



12761 Western, Blue Island, IL 60406
Tel. 708-396-0200 Fax. 708-396-0202

Response to Request for Proposal – Village of Oak Park

RFP #: 17-01
Rat Control Services

This proposal was specifically prepared on September 20th, 2017 for:

Mike Charley
Health Director, Village of Oak Park
123 Madison Street
Oak Park, IL 60302

Bid Contact for Pest Management: Blaine Klaczak
Contact Number: 708-396-0200

VILLAGE OF OAK PARK

PROPOSAL NO.: 17-01 DEPARTMENT OF PUBLIC HEALTH
PROJECT NAME: RAT CONTROL SERVICES
DATE ISSUED: August 22, 2017

**REQUEST FOR PROPOSALS
FOR AN ILLINOIS LICENSED PEST CONTROL CONTRACTOR**

The Village of Oak Park ("Village") is seeking qualifications and fee proposals from an Illinois licensed pest control contractor ("Contractor") to provide for exterior rat control services within the Village of Oak Park for Fiscal Year 2018 (January 1, 2018 to December 31, 2018). The Village is located just west of Chicago, encompasses an area of 4.5 square miles and has a population of 52,104 people (2011 Census estimate).

**I.
PROPOSAL INSTRUCTIONS**

The Village will receive proposals at the Oak Park Village Hall, Monday through Friday, 8:30 a.m. to 5:00 p.m., at 123 Madison Street, Oak Park, Illinois 60302. **Proposals shall be submitted by 4:00 p.m. local time, September 22, 2017.** Proposals shall be submitted to the Village in a sealed envelope bearing the legend "Sealed for Bid for Rat Control Services" on the outside of each envelope submitted. Proposers are to submit two (2) bound copies and one (1) unbound copy of the statement of qualifications and fee proposals. Proposals are preferred in 8 ½ x 11 format.

Questions regarding this Request and other related documents should be submitted verbally or in writing to Mike Charley, Health Director, Village of Oak Park, 123 Madison St., Oak Park, Illinois 60302, by phone at (708) 358-5482 or by email to mcharley@oak-park.us no later than 4:00 p.m. on September 22, 2017.

An optional pre-proposal meeting will be held on September 19, 2017 at 3:00 p.m. at Village Hall, 123 Madison Street, Oak Park, Illinois, Room 102. All firms or individuals interested in submitting a proposal are invited to attend this meeting. During this meeting, the Village will review and discuss the Contractor services requested and the Project.

The result of this process will be a negotiated Professional Services Agreement with the selected proposer in substantially the form attached hereto. The Village reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal. Additional information is available at the office of the Oak Park Public Health Department, Village of Oak Park, Illinois 60302, telephone (708) 358-5482.

II.
TERMS AND CONDITIONS

Award of Contract:

The Village will review the proposals and select certain proposers for interviews. The proposers shall fully cooperate with the Village to provide the Village with whatever relevant information the Village needs to make its selection. The Village will then enter into a negotiated Professional Services Agreement with the selected proposer in substantially the form attached hereto.

Competency of Proposer:

No proposal will be accepted from or contract awarded to any person, firm or corporation that appears to be in default with regard to any contract, or in debt of any contract.

Conditions:

Proposers are advised to become familiar with all the terms and conditions, instructions and specifications in this Request for Proposals. Once the award has been made, failure to have read and understood all the conditions, instructions and specifications shall not be cause to alter the original contract or to request additional compensation.

Subletting of Contract:

Because the Village will select a representative Contractor based in part on the representative's qualifications, the Contractor services to be provided shall not be assigned or subcontracted without the written consent of the Village. However, the Village understands that in performing the services, the Contractor may need to utilize the services of other professionals. The response to this Request for Proposals should indicate those services the Contractor expects to subcontract and the name and address of its proposed subcontractors. In no case shall the Village's consent to use a subcontractor relieve the selected Contractor from responsibility for the quality of the services or any other obligation of the contract.

Interpretation of Documents:

Any proposer in doubt as to the true meaning of any part of these specifications or other documents may request an interpretation thereof from the Oak Park Public Health Department Director. The person requesting the interpretation shall be responsible for prompt delivery of the question to the Oak Park Public Health Department Director. At the request of the requestor, or in the event the Village deems the interpretation to be substantive, the interpretation will be made by written addendum issued by the Village. No oral explanations will be binding.

In the event the Village issues a written addendum, a copy of such addendum will be mailed to all prospective proposers. The Village will not assume responsibility for receipt of such addendum. It will be the proposer's responsibility to obtain all addenda issued. Proposers will provide written acknowledgment of receipt of each addendum issued with the proposal submission.

Minority Business and Women Business Enterprise Requirements:

The Village, in an effort to reaffirm its policy of non-discrimination, encourages the efforts of contractors and subcontractors to take affirmative action in providing for equal employment opportunity without regard to race, religion, creed, color, sex, sexual orientation, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Expenses:

The Village will not be responsible for any expenses incurred by proposers in preparing and submitting a proposal.

