

# **Request for Proposal**

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## **For Pest Control Service For Allentown School District**

**Proposals Due  
Tuesday, October 3, 2023, by 12:00 p.m.**

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# REQUEST FOR PROPOSAL

Pest Control Service

## ***Allentown School District***

Allentown School District (“the District”) is seeking proposals from qualified and experienced vendors for Pest Control Services for all buildings. The work to be performed by the selected vendor is defined by the requirements and specifications contained herein..

All proposals need to be sent electronically in PDF format by email to the following: [RFP@allentownsd.org](mailto:RFP@allentownsd.org).

**Proposals will be received until 12:00 p.m., Tuesday, October 3, 2023**, Eastern Standard Time. The District is not liable for any cost incurred by any person or firm responding to the RFP.

Questions prior to the submittal of the RFP are to be directed to:

*Tom Smith*  
*Executive Director of Facilities*  
[smitht@allentownsd.org](mailto:smitht@allentownsd.org)

The above-mentioned is the only contact for this project. Contacting other administrators, School Board Members, or staff members as part of this process is not acceptable and is grounds for potential elimination from consideration. All questions must be submitted via email.

## GENERAL TERMS AND CONDITIONS

The work to be performed for Pest Control Service Contract is defined by the Contract Documents and consists of the following: Insect, rodent, and preventative pest control for numerous facilities owned and operated by the Allentown School District.

## REQUIREMENTS

1. **PERFORMANCE BONDS:** The Contractor to whom this contract is awarded shall furnish to the School District, a properly executed Performance and Labor and Material Bond with corporate surety authorized to do business in Pennsylvania, each in the amount of 100% of the contract price, conditioned for the faithful performance of the contract. In the event the successful proposer neglects or refuses to execute and deliver the Performance Bond within five (5) working days after notification of the award the School District reserves the right to reject said proposal.  
All proposals must be accompanied by a Certified Check, Cashier's Check, or a Treasurer's Check drawn to the order of the Allentown School District, or a PROPOSAL Bond with surety acceptable to the School District in the amount of ten (10%) percent of the total PROPOSAL. Surety companies must have a Certificate of Authority as an acceptable Surety on Federal Bonds and as acceptable reinsuring company in accordance with the latest Treasurer's Department Bulletin published by the Fiscal Service Company of Surety Bonds.
2. **CASH ALLOWANCE:** No cash allowances are included in the specifications.
3. **COMPLETION DATE:** Work to be performed under this contract shall be completed as indicated in specifications and/or as directed by Director of Facilities Services.
4. **CRIMINAL RECORD CHECK:** All contractors shall have background checks completed for all employees and all subcontractor's employees working on the project, who in the course of their work will be required to enter any school district facility or enter the school district's property. Background checks shall be in accordance with Act 34 of 1985 Section 111 of the Pennsylvania School Code of 1949, as amended, Act 151 of 1994, and Act 114 of 2007. These clearances are commonly known as a Criminal Record Check (Act 34), a Child Abuse Clearance (Act 151), and FBI Federal Criminal History Record (Fingerprinting) (Act 114). No employee will be permitted to work on a project at the school district, unless she/he has presented an original, acceptable criminal record clearance and an original, acceptable child abuse clearance.
5. **HUMAN RELATIONS ACT:** Pursuant to the provisions of the Pennsylvania Human Relations Act 222 of October 27, 1995 (P.L. 744) (43 P.S., S951, et seq.) of the Commonwealth of Pennsylvania and Human Relations Contract Compliance, 16 Pa. Code Chapter 49, that prohibits certain practices or discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The Contractor shall agree to comply with the provisions of this Act as amended and that is made part of this specification.

6. **DISCRIMINATION PROHIBITED:** (According to Section 755, Public School Code of Pennsylvania, 1949, as amended, the contractor agrees:
  - a) That in the hiring of employees for the performance of work under this contract, or any sub-contract hereunder, no such contractor or subcontractor shall, by reason of race, creed or color discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates;
  - b) That no contractor, sub-contractor, nor any person on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed or color;
  - c) That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of the contract; and
  - d) That this contract may be cancelled or terminated by the School District, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.
7. **NON-COLLUSION AFFIDAVIT:** Non-Collusion Affidavit as enclosed must be completed and submitted with proposal in order for PROPOSAL to be accepted by the District.
8. **STANDARD OF QUALITY:** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for PROPOSAL purposes. It is not the intent to limit the acceptance to any one material or product specified, but rather to name or describe it as the absolute minimum standard that is desired and acceptable. A material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words 'or as approved equal', they shall be subject to equals only as approved by the architect and/or engineer.

**LOCAL AND STATE REGULATIONS:** Proposer's attention is directed to the fact that all applicable State and Municipal laws, rules & regulations shall apply to the contract throughout, and they are deemed to be included herein the same as though herein written out in full; however, the proposer's attention is directed to the following specifications with which he must comply however such as listed herein are not the only rules and regulations to which the proposer is held accountable.

No person shall be employed to do work under this contract except competent and first-class workmen and mechanics, and no workmen or mechanics shall be regarded as competent and first-class except those who are fully skilled in their respective branches of labor, and who shall be paid not less than such rate of wages and such hours work as shall be established, and current rate of wages paid for such hours, by employers of organized labor in doing similar work in the district where the work called for by this contract is being performed.

Proposals must be firm for **90 days** from the date due for receipt of proposals as above noted.

The Board of Directors reserves the right to reject any or all proposals, with or without cause.

## **SPECIFICATIONS**

### 1. General Specifications

#### A. Project Locations

All proposers shall familiarize themselves with each site to understand the scope of work and conditions under which the work must be performed. Lack of such knowledge shall not be considered as an excuse for granting extra compensation, or for failure, neglect, or refusal to perform any and all work called for or intended in the specifications. Proposers can access each location by contacting the Assistant Facility Director.

#### B. Materials

The materials used shall be in nature as to control pests in the best and safest manner possible. Materials shall be new and shall be used in accordance with manufacturer's specifications and shall meet all City, State, and Federal regulations concerning--but not limited to--composition, strength, application, and safety.

#### C. Equipment

Any equipment used to satisfy this contract shall be in first-class mechanical operation and must dispense the material so that it is spread on the target at the proper rate to obtain desired control. Equipment used must conform with the pesticide manufacturer's requirements.

#### D. Service

Service for said contract shall be provided monthly on a regularly scheduled basis beginning November 20, 2023 and terminating November 20, 2024, with the owner's option to extend the contract period by one (1) year for up to five (5) years. Reference other areas of specifications for additional requirements concerning service.

One monthly invoice for inspection services at all locations will be sent to the Allentown School District, Facilities Services Office, at 1301 Sumner Avenue, Allentown, PA 18102. Any requests for additional services are to be billed separately.

### 2. Scope of Contract

#### A. Intent

The contractor will provide professional services, skilled labor, materials, equipment, tools, insurance, permits, and fees necessary to render services according to the specifications set forth.

### 3. Scope of Services

#### A. Integrated Pest Management

Integrated pest management procedures will be used to determine when to control pests and whether to use physical, mechanical, cultural, biological, educational, or chemical methods to achieve control. The use of pesticides will be based on a review by supervisory personnel of both the Contractor and School District. This review will determine that other options are not acceptable or are not feasible. Cost of staffing or operations alone will not be adequate justification for use of chemical control agents.

