards, termite bait system.

7. For all Monthly Services, Bidders shall include all costs for materials in its Monthly Service pricing.
8. Additional project work will be handled on a project by project basis. Any walk through with appropriate parties to be scheduled with Director of FES and/or designated Library personnel. The library reserves the right to awards additional project work to other vendors.
9. The Successful Bidder shall utilize Statement of Work (SOW) for submission of cost estimates for work to be performed as required during the effective periods of this service agreement, based on contract unit prices. At the discretion of the Library, the Library shall issue a SOW and a Purchase Order.
10. The Successful Bidder will provide a SOW within two business days of the Library's request for a SOW.
11. Based on the issuance of a Purchase Order for the SOW, the Successful Bidder is required to commence work within two business days and is required to completed the work as specified in the SOW including time frames that may be specified in the SOW. All emergency work to be coordinated accordingly with Library's authorized representative in order to expedite performance of work.
12. For routine or emergency work, the Successful Bidder shall be responsible to notify the Library regarding potential presence of asbestos containing material ("ACM") prior to commencing work. The Library then will determine if it needs to engage the services of a testing firm to determine the presence or absence of ACM. As may be required the Library shall engage the services of an abatement contractor to perform corrective action, prior to having the Successful Bidder initiate work.
13. As may be required, the Successful Bidder shall be responsible for filing with New York City Buildings Department and/or all other agencies having jurisdiction as appropriate, permit, inspection, testing application documents, as required per specific job conditions and scope of work. This section applies to conformance with fire safety, scaffolding, rigging, crane operation or dumpster requirements which includes securing all permits and / or engaging the services of licensed riggers, welders, street closure permits, etc. as required, to be paid by the Successful Bidder. All permits as required for specific job sites shall be displayed or otherwise available for inspection by appropriate agencies. Proposed permit requirements shall be identified on SOW as necessary.
14. The Successful Bidder shall remove all rubbish, debris, waste material, temporary structures, barricades or other materials away from Library property upon completion of service calls or other work performed as applicable.

15. The Successful Bidder shall not use any subcontractors for work unless approved by authorized Queens Library representative.

**Community Library Locations - Monthly service or as needed**

Code	Facility	Bldg. SqFt	Levels	Address
AR	Arverne	5,000	1	312 Beach 54th St., Arverne 11692
*A	Astoria	8,600	1+M+B	14-01 Astoria Blvd., LIC 11102
AU	Auburndale	7,500	1	25-55 Francis Lewis Blvd., Flushing 11358
BP	Baisley Park	7,500	1+M	117-11 Sutphin Blvd., Jamaica 11436
BT	Bay Terrace	7,500	1	18-36 Bell Blvd., Bayside 11361
*B	Bayside	10,300	1+B	214-20 Northern Blvd., Bayside 11361
BL	Bellerose	7,500	1	250-06 Hillside Ave., Bellerose 11426
BW	Briarwood	7,500	1+B	85-12 Main St., Briarwood 11435
BC	Broad Channel	1,750	1	16-26 Crossbay Blvd., Broad Channel 11693
*BR	Broadway	15,700	2+B	40-20 Broadway, LIC 11103
*CM	Cambria Heights	18,000	1+B	218-13 Linden Blvd., Cambria Hgts. 11411
*C	Corona	8,000	1+B	38-23 104th St., Corona 11368
*DL	Douglaston	10,200	1+B	249-01 Northern Blvd., Little Neck 11363
*EE	East Elmhurst	7,500	1	95-06 Astoria Blvd., East Elmhurst 11369
EF	East Flushing	7,500	1	196-36 Northern Blvd., Flushing 11358
*E	Elmhurst	33,623	3+B	86-01 Broadway, Elmhurst 11373
FA	Far Rockaway	19,888	2	1003 Beach 20th Street, Far Rockaway 11691
*FAA	Far Rockaway Teen	1,971	1	1637 Central Avenue, Far Rockaway, NY 11691
*FH	Forest Hills	21,950	2+B	108-19 71st Ave., Forest Hills 11375
*FM	Fresh Meadows	8,700	1	193-20 Horace Harding Expy., Fr. Meadows 11365
*GK	Glen Oaks	18,000	2 + B	256-04 Union Tpke., Glen Oaks 11004
*GL	Glendale	10,800	1+M+B	78-60 73rd Pl., Glendale 11385
H	Hillcrest	7,600	1	187-05 Union Tpke., Flushing 11366
HO	Hollis	7,500	1	202-05 Hillside Ave., Hollis 11423
HB	Howard Beach	7,500	1	92-06 156 Ave., Howard Beach 11414
*HP	Hunters Point	21,800	3	47-40 Center Boulevard, Long Island City, NY 11109
*JH	Jackson Heights	18,038	2+B	35-51 81st St., Jackson Hgts. 11372
*KE	Kew Gardens Hills	11,666	1	72-33 Vleigh Pl., Flushing 11367
*LH	Langston Hughes	23,000	2+B	100-01 Northern Blvd., Corona 11368
*LA	Laurelton	9,000	1+B(P)	134-26 225th St., Laurelton 11413
LRC	Lefferts	7,500	1	103-34 Lefferts Blvd., Richmond Hill 11419
*LIC	Long Island City	18,000	2	37-44 21st St., Long Island City 11101
MA	Maspeth	7,500	1	69-70 Grand Ave, Maspeth 11379
MG	McGoldrick	7,500	1	155-06 Roosevelt Ave, Flushing 11354