RFP Schedule. The final Project schedule has not been determined. The Village estimates a schedule similar to the following:

Due date for RFP:	09/22/2017 @ 4:00 pm CST
Village selects contractor:	10/01/2017
Contract start date:	01/01/2018
Contract end date:	12/31/2018

III.
MINIMUM QUALIFICATIONS

1. The selected proposer must have been in existence as a commercial structural pest control business (license ID 051) for two (2) years.
2. The selected proposer and all employees conducting rat control for the Village must hold all required State of Illinois licenses and certificates required for the control of rats including, but not limited to, Structural Pest Control licenses.
3. The selected proposer is required to follow all laws regarding the application of pesticides and rodenticides.
4. The selected proposer shall at its sole cost and expense, purchase and maintain insurance coverage in the types and amounts set forth in the Professional Services Agreement attached hereto. The selected proposer shall also require its subcontractors to maintain the same insurance.

IV.
SCOPE OF SERVICES

Deliverables

1. The Contractor will be responsible for managing exterior property rat service requests received by the Village. For reference, Village of Oak Park rat program statistics are attached as Exhibit A.
2. The Village's Health Department will collect/receive rat service requests and data enter the service requests in a service request database.

3. The Health Department will provide the Contractor with a weekly Rodent Survey Report (Exhibit B) which lists all the open rat service requests.
4. The Contractor shall provide weekly service on Wednesday of each week of all properties listed on the Rodent Survey Report during the months of April, May, June, July, August, September, October and November and every-other week service during the months of January, February, March and December. The contractor shall provide sufficient staff and resources to ensure all assigned property surveys are completed on Wednesday of each week.
 - A. The Contractor shall conduct rat activity surveys of properties in response to all new rat service requests. The contractor shall survey the property where the rat activity was observed and at minimum all publicly accessible areas within 100 linear feet of the property lines. If the primary property is not accessible on the first visit, the contractor shall conduct subsequent weekly visits in an attempt to access the property.
 - I. The Contractor shall survey for rat burrows weekly during the months of April, May, June, July, August, September, October and November and survey every-other week during the months of January, February, March and December.
 - II. The Contractor shall make observations regarding property conditions that may encourage rat harborage and identify those conditions on a Rodent Survey Notice (Exhibit C), during the initial survey. At the conclusion of the initial survey the contractor shall hang the Rodent Survey Notice form on the front door of the property.
 - III. The Contractor shall hand deliver a Rat Control Information (Exhibit D) form to the adjacent properties after the initial survey is complete. *The purpose of this form is to notify the adjacent neighboring property owners of a recent rat sighting near their property, encouraging them to call the Village if rat activity is observed.*
 - IV. The Contractor shall hand deliver a Rodent Baiting: Release of Liability Form (Exhibit E) form to a property owner at the request of the Village. The Contractor shall pick up all completed Rodent Baiting: Release of Liability forms and deliver them to the Village within one business day of service.
 - B. The Contractor shall bait all active rat burrows with an EPA approved/registered meal based rodenticide using the rodenticide's labeled directions.
 - I. The Contractor shall provide the Village with the rodenticide's label.

- C. The Contractor's pest control technician shall document his/her observations and baiting activity for each property on a Rodent Survey Report (Exhibit B) provided by the Village and submit the report to the Health Department within one business day of service. The report shall reference the Village's service request/complaint number and address for each property visited.
 - D. The Contractor's technician shall conduct subsequent visits according to item 3 above at all properties that have active rat burrows or active bait/trap stations until rat activity on that property has been eliminated.
- 5. The Contractor shall make available 20 closed bait stations to be installed at the discretion of the contractor's pest technician or at the request of the Village. When installed, the contractor shall monitor the station during visits and re-bait the station(s) if there is activity on the bait.
 - 6. The Contractor shall make available 20 closed rat snap trap stations to be installed at the discretion of the contractor's pest technician or at the request of the Village. If installed, the Contractor shall monitor the station(s) weekly.
 - 7. The Contractor must be available via telephone Monday-Friday, 8:30 am to 5:00 pm (excluding state holidays).
 - 8. The Contractor must survey Village properties between the hours of 8:30 am and 5:00 pm, Monday to Friday.
 - 9. The Contractor shall be available for a minimum two annual meetings at Oak Park Village Hall to discuss contract deliverables.
 - 10. The Contractor's management shall be available for consultation for properties requiring more detailed problem solving/troubleshooting outside of the routine weekly surveying.

V.
RESPONSES:

Proposals shall include the following:

- 1. A general description of the firm and the history of the firm, including a description of the firm's experience and ability to provide the services requested. Include the number of years the company has been in business, the location of the corporate headquarters, and the total number of people employed by the company. Note any and all names that the company has operated under since 2010. Identify whether submittal is for parent company, subsidiary, division, or branch office.

2. An annual fee proposal for the period of January 1, 2018 to December 31, 2018.
3. Proposers shall describe in general the manner in which the services will be provided, the manner in which they would oversee the work, how they propose to communicate the project status to the Village, and how disputes or issues are addressed.
4. Information that demonstrates that the selected proposer meets the criteria set forth above.
5. Contractor's commitment to fair employment practices.
6. In addition, proposers shall provide the Village with any other relevant information pertaining to the scope of work and any additional information deemed relevant by the Village.