#### B. Insect Control (Includes cockroaches, ants, fleas, spiders, silverfish, flies, and stinging insects)

##### 1. Control methods may include:

- a. Non-chemical methods
- b. Application of dusts and gels to voids or concealed areas
- c. Use of baits where labeling permits
- d. Application of liquid residual insecticides as a spot treatment where labeling permits
- e. Application of liquid residual insecticides to cracks and crevices where pests breed or harbor

#### C. Rodent Control (Includes rats and mice)

##### 1. Control methods may include:

- a. Ketch-All mouse traps or approved equivalent
- b. Snap traps
- c. Glue stations
- d. Anticoagulant rodenticides placed in tamper-proof bait stations
- e. Tracking powder in stations or concealed voids where permitted by labeling

##### 2. Preventive rodent control

- a. All working Kitchens and food storage areas shall be equipped with Ketch-All mousetraps or approved equal at the beginning of the contract and maintained for the duration of the contract. The contractor will supply a building floor plan showing the location of all rodent control techniques.
- b. All bait stations and Ketch-All or equivalent mousetraps will be numbered and the locations indicated on the floor plan.
- c. **All bait stations and Ketch-All or equivalent traps will be dated and sanitized on each service visit and signed by the technician performing the service. Failure to sign and date traps on each visit will cause the visit to be deemed a non-visit and payment will not be made for the service.**

### 4. Nature of Work and Materials

- A. All work will be performed in a safe manner and in accordance with the most modern and effective scientific pest control procedures. **At all times integrated pest control will be used.**

- B. In control operations, only those pesticides will be used which the Environmental Protection Agency (E.P.A.) and other governmental agencies having authority in this field have registered. The contractor will strictly adhere to label recommendations.
- C. Successful proposer shall provide Material Safety Data Sheets for any chemical that will be used on School District property not less than 24 hours before the start of the contract. When a new chemical is introduced to the School District during the term of this contract, the Material Safety Data Sheet shall be provided within four hours of the new chemical being used.

5. Service Specifications

A. Inspection

- 1. Before the application of control measures, the contractor's service technician will make a thorough inspection of the facility.
- 2. Areas of active rodent or insect infestation will be noted.
- 3. Areas of potential infestation will be serviced to eliminate the infestation by utilizing one or more of the control methods described in Section 3.
- 4. Monitoring devices shall be used and maintained in all working kitchens and food storage areas to detect insect presence at the earliest possible time. A minimum of five monitors shall be placed in each of these areas. **Monitoring devices must be changed, signed, and dated on each service visit. Failure to change, date, or sign monitoring devices will cause the visit to be deemed a non-visit and payment will not be made for the service.**

6. Equipment to be supplied by Contractor on Initial Service and thereafter where necessary at no additional cost to the school district.

- A. Ketch-All mouse traps (10 per year)
- B. Metal outdoor bait stations (10 per year)
- C. Plastic bait stations (10 per year)
- D. Monitoring devices (As needed each visit)
- E. Glue Traps (NOTE: A supply of Glue Traps must be supplied at no additional cost for use of district personnel and replenished as needed. Supply shall be held in the maintenance department inventory).

7. Service Frequency, Scheduling, and Site Performance

- A. Service must be performed on Fridays. Service must be performed on the same Friday in each month for a specific school (i.e., first Friday, third Friday, etc.) so that School District personnel can anticipate arrival. This can vary from building to building. Exceptions will be made for school holidays and special requests made by the School District. All service must be performed after 3:00 p.m., but under no circumstances shall



service be performed when staff or students are present in the area to be serviced. In the event the School District deems it necessary to change the scheduled day of service from Friday to Saturday, Sunday, or evening service, etc., the contractor must be prepared to make the scheduled change without delay in service to any School District building. Any change in schedule must be undertaken by the contractor at no additional cost to the School District above that which was quoted in the original agreement.

**Note: School buildings are generally locked after 4:00 p.m. for security reasons. It shall be the responsibility of the contractor to contact the school building before 4:00 p.m. to inform the staff of the technician's arrival time. In addition, school buildings are locked at 4:00 p.m. during summer recess, and no personnel are on hand after this time. Service must be performed between 3:00 p.m. and 4:00 p.m. during this recess.**

- B. A typed service schedule must be provided to the Department of Facilities Services no less than 48 hours before the start of the contract indicating the scheduled service day (first Friday, third Friday, etc.) and the approximate time of arrival. Changes in this schedule must be faxed to the School District 72 hours prior to the change.
- C. The contractor service technician will report to the head custodian or any Allentown School District employee upon arrival and departure. At this time information can be exchanged concerning areas that require special attention.
- D. When pest infestations require additional service to maintain control, the contractor will provide additional service until control is achieved, at no additional cost to the School District. When conditions conducive to the breeding or harborage of pest infestation are observed, the contractor will report it in writing so that the facility personnel can take corrective action. Service calls requested by the School District for removal of stinging insect nests must be responded to within 4 hours of the call being made.
- E. Cleaning:
  - 1. General: Clean Project site and work areas daily, including common areas. Dispose of materials lawfully.
  - 2. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
  - 3. Ensure each location is free of waste materials and debris.
  - 4. Remove liquid spills promptly.
  - 5. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
  - 6. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
  - 7. Remove tools, equipment, and surplus material from each location.
  - 8. Clean exposed exterior hard-surfaced finishes to a pre-existing condition.
  - 9. Leave entire project site clean.

## 8. Report Forms and Record Keeping

- A. The contractor will furnish a monthly observation report to the Department of Facilities Services detailing services performed at each location. This report shall be furnished directly to the Facilities Services office and not to individual school personnel. The building observation report shall include--but not be limited to--the following: control

measures performed on each visit including the type and location of any control measures used, including all rodent control stations, and shall also include the location of any sanitary problems within the building which would promote the harboring of pests.

- B. The contractor will furnish each location with a service receipt upon completion of every service visit. This receipt will show the pesticide code, percentages, and amount of each pesticide applied.
- C. Observation reports and service receipts must include arrival and departure time, date of service and the signature of the technician.
- D. If the Director of Facilities Services approves the use of a pesticide, the contractor must post notification of treatment in the main office of the facility being treated. Posting shall be done 72 hours prior to the treatment and remain posted for 48 hours following the treatment. District officials will make universal reporting of the planned treatment to building occupants.**

9. Training and Inspection by Supervisory Personnel

- A. Quarterly during the duration of the contract (July, October, February, May), each District location will be inspected by a member of the management staff of the contractor for the purpose of determining the effectiveness of the program assuring that the service specifications are being followed by the technician.
- B. A complete written report of this inspection will be provided to the Director of Facilities Services upon completion of this inspection.
- C. Twice each year at a time and location mutually agreed upon by District officials and the contractor, a training session shall be held for the head custodians and/or all custodial personnel.

10. Proposer Qualifications

- A. All service technicians working in any School District property must possess the following qualifications:
  - 1. Be currently certified by the Pennsylvania Department of Agriculture in categories: #11 Household Pest Control & #15 Public Health Vertebrate.
  - 2. Must be employed by the proposer no less than two (2) years.
  - 3. Must be educated and trained in the process and practice of integrated pest management and the use of pesticides approved by the School District.
  - 4. Must be bonded.
  - 5. All contractor personnel must provide the School District with a current PA Act 34 Criminal Background Check, PA Child Abuse History Clearance, and PA Act 114 FBI Federal Criminal History Record (Fingerprinting).
  - 6. Successful proposer must have on staff a registered entomologist to provide prompt on-site consulting for prompt identification of any unusual pest occurrence.

7. Successful proposer must provide documentation that all conditions for technician qualifications have been met prior to beginning any services for the District.

**NOTE: Successful proposer must understand that the Allentown School District is a “Drug and Alcohol Free” place of employment and, therefore, will not tolerate any person working on District property who may be under the influence of either drugs or alcohol.**

## 11. Insurance

- A. Contractors must provide original Certificates of Insurance evidencing the coverages and limits as outlined below. This must be done prior to the commencement of the contract period.
  1. Comprehensive General Liability (bodily injury and property damage), including premise operations, contractual, broad form property damage, and personal injury.
  2. Auto Liability, including all owned and hired autos, same limit as above.
  3. Workers’ Compensation and Employer’s Liability – Statutory.
  4. The description of operations, etc., should specify “Pest Control Operations” and the applicable location(s).
  5. Allentown School District should be named as certificate holder and additional insured and be given a ten (10) day notice of cancellation or material change.
  6. The contractor shall give prompt written notification to Allentown School District of any incident resulting from the performance of the contract which may cause/causes bodily injury and/or property damage to anyone.
  7. Contractor shall hold Allentown School District harmless for any claims or liabilities resulting from the performance of the contract by the contractor, its employees, or representatives.