MV	Middle Village	6,000	1+B	72-31 Metropolitan Ave., Middle Village 11379
*MT	Mitchell-Linden	8,800	1	31-32 Union St., Flushing 11354
NF	North Forest Park	7,500	1	98-27 Metropolitan Ave., Forest Hills 11375
NO	North Hills	6,000	1	57-04 Marathon Pkwy., Little Neck 11362
*Oc	Operation Center	12,350	2	145-54 56th Street, Jamaica, NY 11434
OZ	Ozone Park	7,500	1	92-24 Rockaway Blvd., Ozone Park 11417
*PRC	Peninsula	12,750	1	92-25 Rkwy. Beach Blvd., Rkwy. Beach 11693
PM	Pomonok	7,500	1+M	158-21 Jewel Avenue, Flushing 11365
*P	Poppenhusen	8,000	1+B	121-23 14th Ave., College Point 11356
*QV	Queens Village	12,300	1+B	94-11 217th St., Queens Village 11428
QH	Queensboro Hill	7,750	1	60-05 Main St., Flushing 11355
RG	Rego Park	7,500	1	91-41 63rd Dr., Rego Park 11374
*R	Richmond Hill	13,000	1+M+B	118-14 Hillside Ave., Richmond Hill 11418
*RD	Ridgewood	14,000	1+M+B	20-12 Madison St., Ridgewood 11385
*RO	Rochdale Village	9,181	1	169-09 137th Ave., Jamaica 11434
RS	Rosedale	5,400	1	144-20 243rd St., Rosedale 11422
SE	Seaside	7,500	1	116-15 Rockaway Beach Blvd., Rkwy. Pk. 11694
SH	South Hollis	7,500	1+B(P)	204-01 Hollis Ave., South Hollis 11412
*SJ	South Jamaica	13,500	1+B	108-41 Guy R. Brewer Blvd., Jamaica 11433
SZ	South Ozone Park	7,500	1	128-16 Rockaway Blvd., So. Ozone Park 11420
SA	St. Albans	7,510	1	191-05 Linden Blvd., St. Albans 11412
*S	Steinway	11,200	2+B	21-45 31st St., LIC 11105
SU	Sunnyside	7,500	1	43-06 Greenpoint Ave., LIC 11104
W	Whitestone	7,500	1+B	151-10 14th Rd., Whitestone 11357
WP	Windsor Park	7,500	1+B	79-50 Bell Blvd., Oakland Gardens 11364
*WN	Woodhaven	9,100	1+B	85-41 Forest Pkwy., Woodhaven 11421
*WS	Woodside	10,800	2+M+B	54-22 Skillman Ave., Woodside 11377
QB	Queensbridge	1,300	1	10-43 41st Ave., LIC 11101
RV	Ravenswood	3,200	1	35-32 21st St., LIC 11106
*CEL	Central	261,750	2+3B+PH	89-11 Merrick Blvd., Jamaica 11432
*F	Flushing	76,000	3+B	41-17 Main Street, Flushing 11355
*	33 Library buildings will be serviced bimonthly (2 times per month)			

### III. **BIDDER QUALIFICATIONS**

Bidders must provide responses to all of the qualification requirements listed below. Failure to respond to each of the nine items in this section will result in disqualification.

