

How to Develop Bid Invitations for Pest Control Services in Public Schools

Integrated pest management can be successfully performed by school employees; however, currently most school districts in Tennessee contract with a pest control firm to provide pest control services. Some schools may wish to combine in-house and contracted services. Each approach has advantages and disadvantages; school officials should decide which is needed for their school district.

Advantages/Disadvantages of Using School Personnel for Pest Control Services (In-House Pest Control)

School personnel providing pest control services may find it easier to communicate and develop a rapport with others present in the school. Cooperation with all individuals occupying the school is needed for an IPM program to succeed. Pest control services can be combined with other maintenance jobs as long as the employee is a licensed pest control operator. Also, the in-house personnel are more likely to identify a pest problem before it becomes too obvious. Using in-house personnel will avoid the difficulty of developing a bid invitation as well as eliminating the difficulty of choosing a reputable and reliable firm. Greater control of personnel and quality performance is provided through an in-house program.

The drawbacks to in-house pest control include the need to find a safe storage and disposal site for pesticides and equipment. The potential liability of the district in regard to pesticide use is probably higher in an in-house program. If a reentry interval is used which is greater than that listed on the label, such as 12 hours, overtime expenses could be incurred. Licensing an employee to apply pesticides in a school will require an initial charge for the licensing exam.

Advantages/Disadvantages of Using Contracted Pest Control Services

Professional pest control personnel are usually more experienced with the techniques that safely and effectively control pests. School district

personnel are not required to maintain contracted individuals' licenses, nor are they required to train the pest control technician. Potential liability could be reduced when using contracted services. The need for locating a special storage and disposal site for pesticides is eliminated. The district will avoid overtime pay for work performed after regular working hours.

Communication between contracted individuals and other school personnel, such as custodians, may not be as easily developed as in an in-house program. School district personnel must develop a bid invitation for contracted services and a reputable and reliable firm must be chosen.

Importance of Bid Specifications

Thorough, stringent bid specifications help eliminate the problem of low bids by firms that are unable or unwilling to provide the quality of work your school district should expect. School officials can inquire with the local Better Business Bureau or the Tennessee Department of Agriculture Division of Regulatory Services (TDA DRS), to determine whether complaints are received regularly about a prospective company. School district personnel must verify with TDA DRS the licensing of operators and the certification of pest control technicians.

It is important not to choose a firm by the lowest bid. Use the Weighted Factor Rating System for Evaluating Pest Control Bids at the end of this document to choose the most qualified contractor. Some school districts may refer to this as a request for proposal (RFP) rather than a bid specification to allow an evaluation of the bid based on quality and services as well as price. Also, a contract awarded for more than a year may allow a firm to determine effective control methods for your site and develop a rapport with school staff. Contracts established for several years may cause contractors to be more productive, knowing that they are not going to lose the job next year to a lower bidder.

IPM Bid Specifications Essential Items

Some suggested elements for IPM bid specifications are listed below:

- Prospective bidders should conduct a meticulous on-site inspection before submitting a bid. This allows potential bidders to view firsthand the facilities and pest problems, so bidders can make a realistic estimate of service needed and the time required for these services.
- Minimum service times can be defined by the school district in the bid. Bidders should understand that minimum service times are an expectation of the contract, and any failure of the contractor to meet these minimum service times should be grounds for cancellation of the contract by the school district.
- The use of least toxic materials necessary to provide satisfactory pest control, as identified by the district, should be understood and agreed to by the bidder.
- Appropriate monitoring tools and procedures should be used on a regular basis by the contractor to find pest infestations and assess the need for corrective treatment.
- School systems should receive from the bidder copies of labels and Material Safety Data Sheets (MSDS) for all products to be used on the school district property. The school system reserves the right to approve or disapprove any pesticide or device.
- The use of bait stations, crack-and-crevice or void treatments are preferred over the use of aerosol, broadcast, spot and baseboard treatments. The school system should not allow the use of aerosol or machine-generated fogs, mists or space sprays without written permission from the IPM coordinator.

