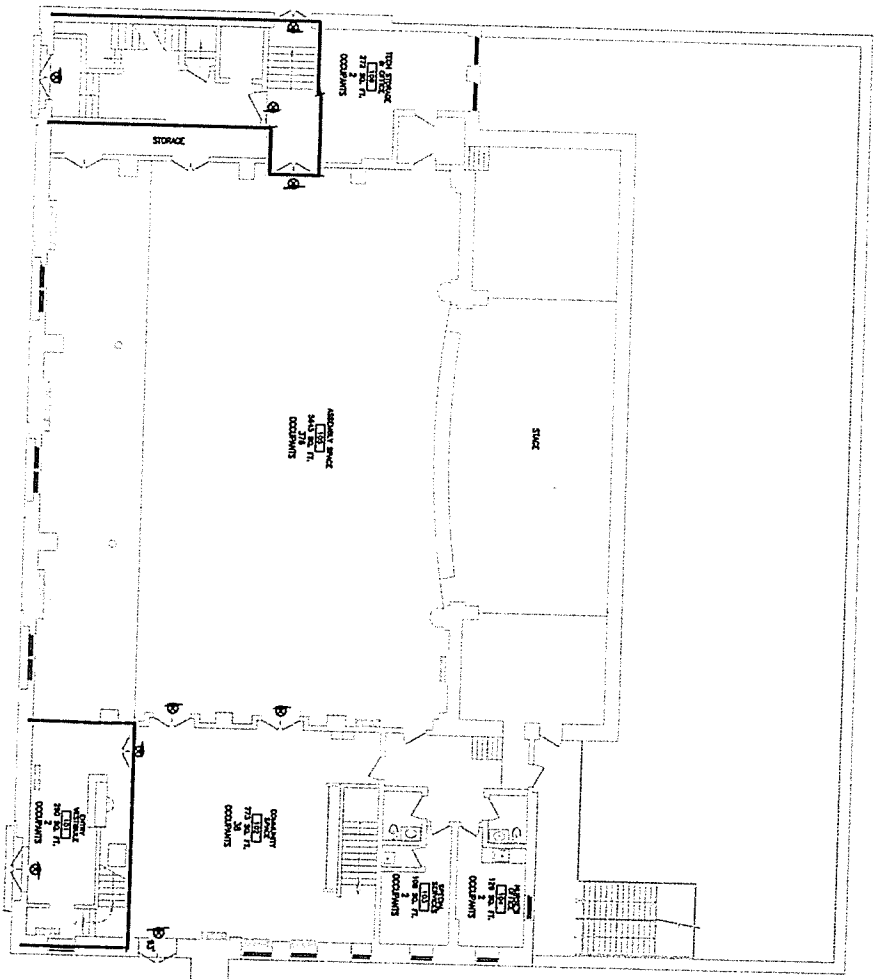


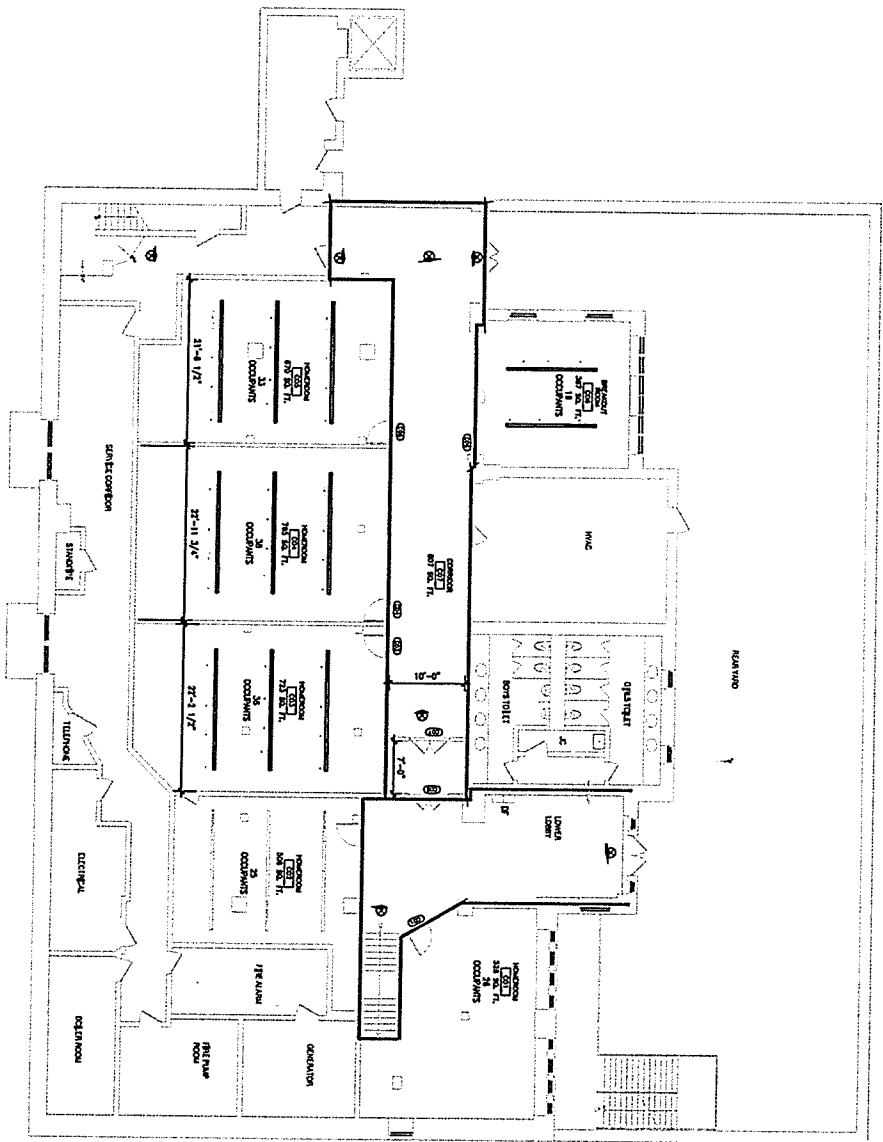
01 FIRST MEZZANINE FLOOR PLAN  
 SCALE: 1/4" = 1'-0"  
 TOTAL ALUMINUM OCCUPANCY: 127

240 JAY STREET  