1. The Successful Bidder must be an entity that is duly formed and in good standing under the laws of the relevant jurisdiction and, to extent applicable, licensed to provide the products and services for which it seeks to submit a bid. The Successful Bidder must demonstrate that they have been in business

at least five (5) years and is able to prove demonstrated capability as pest control specialists with a complete project record satisfactory to the Library. Provide detailed information.

2. The Successful Bidder must be certified by Green Shield or Eco Wise (or an equivalent deemed acceptable in the sole judgement of the Library) and maintain certification as an IPM Service Provider. Current membership with the National Pest Management Association or other organization(s) of similar standing is preferable. The Successful Bidder must be in compliance with EPA, NYS DEC, NYC Local Law 37 rules and regulations and manufacturer's label instructions that are applicable to the type of work being performed. The Successful Bidder must ensure that pest control technicians are trained, licensed and certified to perform work in accordance with IPM standards. Successful bidder and all pest control technicians need applicable training, licenses and certifications which should include handling, removal and release of wild life (dead or alive) from premise.

<https://dec.ny.gov/regulatory/permits-licenses/fish-wildlife-plant/special-licenses/nuisance-wildlife-control#:~:text=You%20must%20pass%20the%20Nuisance,a%20regional%20DEC%20wildlife%20office>

Provide detailed information that your firm meets these requirements.

3. Provide a brief description of your firm, its history and ownership structure, and its number of employees. Also, include any significant developments, or organization, ownership or financial structure changes that have occurred in the last three (3) years, or that you anticipate in the future.
4. Provide the name, title, address, telephone and fax number, and e-mail address of the individual the Library should contact with respect to your bid. Make a statement regarding the availability of this individual as the primary contact to the Library throughout the term contemplated under this bid.
5. Provide a summary of your firm's experience and qualifications in meeting the standards of the Bidder Qualification requirements contained in the bid document and with executing the obligations listed in the Scope of Work. Include specific references to work for not-for-profit corporations, library systems or other like-entities.
6. Describe how you would staff the engagement and be able to respond to the Scope of Work.
7. Provide a minimum of three (3) recent clients as references that best represent your ability to perform the tasks described in this Bid (a "Reference Client"). Provide the Reference Client's name, contact person, title, address, and telephone number. Please provide details on the work performed for each Reference Client, including, the length of any contract, contract value and explanation of how the work performed is similar to the work required by the Library, as well as any other pertinent information relevant to representing your qualifications to perform the work.
8. Provide copies of your two (2) most recent audited financial statements. If audited financial statements are not available, please explain why and identify how the Library can assess the financial condition of your firm.

9. Identify the nature of any potential conflict of interest your firm or any proposed sub-consultants might have in providing the Scope of Work under this bid with the Library.
  - (a) Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm's involvement with the Library. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.
  - (b) State whether your firm represents any party that is or may be adverse to the Library.
10. Discuss any past or present civil or criminal legal investigations, litigation or regulatory action involving your firm or any of its employees that could impact your role or ability to serve as a contractor to the Library. If none, include a statement that there are no past or present civil or criminal legal investigations, or pertinent litigation and or regulatory actions that could impact your firm's ability to serve in the required capacity.

#### IV. **CONTRACT TERM**

It is anticipated that the term of this agreement shall be for a two (2) year period and three (3) one-year options to extend, to occur at the discretion of the Library.