## 12. Contract

The proposal sheet requests a price for a one-year contract. The total sum shall be placed on the proper line as indicated on the proposal sheet and shall reflect the contractor’s proposal based on one visit a month. Per school service prices are also requested should the district find the need to adjust invoices due to missed service. Per school prices shall be filled in properly on the attached proposal sheet. Failure to provide per service prices may lead to rejection of proposal.

## SUMMARY

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section includes:
1. Project information.
  2. Work covered by Contract Documents.
  3. Work under separate contracts.
  4. Access to sites.
  5. Coordination with occupants.
  6. Work restrictions.
  7. Specification and drawing conventions.

#### 1.2 PROJECT INFORMATION

- A. Project Identification: ASD – Pest Control Service Contract
1. Project Location: This project includes various locations owned by the Allentown School District. The locations can be found in the proposal form.
- B. Owner: Allentown School District  
31 S. Penn Street  
Allentown, PA 18102
- C. Engineer: Barry Isett & Associates, Inc.  
Attn: Mr. William Leitner  
5420 Crackersport Road  
Allentown, PA 18104
- D. RFIs: Questions may be submitted in writing to Mr. William Leitner at [wleitner@barryisett.com](mailto:wleitner@barryisett.com) on or before September 29, 2023, at 4:00 PM. Responses will be provided via email to all registered Contract Documents & Specifications holders.

#### 1.3 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of the Project is defined by the Contract Documents and consists of the following:
1. Insect, rodent, and preventative pest control for numerous facilities owned and operated by the Allentown School District as described or reasonably implied on the Contract Documents & Specifications.

B. Type of Contract

1. Project will be constructed under a single prime contract.

1.4 PHASED

- A. The Work shall be conducted in a single phase.

1.5 SCHEDULE

A. Schedule

1. Contract Period 1 –

- a. Anticipated Notice of Award: November 17, 2023
- b. Start Date: November 20, 2023.
- c. Completion Date: November 20, 2024.

2. Optional Contract Period 2\* –

- a. Start Date: November 20, 2024.
- b. Completion Date: November 20, 2025.

3. Optional Contract Period 3\* –

- a. Start Date: November 20, 2025.
- b. Completion Date: November 20, 2026.

4. Optional Contract Period 4\* –

- a. Start Date: November 20, 2026.
- b. Completion Date: November 20, 2027.

5. Optional Contract Period 5\* –

- a. Start Date: November 20, 2027.
- b. Completion Date: November 20, 2028.

6. \*The Allentown School District has the option to extend the contract for each contract period in accordance with the dates listed above.

1.6 ACCESS TO SITE

- A. Use of Site: Limit use of Project site to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

1. Schedule deliveries to minimize use of driveways and entrances by operations.

- B. The contractor shall take all necessary precautions to protect the buildings and surrounding lawns, planting and other property including but not limited to the Owner and privately owned vehicles, equipment and other structures from damage resulting from activities under this contract.

## 1.7 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and existing adjacent building(s) during entire period. Cooperate with Owner during operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
  - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.

## 1.8 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on operations.
  - 1. Comply with limitations and requirements of authorities having jurisdiction.
- B. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner and adjacent residences.
  - 1. Obtain Owner's written permission before proceeding with disruptive operations.
- C. Controlled Substances: Use of tobacco products and other controlled substances on the Project site is not permitted.

## 1.9 SPECIFICATION CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
  - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  - 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.

# CONTRACT MODIFICATION PROCEDURES

## PART 1 - GENERAL

### 1.1 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.

## 1.2 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Owner will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum. If necessary, the description will include supplemental or revised Specifications.
1. Work Change Proposal Requests issued by Owner are not instructions either to stop work in progress or to execute the proposed change.
  2. Within time specified in Proposal Request after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum necessary to execute the change.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change.
    - d. Include an updated schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship.
- B. Contractor-Initiated Work Change Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Owner.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum.
  2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made.
  3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  4. Include costs of labor and supervision directly attributable to the change.
  5. Include an updated schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

## 1.3 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Work Changes Proposal Request, A change order will be issued. The change order will not be valid until it is signed or agreed upon by the Owner and Contractor.

## PROJECT MANAGEMENT AND COORDINATION

### PART 2 - GENERAL

#### 2.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
1. Requests for Information (RFIs).
  2. Schedule.
  3. Project meetings.

#### 2.2 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
1. Name, address, and telephone number of entity performing subcontract or supplying products.

#### 2.3 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate operations, included in different Sections that depend on each other for proper installation, connection, and operation.
1. Schedule operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
  3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors, including utility companies to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Contractor's schedule.



2. Progress meetings (if applicable).
3. Pre-installation conferences (if applicable).
4. Project closeout activities (if applicable).

## 2.4 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
1. Owner will return RFIs submitted by other entities controlled by Contractor with no response.
  2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name.
  2. Work location.
  3. Date.
  4. Name of Contractor.
  5. RFI number, numbered sequentially.
  6. RFI subject.
  7. Specification Section number and title and related paragraphs, as appropriate.
  8. Field dimensions and conditions, as appropriate.
  9. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  10. Contractor's signature.
  11. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.

## 2.5 SCHEDULE

- A. Activities: Treat each floor or separate area as a separate numbered activity for each main element of the Work. Comply with the following:
1. Activity Duration: Define activities in detail.
  2. Procurement Activities: Include procurement process activities for the following long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.

- B. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule and show how the sequence of the Work is affected.
1. Phasing: Arrange list of activities on schedule by phase.
  2. Products Ordered in Advance: Include a separate activity for each product.
  3. Work Restrictions: Show the effect of the following items on the schedule:
    - a. Coordinate list below with work restrictions listed in Section 011000 "Summary."
    - b. Coordination with existing conditions.
    - c. Limitations of continued occupancies.
    - d. Uninterruptible services.
    - e. Use-of-premises restrictions.
    - f. Seasonal variations.
    - g. Environmental control.
  4. Work Stages: Indicate important stages for each major portion of the Work, including, but not limited to, the following:
    - a. Subcontract awards.
    - b. Submittals.
    - c. Purchases.
    - d. Installation.
    - e. Adjusting.
- C. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and final completion.
- D. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
1. Unresolved issues.
  2. Unanswered Requests for Information.
  3. Rejected or unreturned submittals.
  4. Notations on returned submittals.
  5. Pending modifications affecting the Work and the Contract Time.
- E. Contractor's Schedule Updating: At bi-weekly intervals, update schedule to reflect actual progress and activities. Issue schedule at least 24 hours before each regularly scheduled progress meeting.

1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
  2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
  3. As the Work progresses, indicate final completion percentage for each activity.
- F. Recovery Schedule: When periodic update indicates the Work is 7 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, equipment required to achieve compliance, and date by which recovery will be accomplished.
- G. Distribution: Distribute copies of approved schedule to Owner, separate contractors and other parties identified by Contractor with a need-to-know schedule responsibility.
1. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of activities.

## 2.6 PROJECT MEETINGS

- A. General: Owner will schedule and conduct meetings and conferences at work locations as needed, unless otherwise indicated.