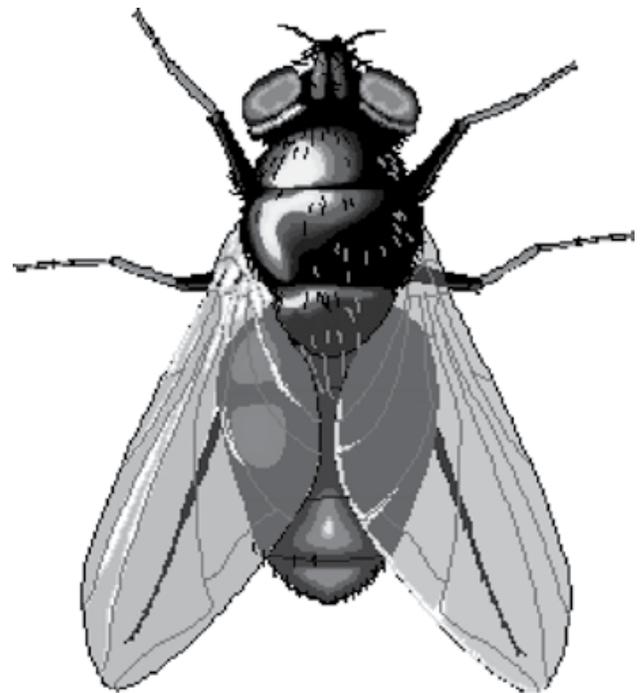
The above provisions and others are specified in the following set of model bid specifications. **THIS IS ONLY A SUGGESTED MODEL FOR SCHOOLS ATTEMPTING TO IMPLEMENT AN INDOOR IPM PROGRAM. THESE SPECIFICATIONS ARE NOT REQUIREMENTS.**

School systems may want to incorporate some elements of the model contract into existing bid specifications; others may adopt the requirements in total, with additions as suggested by the IPM coordinator, purchasing officer or other business personnel. Many standard clauses are omitted from the following contract to save space.

If there is a conflict between the model bid specifications and the school system's usual bid process, the school system should defer to its regular bidding process.

The following bid is excerpted and modified from the Texas Agricultural Extension Service Publication B-6015.

On November 23rd, 2004 the Tennessee school IPM advisory board met and discussed changes to the original bid invitations published in this manual in 1998. The suggested changes have been reviewed and incorporated into the following Model Contract Bid Specifications for Public Schools.



Model Contract Bid Specifications for Public Schools

*Note: Italics indicate instructional language for the purchasing officer's attention or suggested specifications which the **School System** may wish to modify to suit its individual needs. The wording and content of these specifications are provided merely as a guide for **School Systems** wishing to ensure that contractors adhere to IPM principles. Schools are not legally required to use all or any portion of these bid specifications. Populations of the following pests are excluded from this contract: termites, carpenter ants and other wood-destroying organisms; mosquitoes; birds, bats, snakes and all other vertebrates other than commensal rodents and pests that primarily feed on outdoor vegetation. A separate contract can be used for these pests.*

Description of Services

Introduction. The purpose of this bid (*or request for proposal*) is to provide _____ (*school system name*) with a source to provide pest management services at the prices offered herein, for the term of the agreement and any renewal periods. It is the policy of the _____ (*school system name*) to use Integrated Pest Management (IPM) as the strategy for control of pests in and around school facilities. The following description details the School System's understanding of the scope and type of IPM services to be rendered.

Bidders should read the entire set of specifications carefully, as these will form the basis of the contractual agreement with the School System. Failure to comply with the specifications may provide grounds for termination of the contractual agreement. Bids should reflect not only the expected costs to the Contractor providing basic pest control services, but also the costs of providing supplementary services such as reporting, emergency treatments, **in-service** training and quality control activities.

Bid Submittal Requirements

School Systems may insert their standard contract clauses and requirements here. Contracts typically include clauses on: pricing, price escalation, contract extensions, cancellation, insurance requirements, workers' compensation, subcontracting, bid bonds, payment policy and conditions for acceptance of contracts, etc. The following clauses are relevant specifically to pest control contracts and are included to assist the School System in developing pest control specifications.

Site Visits. Bidder is encouraged to inspect all premises or a representative sample to be covered in the contract and render a bid detailing specific charges for each of the listed sites/facilities. Bidders may examine the facilities on _____ (*one date*) by calling _____, at ___ - ___ - _____. Bids will not be accepted from prospective Contractors who have not conducted site visits *or attended a prebid conference* prior to submitting their bids. (*It is suggested that site visits be incorporated into the prebid conference.*)

Qualification of bidders.