 FOR DISCUSSION ONLY  
 6/24/2015



⊕ 01 FIRST FLOOR PLAN  
 SECTION 4.19  
 TOTAL ALLOCATED OCCUPANTS: 420

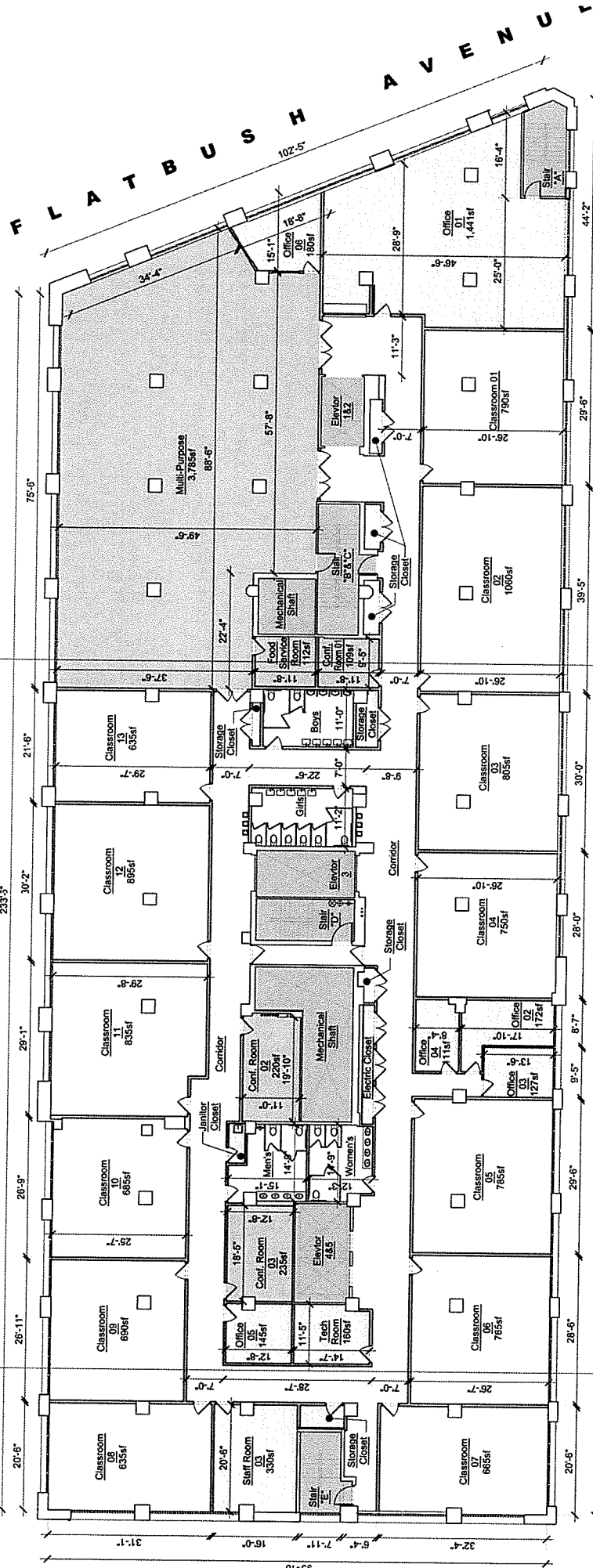
240 JAY STREET  
 FOR DISCUSSION ONLY  
 6/24/2015