VI.
PROPOSAL FORM
 VILLAGE OF OAK PARK

ILLINOIS LICENSED PEST CONTROL CONTRACTOR SERVICES
 PRE - QUALIFICATION AND AGENCY EVALUATION

[Please attach more sheets for responses as needed.]

Owners Representative/Project Management Services contact information

<u>Pest Management Services, Inc.</u>		<u>Operations Manager</u>
Proposer's Firm Name <u>12761 Western Avenue</u>	Signed Name <u>Blaine Klaczak</u>	Title
Street Address <u>Blue Island</u>	Print Name <u>IL</u>	<u>60406</u>
City <u>47-3610537</u>	State	Zip Code
Federal Employee Identification Number <u>708-396-0200</u>	<u>708-396-0202</u>	
Phone Number <u>BKlaczak@pestmanagementservices.com</u>	Fax Number <u>9/20/17</u>	
E-mail Address	Date	

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VII.
TAX COMPLIANCE AFFIDAVIT

Blaine Klaczak, being first duly sworn, deposes
and says:

that he/she is Operations Manager of
(partner, officer, owner, etc.)

Post Management Services, Inc.
(bidder selected)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

BK

By: Blaine Klaczak
Its: Operations Manager

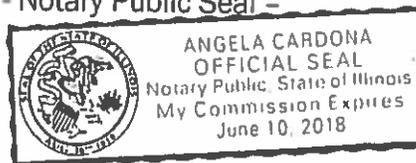
Blaine Klaczak
(name of bidder if the bidder is an individual)
(name of partner if the bidder is a partnership)
(name of officer if the bidder is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this 20th day of September, 2017.

Angela Cardona
Notary Public's Signature

- Notary Public Seal -



Minority Business and Women Business Enterprises Requirements

It is the policy of the Village of Oak Park to provide contracting and subcontracting opportunities to minority business enterprises and women business enterprises. All bidders/proposers shall prohibit discrimination against any person or business enterprise in pursuit and award of any contract, subject to their qualifications, on race, color, national origin or sex.

Reporting Requirements

The following forms must be completed in their entirety, notarized and included as part of the proposal document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your proposal.

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VIII.
ORGANIZATION OF BIDDING FIRM

Please fill out the applicable section:

A. Corporation:

The Contractor is a corporation, legally named Pest Management Services, Inc. and is organized and existing in good standing under the laws of the State of IL. The full names of its Officers are:

President Daniel Wondaal

Secretary Angela Cardona

Treasurer _____

Registered Agent Name and Address: Pest Management Services, Inc. 12761 Western, Blue Island, IL 60401

The corporation has a corporate seal. (In the event that this Bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor:

The Contractor is a Sole Proprietor. If the Contractor does business under an Assumed Name, the

Assumed Name is _____, which is registered with the Cook County Clerk. The Contractor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:

The Contractor is a Partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

Signature

Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a description of the affiliation: _____

Signature of Owner

3. The total Fees and Costs shall not exceed: _____

Reimbursable Expenses: These may include support services required to execute the scope of services such as photo copying, messenger/mail and exhibit preparation, etc. Proposals shall include the Owners Representative's method of billing for Reimbursable expenses.

Additional Services: The Owners Representative's hourly rate for Key Project Personnel will be used if the Village requests services outside the scope of this Services listed in this RFP.

Owners Representative Invoicing and Payment: The Village will pay all approved portions of invoices within 30 days of approval. Owners Representative shall submit invoices which contain the following information:

- a. an invoice or reference number
- b. the billing period
- c. the names of the Key Project Personnel and/or sub-Owners Representatives, the numbers of hours each person worked on the Project, their hourly rate and the amount billed,
- d. the amount billed to the project for the billing period
- e. all reimbursable expenses including reproduction, mailing, and equipment and a total reimbursable amount for the billing period
- f. the original contract amount for each phase, the currently approved contract amount, amounts billed to date, amounts received to date, and the contract amount remaining in the contract to date.

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IX.
TAX COMPLIANCE AFFIDAVIT

Blaine Klaczak, being first duly sworn, deposes and says:

that he/she is Operations Manager of
(partner, officer, owner, etc.)

Post Management Services, Inc.
(bidder selected)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

BK

By: Blaine Klaczak
Its: Operations Manager

Blaine Klaczak

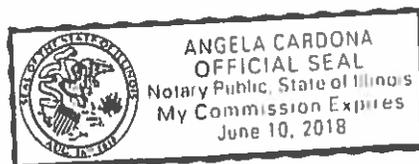
(name of bidder if the bidder is an individual)
(name of partner if the bidder is a partnership)
(name of officer if the bidder is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this 20th day of September, 2017.

