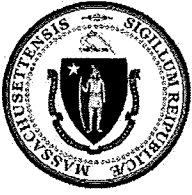


MOU TEMPLATE



Statewide Contract FAC92 Integrated Pest Management (IPM)

Memorandum of Understanding between Contractor and Eligible Entity

All Eligible Entities using pest management services under Statewide Contract FAC92, Integrated Pest Management (IPM), must complete and sign this Memorandum of Understanding as part of any service agreement.

1. **MOU Parties.** The parties of this agreement are **Town of Andover** thereafter referred to as "Eligible Entity" and **B&B Pest Control**, thereafter referred to as "Contractor."
2. **Eligible Entity Responsibilities.** The Eligible Entity, commits to the following:
 - a. Set a goal of reducing the use of pesticides through effective implementation of integrated pest management (IPM);
 - b. Follow facility management, waste management, food service and other recommendations provided by the Contractor in the IPM plan, service reports or other documentation;
 - c. Enter any facility maintenance and other relevant recommendations provided in the IPM plan, service reports or other documentation into the CAMIS PM system (for state facilities) or other project/facility management system for implementation;
 - d. Pay the Contractor for emergency services that resulted from the Eligible Entity's delay in implementing, incomplete implementation or failure to implement the Contractor's facility management, waste management or other advice mentioned above;
 - e. Actively disseminate IPM information among facility occupants. Require staff and other facility occupants to attend the Contractor's annual IPM training as well as any other trainings provided by the Contractor;
3. **Contractor Responsibilities.** The Contractor commits to the following:
 - a. Following the specifications of the FAC92 RFR as well as all applicable laws and regulations;
 - b. Conduct an annual IPM training and additional training on an as-needed basis free of charge.
 - c. Provide the facility with written recommendations for facility management, waste management, food service and other areas of operations as part of the IPM plan, service reports and other documentation;
 - d. Provide emergency services free of charge unless the need for emergency services is a result of the Eligible Entity's delay in implementing, incomplete implementation or failure to implement the Contractor's facility management, waste management or other advice mentioned above.
4. **Relevant Eligible Entity Contacts.** The Eligible Entity provides the Contractor with the following contact information for relevant personnel and/or contractors to assist in implementing IPM measures:
 - a. **Main Contact**
 - i. **Name: Janet Nicosia**
 - ii. **Phone: 978-623-8712**
 - iii. **Email: jnicosoa@andoverma.gov**
 - b. **Facility Management / Maintenance**
 - i. Name:
 - ii. Company:
 - iii. Phone:
 - iv. Email:
 - c. **CAMIS or Other Project / Facility Management Software contact for entering relevant recommendations into the system**
 - i. Name:
 - ii. Company:
 - iii. Phone:

- iv. Email:
- d. Custodial Services
 - i. Name:
 - ii. Company:
 - iii. Phone:
 - iv. Email:
- e. Foodservice
 - i. Name:
 - ii. Company:
 - iii. Phone:
 - iv. Email:
- f. Waste management
 - i. Name:
 - ii. Company:
 - iii. Phone:
 - iv. Email:
- g. Security
 - i. Name:
 - ii. Company:
 - iii. Phone:
 - iv. Email:

5. **Elevation of Issues.** If a serious maintenance, waste management or other issue that presents a significant risk of affecting a pest population arises and is not resolved by the Eligible Entity within three months after it was brought up in writing, the Contractor will inform the Eligible Entity's Chief Fiscal Officer (CFO) of this fact:

- a. Name: Andrew Flanagan
- b. Phone: 978-623-8211
- c. Email: aflanagan@andoverma.gov

In the event that the issue is still not addressed, the Contractor will contact the Operational Services Division (OSD):

- a. Name: Katherine Morse
- b. Phone: 617-720-3153
- c. Email: Katherine.morse@state.ma.us

Authorized Officer of the Eligible Entity

Name: Theresa Reynoh
 Date: 8/24/2020

Signature Theresa Reynoh

Authorized Officer of the Contractor

Name: John Buzarjian
 Date: 8/4/20

Signature 

QUOTE SUBMISSION FORM

RFQ FOR INTEGRATED PEST MANAGEMENT SERVICES

Award of the contract will be presented to the contractor providing the Town of Andover with the proposal deemed to be in the best interests of the Town while taking into high consideration the price quoted.

QUOTE:

In accordance with State Contract FAC92, the Town is seeking a quote for the Vendor's monthly service fee, which is to be inclusive of all transportation, materials, labor and other costs. The monthly fee will include all planning, monitoring, communications, training, controls, recommendations, evaluation record keeping, any other aspects of IPM related to bedbugs and termites and all requirements/services listed in the Town's Scope of Work.

1. MONTHLY FEE:

\$ 890

(in numerics)

2. 12 MONTH TOTAL:

\$10,680

(in numerics)

3. TWICE A YEAR SPRAYING
OF EXTERIOR FOUNDATIONS
ON TOWN BUILDINGS ONLY:

\$ 200

(in numerics)

4. BED BUG TREATMENTS

(Price per Treatment):

\$ 25

(in numerics – price per treatment)

5. GRAND TOTAL

(Line 2 Plus Line 3):

\$ 10,880

(in numerics)

BIDDER INFORMATION:

COMPANY NAME

B & B PEST CONTROL

SIGNATURE OF BIDDER



PRINT NAME & TITLE OF BIDDER

JOHN BOZAJIAN, OWNER

ADDRESS

271 Western Ave St# 115

Lynn, MA 01904