#### V. **BID PROCESS AND GUIDELINES**

1. Firm must submit an electronic submittal of your bid through the DropBox link. The response documents, are composed of your Bidder Qualification responses, supporting documents (as required) and cost submissions, in either Microsoft Word, MS Excel or PDF format must be uploaded using the DropBox link and date noted on the cover of this solicitation. If multiple files are uploaded, each submitted document name should be a clear reference to the section and information the file contains, ex: "Resumes", "Work Experience" and "Financials".
2. Bidder to provide responses to bid section III. Bidder Qualifications, provide all requested forms. Bidders that fail to provide all of the requested information may be deemed non-responsive in the sole judgement of the Library.
3. Following the Bid opening, the Library shall issue an award, if any, to a Bidder, adhering to the Library's award cycle.
4. The Library reserves the right to accept this Bid by item, section or as a whole, or in its discretion, to reject all responses. Also reserved is the right to reject, for cause, any Bid responses in whole or in part, to waive technical defects, qualifications, irregularities and omissions if, in its judgment, the best interests of the Library will be served.
5. The Library reserves the right to award the contract to the lowest-priced and responsible low bidder deemed qualified by the Library, split the award between two or more Bidders or project locations, or make no award, as will best promote the public interest, taking into consideration the reliability of the Bidder, quality of the services, materials, equipment or supplies to be furnished, and its conformity with the requirements of the Bid.

6. Following the issuance of an award, the Library shall issue a formal contract which shall not be binding unless and until the Library and a Bidder execute a contract.
7. In the event a Bidder proposes to furnish substitutions for a service or product, as appropriate, this information shall be identified in writing, including full technical descriptions, catalog cuts and samples, as appropriate, with the Bid. The Library reserves the right to request a representative sample of the item(s) quoted, either prior to award, or before shipment is made. The determination of equality shall be made by the Library. If the sample or other technical description is not in accordance with the Bid, or is otherwise deemed not to be an equal to that specified, the Library may reject the bid, or, if award has been made, cancel the contract at the expense of the Bidder.
8. Bidders shall thoroughly examine and be familiar with all requirements of the Bid and drawings (if any). The failure or omission of any Bidder to fully examine the Bid / drawings and site conditions shall in no way relieve Bidder from any obligations with respect to performance of the contract and the contemplated work therein.
9. If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in this Bid, they shall immediately notify the Library in writing to William Funk, Vice President of Procurement Management at [BIDcontact@queenslibrary.org](mailto: BIDcontact@queenslibrary.org) of such error and request clarification or modification to the document.
10. Should the Library find it necessary to modify this Bid, a notice of that modification will be made by way of an addendum that will be distributed to firms on the distribution list of this solicitation.
11. If a Bidder fails to notify the Library of a known error or an error that reasonably should have been known prior to the final filing date for submission, the Bidder shall assume the risk. If awarded the contract, the Bidder shall not be entitled to additional compensation or time by reason of the error or its late correction.
12. Payment will be made by the Library only upon completion of the required work or if the Library agrees to progress billing upon presentation of correctly itemized invoices within thirty (30) days of invoice approval.
13. The Successful Bidder is responsible for providing all supporting documentation, including AIA construction progress invoices, certified payrolls, release of liens and permit signoffs for final payment when required.
14. The Library's payment of any invoice shall not preclude the Library from making claim for adjustment on any item found not to have been in accordance with the general conditions and specific requirements of the contract.
15. In the case of service contracts, payments shall be net upon approval of the monthly invoice for service, unless otherwise stated.

16. For all bids received in response to this bid, the Procurement Department shall email all bidders within fifteen (15) calendar days of the bid due date, the names of all bidders that submitted a bid and each total bid price. Such email shall inform the bidder that the communication is for informational purposes and does not represent a determination of an award.



**FORM # 1**

**STATEMENT OF UNDERSTANDING**

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands and accepts the scope and requirements of this project and all of the attachments; (ii) has the capacity to execute this project; (iii) agrees to accept payment in accordance with the requirements of this Bid and the standard construction services contract, and (iv) will, if its bid is accepted, enter into a standard agreement with the Queens Borough Public Library.

I hereby certify that my firm will carry all types of insurance specified in the Bid.

The undersigned further stipulates that the information in this bid is, to the best of knowledge and belief, true and accurate.

