

Pest Control Service

Scope of Work

Reviewed By: _____

Approved By: _____

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BACKGROUND

The Integrated Service Provider's program will provide superior on-site service, product technology, application expertise, process knowledge, chemical monitoring techniques, effective service project management, overall process excellence and cost control in support of the OWNER's mission to be a world class manufacturer of automotive engines

Definitions

- *Buyer* – Company Issuing the contract to FSSP or Facility Manager
- *FSSP* – Facility System Service Provider will manage all outside service contracts for the facility. (Also referred to as Facility Manager or Contractor)
- *ISP* - Integrated Service Provider (Also referred to as Sub Contractor)
 - The contract service provider awarded the contract to support the facility is considered to be a partner with the remaining departments. The facility will have multiple Service Partners providing daily services to support the production needs of the facility. These contractors will be working as one team for one cause. Each contractor is a “Co-Partner of the other.
- *Criminal Background Check* – The contractor will research each employee's background for criminal records. That research will be a seven-year record and will include any and all counties of residence for the past 7 years. No employee of any contractor will be permitted on the premises with a felony record, without written consent by the FSSP. The contractor will notify the FSSP of all instances where an employee is assigned to the facility and has a criminal record including misdemeanors, but excluding driving offenses. The contractor will ensure that the resident history accounts for all period of time for the past 7 years.
- *Drug Test Policy* – Each contractor is required to have a drug testing policy in place. That Drug testing policy will include drug testing prior to working on property, and drug testing for any individual involved in a work place accident resulting in personal injury and/or asset damage. The drug testing policy must provide the Service Partner with the right to perform random Drug Test.
- - Manufacturing Alliance
 - -Greatest Engines Made Anywhere
- *OEM* - Original Equipment Manufacturing
- *CM* – Construction Manager
- *A/E* – Architect Engineer
- *Rearrangement* – Any routine maintenance task over 4 hours.
- *N.I.C.* – Not in contract
- *N.F.P.A.* – National Fire Protection Association
- *CMMS* – Computer Maintenance Management System

Planned Maintenance” is defined as the total system of activities in which all the facility infrastructure and non-production equipment are repaired and maintained to the original or current design conditions. Planned maintenance includes: preventative maintenance programs, predictive technology, metrics and reporting, historical data collection, performance audits and continuous improvement. ”

SCOPE OF WORK

- The Pest Control services to be provided are:

Pest Control Management

The service provider will be licensed in the corresponding state where work is performed and be able to present proof of the licensing. The Integrated Service Provider will provide all necessary equipment, chemicals, and supplies to provide all required services. Services provided include but are not limited to:

- Rodent control, crawling insect control, flying insect control, migratory pest control, bird control and mite control.
- Specialized pest management applications for standard insecticides, rodenticides, termiticides, thermal foggings, cold foggings, avicides, herbicides and fumigants
 - Service technicians must be certified by the Michigan Department of Agriculture in the categories for the service being rendered.
 - The Integrated Service Provider will have a degreed Entomologist.
 - Explain internal quality control monitoring of service work provided.
 - In addition to service application logs, specialized documentation will be required for certain services provided. Specific information relative to this additional documentation will be included under various services. All documentation will need to be maintained by the service provider. The service partner may be required to maintain the IT system provided by THE OWNER and/or the FSSP.
 - Respond to request within 2 hours of notification.
 - No pesticides and/or equipment will be stored on THE OWNER property.
 - Pest company will locate all control devices on a master logistic plant and have a corresponding schedule and log that tracks activity and replacements.
 - All traps will be clearly identified with a self adhesive sign place at 4ft.

Rodent Control

- Rodent bait feeding stations will be deployed throughout the outside areas of the complex. All rodent feeding stations will be “secured” in a manner acceptable in the pest control industry.
- A fresh supply of E.P.A. registered rodenticides will be maintained in the rodent feeding stations.
- All multiple catch traps will be placed according to the manufactures recommendations.
- All devices will be boldly numbered and their placement depicted on a map of the facility. This map is to be a part of the customized Rodent Control Report which is to be submitted after each service. The report will document device by device, the activity found.
- All devices will be serviced a minimum of 1 time per month.
- Each control device will be checked, emptied as needed, cleaned, rewound and / or rebated during each service attached to each device will be a service date sticker which the technician will fill in at the time of each service. In the event of activity in any of the devices, the technician will determine whether or not to supplement the existing controls with nap traps and/or glue boards. The technician will inspect the areas near the site of any rodent activity to determine any surrounding infestation and any possible ways of entry.

Crawling Insect Control.

- The technician will use various methods and materials to probe and flush the various insects from their hiding and /or harborage areas. The results obtained from this probing and flushing, along with an inspection of the surrounding area, will dictate any secondary treatment procedures including application of appropriate pesticides, placement of baits, drilling of voids, placement of monitoring devices, etc.
- A customized Pesticide Application Report will be required over and above the normal service ticket. This report must include all areas that are treated, the pesticides used and any findings within the areas relative to pest activity and / or sanitation. This report must be submitted at the conclusion of each month’s service for the permanent records.
- All areas will be treated on a once per month frequency.

Migratory Pest Control

- Appropriate pesticides will be applied around the outside perimeters of all site buildings. The number of these applications may vary with a minimum of three (3) per year. The pesticides will be applied in sufficient quantities to not only

effect a kill of existing pests, but also establish a barrier against additional invaders.

Flying Insect Control.

- Services to be administered using either mechanical and/or chemical controls on an as needed basis and at additional cost.

Bird Control

- Services to be provided on an as needed basis and at additional cost.

Program Operation

- Continuously benchmark all service functions; recommending alternative, innovative products and technologies for continuous improvement.
- Provide superior inventory management and control.
- Initiate continuous improvement project activities.
 - The Pest Control Integrated Service Provider is to apply its service application expertise to recognize, suggest, and jointly implement cost reduction projects. All project activities must include business plans which define, prioritize, and detail key implementation steps. Project expectations and priorities shall be jointly prepared with the FSSP team. Each cost reduction project activity should be captured using written living documents, complete with financial justification and expected results. The Pest Control Integrated Service Provider Manager shall maintain and update quarterly a list of specific continuous improvement plans (CIP's) to be jointly implemented during the life of the contract. These CIP's will include strategies for improving plant operations, timetables, estimates of resources and savings, along with priorities.
- Participate as a working partner in designated THE OWNER committees and meetings.

Work not included

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Service Philosophy and Objectives

- The Owner strives to create a clean, safe, and professional environment throughout the company. This culture is present in every operational process. Every employee shares this belief and incorporates this attitude into their daily work practices. By maintaining this culture, each employee contributes to the common goal of maintaining an injury free, productive workplace.

Pillars of the Program

The Housekeeping Department will provide multiple programs to meet service objectives. The program will include;

- Implement lean practices.
- Training Programs
- Department auditing
- Train the trainer
- Benchmarking and tracking performance
- Others as determined necessary to meet THE OWNER goals

Definitions

- *Buyer* – The Facility System Service Provider (FSSP) is the buyer.
- *FSSP* – Refers to Facility System Service Provider.
- *Co-Partner* – The facility will have multiple contractors providing daily services to support the production needs of the facility. These contractors will be working as one team for one cause. Each contractor is a “Co-Partner of the other.
- *Criminal Background Check* – The contractor will research each employee’s background for criminal records. That research will be a seven year record and will include any and all counties of residence for the past 7 years. No employee of any contractor will be permitted on the premises with a felony record, without written consent by the FSSP. The contractor will notify the FSSP of all instances where an employee is assigned to the facility and has a criminal record including misdemeanors, but excluding driving offenses. The contractor will ensure that the resident history accounts for all period of time for the past 7 years.
- *Drug Test Policy* – Each contractor is required to have a drug testing policy in place. That Drug testing policy will include drug testing prior to working on THE OWNER property, and drug testing for any individual involved in a work place accident resulting in personal injury and/or asset damage. *Drug testing policy should include random drug testing.*
- *THE OWNER* - Company issuing contract to FSSP
- *Pest Control Integrated Service Provider Manager*-The designated person who shall be responsible for administering the Pest Control Service program as described in this specification, and any addenda. He/She shall administer the program within the parameters of the FSSP/THE OWNER operating systems.

- *OEM* - Original Equipment Manufacturing
- *Integrated Service Provider* – The contract service provider awarded the contract to support the OWNER facility is considered to be a partner with the remaining departments.

Tasks and Requirements

The Service Partner will be required to support the following systems;

- Equipment, supplies, and Cleaning chemicals
 - The Integrated Service Provider will provide all equipment and supplies necessary to perform all duties as outlined in this scope of work. Such equipment and supplies shall remain the property of the Integrated Service Provider.
 - Such chemicals shall be approved through the OWNER approval system for in plant storage and use prior to being brought to the site.
 - All equipment and materials under the ownership of the Pest Control Integrated Service Provider shall be clearly identified as the Pest Control Integrated Service Provider's property.
 - Equipment is to be kept clean and free of grease and leaks.
 - The Integrated Service Provider shall be responsible for the maintenance and repair of their on site equipment keeping it in good operating condition.
 - The Integrated Service Provider will label and identify all equipment and supplies in a professional manner avoiding handwritten identifiers and labels.
 - All scopes of work must comply with federal, state, local, and THE OWNER regulations.
 - The Integrated Service Provider Manager shall be responsible for the supplies and prompt removal and proper disposal of all empty containers.
- Disposable supplies
 - The Integrated Service Provider shall provide all disposable products necessary to perform the scope of work included but

not limited to: paper towels, trash liners, toilet paper, sanitary products.

- The Integrated Service Provider manager shall provide to FSSP, in electronic format, an inventory of Pest Control Service equipment, supplies, disposables, and chemicals that are maintained on site.
- Materials that have been stored and not used for three consecutive months will be returned to the Integrated Service Provider's warehouse facilities.
 - The purpose of this specification is to provide FSSP usage information on chemicals supplied to THE OWNER. This information is required to maintain compliance with environmental as well as health and safety regulations. Two types of usage information must be provided, inventory, which is the quantity and location of chemicals stored on the OWNER site, and distribution, which is the quantity and destination location of chemicals supplied for use on site.

Note: The installation of "holders" for the various disposable products shall be the responsibility of facilities services.

- You may be required to use THE OWNER P systems for data collections and documentation.
- Provide a detailed map of all traps and containers that are numbered. A corresponding schedule will track the maint. History.
- Standard work instructions will be issued to FSSP using the standard work instruction template.
- No chemicals will be brought on site without prior approval.
- ISP will keep track of how much chemicals are used on site every yearly
- Provide periodic progress reports. This report will be presented to FSSP by a manager of the Service Provider other than the on-site manager or supervisor.
- Create and maintain a service change system.
- Participate in functional teams and/or committees designed to ensure THE OWNER goals on reliability, quality benchmarking, and safety.
- Introduce new systems & organizational concepts to the FSSP and/ or THE OWNER.

- Create and maintain a service charge back process to support special request.
- Provide well trained, dependable staff to meet the needs of the department as described in this document.
- All employees of the service partner must pass a criminal background check. See definition for complete explanation of Criminal Background requirements
- All employees of the service partner must pass a pre-employment drug test. See definition for complete explanation of Drug Test requirements.
- All employees serving the THE OWNER, facility, must present the employee's information to the FSSP for approval prior to allowing said employee on site.
- Document and maintain all processes for this operation.

- Training programs must be designed, administered and monitored for effectiveness.
- A supervisor, responsible for the delivery route person will be assigned to THE OWNER's facility.

A manager from the service provider will meet with a representative of the FSSP, on a regular basis, to present program effectiveness.

THE OWNER and/or FSSP reserve the right to approve all prices, price changes, and product changes.

REQUIRED DOCUMENTS FROM SUPPLIER

- Site Plan of boxes and traps
- Schedule of boxes and inspections