Angela Cardona
Notary Public's Signature

- Notary Public Seal -



X.
COMPLIANCE AFFIDAVIT

I, Blaine Kaczk, (Print Name) being first duly sworn on oath depose and state:

1. I am the (title) Operations Manager of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. I have examined and carefully prepared this Bid based on the request and have verified the facts contained in the Bid in detail before submitting it;
3. The Proposing Firm is organized as indicated above on the form entitled "Organization of Proposing Firm."
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to Bid rigging and Bid rotating, or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Proposing Firm nor its affiliates is barred from contracting with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Proposing Firm under the agreement in civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. **Also complete the attached EEO Report or Submit an EEO-1.**
9. I certify that the Contractor is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702

¹ Affiliates means: (i) any subsidiary or parent of the contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the contracting business entity.

Signature: BA

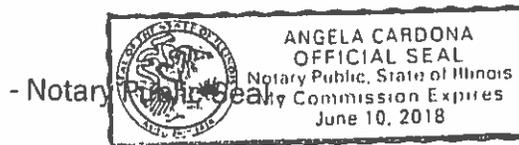
Name and address of Business: Pest Management Services 12761 Western, Blue Island, IL 60406

Telephone 708-396-0200

E-Mail Blaacard@pestmanagement-services.com

Subscribed to and sworn before me this 20th day of September, 2017.

Angela Cardona
Notary Public



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XI.
M/W/DBE STATUS AND EEO REPORT

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. For assistance in completing this form, contact the Oak Park Public Health Department at 708-358-5480.

1. Contractor Name: Pest Management Services, Inc.
2. Check here if your firm is:
- Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
 - Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
 - Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
 - None of the above

[Submit copies of any W/W/DBE certifications]

3. What is the size of the firm's current stable work force?

22 Number of full-time employees

_____ Number of part-time employees

4. Similar information will be requested of all subcontractors working on this agreement. Forms will be furnished to the lowest responsible Contractor with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: 

Date: 9/20/17

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EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. An incomplete form will disqualify your Bid. For assistance in completing this form, contact the Purchasing Department at 708-358-5473.

An EEO-1 Report may be submitted in lieu of this report.

Contractor Name Pest Management Services, Inc.

Total Employees 22

Job Categories	Total Employees	Males				Females				Total Minorities		
		Total Males	Total Females	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic		American Indian & Alaskan Native	Asian & Pacific Islander
Officials & Managers	4	3	1									
Professionals												
Technicians	13	13		1	11							12
Sales Workers	2	1	1		1			1				2
Office & Clerical	3		3					1				1
Semi-Skilled												
Laborers												
Service Workers												
TOTAL	22	17	5	1	12			2				15
Management Trainees												
Apprentices												

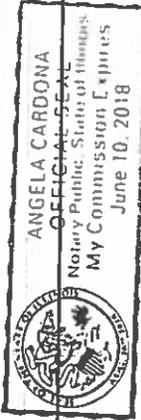
This completed and notarized report must accompany your Bid. It should be attached to your Affidavit of Compliance. Failure to include it with your Bid will be disqualify you from consideration.

Baine Krazak, being first duly sworn, deposes and says that he/she is the Operations Manager
 (Name of Person Making Affidavit) (Title or Officer)

of Pest Management Services, Inc. and that the above EEO Report information is true and accurate and is submitted with the intent that it

be relied upon. Subscribed and sworn to before me this 20th day of September 2017

Angela Cardona 9/20/2017
 (Signature) (Date)



XI.
NO PROPOSAL EXPLANATION

If your firm does not wish to submit a bid for the attached contract, please return the proposal along with any comments you may have concerning this proposal or any related factors that prevented you from submitting a response.

Thank you.

PROPOSAL NO.: 17-01 DEPARTMENT OF PUBLIC HEALTH
PROJECT NAME: RAT CONTROL SERVICES

COMMENTS:

