**FORM# 6**

**BIDDER QUALIFICATIONS**

Bidder must include a response to all items below. Bidders that do not conform to these requirements shall be deemed non-responsive.

1. The Successful Bidder must be an entity that is duly formed and in good standing under the laws of the relevant jurisdiction and, to extent applicable, licensed to provide the products and services for which it seeks to submit a bid. The Successful Bidder must demonstrate that they have been in business at least five (5) years and is able to prove demonstrated capability as pest control specialists with a complete project record satisfactory to the Library. Provide detailed information.
2. The Successful Bidder must be certified by Green Shield or Eco Wise (or an equivalent deemed acceptable in the sole judgement of the Library) and maintain certification as an IPM Service Provider. Current membership with the National Pest Management Association or other organization(s) of similar standing is preferable. The Successful Bidder must be in compliance with EPA, NYS DEC, NYC Local Law 37 rules and regulations and manufacturer’s label instructions that are applicable to the type of work being performed. The Successful Bidder must ensure that pest control technicians are trained, licensed and certified to perform work in accordance with IPM standards. Successful bidder and all pest control technicians need applicable training, licenses and certifications which should include handling, removal and release of wild life (dead or alive) from premise.

<https://dec.ny.gov/regulatory/permits-licenses/fish-wildlife-plant/special-licenses/nuisance-wildlife-control#:~:text=You%20must%20pass%20the%20Nuisance,a%20regional%20DEC%20wildlife%20office>

Provide detailed information that your firm meets these requirements.

1. Provide a brief description of your firm, its history and ownership structure, and its number of employees. Also, include any significant developments, or organization, ownership or financial structure changes that have occurred in the last three (3) years, or that you anticipate in the future.
2. Provide the name, title, address, telephone and fax number, and e-mail address of the individual the Library should contact with respect to your bid. Make a statement regarding the availability of this individual as the primary contact to the Library throughout the term contemplated under this bid.

5. Provide a summary of your firm’s experience and qualifications in meeting the standards of the Bidder Qualification requirements contained in the bid document and with executing the obligations listed in the Scope of Work. Include specific references to work for not-for-profit corporations, library systems or other like-entities.

6. Describe how you would staff the engagement and be able to respond to the Scope of Work.

7. Provide a minimum of three (3) recent clients as references that best represent your ability to perform the tasks described in this Bid (a “Reference Client”). Provide the Reference Client’s name, contact person, title, address, and telephone number. Please provide details on the work performed for each Reference Client, including, the length of any contract, contract value and explanation of how the work performed is similar to the work required by the Library, as well as any other pertinent information relevant to representing your qualifications to perform the work.

8. Provide copies of your two (2) most recent audited financial statements. If audited financial statements are not available, please explain why and identify how the Library can assess the financial condition of your firm.

9. Identify the nature of any potential conflict of interest your firm or any proposed sub-consultants might have in providing the Scope of Work under this bid with the Library.

(a) Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm's involvement with the Library. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.

(b) State whether your firm represents any party that is or may be adverse to the Library.

10. Discuss any past or present civil or criminal legal investigations, litigation or regulatory action involving your firm or any of its employees that could impact your role or ability to serve as a contractor to the Library. If none, include a statement that there are no past or present civil or criminal legal investigations, or pertinent litigation and or regulatory actions that could impact your firm’s ability to serve in the required capacity.