



Statewide Contract FAC117
Integrated Pest Management (IPM)
**Memorandum of Understanding between
Contractor and Eligible Entity**

All Eligible Entities using pest management services under Statewide Contract FAC117, 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 Waltham 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 FAC117 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: 978-623-8761
 - iii. Email: jnicosia@andoverma.gov
 - b. Facility Management / Maintenance
 - i. Name: David Ouellette
 - ii. Company: Town of Andover
 - iii. Phone: 978-623-8851

- 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: Donna Walsh, Finance Director
- b. Phone: 978-623-8911
- c. Email: dwalsh@andoverma.gov

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

- a. Name: Gayle Gionet
- b. Phone: 617-720-3381
- c. Email: Gayle.Gionet@mass.gov

Authorized Officer of the Eligible Entity

Name: Theresa Pezola

Signature Theresa Pezola

Date: 9-9-22

Authorized Officer of the Contractor

Name: Philip K. Seymour

Signature Philip K. Seymour

Date: 8-4-2022