⊕01 CELLAR FLOOR PLAN  
 SCALE: 1/8" = 1'-0"  
 TYP. ALUMINUM OCCUPANCY: 177

240 JAY STREET  
 FOR DISCUSSION ONLY  
 6/24/2015

C O N C O R D S T R E E T



C H A P E L S T R E E T

LEGEND

- NEW WALL
- EXISTING WALLS
- NEW DOOR
- EXISTING DOOR
- COMMON SPACE - CIRCULATION/BATHROOMS
- EDUCATIONAL - CLASSROOMS
- ADMINISTRATIVE - OFFICES
- NON SIMULTANEOUS OCCUPANCY - MULTI-PURPOSE/ CONFERENCE
- UTILITY ROOMS - CLOSETS
- VERTICAL CIRCULATION - STAIRS/ SHAFTS/ ELEVATORS



**BROOKLYN LAB**  
25 CHAPEL STREET, BROOKLYN

**A-1** PROPOSED LAYOUT  
NOT TO SCALE



**REQUEST FOR PROPOSAL**  
**Integrated Pest Control Services**  
**Brooklyn Laboratory Charter School**

**Invitation**

Brooklyn Laboratory Charter School is soliciting proposals from organizations for Integrated Pest Control Services, conduct a fair and extensive evaluation based on criteria listed herein to provide a clean safe and healthy environment for our students.

Interested and qualified candidates are invited to submit proposals which will be accepted until (time/date). Proposals should be addressed to:

Name: Venecia Valles-Cox  
Company Name: Brooklyn Laboratory Charter School  
Address: 240 Jay Street, Brooklyn, NY 11201  
Email Address: vcox@brooklynlaboratoryschool.org

All bids should be submitted via email.

**RFP Schedule**

| <b>Activity</b>                            | <b>Date</b>    |
|--|----------------|
| RFP Distribution                           | <b>7/18/16</b> |
| RFP Responses Due                          | <b>7/27/16</b> |
| Proposal Review                            | <b>7/28/16</b> |
| Conduct Interviews with Selected Finalists | <b>TBD</b>     |
| Select Broker                              | <b>7/29/16</b> |
| Relationship Effective Date                | <b>8/1/16</b>  |

**Background of Brooklyn Laboratory Charter School**

Brooklyn Laboratory Charter School (“Brooklyn Lab”) is an open enrollment public charter school located in downtown Brooklyn. The mission of Brooklyn Laboratory Charter School prepares students with academic foundation, digital literacy and leadership skills necessary to excel in college and professional life as they grow as ethical leaders. Brooklyn Lab opened in fall of 2014 in the heart of downtown Brooklyn for its inaugural 6th grade. Next year it will welcome 6th, 7th and 8th grade classes.