1. Bids shall be considered only from Bidders who, in the judgement of the School System, are regularly established in business, financially responsible, able to show evidence of satisfactory past performance and ready, willing and able to render prompt and satisfactory services.
2. Each contractor shall furnish, with his/her bid, documentation specifically stating: (1) that his/her bid

company has been in business for at least ___ (5) years. A copy of the Tennessee Department of Agriculture-issued license will be presented with the bid. Commercial pesticide applicator certification cards for all technicians who will service the account will be furnished to the school system within 30 days of being awarded the contract.

3. Each contractor shall complete the **References** section of this bid and list customers who have contracts for service similar to that specified.
4. The School System may request other information sufficient to determine bidder's ability to meet the minimum standards listed above. Request for information contained in this Section also may occur at any other time during the effective period of this contract or any extension/renewal thereof.

References. The references sections must be filled out completely. Failure to do so, or references giving unsatisfactory recommendations, may be reason to disqualify the bid. If the references given are not, in the opinion of the School System, applicable to a contract of this magnitude, the School System may contact other firms with whom the bidder has or is currently providing services as a means of validating compliance or providing noncompliance with the references requirement.

Please list three references who have used your pest control services on a regular basis within the past year (preferably educational institutions).

Company Name: (1) _____
Person to Contact _____
Company Address _____
City, State, Zip _____
Telephone _____

Company Name: (2) _____
Person to Contact _____
Company Address _____
City, State, Zip _____
Telephone _____

Company Name: (3) _____
Person to Contact _____
Company Address _____
City, State, Zip _____
Telephone _____

If checked, the school system incorporates the following section (14 written lines) on Board Certified Entomologist or Associate Certified Entomologist into this bid specification (*request for proposal*).

Board Certified Entomologist or Associate Certified Entomologist. Preference shall be given to bidders with a trained entomologist on staff, or access to one as a consultant. A Board Certified Entomologist (BCE) is a person with formal training in entomology and an Associate Certified Entomologist (ACE) is one with more hands-on training and professional development. A BCE's and an ACE's expertise have been examined and certified by the Entomological Society of America. (For more information about BCEs or ACEs in your area, contact the Entomological Society of America at 10001 Derekwood Lane, Suite 100, Lanham, MD 20706-4876; tel. (301) 731-4535; <http://www.entsoc.org/>.)

Does your company have a Board Certified Entomologist or Associate Certified Entomologist on staff?
___ YES ___ NO

If you answered NO, please provide the name and address of a BCE, ACE, or other trained entomologist that your company uses.

Name: _____ BCE or ACE? ___ YES ___ NO

Address _____

City, State, Zip _____

Telephone _____

Questions. If there are any questions regarding this bid or should a conflict of terminology on this bid arise, please contact _____, *Contractor of Purchasing* at _____ (*phone*) or _____, *IPM coordinator* at _____ (*phone*) for clarification or issuance of an official addendum to resolve any conflicts. Specifications not listed in this bid or not included in official addenda are not applicable to this bid.

Scope of Work

Description of Services. The Contractor shall provide a comprehensive Integrated Pest Management (IPM) Plan for the buildings and other areas specified herein. This Plan shall be in accordance with the School System's IPM Policy. IPM is a process for achieving long-term, environmentally sound pest suppression through the use of a variety of technological and management practices. Control strategies in an IPM Plan should extend beyond the application of pesticides to include structural and procedural modifications that reduce the food, water, harborage and access used by pests.

The Contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the surveillance, trapping and pesticide application components of the IPM Plan. The Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications necessary to achieve pest prevention.

Pests Included and Excluded. The Contractor shall adequately suppress the following pests:

--Indoor populations of commensal rodents (e.g. Norway and roof rats, house mice), cockroaches, ants (including, but not limited to, fire ants and Pharaoh ants*), flies, spiders and any other arthropod pests not specifically excluded from the contract. * School System may be charged for the additional cost of Pharaoh ant bait materials.

-- Populations of the above pests that are located outside of the specified buildings, but within areas immediately adjacent to buildings.

-- Winged termite swarmers emerging indoors.

-- Severe brown recluse infestations or fire ants may require a separate contract.