# PROPOSAL DOCUMENTS

## PROPOSAL FORM FOR NOVEMBER 20 , 2023 UNTIL NOVEMBER 20, 2024

### BUILDINGS/LOCATIONS/SERVICE AREAS

#### PRICE PER VISIT

#### William Allen High School

Price per visit \_\_\_\_\_

#### Main Building Basement

#### Main Building 2<sup>nd</sup> Floor

Main Kitchen  
Main Cafeteria  
Student Center  
Student Center Workroom  
Cafeteria Annex  
Cafeteria Annex Work Area  
Faculty Cafeteria  
Vegetable Prep Room  
Stock Room (food)  
Stock Room (paper)  
Dish Room Art Room  
Cafeteria Manager's Office  
Cafeteria Employee Break Room  
Phone Room  
Boiler Room

North Staff Lounge  
South Staff Lounge  
Room 224 Home Economics  
Room 221 Home Economics

#### Linden Wing Basement

Boiler Room  
Power Tech  
10L  
11L  
12L  
14L  
15L  
16L

#### Phys Ed Building, 1<sup>st</sup> Floor

Track

#### Linden Wing

Nursery  
Wrestling Locker Room

#### Bartholomew Building

Kitchen  
Cafeteria

#### Louis E. Dieruff High School

Price per visit \_\_\_\_\_

Main Cafeteria  
Main Kitchen  
Faculty Cafeteria  
9<sup>th</sup> Grade Cafeteria

Stock Room  
Entire Basement Area,  
including Locker Rooms  
9<sup>th</sup> Grade Kitchen

#### Harrison Morton Middle School

Price per visit \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Stock Room  
Cafeteria Employees' Rest Rooms  
Dish Room Boiler Room

Teachers' Lunch Room  
Cafeteria Manager's Office  
Loading Dock Area  
Home Economics Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Raub Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Dish Room  
Cafeteria Employees' Rest Rooms

Stock Room  
Loading Dock Area  
Home Economics Room  
Boiler Room

**South Mountain Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms  
Cafeteria Manager's Office

Stock Room (Basement)  
Dish Room Area  
Loading Area  
Home Economics

**Trexler Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Loading Dock Area  
Home Economics Room

Cafeteria Manager's Office  
Stock Room (2)  
Cafeteria Employees' Rest Room  
and Locker Area

**Central Elementary School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms

Stock Room (2)  
Ramp Area  
Boiler Room  
Old Locker Rooms

**Cleveland Elementary School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Storage Room  
Teachers' Cafeteria  
Rest Rooms (Basement)

Art Room  
Library  
Basement Hall Areas  
Boiler Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Dieruff High School**

**Price per visit** \_\_\_\_\_

Flying Insect Trap Service – Sewer Flies

**Dodd Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Cafeteria Manager’s Office  
Teachers’ Cafeteria

Main Cafeteria  
Dish Room  
Boiler Room

**Jackson Early Childhood Center**

**Price per visit** \_\_\_\_\_

Two Feeding Areas  
Kitchen Area  
Ramp Area

Teachers’ Cafeteria  
Manager’s Office  
Stock Room

**Jefferson Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Two Cafeteria Areas  
Teachers’ Lunch Room

Cafeteria Storage Room  
Utility Sink Area

**Lehigh Parkway Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Storage Room (2)  
Teachers’ Cafeteria

Manager’s Office  
Cafeteria Employees’ Rest Rooms

**Lincoln Newcomer Academy**

**Price per visit** \_\_\_\_\_

All Common Areas (classrooms excluded)

**Maintenance Warehouse**

**Price per visit** \_\_\_\_\_

Stock Room  
Room  
Conference Room

Employees’ Rest Room and Lunch  
Shop Areas

**McKinley Elementary School**

**Price per visit** \_\_\_\_\_

Serving Line Area  
Two Storage Closets  
Ramp Area

Teachers’ Lunch Room  
Feeding Area, including Carpet Area

**BUILDINGS LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Midway Manor Newcomer Academy**

**Price per visit** \_\_\_\_\_

All Common Areas (classrooms excluded)

**Mosser Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Teacher's Cafeteria  
Dish Room

Storage Room (2)  
Cafeteria Manager's Office  
Cafeteria Employees' Rest Rooms

**Muhlenberg Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Cafeteria  
Storage Room  
Loading Dock Area

Cafeteria Employees' Room  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms

**Ramos Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen

Main Cafeteria

**Ritter Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria  
Cafeteria Office Dish Room

Main Cafeteria  
Storage Closet

**Roosevelt Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria

Main Cafeteria  
Stock Room

**Sheridan Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria  
Main Cafeteria

Pantry  
Stock Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Union Terrace Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Dish Room  
Teachers' Cafeteria

Manager's Office  
Stock Room (2)  
Cafeteria Employees' Rest Rooms  
Boiler Rooms

**Washington Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria

Cafeteria Storage Room  
Teachers' Lunch Room

**William Penn Building**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Dish Room

Stock Room  
Teachers' Lunch Room

**Building 21**

**Price per visit** \_\_\_\_\_

Main Cafeteria  
Main Kitchen  
Dock Area

Stock Room  
Teachers' Lunch Room

**Hayes Elementary School**

**Price per visit** \_\_\_\_\_

Board Room  
Employee Lunch Room(s)  
All Kitchen Areas  
All Basement Areas

**Stadium Field House, Rest Rooms, and Concession Stands**

**Price per visit**

\_\_\_\_\_

As needed (Twice per Year)

**NOTE:** Refer to 7-A "Service Frequency and Scheduling" for additional service requirements.



## **BED BUGS**

The Allentown School District has developed a **Bed Bug Action Plan** for dealing with reporting, identification, and treatment for bed bugs.

### **Bed Bug Action Plan**

When the Director of Facilities Services has been notified of the presence of bed bugs in an Allentown School District building, the Director or his designee will respond to the building to make a determination if further action is warranted. Once further action has been determined, the Allentown School District Bed Bug pest control contractor will be notified of a reported bed bug problem and which building(s) there is a suspected problem. The District Bed Bug pest control contractor must send a qualified bed bug representative to the building within **Three (3) hours**. A determination, between the school district and the pest control representatives, will then be made if further action is warranted. Once further action has been determined, the Bed Bug pest control contractor must respond with a NESDCA certified K9 inspection team (dog and handler) within **Twenty-Four (24) hours**. Upon completion of the K9 inspection the Allentown School District, with consultation from the Bed Bug pest control contractor, will determine if or what further action is required.

Consistent with the Allentown School District's IPM (Integrated Pest Management) plan, the Allentown School District has determined that in the event of an infestation, the Allentown School District Bed Bug pest control contractor must have the ability to treat infested areas within **Seventy-Two (72) hours** using **Entotherm** bed bug control service.

### **Documentation**

**All PROPOSALders must submit proof of NESDCA K9 Team certification.**  
**All PROPOSALders must submit an Entotherm bed bug control service action plan.**

### **Pricing**

<b>K9 Detection</b> minimum Two (2) hours on sight (five classrooms or less)	<b>Price</b>
_____	
Per hour rate over first 2 hours	<b>Price</b>
_____	
<b>Entotherm</b> bed bug control service (per room)	<b>Price</b> _____
_____	

**The Allentown School District Reserves the Right to Award the **BED BUG** Section to a separate contractor than the Allentown School District Pest Control Contract.**

**PROPOSAL SHEET  
PEST CONTROL SERVICES  
FOR THE  
SCHOOL DISTRICT of the CITY of ALLENTOWN  
2023-2024**

Date:

\_\_\_\_\_  
Board of Directors  
School Board of the City of Allentown  
31 South Penn Street  
P. O. Box 328  
Allentown, PA 18105

Directors:

We propose to furnish all materials, equipment, and labor for Pest Control from November 20, 2023 until November 20, 2024 in accordance with specifications for a total cost of:

\_\_\_\_\_  
(\$\_\_\_\_\_).  
Price in Words Price in  
Figures

Respectfully submitted,

\_\_\_\_\_  
Company

By: \_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**PROPOSAL FORM FOR NOVEMBER 20, 2024 UNTIL NOVEMBER 20, 2025**

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**William Allen High School**

**Price per visit \_\_\_\_\_**

Main Building Basement

Main Building 2<sup>nd</sup> Floor

Main Kitchen  
Main Cafeteria  
Student Center  
Student Center Workroom  
Cafeteria Annex  
Cafeteria Annex Work Area  
Faculty Cafeteria  
Vegetable Prep Room  
Stock Room (food)  
Stock Room (paper)  
Dish Room  
Cafeteria Manager's Office  
Cafeteria Employee Break Room  
Phone Room  
Boiler Room