\_\_\_\_\_

Name of Firm

By: \_\_\_\_\_  
Signature of Partner or Corporate Officer

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone / Fax #'s

\_\_\_\_\_  
EIN #

\_\_\_\_\_  
Address

\_\_\_\_\_  
e-mail address

**FORM #2**

**REFERENCES**

Bidder **MUST** furnish three (3) references for work/projects completed within the last three (3) years of the same general character as that specified herein. Please do not include the Queens Borough Public Library or any Queens Borough Public Library employee as a reference.

1. \_\_\_\_\_  
Name of Firm e-mail Contact Telephone

2. \_\_\_\_\_  
Name of Firm e-mail Contact Telephone

3. \_\_\_\_\_  
Name of Firm e-mail Contact Telephone

Bidder to furnish name of bank or other financial institution to provide evidence of its financial responsibility:

1. \_\_\_\_\_  
Name of Firm e-mail Contact Telephone

2. \_\_\_\_\_  
Name of Firm e-mail Contact Telephone

**FORM # 3**

**NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this BID, Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint BID submission each party hereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by the Bidder prior to the BID opening, directly or indirectly, to any other Bidder or to any competitor; and
3. No attempt has been made or will be made by the Bidder to induce any person, partnership or corporation to submit or not to submit a response to this Bid for the purpose of restricting competition.

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Company Name \_\_\_\_\_ Date \_\_\_\_\_

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Address \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Telephone \_\_\_\_\_ FAX \_\_\_\_\_

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Name of Bidder \_\_\_\_\_ Title \_\_\_\_\_

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Signature of Bidder \_\_\_\_\_ e-mail \_\_\_\_\_

**FORM # 4 - PRICING SHEET**

Bidders are required to perform all services listed in the Bid and are required to provide all the requested pricing using the provided Excel Pricing Sheet.

Bidders that do not conform to these requirements shall be deemed non-responsive. Provide the monthly rates for services to be provided to the Library by your firm and/or your firm's sub-contractors. Note that administrative support costs are to be included in the proposed monthly rates.

Please complete the separate Excel Spreadsheet for pricing submission, below is a brief description of the services being requested:

1. Monthly Service Pricing
2. Bi-monthly Service Pricing
3. Additionally Services Including Emergency Services

**1. MONTHLY SERVICE PRICING**

Areas are to be serviced once per month. Call back visits may be required by the Library within a three hour request time and may be required after standard hours, Saturdays, Sundays or Holiday. Vendors are to factor the cost of a call back visit into its Monthly Services pricing. Vendors shall include all costs for materials in its Monthly Service pricing. Routine services shall be performed by the Successful Bidders between 6:00 a.m. and 9:00 a.m. on most days and from 6:00 a.m. until 12:00 p.m. on Tuesdays and Thursdays.

**2. BIMONTHLY SERVICE PRICING**

Thirty-three (33) Libraries are to be serviced **twice** per month and invoiced separately from all other selected facilities. All office areas are to be handled on an as needed basis and to be invoiced separately from monthly recurring charge (see Pricing Sheet). Call Back visits may be required by the Library within a three hour request time and may be required after standard hours, Sundays or Holiday. Vendors are to factor these costs into its Services pricing. Vendors shall include all costs for materials in its Monthly Service pricing.

Please see tab Exhibit A of the Pricing Sheet for information Listing of Detailed Service Areas Per Location for areas to be serviced for the largest library buildings, Central and Flushing Libraries. Routine services shall be performed by the Successful Bidders between 6:00 a.m. and 9:00 a.m. on most days and from 6:00 a.m. until 12:00 p.m. on Tuesdays and Thursdays.

**3. ADDITIONAL SERVICES INCLUDING EMERGENCY SERVICES**

The Successful Vendor must be able to provide the Library with Additional Requested Services including Emergency Services at flat hourly rates at the regular working hours which are from 8:00 a.m. - 5:00 p.m., Monday through Friday, including any holiday when Library is open to the public. These services are an as-needed basis and are not guaranteed to be used during this contract.

The Successful Vendor shall respond to Emergency calls and begin treatment within (3) three hours, any delay in response and arrival after the initial three hours shall result in a \$50 credit to the Library for each hour the work start is delayed.