Total of two campuses one at 12500 square feet and the second at 25,000 square feet

### **Proposal Guidelines**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4pm EST July 27, 2016. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal and submitted via email. Documents submitted in any other format other than pdf will not be accepted.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Brooklyn Lab legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **Budget**

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC).

NOTE: All costs and fees must be clearly described in each proposal.

### **Bidder Qualifications**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in school custodial services, as well as your firm's certifications, insurance, and/or licenses
- List of how many full time, part time, and contractor staff in your organization
- Examples of at least 3 or more clients that you have worked with, preferably demonstrating experience in working in the charter sector



Anticipated resources you will assign to this project (total number, role, title, experience)

### Scope of Services

Brooklyn Laboratory Charter School is looking for Pest Control provider that can provide a comprehensive Integrated Pest Management (IPM) Plan for the buildings and other areas specified herein. The submitted plan shall be in accordance with District's IPM Policy. IPM is a process for achieving long-term, environmentally sound pest suppression through the use of a wide variety of technological and management practices. Control strategies in an IPM Plan should extend beyond the application of pesticides to include structural and procedural modifications that reduce food, water, harborage, and access used by pests.

The contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the surveillance, trapping, and pesticide application components of the IPM Plan. The contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications necessary to achieve pest prevention.

**Pest included and Excluded.** The Contractor shall adequately suppress the following pests:

- Indoor populations of commensal rodents (e.g., Norway and roof rats, house mice), cockroaches, ants (including, but not limited to, fire ants and pharaoh ants), flies, spiders, and any other arthropod pests not specifically excluded from the contract.
- Populations of the above pests that are located outside of the specified buildings, but within areas immediately adjacent to buildings.
- Winged termite swarmer's emerging indoors.

Populations of the following pests are excluded from this contract:

- Termites, carpenter ants and other wood-destroying organisms.
- Mosquitoes
- Birds, bats, snakes, and all other vertebrates other than commensal rodents.
- Pests that primarily feed on outdoor vegetation.

### GENERAL CONTRACTOR RESPONSIBILITIES

**Initial Inspections of Facilities.** The Contractor shall conduct a thorough initial inspection of each site within five (5) days of the initiation date of the contract. The



purpose of the initial inspections is for the Contractor to evaluate the pest control needs of all premises and to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestation. Access to building space shall be coordinated with the Operations Manager. The Operations Manager will inform the Contractor of any restrictions or areas requiring special scheduling.

**Pest Control Plan.** Prior to initiation of service, the Contractor shall to submit to the Operations Manager a Pest Control Plan for each building or site within five (5) days following the initial inspection. Upon receipt of the Pest Control Plan, the Operations Manager will render a decision concerning its acceptability within three (3) working days. If aspects of the Pest Control Plan are incomplete or disapproved, the contractor shall two (2) working days to submit revisions. The Contractor should be on site to initiate service within five (5) working days following notice of approval.

The Pest Control Plan shall consist of five parts as follows:

Proposed Methods and Equipment for Service: The Contractor shall provide a summary of proposed control methods including current labels and Material Safety Data Sheets (MSDS) of all pesticides to be used, brand names of pesticide applications equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment, and any other pest control devices or equipment that may be used to provide service.

Proposed Method for Monitoring and Surveillance: The Contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessments of pest population levels throughout the term of the contract. In addition, the Contractor will work with the Operations Manager to establish population levels that constitute unacceptable levels of pest presence in school facilities.

Service Schedule for Each Site: The Contractor shall provide complete service schedules that include planned frequency of Contractor visits, specific day(s) of the week for Contractor visits, and approximate duration of each visit.

Description of any Structural or Operational Change that Would Facilitate the Pest Control Effort: The Contractor shall describe site-specific solutions for observed sources of pest food, water, harborage, and access.

Commercial Applicator or Technician Licenses: The Contractor shall provide a current list of names along with photocopies of the commercial applicator or technician's licenses for every Contractor employee who will be performing on-site services under this contract.