North Staff Lounge  
South Staff Lounge  
Room 224 Home Economics  
Room 221 Home Economics

Linden Wing Basement

Boiler Room  
Power Tech  
Art Room 10L  
11L  
12L  
14L  
15L  
16L

Phys Ed Building, 1<sup>st</sup> Floor

Track

Linden Wing

Nursery  
Wrestling Locker Room

Bartholomew Building

Kitchen  
Cafeteria

**Louis E. Dieruff High School**

**Price per visit \_\_\_\_\_**

Main Cafeteria  
Main Kitchen  
Faculty Cafeteria  
9<sup>th</sup> Grade Cafeteria

Stock Room  
Entire Basement Area,  
including Locker Rooms  
9<sup>th</sup> Grade Kitchen

**Harrison Morton Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Stock Room  
Cafeteria Employees' Rest Rooms  
Dish Room

Teachers' Lunch Room  
Cafeteria Manager's Office  
Loading Dock Area  
Home Economics Room  
Boiler Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Raub Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Dish Room  
Cafeteria Employees' Rest Rooms

Stock Room  
Loading Dock Area  
Home Economics Room  
Boiler Room

**South Mountain Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms  
Cafeteria Manager's Office

Stock Room (Basement)  
Dish Room Area  
Loading Area  
Home Economics

**Trexler Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Loading Dock Area  
Home Economics Room

Cafeteria Manager's Office  
Stock Room (2)  
Cafeteria Employees' Rest Room  
and Locker Area

**Central Elementary School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms

Stock Room (2)  
Ramp Area  
Boiler Room  
Old Locker Rooms

**Cleveland Elementary School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Storage Room  
Teachers' Cafeteria  
Rest Rooms (Basement)

Art Room  
Library  
Basement Hall Areas  
Boiler Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Dieruff High School**

**Price per visit** \_\_\_\_\_

Flying Insect Trap Service – Sewer Flies

**Dodd Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Cafeteria Manager’s Office  
Teachers’ Cafeteria

Main Cafeteria  
Dish Room  
Boiler Room

**Jackson Early Childhood Center**

**Price per visit** \_\_\_\_\_

Two Feeding Areas  
Kitchen Area  
Ramp Area

Teachers’ Cafeteria  
Manager’s Office  
Stock Room

**Jefferson Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Two Cafeteria Areas  
Teachers’ Lunch Room

Cafeteria Storage Room  
Utility Sink Area

**Lehigh Parkway Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Storage Room (2)  
Teachers’ Cafeteria

Manager’s Office  
Cafeteria Employees’ Rest Rooms

**Lincoln Newcomer Academy**

**Price per visit** \_\_\_\_\_

All Common Areas (classrooms excluded)

**Maintenance Warehouse**

**Price per visit** \_\_\_\_\_

Stock Room  
Room  
Conference Room

Employees’ Rest Room and Lunch  
Shop Areas

**McKinley Elementary School**

**Price per visit** \_\_\_\_\_

Serving Line Area  
Two Storage Closets  
Ramp Area

Teachers’ Lunch Room  
Feeding Area, including Carpet Area

**BUILDINGS LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Midway Manor Newcomer Academy**

**Price per visit** \_\_\_\_\_

All Common Areas (classrooms excluded)

**Mosser Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Teacher's Cafeteria  
Dish Room

Storage Room (2)  
Cafeteria Manager's Office  
Cafeteria Employees' Rest Rooms

**Muhlenberg Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Cafeteria  
Storage Room  
Loading Dock Area

Cafeteria Employees' Room  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms

**Ramos Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen

Main Cafeteria

**Ritter Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria  
Cafeteria Office Dish Room

Main Cafeteria  
Storage Closet

**Roosevelt Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria

Main Cafeteria  
Stock Room

**Sheridan Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria  
Main Cafeteria

Pantry  
Stock Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Union Terrace Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Dish Room  
Teachers' Cafeteria

Manager's Office  
Stock Room (2)  
Cafeteria Employees' Rest Rooms  
Boiler Rooms

**Washington Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria

Cafeteria Storage Room  
Teachers' Lunch Room

**William Penn Building**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Dish Room

Stock Room  
Teachers' Lunch Room

**Building 21**

**Price per visit** \_\_\_\_\_

Main Cafeteria  
Main Kitchen  
Dock Area

Stock Room  
Teachers' Lunch Room

**Hayes Elementary School**

**Price per visit** \_\_\_\_\_

Board Room  
Employee Lunch Room(s)  
All Kitchen Areas  
All Basement Areas

**Stadium Field House, Rest Rooms, and Concession Stands**

**Price per visit**

\_\_\_\_\_

As needed (Twice per Year)

**NOTE:** Refer to 7-A "Service Frequency and Scheduling" for additional service requirements.

## BED BUGS

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### Documentation

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### Pricing

<b>K9 Detection</b> minimum Two (2) hours on sight (five classrooms or less)	<b>Price</b>
_____	
Per hour rate over first 2 hours	<b>Price</b>
_____	
<b>Entotherm</b> bed bug control service (per room)	<b>Price</b> _____
_____	

**The Allentown School District Reserves the Right to Award the BED BUG Section to a separate contractor than the Allentown School District Pest Control Contract.**



**PROPOSAL SHEET  
PEST CONTROL SERVICES  
FOR THE  
SCHOOL DISTRICT of the CITY of ALLENTOWN  
2024-2025**

Date:

---

Board of Directors  
School Board of the City of Allentown  
31 South Penn Street  
P. O. Box 328  
Allentown, PA 18105

Directors:

We propose to furnish all materials, equipment, and labor for Pest Control from November 20, 2024, until November 20, 2025 in accordance with specifications for a total cost of:

---

(\$\_\_\_\_\_).

	Price in Words	Price in
Figures		

Respectfully submitted,

---

Company

By: \_\_\_\_\_

Name

---

Title

**PROPOSAL FORM FOR NOVEMBER 20, 2025 UNTIL NOVEMBER 20, 2026**

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**William Allen High School**

**Price per visit \_\_\_\_\_**

Main Building Basement

Main Building 2<sup>nd</sup> Floor

Main Kitchen  
Main Cafeteria  
Student Center  
Student Center Workroom  
Cafeteria Annex  
Cafeteria Annex Work Area  
Faculty Cafeteria  
Vegetable Prep Room  
Stock Room (food)  
Stock Room (paper)  
Dish Room  
Cafeteria Manager's Office  
Cafeteria Employee Break Room  
Phone Room  
Boiler Room

North Staff Lounge  
South Staff Lounge  
Room 224 Home Economics  
Room 221 Home Economics

Linden Wing Basement

Boiler Room  
Power Tech  
Art Room 10L  
11L  
12L  
14L  
15L  
16L

Phys Ed Building, 1<sup>st</sup> Floor

Track

Linden Wing

Nursery  
Wrestling Locker Room

Bartholomew Building

Kitchen  
Cafeteria

**Louis E. Dieruff High School**

**Price per visit \_\_\_\_\_**

Main Cafeteria  
Main Kitchen  
Faculty Cafeteria  
9<sup>th</sup> Grade Cafeteria

Stock Room  
Entire Basement Area,  
including Locker Rooms  
9<sup>th</sup> Grade Kitchen

**Harrison Morton Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Stock Room  
Cafeteria Employees' Rest Rooms  
Dish Room

Teachers' Lunch Room  
Cafeteria Manager's Office  
Loading Dock Area  
Home Economics Room  
Boiler Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Raub Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Dish Room  
Cafeteria Employees' Rest Rooms

Stock Room  
Loading Dock Area  
Home Economics Room  
Boiler Room

**South Mountain Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms  
Cafeteria Manager's Office

Stock Room (Basement)  
Dish Room Area  
Loading Area  
Home Economics

**Trexler Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Loading Dock Area  
Home Economics Room

Cafeteria Manager's Office  
Stock Room (2)  
Cafeteria Employees' Rest Room  
and Locker Area