The Successful Vendor to provide Additional Services 24 hours a day, seven days a week. For work performed at times other than regular working hours or for Saturdays and Sundays or holidays when the Library is not open to the public, the Successful Vendor will provide Additional Requested Services at 1.5 times the flat rates. For each of the requested services, Vendor is to provide a flat rate. Each flat rate is to include a follow up service visit within 14 days.

The maximum percentage mark-up of materials for Additional Requested Services shall not exceed ten (10) percent. Vendor by responding to this solicitation accepts that the maximum percentage mark-up of materials shall not exceed ten (10) percent of materials above trade price as published in applicable regional pricing trade catalogs / lists for materials. The Successful Vendor shall provide reference to trade discounted supply house publication(s) or copy of the Successful Vendor's invoice in order to substantiate material prices for billing. Materials for Additional Requested Services to include but not limited to: LP / RTU bait boxes, exterior bait station, fly light traps / bulbs, glue boards, termite bait system.

See Excel Pricing sheet.

Successful Bidder to provide prices inclusive of overhead, profit and the applicable Prevailing Wage schedule as established by the Office of the New York City Comptroller. Bidder must conform to the provisions of Local Law 220. Prevailing Wage schedules can be found using this web link for the Office of the New York City Comptroller: <http://comptroller.nyc.gov/prevailing-wage/wage-schedules/>

In submission of its bid, Bidder understands and accepts that the maximum percentage mark-up of materials, equipment and any subcontractors for other trades shall not exceed ten (10%) percent.

- Straight Time:** 8am – 5pm Monday-Friday (including any holiday The Library is open to public)
- Overtime:** 5pm – 8am Monday- Friday and anytime Saturday (1.5 x Straight Time Rate)
- Premium Time:** Sundays (2.0 x Straight Time Rate)
- Premium Time:** Holidays that The Library is **closed** to the public (2.0 x Straight Time Rate)

Library Holiday Closings

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Easter
- Memorial Day
- Juneteenth
- Independence Day
- (If July 4<sup>th</sup> falls on weekend day observed will vary)
- Labor Day
- Italian Heritage Day & Indigenous People's Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

**FORM # 5- VENDOR RESPONSIBILITY QUESTIONNAIRE**

Legal Business Name:
EIN:
Address of the Principal Place of Business/Executive Office:
New York State Vendor Identification Number:
Telephone/Fax:
Email:
Website:
Authorized Contact for this Questionnaire:
Name:
Telephone/Fax:
Title:
Email:

List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years, the state or county where filed, and the status (active or inactive) (if applicable):

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I. Business Characteristics

- a. Business Entity Type: \_\_\_\_\_
- b. Was the Business Entity Formed in New York State? \_\_\_\_\_
- c. If no, indicate jurisdiction where Business Entity was formed: \_\_\_\_\_
- d. Is the Business Entity currently registered to do business in New York State with the Department of State? \_\_\_\_\_

e. If no, explain why the Business Entity is not required to be registered in New York State.

\_\_\_\_\_

f. Does the Business Entity have a DUNS Number? If so, please provide: \_\_\_\_\_

g. Is the Business Entity's principal place of business/Executive Office in New York State? If no, does the business entity maintain an office in New York State? \_\_\_\_\_

h. Is the Business Entity a NYS or NYC Certified Minority or Women Owned Business (M/WBE)? If so please indicate which certification and the certifying entity.

\_\_\_\_\_

i. Identify current Key Employees of the Business Entity. Attach additional sheets, if necessary.