**Record Keeping.** The Contractor shall be responsible for maintaining a pest control logbook or file for each site specified in this contract. These records shall be kept on school property (normal in the Operations Manager office, or some other convenient site) and maintained on each visit by Contractor. Each logbook shall contain the following items:

Pest Control Plan: A copy of the Contractor's approved Pest Control Plan for that facility, including labels and MSDS sheets for all pesticides used in the building, brand names of all pest control devices and equipment used in the building, and the Contractor's service schedule for the building.

Service & Complaint Logs: A logbook for recording service visit activities, complaints from staff concerning pest observations or pesticides applications. Forms should show times in and out and should be signed by Contractors at each site visit.

Service Report Forms: Customer copies of the Contractor's Service Report Form, documenting all information on pesticide applications, pest sightings, sanitation/environmental status, and building maintenance needs.

In addition, copies of the above-mentioned Service Report Forms should be forwarded by the Contractor to the Operations Manager at least once a month by the Contractor.

**Safety and Health.** The Contractor shall observe all safety precautions throughout the performance of this contract, and shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold LAB harmless of any action on its part of its employees that result in illness, injury or death.

**Uniforms and Protective Clothing.** All Contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform clothing. The Contractor shall determine and provide additional personal protective equipment required for the safe performance of work. Protective clothing, equipment, and devices shall as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used.

**Licensing.** Throughout the term of this contract, the Contractor shall maintain a current business license issued by the Structural Pest Control Board. In addition, all Contractor personnel providing on-site pest control service must maintain licensing (in categories appropriate to the work being performed) as commercial applicators or licensed technicians. Unlicensed applicators will not be permitted to provide service to the LAB under this contract.

**Complaints.** Should at any time the District become dissatisfied with pest control service, the successful Contractor shall be notified in writing by the Operations Manager



regarding problems that occurred. The notice will detail the problems and site which is experiencing the problems. The contractor will be required to contact the Operations Manager to discuss possible solutions, and the contractor will be given a date by which a written response with proposed solutions must be submitted.

**Quality Control Program.** The Contractor shall establish a complete quality control program to assure the requirements if the contract is provided as specified. Within five (5) working days of the start of the contract, the Contractor shall submit a copy of the program to the Operations Manager. The program shall include the following:

Inspection System: The Contractor shall establish a complete quality control effectiveness of the services provided to LAB. The purpose of this system is to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable and/or health department inspectors identify the deficiencies.

Quality Control Checklist: A quality control checklist shall be used in evaluating contract performance during regularly scheduled and unscheduled inspections. The checklist shall include all buildings or sites serviced by the Contractor as well as every task required to be performed.

Quality Control File: A quality control file shall contain a record of all inspections conducted by the Contractor and any corrective actions taken. The file shall be maintained throughout the term of the contract and made available to LAB upon request.

Inspectors: The contractor shall state the name(s) of the individual (s) responsible for performing the quality control inspections.

School floor plans can be found in Appendix A. Proposed vendors shall show proof that they are licensed or authorized to conduct business in NYS and have a favorable record. The selected firm would be expected to provide coverage commencing August 15, 2016. The contract is for one (1) year and renewals are based solely on the school's discretion and judgment.

**PROPOSAL SUBMITTAL OPTIONS** in order to be considered for purposes of evaluation and contract award, submit your proposal using the following option:

Submit via email a single pdf document of the complete proposal, including all other documents required to be submitted with the proposal, to [vcox@brooklynlaboratoryschool.org](mailto:vcox@brooklynlaboratoryschool.org). Clearly note Pest Control Services in the subject line.

Proposals sent by fax will not be accepted.

Proposals sent by mail or other mailing/courier service are not recommended as this may cause your proposal to miss the deadline noted below. No responsibility or liability will



**BROOKLYN LAB**  
**CHARTER SCHOOL**

be attached to any employee for the premature opening or failure to open any proposal not marked according to this instruction or proposals sent by mail/courier service and received after the deadline. No responsibility or liability will be attached to any employee should a proposal sent via email not be received by deadline due to size or any other issue that impedes its arrival to the specified email address on time.

**SUBMITTAL DEADLINE.** Proposals must be received by Tuesday July 27, 2016, at 4:00 p.m. eastern standard time.