**Central Elementary School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms

Stock Room (2)  
Ramp Area  
Boiler Room  
Old Locker Rooms

**Cleveland Elementary School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Storage Room  
Teachers' Cafeteria  
Rest Rooms (Basement)

Art Room  
Library  
Basement Hall Areas  
Boiler Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Dieruff High School**

**Price per visit** \_\_\_\_\_

Flying Insect Trap Service – Sewer Flies

**Dodd Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Cafeteria Manager’s Office  
Teachers’ Cafeteria

Main Cafeteria  
Dish Room  
Boiler Room

**Jackson Early Childhood Center**

**Price per visit** \_\_\_\_\_

Two Feeding Areas  
Kitchen Area  
Ramp Area

Teachers’ Cafeteria  
Manager’s Office  
Stock Room

**Jefferson Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Two Cafeteria Areas  
Teachers’ Lunch Room

Cafeteria Storage Room  
Utility Sink Area

**Lehigh Parkway Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Storage Room (2)  
Teachers’ Cafeteria

Manager’s Office  
Cafeteria Employees’ Rest Rooms

**Lincoln Newcomer Academy**

**Price per visit** \_\_\_\_\_

All Common Areas (classrooms excluded)

**Maintenance Warehouse**

**Price per visit** \_\_\_\_\_

Stock Room  
Room  
Conference Room

Employees’ Rest Room and Lunch  
Shop Areas

**McKinley Elementary School**

**Price per visit** \_\_\_\_\_

Serving Line Area  
Two Storage Closets  
Ramp Area

Teachers’ Lunch Room  
Feeding Area, including Carpet Area

**BUILDINGS LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Midway Manor Newcomer Academy**

**Price per visit** \_\_\_\_\_

All Common Areas (classrooms excluded)

**Mosser Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Teacher's Cafeteria  
Dish Room

Storage Room (2)  
Cafeteria Manager's Office  
Cafeteria Employees' Rest Rooms

**Muhlenberg Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Cafeteria  
Storage Room  
Loading Dock Area

Cafeteria Employees' Room  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms

**Ramos Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen

Main Cafeteria

**Ritter Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria  
Cafeteria Office Dish Room

Main Cafeteria  
Storage Closet

**Roosevelt Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria

Main Cafeteria  
Stock Room

**Sheridan Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria  
Main Cafeteria

Pantry  
Stock Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Union Terrace Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Dish Room  
Teachers' Cafeteria

Manager's Office  
Stock Room (2)  
Cafeteria Employees' Rest Rooms  
Boiler Rooms

**Washington Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria

Cafeteria Storage Room  
Teachers' Lunch Room

**William Penn Building**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Dish Room

Stock Room  
Teachers' Lunch Room

**Building 21**

**Price per visit** \_\_\_\_\_

Main Cafeteria  
Main Kitchen  
Dock Area

Stock Room  
Teachers' Lunch Room

**Hayes Elementary School**

**Price per visit** \_\_\_\_\_

Board Room  
Employee Lunch Room(s)  
All Kitchen Areas  
All Basement Areas

**Stadium Field House, Rest Rooms, and Concession Stands**

**Price per visit**

\_\_\_\_\_

As needed (Twice per Year)

**NOTE:** Refer to 7-A "Service Frequency and Scheduling" for additional service requirements.

## **BED BUGS**

The Allentown School District has developed a **Bed Bug Action Plan** for dealing with reporting, identification, and treatment for bed bugs.

### **Bed Bug Action Plan**

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Consistent with the Allentown School District's IPM (Integrated Pest Management) plan, the Allentown School District has determined that in the event of an infestation, the Allentown School District Bed Bug pest control contractor must have the ability to treat infested areas within **Seventy-Two (72) hours** using **Entotherm** bed bug control service.

### **Documentation**

**All PROPOSALders must submit proof of NESDCA K9 Team certification.**  
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### **Pricing**

<b>K9 Detection</b> minimum Two (2) hours on sight (five classrooms or less)	<b>Price</b>
_____	
Per hour rate over first 2 hours	<b>Price</b>
_____	
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_____	

**The Allentown School District Reserves the Right to Award the **BED BUG** Section to a separate contractor than the Allentown School District Pest Control Contract.**

**PROPOSAL SHEET  
PEST CONTROL SERVICES  
FOR THE  
SCHOOL DISTRICT of the CITY of ALLENTOWN  
2025-2026**

Date:

\_\_\_\_\_  
Board of Directors  
School Board of the City of Allentown  
31 South Penn Street  
P. O. Box 328  
Allentown, PA 18105

Directors:

We propose to furnish all materials, equipment, and labor for Pest Control from November 20, 2025, until November 20, 2026, in accordance with specifications for a total cost of:

\_\_\_\_\_  
(\$\_\_\_\_\_).  
Price in Words Price in  
Figures

Respectfully submitted,

\_\_\_\_\_  
Company

By: \_\_\_\_\_  
Name

\_\_\_\_\_  
Title



**PROPOSAL FORM FOR NOVEMBER 20, 2026 UNTIL NOVEMBER 20, 2027**

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**William Allen High School**

**Price per visit \_\_\_\_\_**

Main Building Basement

Main Building 2<sup>nd</sup> Floor

Main Kitchen  
Main Cafeteria  
Student Center  
Student Center Workroom  
Cafeteria Annex  
Cafeteria Annex Work Area  
Faculty Cafeteria  
Vegetable Prep Room  
Stock Room (food)  
Stock Room (paper)  
Dish Room  
Cafeteria Manager's Office  
Cafeteria Employee Break Room  
Phone Room  
Boiler Room

North Staff Lounge  
South Staff Lounge  
Room 224 Home Economics  
Room 221 Home Economics

Linden Wing Basement

Boiler Room  
Power Tech  
Art Room 10L  
11L  
12L  
14L  
15L  
16L

Phys Ed Building, 1<sup>st</sup> Floor

Track

Linden Wing

Nursery  
Wrestling Locker Room

Bartholomew Building

Kitchen  
Cafeteria

**Louis E. Dieruff High School**

**Price per visit \_\_\_\_\_**

Main Cafeteria  
Main Kitchen  
Faculty Cafeteria  
9<sup>th</sup> Grade Cafeteria

Stock Room  
Entire Basement Area,  
including Locker Rooms  
9<sup>th</sup> Grade Kitchen

**Harrison Morton Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Stock Room  
Cafeteria Employees' Rest Rooms  
Dish Room

Teachers' Lunch Room  
Cafeteria Manager's Office  
Loading Dock Area  
Home Economics Room  
Boiler Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Raub Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Dish Room  
Cafeteria Employees' Rest Rooms

Stock Room  
Loading Dock Area  
Home Economics Room  
Boiler Room

**South Mountain Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms  
Cafeteria Manager's Office

Stock Room (Basement)  
Dish Room Area  
Loading Area  
Home Economics

**Trexler Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Loading Dock Area  
Home Economics Room

Cafeteria Manager's Office  
Stock Room (2)  
Cafeteria Employees' Rest Room  
and Locker Area

**Central Elementary School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms

Stock Room (2)  
Ramp Area  
Boiler Room  
Old Locker Rooms

**Cleveland Elementary School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Storage Room  
Teachers' Cafeteria  
Rest Rooms (Basement)

Art Room  
Library  
Basement Hall Areas  
Boiler Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Dieruff High School**

**Price per visit** \_\_\_\_\_

Flying Insect Trap Service – Sewer Flies

**Dodd Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Cafeteria Manager’s Office  
Teachers’ Cafeteria

Main Cafeteria  
Dish Room  
Boiler Room

**Jackson Early Childhood Center**

**Price per visit** \_\_\_\_\_

Two Feeding Areas  
Kitchen Area  
Ramp Area

Teachers’ Cafeteria  
Manager’s Office  
Stock Room

**Jefferson Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Two Cafeteria Areas  
Teachers’ Lunch Room

Cafeteria Storage Room  
Utility Sink Area

**Lehigh Parkway Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Storage Room (2)  
Teachers’ Cafeteria

Manager’s Office  
Cafeteria Employees’ Rest Rooms

**Lincoln Newcomer Academy**

**Price per visit** \_\_\_\_\_

All Common Areas (classrooms excluded)