\_\_\_\_\_

II. Contract History

a. Has the Business Entity held any contracts with the City of New York, Queens Borough Public Library and/or New York State governmental entities in the last three (3) years? If yes, attach a list including the agency name, contract amount, contract start date, contract end date and the contract description.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Integrity -- Contract Award: Within the past five (5) years, has the business entity or affiliate:

a. Been denied a contract or had a bid rejected based upon a finding of non-responsibility by a governmental entity? \_\_\_\_\_

b. Been suspended, cancelled or terminated for cause on any government contract? \_\_\_\_\_

c. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract? \_\_\_\_\_

d. Entered into a formal monitoring agreement as a condition of a contract award? \_\_\_\_\_

\*\*\* For each "yes" answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. Certifications/Licenses

- a. Within the past five (5) years, has the Business Entity or any Affiliate had a revocation, suspension or disbarment of any business or professional permit and/or license? \_\_\_\_\_

\*\*\* If “yes,” provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

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V. Legal Proceedings: Within the past five (5) years, has the business entity or affiliate:

- a. Been the subject of a civil complaint? \_\_\_\_\_
- b. Been the subject of a judgment or conviction for conduct constituting a crime? \_\_\_\_\_
- c. Received any OSHA citation and Notification of penalty containing a violation classified as serious or willful? \_\_\_\_\_
- d. Had any New York State Labor Law violation deemed willful? \_\_\_\_\_

VI. Leadership Integrity: Within the past five (5) years, has any individual previously identified, any other Key Employees not previously identified or any individual having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation within New York State been subject to:

- a. A sanction imposed relative to any business or professional permit and/or license? \_\_\_\_\_
- b. An investigation, whether open or closed, by any governmental entity for a civil or criminal violation for any business related conduct? \_\_\_\_\_
- c. A conviction or judgment of any business related conduct constituting a crime including, but not limited to, fraud, extortion, bribery, racketeering, price fixing, bid collusion or any crime related to truthfulness? \_\_\_\_\_
- d. Misdemeanor or felony conviction for:
  - i. Any business-related activity, including, but not limited to, fraud, coercion, extortion, bribe or bribe-receiving, giving or accepting unlawful gratuities, immigration or tax fraud, racketeering, mail fraud, wire fraud, price fixing or collusive bidding; or



- ii. Any crime, whether or not business related, the underlying conduct of which related to truthfulness, including, but not limited to the filing of false documents or false sworn statements, perjury or larceny?

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**FORM # 7**

**ACKNOWLEDGEMENT OF ADDEND**

\_\_\_\_\_  
**Name of Firm**

<b>TITLE OF BID:</b>	
<b>Trade:</b> Integrated Pest Management (“IPM”) & Pest Control Services	<b>PIN:</b> 0425-1
<b>Instructions:</b> Prospective Bidder is to fill in <b>Trade</b> and <b>PIN</b> number (above), check / complete <b>Part I or Part II</b> of this form (whichever is applicable) and sign and date the form. This form serves as the prospective Bidder’s acknowledgement of the receipt of Attachments to this Bid which may have been issued by the Library prior to the proposal due date and time.	
___ Part 1 – Listed below are the dates of issue for each Addendum received in connection with this BID.  Addendum # 1, dated _____ Addendum # 2, dated _____ Addendum # 3, dated _____ Addendum # 4, dated _____ Addendum # 5, dated _____	
___ Part 2 – No Addendum(s) were received in connection with this BID.	
Prospective Bidder’s Authorized Representative:  Name: _____  Title: _____  Signature: _____ Date: _____	

**FORM # 8 QUEENS PUBLIC LIBRARY CHECKLIST**

**PIN NUMBER:** 0425-1

**BID TITLE:** IPM & Pest Control Services

**VENDOR NAME:** \_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

***CHECK EACH ITEM BELOW TO ENSURE ALL REQUIRED FORMS AND DOCUMENTS ARE INCLUDED WITHIN YOUR BID SUBMISSION.***

**Required Forms and Submittal Requirements:**

- Form #1 – Statement of Understanding**
- Form #2 – References**
- Form #3 – Non-Collusive Bidding Certification**
- Form #4 – Bid Sheet (separate Excel document)**
- Form #5 – Vendor Responsibility Questionnaire**
- Form #6 – Bidder Qualifications Response (separate Word document)**
- Form #7 – Acknowledgment of Addenda**
- Form #8 – Queens Public Library Checklist**
- Upload a complete bid package to DropBox to:**

<https://www.dropbox.com/request/9K00r63CGtcih5zUD3UA>

**By:** \_\_\_\_\_  
**Signature of Partner or Corporate Officer**