Populations of the following pests are excluded from this contract:

-- Termites, carpenter ants and other wood-destroying organisms

-- Mosquitoes

-- Birds, bats, snakes and all other vertebrates other than commensal rodents

-- Pests that primarily feed on outdoor vegetation and large outdoor populations of fire ants

General Contractor Responsibilities

Initial Inspections of Facilities. The Contractor shall conduct a thorough initial inspection of each building or site within _____ (10) days of the initiation of the contract. The purpose of the initial

inspections is for the Contractor to evaluate the pest control needs of all premises and to identify problem areas and any equipment, structural features or management practices that are contributing to pest infestation. Access to building space shall be coordinated with the IPM coordinator. The IPM coordinator will inform the Contractor of any restrictions or areas requiring special scheduling.

Pest Control Plan. Before rendering service, within ____ (10) days after the initial inspection, the Contractor shall submit to the IPM coordinator a general Pest Control Plan with additional information listed for specific problems in each building. Within ____ (5) working days of receiving the Pest Control Plan, the IPM coordinator will decide if the Plan is acceptable. If aspects of the Pest Control Plan are incomplete or disapproved, the Contractor shall have ____ (2) working days to submit revisions. The Contractor should be on site to initiate service within ____ (5) working days following notice of approval.

The Pest Control Plan shall consist of five parts as follows:

A. Proposed methods and equipment for service: The Contractor shall provide a summary of proposed control methods including current labels and Material Safety Data Sheets (MSDS) of all pesticides to be used, brand names of pesticide application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest surveillance and detection equipment, and any other pest control devices or equipment that may be used to provide service. The summary can be made available either in print form or in electronic form. If made available in electronic form, software must be provided to allow printing of the electronic forms. If the electronic form contains pest control products that will not be used in the schools, then a printed list of those proposed to be used in the schools must be provided.

B. Proposed methods for monitoring and surveillance: The contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access and for making objective assessment of pest population levels throughout the term of the contract. Monitoring devices should be placed in kitchen areas. In addition, the Contractor will work with the IPM coordinator to establish population levels that constitute unacceptable levels of pest presence in school facilities.

C. Service schedule for each building site: The Contractor shall provide complete service schedules that include planned frequency of Contractor visits, and specified day(s) of the week for Contractor visits.

D. Description of any structural or operational change that would facilitate the pest control effort: The Contractor shall describe site-specific solutions for observed food sources of pest food, water, harborage and access.

E. Commercial applicator or technician license: The Contractor shall provide a current list of names along with the photocopies of the commercial applicator license and the technicians' certification card for every Contractor employee who will be performing on-site services under this contract.

Record Keeping. The Contractor shall be responsible for maintaining a pest control logbook or file for each building or site specified in this contract. These records shall be kept on school property (normally in the front office or some other convenient site) and maintained on each visit by the Contractor. Each logbook shall contain the following items:

A. Pest Control Plan: A copy of the Contractor's approved Pest Control Plan for the facility, including labels and MSDS sheets for all pesticides used in the building, brand names for all pest control devices and equipment used in the building and the Contractor's service schedule for the building.

B. Service and Complaint Logs: A logbook for recording service visit activities, including complaints from staff concerning pest sightings, pest sightings and response log, pesticide applications, and other information

must be maintained and located in a central area of each school building (*front office*). A floor plan of the site must also be recorded showing the number and location of monitoring traps, and results of trap inspection such as

- (a) date checked,
- (b) trap number and location,
- (c) trap condition (either alright or replace),
- (d) number and species of pests trapped,
- (e) other evidence of pests (cast skins, feces, rub marks, etc.) or damage, and
- (f) need for pest management.

All services must be recorded in the logbook before start of school the next day or before the school is occupied, whichever comes first. Forms should show times in and out and should be signed by the Contractor at each visit.

C. Service Report Forms: Customer copies of the Contractor's Service Report Form, documenting all information on pesticide applications, pest sightings, sanitation/environmental status and building maintenance needs should be forwarded to the School System IPM Coordinator at least once a month.

Public Access to Records of Pest Control Services. The Contractor shall fulfill all obligations with regard to public access to pest control service records *as indicated in the School System's Official IPM Policy Statement*. At the minimum, all records must be kept in the logbook as indicated above.

Times of Service. The Contractor shall perform pesticide spray applications only during times when students are not expected to be present for normal academic activities for at least __ (*4 hours or as indicated in the School System's Official IPM Policy Statement or the minimum time stated on the pesticide label, whichever is greater*) after the application. In the event of an emergency treatment, the Contractor shall work with the IPM Coordinator to determine whether an emergency situation exists before applying any pesticides. In such cases pesticides may be applied only to the local area of infestation if students are present or if less than ____ (*4 hours or as indicated in the School System's Official IPM Policy Statement, or the minimum time stated on the pesticide label, whichever is greater*) will elapse before students are expected to be present. In the event of such an emergency treatment, the Contractor will maintain records of the reasons for such treatments.

Safety and Health. The Contractor shall observe all safety precautions throughout the performance of this contract and shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work and shall hold the School System harmless for any action on its part or that of its employees that results in illness, injury or death.

Uniforms and Protective Clothing. All Contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform clothing and carry their certification card. The Contractor shall determine and provide additional personal protective equipment required for the safe performance of work. Protective clothing, equipment and devices shall, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used.

Vehicles. Vehicles used by the Contractor shall be identified in accordance with state and local regulations and shall be operated in a safe manner on School System property. Vehicles must meet Tennessee Department of Transportation requirements.

Licensing. Throughout the term of this contract, the Contractor shall maintain a current license issued by the Tennessee Department of Agriculture Division of Regulatory Services. In addition, all Contractor personnel providing on-site pest control services must be under the direct supervision of a person licensed to apply pesticides.

Complaints. Should at any time the School System become dissatisfied with pest control service, the successful Contractor shall be notified in writing by the IPM coordinator regarding problems that occurred. The notice will detail the problem and site(s) which is experiencing the problems. The Contractor will be required to contact the IPM coordinator to discuss possible solutions and the Contractor will be given a date by which response with the proposed solutions must be submitted.

Pest Control Responsibilities

Structural Modifications and Recommendations. The Contractor shall be responsible for advising the IPM coordinator and appropriate support staff about any structural, sanitary or procedural modifications that would reduce pest food, water, harborage, or access. The School System will not hold the Contractor responsible for carrying out structural modifications as part of the pest control effort. However, minor applications of caulk and other sealing materials by the Contractor to eliminate pest harborage may be approved by the School System on a case-by-case basis. The Contractor shall obtain the approval of the IPM coordinator prior to any application of sealing material or other structural modification.

Training. The Contractor will familiarize the appropriate school personnel, i.e., food service staff, custodian and maintenance personnel, IPM coordinator, and other appropriate individuals, with IPM during in-service trainings provided within __ months of accepting the contract.

Contractor entomology and/or IPM educational presentations made to the students will be encouraged. Contractors will be paid \$ __ /hour of the presentation.

Use of Pesticides. The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the U.S. Environmental Protection Agency (EPA) and by the State of Tennessee. Transport, handling and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable federal, state and local laws and regulations.

The Contractor shall adhere to the following rules for pesticide selection and use:

A. Non-pesticide Products and Their Use: The Contractor shall use non-pesticidal methods of control wherever possible. For example:

Allergen-filtering portable vacuums rather than pesticide sprays shall be used for initial clean-outs of cockroach infestations, for swarming (winged) ants and termites and for control of spiders in webs wherever appropriate.

Trapping devices rather than pesticidal sprays shall be used for indoor fly control wherever appropriate.

B. Application by Need: Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specified area. Preventive pesticide treatment of areas where surveillance indicates a potential insect or rodent infestation is acceptable on a case-by-case basis, as approved by the IPM coordinator.

C. Pesticide Products and Their Use: When it is determined that a pesticide must be used to obtain adequate control, the Contractor shall employ the least hazardous material, most precise application technique and minimum quantity of pesticide necessary to achieve control. When selecting pesticide products, **highest priority should be given to pesticides with a signal word of caution or category III and IV classification.**

Containerized and other types of crack-and-crevice-applied bait formulations, rather than sprays, shall be used for cockroach control and ant control wherever appropriate. As a general rule, liquid aerosol or dust formulations shall be applied only as crack-and-crevice treatments with application devices specifically designed or modified for this purpose. "Crack-and-crevice treatment" is defined in this contract as an application of small amounts of insecticides into cracks and crevices in which insects hide or through which they may enter a building.

Application of pesticide liquid, aerosol or dust to exposed surfaces and pesticide space sprays (including fogs, mists and ultra-low volume applications), shall be restricted to unique situations where no alternative measures are practical.

The Contractor shall obtain the approval of the IPM coordinator prior to any application of pesticide liquid, aerosol or dust to exposed surfaces or any space spray treatment. The Contractor shall take all necessary precautions to ensure student and staff safety and all necessary steps to ensure the containment of the pesticide to the site of application.

D. Pesticide Storage/Disposal: The Contractor shall not store or dispose of, any pesticide product on School System property.

E. Pesticide Sales and Distribution: The Contractor shall not sell, share or make available any pesticide products to any non-licensed School System employee.

Rodent Control. As a general rule, rodent control inside occupied buildings shall be accomplished by trapping devices. All such devices shall be concealed out of the general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule approved by the IPM coordinator. Trapping shall not be performed during periods when maintenance will be delayed by holidays, weekends, etc. The Contractor or IPM Coordinator shall be responsible partly for disposing of all trapped rodents and all rodent carcasses in an appropriate and timely manner.

In circumstances when rodenticides are deemed essential for adequate rodent control inside occupied buildings, the Contractor shall obtain the approval of the IPM coordinator prior to making any interior rodenticide treatment. All rodenticides, regardless of packaging, shall be placed in EPA-approved, tamper-resistant bait boxes to be inaccessible to children, pets, wildlife and domestic animals. In case of emergency where other rodenticide formulations or placements are deemed necessary, written permission from the IPM Coordinator must be obtained before use.

Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The Contractor shall adhere to the following rules:

- All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine operations.
- The lids of all bait boxes shall be securely locked or fastened shut.
- All bait boxes shall be securely attached or anchored to the floor, ground, wall or other surface, so the box cannot be picked up or moved.
- Bait shall always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box.
- Use paraffinized bait blocks instead of pelletized bait formulations to reduce the likelihood that a rodent could remove bait.
- All bait boxes shall be labeled with the Contractor's business name and address and dated by the Contractor's technician at the time of installation and at each servicing.

Program Evaluation. The School System will continually evaluate the progress of this contract in terms of effectiveness and safety and will require such changes as are necessary. The Contractor shall take prompt action to correct all identified deficiencies.

Quality Control Program. The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within _____ (5) working days prior to the starting of the contract, the Contractor shall submit a copy of his/her program to the School System.

Attachments should include list of schools/sites for which pest control services are to be performed, plus a copy of the School System's IPM Policy.

Weighted Factor Rating System for Evaluating School Pest Control Bids

The bidding process sometimes results in contracts being awarded to companies with lower performance standards. Price should not be the sole factor upon which a contract is awarded. Many schools and businesses address this problem by using a weighted factor rating system. Suggested weights and factors are listed if schools wish to use a weighted factor rating system. The factors and weights can be modified by each school system according to the school system's own priorities and preferences.

Below is a sample of a completed weighted factor rating form. In this example, supplier B has the highest rating and would be awarded the contract even though overall price was higher than that for supplier A.

Ratings within the various categories can be based on the contract officer's subjective assessment of a bidder's qualifications or might be based on a predetermined objective set of scoring criteria, such as giving a bidder a point for each desired component of a program that he/she demonstrates.

For example, companies A, B and C bid \$5,000, \$5,800 and \$6,000, respectively, for a one-year contract. The \$5,000 serves as a benchmark because it was the lowest bid. Therefore, company A receives the highest rating, in this case, of 35; company B bid was 16 percent higher and therefore this company is given a rating of 16 percent lower than the top rating ($[35 - [35 \times .16 = 5.6]] = 29.4$); and company C bid was 20 percent higher, hence a 20 percent lower rating (28).

Sample Weighted Factor Rating Form for Evaluating Pest Control Bids

FACTORS	MAXIMUM RATING	SUPPLIER (Weights)		
		A	B	C
<u>Technical Factors</u>				
IPM Plan	25	22	25	22
Technician experience/ IPM training	15	12	15	12
Previous experience in educational institutions or other public facilities	15	13	15	5
<u>Price Factors</u>				
Price	35	35	29	28
<u>Other Factors</u>				
Managerial, financial capabilities	5	3	5	3
Quality control program	5	4	5	4
TOTAL SCORE	100	89	94	74

Price should not be the only factor when judging bids from competing pest control firms. This weighted factor rating form can be used to help evaluate each bidder on several criteria. The above factors and weights can be modified by each school system according to its individual priorities.

Programs in agriculture and natural resources, 4-H youth development,
family and consumer sciences, and resource development.
University of Tennessee Institute of Agriculture, U.S. Department of Agriculture
and county governments cooperating.
UT Extension provides equal opportunities in programs and employment.