**Maintenance Warehouse**

**Price per visit** \_\_\_\_\_

Stock Room  
Room  
Conference Room

Employees’ Rest Room and Lunch  
Shop Areas

**McKinley Elementary School**

**Price per visit** \_\_\_\_\_

Serving Line Area  
Two Storage Closets  
Ramp Area

Teachers’ Lunch Room  
Feeding Area, including Carpet Area

**BUILDINGS LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Midway Manor Newcomer Academy**

**Price per visit** \_\_\_\_\_

All Common Areas (classrooms excluded)

**Mosser Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Teacher's Cafeteria  
Dish Room

Storage Room (2)  
Cafeteria Manager's Office  
Cafeteria Employees' Rest Rooms

**Muhlenberg Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Cafeteria  
Storage Room  
Loading Dock Area

Cafeteria Employees' Room  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms

**Ramos Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen

Main Cafeteria

**Ritter Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria  
Cafeteria Office Dish Room

Main Cafeteria  
Storage Closet

**Roosevelt Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria

Main Cafeteria  
Stock Room

**Sheridan Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria  
Main Cafeteria

Pantry  
Stock Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Union Terrace Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Dish Room  
Teachers' Cafeteria

Manager's Office  
Stock Room (2)  
Cafeteria Employees' Rest Rooms  
Boiler Rooms

**Washington Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria

Cafeteria Storage Room  
Teachers' Lunch Room

**William Penn Building**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Dish Room

Stock Room  
Teachers' Lunch Room

**Building 21**

**Price per visit** \_\_\_\_\_

Main Cafeteria  
Main Kitchen  
Dock Area

Stock Room  
Teachers' Lunch Room

**Hayes Elementary School**

**Price per visit** \_\_\_\_\_

Board Room  
Employee Lunch Room(s)  
All Kitchen Areas  
All Basement Areas

**Stadium Field House, Rest Rooms, and Concession Stands**

**Price per visit**

\_\_\_\_\_

As needed (Twice per Year)

**NOTE:** Refer to 7-A "Service Frequency and Scheduling" for additional service requirements.

## BED BUGS

The Allentown School District has developed a **Bed Bug Action Plan** for dealing with reporting, identification, and treatment for bed bugs.

### Bed Bug Action Plan

When the Director of Facilities Services has been notified of the presence of bed bugs in an Allentown School District building, the Director or his designee will respond to the building to make a determination if further action is warranted. Once further action has been determined, the Allentown School District Bed Bug pest control contractor will be notified of a reported bed bug problem and which building(s) there is a suspected problem. The District Bed Bug pest control contractor must send a qualified bed bug representative to the building within **Three (3) hours**. A determination, between the school district and the pest control representatives, will then be made if further action is warranted. Once further action has been determined, the Bed Bug pest control contractor must respond with a NESDCA certified K9 inspection team (dog and handler) within **Twenty-Four (24) hours**. Upon completion of the K9 inspection the Allentown School District, with consultation from the Bed Bug pest control contractor, will determine if or what further action is required.

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### Documentation

**All PROPOSALders must submit proof of NESDCA K9 Team certification.**  
**All PROPOSALders must submit an Entotherm bed bug control service action plan.**

### Pricing

<b>K9 Detection</b> minimum Two (2) hours on sight (five classrooms or less)	<b>Price</b>
_____	
Per hour rate over first 2 hours	<b>Price</b>
_____	
<b>Entotherm</b> bed bug control service (per room)	<b>Price</b> _____
_____	

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**PROPOSAL SHEET  
PEST CONTROL SERVICES  
FOR THE  
SCHOOL DISTRICT of the CITY of ALLENTOWN  
2026-2027**

Date:

\_\_\_\_\_  
Board of Directors  
School Board of the City of Allentown  
31 South Penn Street  
P. O. Box 328  
Allentown, PA 18105

Directors:

We propose to furnish all materials, equipment, and labor for Pest Control from November 20, 2026, until November 20, 2027, in accordance with specifications for a total cost of:

\_\_\_\_\_  
(\$\_\_\_\_\_).  
Price in Words Price in  
Figures

Respectfully submitted,

\_\_\_\_\_  
Company

By: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**PROPOSAL FORM FOR NOVEMBER 20, 2027 UNTIL NOVEMBER 20, 2028**

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**William Allen High School**

**Price per visit \_\_\_\_\_**

Main Building Basement

Main Building 2<sup>nd</sup> Floor

Main Kitchen  
Main Cafeteria  
Student Center  
Student Center Workroom  
Cafeteria Annex  
Cafeteria Annex Work Area  
Faculty Cafeteria  
Vegetable Prep Room  
Stock Room (food)  
Stock Room (paper)  
Dish Room  
Cafeteria Manager's Office  
Cafeteria Employee Break Room  
Phone Room  
Boiler Room

North Staff Lounge  
South Staff Lounge  
Room 224 Home Economics  
Room 221 Home Economics

Linden Wing Basement

Boiler Room  
Power Tech  
Art Room 10L  
11L  
12L  
14L  
15L  
16L

Phys Ed Building, 1<sup>st</sup> Floor

Track

Linden Wing

Nursery  
Wrestling Locker Room

Bartholomew Building

Kitchen  
Cafeteria

**Louis E. Dieruff High School**

**Price per visit \_\_\_\_\_**

Main Cafeteria  
Main Kitchen  
Faculty Cafeteria  
9<sup>th</sup> Grade Cafeteria

Stock Room  
Entire Basement Area,  
including Locker Rooms  
9<sup>th</sup> Grade Kitchen

**Harrison Morton Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Stock Room  
Cafeteria Employees' Rest Rooms  
Dish Room

Teachers' Lunch Room  
Cafeteria Manager's Office  
Loading Dock Area  
Home Economics Room  
Boiler Room



**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Raub Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Dish Room  
Cafeteria Employees' Rest Rooms

Stock Room  
Loading Dock Area  
Home Economics Room  
Boiler Room

**South Mountain Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms  
Cafeteria Manager's Office

Stock Room (Basement)  
Dish Room Area  
Loading Area  
Home Economics

**Trexler Middle School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Loading Dock Area  
Home Economics Room

Cafeteria Manager's Office  
Stock Room (2)  
Cafeteria Employees' Rest Room  
and Locker Area

**Central Elementary School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms

Stock Room (2)  
Ramp Area  
Boiler Room  
Old Locker Rooms

**Cleveland Elementary School**

**Price per visit \_\_\_\_\_**

Main Kitchen  
Main Cafeteria  
Storage Room  
Teachers' Cafeteria  
Rest Rooms (Basement)

Art Room  
Library  
Basement Hall Areas  
Boiler Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Dieruff High School**

**Price per visit** \_\_\_\_\_

Flying Insect Trap Service – Sewer Flies

**Dodd Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Cafeteria Manager’s Office  
Teachers’ Cafeteria

Main Cafeteria  
Dish Room  
Boiler Room

**Jackson Early Childhood Center**

**Price per visit** \_\_\_\_\_

Two Feeding Areas  
Kitchen Area  
Ramp Area

Teachers’ Cafeteria  
Manager’s Office  
Stock Room

**Jefferson Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Two Cafeteria Areas  
Teachers’ Lunch Room

Cafeteria Storage Room  
Utility Sink Area

**Lehigh Parkway Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Storage Room (2)  
Teachers’ Cafeteria

Manager’s Office  
Cafeteria Employees’ Rest Rooms

**Lincoln Newcomer Academy**

**Price per visit** \_\_\_\_\_

All Common Areas (classrooms excluded)

**Maintenance Warehouse**

**Price per visit** \_\_\_\_\_

Stock Room  
Room  
Conference Room

Employees’ Rest Room and Lunch  
Shop Areas

**McKinley Elementary School**

**Price per visit** \_\_\_\_\_

Serving Line Area  
Two Storage Closets  
Ramp Area

Teachers’ Lunch Room  
Feeding Area, including Carpet Area

**BUILDINGS LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Midway Manor Newcomer Academy**

**Price per visit** \_\_\_\_\_

All Common Areas (classrooms excluded)