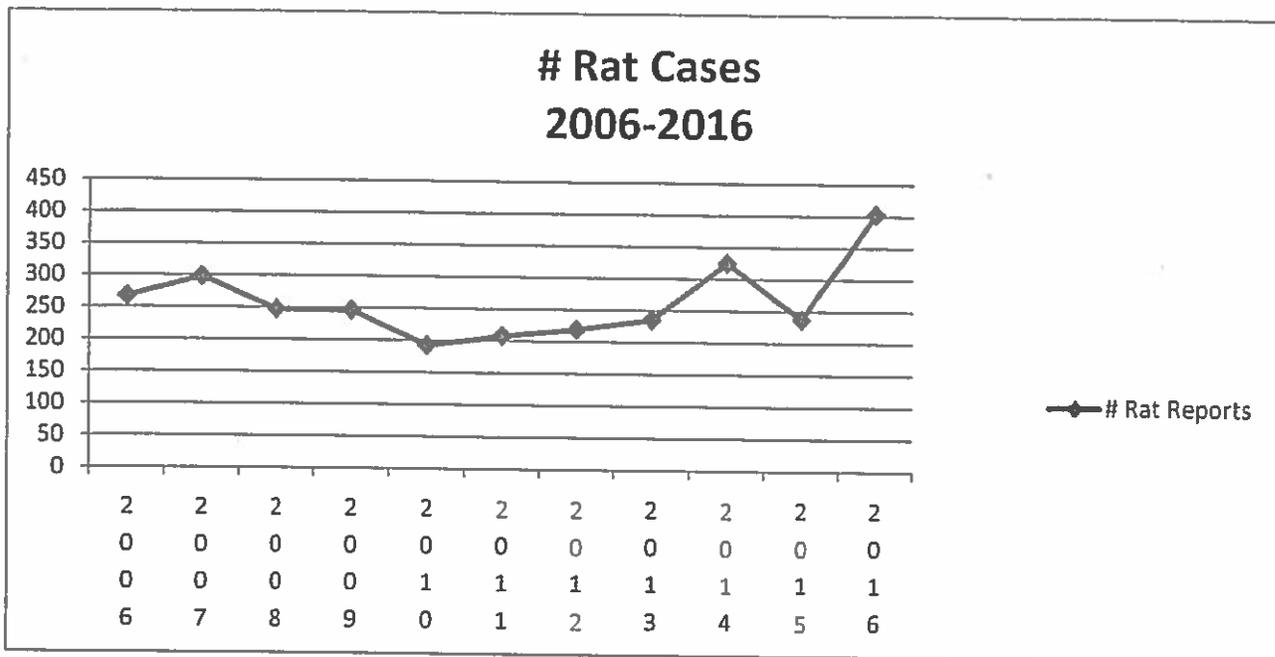
Signed: _____

Phone: _____

Email address: _____

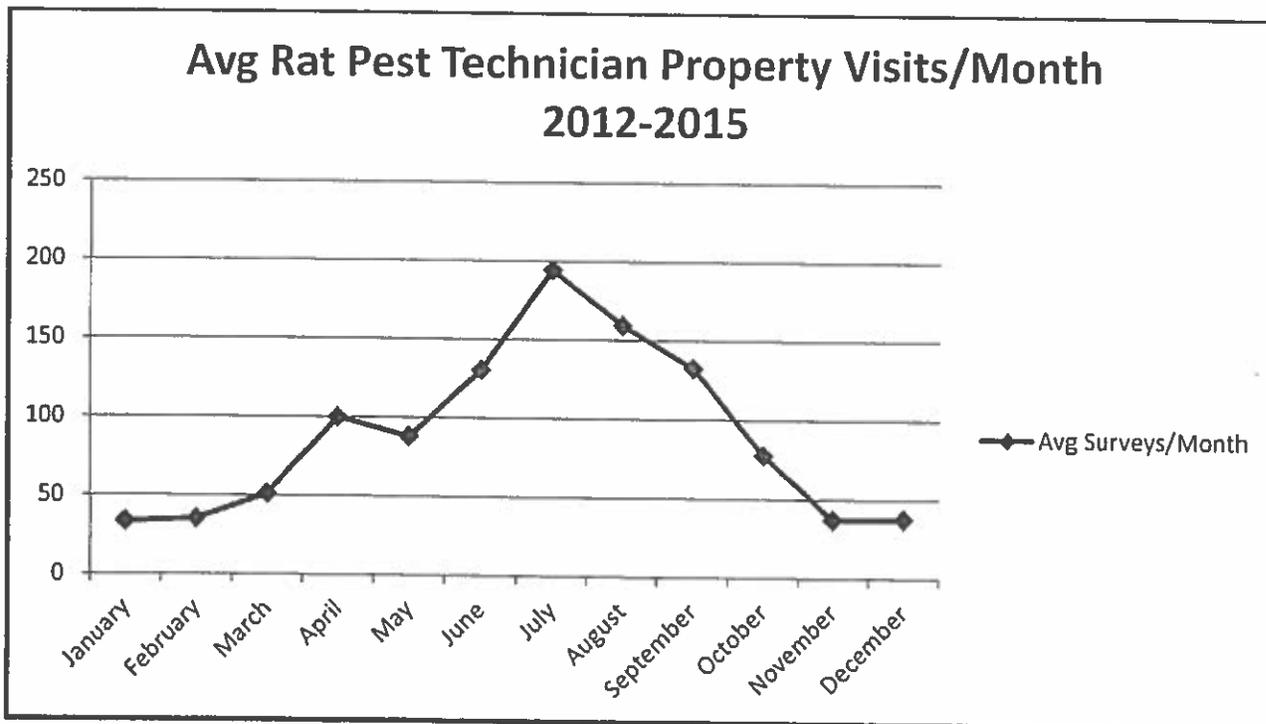
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**EXHIBIT A
Village of Oak Park
Rat Program Statistics**



2017 vs. 2016 through July:

- 2017 through July – 167 rat cases
- 2016 through July – 189 rat cases



- The average # of technician property visits per rat case received was 4.6 visits/case from 2012-2015. Based on this information you can extrapolate that there were 1,854 property surveys/visits in 2016.

Village Section: 2

Case Entered At: 2/23/2017

Case Description: Rat hole on the property. Hole at patio area near back stairs. Two possible burrows along front sidewalk according to property owner. 7/18 owner called new hole has formed very near old one.

Survey Location: 1040 N EAST AVE, OAK PARK, IL 60302

Permission to survey property? Yes Dogs at property? Yes

Approved to bait? Yes Baiting Permission Notes:

Owner: [Redacted]

Address: 1040 N EAST AVE

Primary: Cell:

Home: Work:

Complainant:

Address:

Primary: Cell:

Home: Work:

To Be Filled In By Technician

Service Date: _____ Door Hanger Left? Yes No

of Burrows Baited: _____

Case Notes / Burrow(s) Location: _____

Case Notes: Last 14 Days

Date	Note Type	Notes
7/26/2017	Technician Notes	Joe-no door hanger and 2 burrows baited. Inspected yard found two rat burrows by the back stairs. Baited and covered. Also spoke with the home owner.
7/19/2017	Technician Notes	Joe-yes door hanger and 2 burrows baited. Inspected yard found two rat burrows by the back stairs, baited and covered.

EXHIBIT C



Rodent Survey Notice

Department of Public Health Environmental Health Division

123 Madison St.
Oak Park, IL 60302
www.oak-park.us

708.358.5480
Fax 708.358.5115
health@oak-park.us

Date _____

The Oak Park Department of Public Health or its licensed pest control contractor surveyed your property today for rat activity. The following describes today's visit:

- Burrows were found on your property and baited. Follow-up surveys will be made to eliminate rat activity on your property.
- Burrows were found on your property, but were not baited. Please complete the attached *Rodent Baiting Release of Liability Form*. This form must be completed by the property owner and submitted to the Health Department prior to baiting.
- No burrows or evidence of rat activity were found on your property. If you see or suspect rodent activity, please contact the Health Department with specific information.
- See recommendations on back.

NOTES

Recommendations

The checked items below apply to your property.

- Keep all garbage in closed containers

- Remove fallen fruit and/or spilled birdseed

- Clean all litter and/or debris on your property

- Close/seal any openings around buildings

- Seal area near burrows with cement or gravel

- Raise firewood off the ground

- Trim excess vegetation

- Do not allow dog excrement to accumulate

- Other: _____



EXHIBIT D

RODENT CONTROL INFORMATION

Department of Public Health
Village Hall
123 Madison
Oak Park, IL 60302-4272

708.358.5480
Fax 708.358.5115

Dear Property Owner,

If you observe rats on or near your property please contact the Health Department at 708.358.5480 with the following information:

- ▶ Your name, telephone number and address
- ▶ Where you observed the rat
- ▶ Please be as specific as possible. Knowing where the rats are living will assist the Health Department in finding the rats' home and eliminating rats in your neighborhood.

A representative from the Health Department will follow-up with an investigation, looking for rat activity and for the burrows where the rats live. If burrows are found on public property they will be baited by the Health Department. In most cases, if burrows are found on private property, they can be baited by the Health Department, but only after receiving signed consent form from the property owner.

- Keep all garbage in closed containers
- Remove fallen fruit and spilled birdseed
- Clean all litter and/or debris on your property
- Close/seal any openings around buildings
- Raise firewood off the ground
- Clean up dog excrement
- Keep compost containing food sealed in a compost bin

Thank you very much for your assistance in keeping Oak Park free of rodents.



Exhibit E Rodent Baiting: Release of Liability Form

The Village of Oak Park
Department of Public Health
123 Madison St.
Oak Park, IL 60302

708.358.5480
Fax: 708.358.5115
health@oak-park.us
www.oak-park.us/health

I, _____, property owner of _____,
Print Name Street Address

Oak Park, Ill., have requested that the Village of Oak Park treat my property with rodenticide. I understand the work may be done by the Village and/or by its contractor, a licensed pest control operator. I understand that the rodenticide that will be used is poisonous to children, pets and wildlife. I agree to use the highest degree of care in and about my property so that no children, pets or wildlife shall come in contact with the rodenticide.

I understand that I am receiving this service free of charge from the Village of Oak park. In consideration of receiving this free service at my request, I agree to release the Village from liability and to indemnify and hold the Village, its officers, agents, contractors and employees harmless from any claims for property damage, personal injury or illness as a result of the application of rodenticide.

Signature of Property Owner

Date (mm/dd/yyyy)

Phone Number

Email address

Submit signed form to one of the following:

Email: kberens-haas@oak-park.us & health@oak-park.us

Fax: 708.358.5115

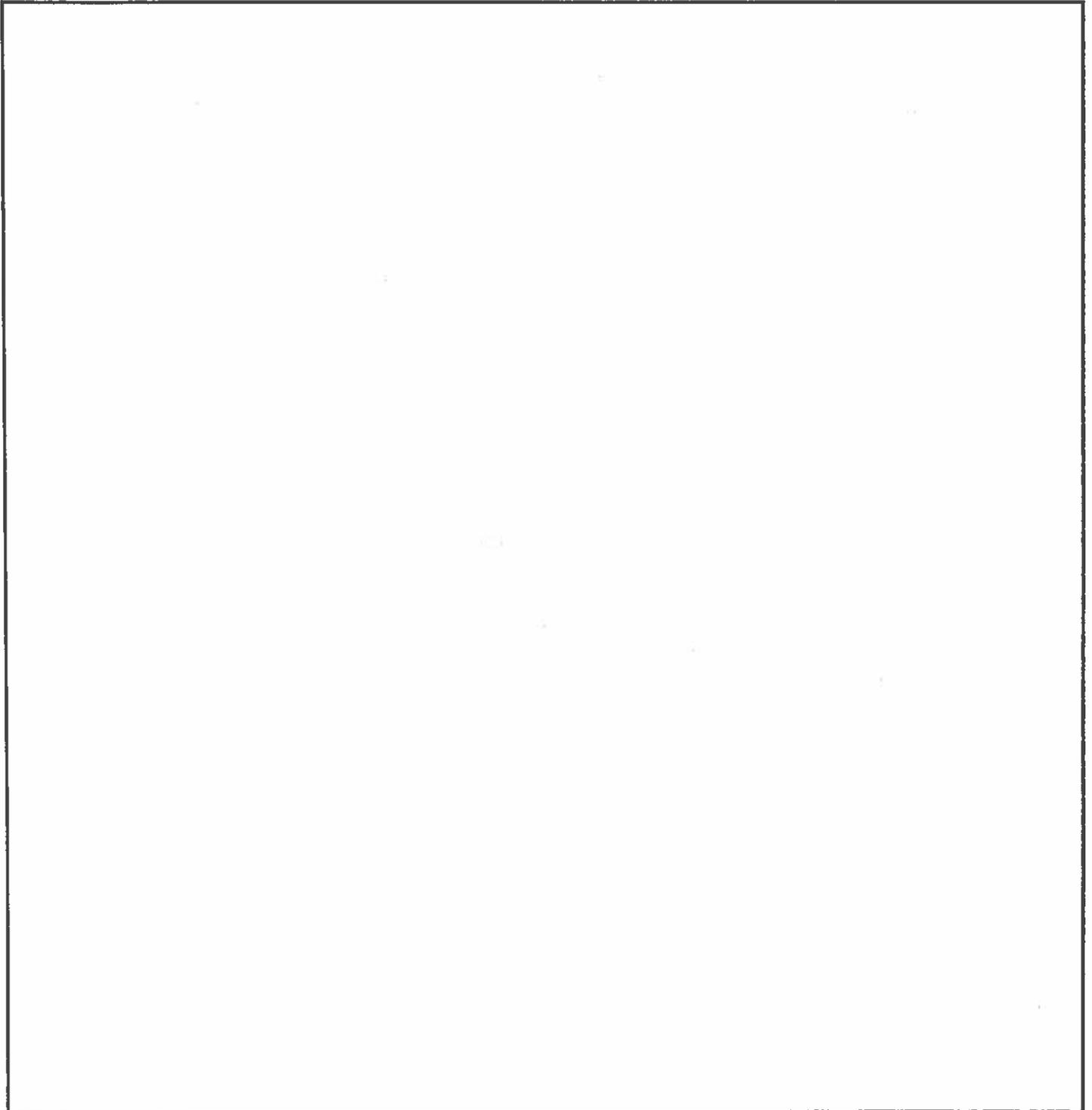
Mail: Oak Park Health Department
Rodent Control Program
123 Madison Street
Oak Park, IL 60302

Complete page 2 of this form prior to returning to the Health Department

Map of the Property

Please provide a drawing of the area where you observed the rat(s) below. Include on your drawing:

- Property lines and addresses
- All buildings, homes, garages and sheds
- Place an X where you first saw the rat(s) and draw an arrow along the path the rat ran.
- Identify any holes that may be rat burrows





12761 Western, Blue Island, IL 60406
Tel. 708-396-0200 Fax. 708-396-0202

September 20, 2017

Village of Oak Park
Mike Charley
Health Director
123 Madison St., Oak Park, Illinois 60302

Thank you for allowing Pest Management Services the opportunity to furnish you with a quote for your rodent control needs.

Pest Management Services is dedicated to helping provide a safe/pest-free living and working environment for our customers. Pest Management Services utilizes Integrated Pest Management Practices at all general pest control accounts. This is also effective in helping with bed bug control and prevention. Although a general pest control agreement helps with quick bed bug identification and offers some protection, a general pest contract **WILL NOT** prevent a bed bug infestation.

IPM is defined as:

"... a pest management strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using non-chemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment, are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds."

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Blaine Klaczak", followed by a long horizontal line extending to the right.

Blaine Klaczak
Operations Manager
BKlaczak@pestmanagementservices.com
708-396-0200



12761 Western, Blue Island, IL 60406
Tel. 708-396-0200 Fax. 708-396-0202

Customer: Village of Oak Park

General Pest Scope of Service

Pest Management Services proposes to provide Rodent Control services for the location listed above. Pest Management Services will utilize the following products and techniques listed below:

- Tamper Resistant Bait Stations/Snap Traps (Up to 20 of each)*
- Bait (Rodenticide)

*Traps remain property of Pest Management Services once contract is completed.

A work ticket will be provided following each service. This ticket will describe the inspection performed, treatment that was provided as well as any pest activity seen. Pest Management Services will also note any additional work needed to insure a pest free environment. Pest Management Services may provide these services, if chosen by the customer, at an additional cost. These services include but are not limited to exclusion techniques, cleaning and sanitation, screen/window repair, etc.

Pest covered under this agreement:

Rodents



12761 Western, Blue Island, IL 60406
Tel. 708-396-0200 Fax. 708-396-0202

Customer: Village of Oak Park

Pricing:

Weekly Rodent Control (April-November) and Every-Other Week Rodent Control (Jan-March, and December)

\$480.00 per week = **\$21,120.00 per year**

Term:

January 1st, 2018 to December 31st, 2018

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. This proposal is valid for 30 days only. Payment terms are 30 days' net, late payments are subject to 1.5% interest per month. Acceptor agrees to pay all court costs, attorney fees or other expenses incurred in the collection of the above payment upon default thereof by acceptor.

Accepted:

City of Evanston

A handwritten signature in black ink, appearing to read "Blaine Klaczak", written over a horizontal line.

Blaine Klaczak – Operations Manager

Date

September 20, 2017

Date



12761 Western, Blue Island, IL 60406
Tel. 708-396-0200 Fax. 708-396-0202

Biography

Pest Management Services, Inc. was incorporated on April 2nd, 2015. On August 18th 2015, Pest Management Services bought out the pest control and bed bug extermination division from Allied Cleaning Services, Inc. Allied had been in the pest control and bed bug extermination industry since 2009 when they sold these divisions to Pest Management. Allied was a leader in the bed bug extermination and pest control industry for those 7 years.

Included in this sale were all of Allied's pest control and bed bug division employees, including technicians, supervisors, managers, office staff, and upper management. The company was bought by Daniel Wondaal, the former VP of Allied, and Mike Brown, the former Sales Manager of Allied. This has ensured a smooth transition and made sure that all contracts and proposals were honored in full.

Because of the transfer of employees and equipment, as well as business modules, Pest Management Services has been able to retain all of Allied's training and experience related to pest control and bed bug extermination. This has allowed Pest Management Services to provide years of experience and knowledge despite their more recent incorporation.



GreenPro Certification

To Whom It May Concern:

I am writing to notify you that Pest Management Services, Inc. is one of less than 200 companies offering GreenPro certified service. Only QualityPro Certified companies can offer GreenPro certified service. As a QualityPro Certified Company, Pest Management Services, Inc. has placed itself in the top echelon of pest management companies in the nation. QualityPro is an initiative of the National Pest Management Association to encourage professionalism and recognize excellence in the industry.

QualityPro companies voluntarily ascribe to a set of qualifications that go above and beyond any state or federal requirements. As a potential consumer of pest management services, qualifications that may interest you include:

- Member of the National Pest Management Association
- Checking employee references and driving history
- Doing criminal background checks on all employees
- Employing only highly-trained, registered and credentialed employees
- Maintaining a drug-free workplace
- Ensuring that technicians are highly skilled, trained professionals
- Offering a clear, easy-to-understand warranty and termite service agreement
- Maintaining an up-to-date insurance policy
- Truthful and ethical advertising

To offer GreenPro service, a company must take additional steps to prove their professionalism. Every employee performing or selling GreenPro certified service has passed a comprehensive exam dedicated to verifying individual knowledge of Integrated Pest Management.

The website, www.greenpro.org, contains more information about what QualityPro is and what it means to Pest Management Services, Inc. The QualityPro certifications truly sets Pest Management Services, Inc. apart from non-QualityPro Certified companies.

If you have any questions, call me at 703-352-6762 or email me at aallen@pestworld.org.

Sincerely,

Allison Allen, BCE
Director of Certification, QualityPro

Expires
1/2018





12761 Western, Blue Island, IL 60406
Tel. 708-396-0200 Fax. 708-396-0202

References

Catholic Charities of the Archdiocese of Chicago

Don Migler – Director of Maintenance – (708) 832-2425
721 N. LaSalle, 6th Floor
Chicago, IL 60654

Mac Properties of Hyde Park

Darren Johnson – Maintenance Vendor Coordinator (708) 329-2086
1364 E. 53rd St.
Chicago, IL 60615

Prairie Management & Development

Peter Condich – General Manager – (312) 644-1055
333 N. Michigan Avenue
Chicago, IL 60601



Illinois Department of PUBLIC HEALTH EH0127002

LICENSE, PERMIT, CERTIFICATION, REGISTRATION

The person, firm or corporation whose name appears on this certificate has complied with the provisions of the Illinois statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

Issued under the authority of
the Illinois Department of
Public Health

EXPIRATION DATE	CATEGORY	ID NUMBER
12/31/2017	051	051-027795
Pest Management Services, Inc. Structural Pest Control Business License		

Pest Management Services, Inc.
12761 Western Avenue
Blue Island, IL 60406

(708) 396-0200

Cook
07

The face of this license has a colored background. Printed by Authority of the State of Illinois • P.O. #4012320 10M 3/12