**Mosser Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Teacher's Cafeteria  
Dish Room

Storage Room (2)  
Cafeteria Manager's Office  
Cafeteria Employees' Rest Rooms

**Muhlenberg Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Cafeteria  
Storage Room  
Loading Dock Area

Cafeteria Employees' Room  
Teachers' Lunch Room  
Cafeteria Employees' Rest Rooms

**Ramos Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen

Main Cafeteria

**Ritter Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria  
Cafeteria Office Dish Room

Main Cafeteria  
Storage Closet

**Roosevelt Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria

Main Cafeteria  
Stock Room

**Sheridan Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Teachers' Cafeteria  
Main Cafeteria

Pantry  
Stock Room

**BUILDINGS/LOCATIONS/SERVICE AREAS**

**PRICE PER VISIT**

**Union Terrace Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Dish Room  
Teachers' Cafeteria

Manager's Office  
Stock Room (2)  
Cafeteria Employees' Rest Rooms  
Boiler Rooms

**Washington Elementary School**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria

Cafeteria Storage Room  
Teachers' Lunch Room

**William Penn Building**

**Price per visit** \_\_\_\_\_

Main Kitchen  
Main Cafeteria  
Dish Room

Stock Room  
Teachers' Lunch Room

**Building 21**

**Price per visit** \_\_\_\_\_

Main Cafeteria  
Main Kitchen  
Dock Area

Stock Room  
Teachers' Lunch Room

**Hayes Elementary School**

**Price per visit** \_\_\_\_\_

Board Room  
Employee Lunch Room(s)  
All Kitchen Areas  
All Basement Areas

**Stadium Field House, Rest Rooms, and Concession Stands**

**Price per visit**

\_\_\_\_\_

As needed (Twice per Year)

**NOTE:** Refer to 7-A "Service Frequency and Scheduling" for additional service requirements.

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_____	
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_____	
<b>Entotherm</b> bed bug control service (per room)	<b>Price</b> _____
_____	

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**PROPOSAL SHEET  
PEST CONTROL SERVICES  
FOR THE  
SCHOOL DISTRICT of the CITY of ALLENTOWN  
2027-2028**

Date:

\_\_\_\_\_  
Board of Directors  
School Board of the City of Allentown  
31 South Penn Street  
P. O. Box 328  
Allentown, PA 18105

Directors:

We propose to furnish all materials, equipment, and labor for Pest Control from November 20, 2027, until November 20, 2028, in accordance with specifications for a total cost of:

\_\_\_\_\_  
(\$\_\_\_\_\_).  
Price in Words Price in  
Figures

Respectfully submitted,

\_\_\_\_\_  
Company

By: \_\_\_\_\_  
Name

\_\_\_\_\_  
Title

## BID SUBMITTAL CHECKLIST

The following represents a list of those Documents and materials, which will be required in connection with the Project. Certain items will be required at the time of the Bid submission; failure to submit them will render the Bid nonresponsive, which may result in the rejection of the Bid by the Owner in accordance with Pennsylvania law; other items will be required after Award of the Contract but no later than time set for the Contract execution. Specific review should be made of Bidding Documents contained in the Project Manual to ascertain what those Documents are and when they are required to be submitted.

This reminder summary is to act as courtesy to potential Proposers so as to remind them what Documents or materials need to be submitted.

### **Submissions required with the Bid:**

- 004113.1 Bid Form 2023-2024, completed
- 004113.2 Bid Form 2024-2025, completed
- 004113.3 Bid Form 2025-2026, completed
- 004113.4 Bid Form 2026-2027, completed
- 004113.5 Bid Form 2027-2028, completed
- Bid Bond or Certified Check or Cashier's Check, AIA-310, completed
- Consent of Surety  Non-Collusion Affidavit (notarized)
- E Verify Act Form

Once again, this reminder list is submitted to the Bidders strictly as courtesy and is not to be binding on the Owner. Responsibility for ascertaining and submitting the Documents needed for consideration of the Bid, and at appropriate time, falls upon each and every Bidder.

### Submissions required Post Award of the Contract and on or before the Contract execution

- Payment Bond
- Performance Bond
- Executed Standard Contract (contained in Contract Documents)
- Criminal Record Check (Act 34), Child Abuse Clearance (Act 151) and Act 114 of 2006
- Certificate of Insurance
- Owners Liability Insurance (By Contractors)

## CONSENT OF SURETY

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_  
\_\_\_\_\_, as Surety, a corporation existing under the laws of the  
State/Commonwealth of \_\_\_\_\_, and authorized to transact  
business in the Commonwealth of Pennsylvania, hereby agree to execute within the time limit  
and in the forms and amounts specified in the Contract Documents, the Contract Bonds as  
required for the faithful performance and proper fulfillment of the Contract for

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On behalf of \_\_\_\_\_  
hereinafter called the Proposer, provided that the above Contract be award to the Proposer  
within sixty (60) days after the date of opening of proposals, or as otherwise set forth in the  
Instructions to Proposers and any amendments thereto; and the Surety further agrees that  
should the Surety, after notification of intent to make such award, refuse to execute and/or  
otherwise provide the required Bonds, then the Surety shall pay to the Allentown School  
District, 31 South Penn Street, Allentown, Lehigh County, Pennsylvania 18105, as Owner of the  
Project, the amount of the Proposal Security.

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
SURETY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE (AFFIX CORPORATE SEAL)

\_\_\_\_\_  
ATTORNEY IN FACT



# NON-COLLUSION AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

I \_\_\_\_\_, being first duly sworn, deposes and says that:  
(Print Name)

(1) I am \_\_\_\_\_ of  
(Title)  
\_\_\_\_\_, the Proposer that has submitted the  
(Name of Firm)  
attached bid;

(2) I am fully informed respecting the preparation and contents of the attached Proposal and all pertinent circumstances respecting such Proposal;

(3) Such Bid is genuine and is not a collusive or sham Proposal;

(4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantages against the Allentown School District or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) \_\_\_\_\_

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_  
(Title)

My Commission Expires \_\_\_\_\_

## INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. § § 1661 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval, or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

## TERMINATION CLAUSE

### Vendor Violation or Breach of Contract Terms

In addition to other terms stated in the Contract, Vendor at no cost to the District shall promptly correct any errors, omissions or defects in any product, services, or other item Vendor is required to deliver. The District reserves the right to reject any item reasonably determined by the District as containing errors, omissions or defects or otherwise failing to conform to the Contract. If Vendor fails to make corrections within a reasonable time, in addition to any other remedies available at law or in equity, District may at its option: (1) Make corrections and offset the cost of correction against any balance remaining owed to Vendor, and Vendor shall reimburse the District for any cost in excess of the balance. (2) Terminate the Contract, in which case Vendor at no cost to District shall remove any tangible items provided to date. (3) Accept delivery not in accordance of the Contract, instead of requiring removal or correction, in which case the contract sum will be reduced as appropriate and equitable. Such adjustment shall be affected whether or not final payment has been made. Duties and obligations imposed by the Contract and the rights and remedies available thereunder shall be in addition to and not in limitation of duties, obligations, rights and remedies otherwise imposed or available by law or in equity. No action or failure to act by the District shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing. ***This term shall apply without regard to the Contract amount.***

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### District Termination for Cause and for Convenience

In addition to other terms stated in the Contract, District reserves the right by written notice to terminate the Contract effective on a future date specified in the notice, with or without cause. Cause means violation or breach of any Contract terms. If the Contract is terminated without cause, the District shall pay the Vendor for any product, services, or other item Vendor is required to deliver and which has been satisfactorily delivered prior to termination. If the District has paid the Vendor for goods or services not yet provided as of the date of termination, the Vendor shall immediately refund such payment(s). ***This term shall apply without regard to the Contract amount.***

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor