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**SCHEDULE OF PEST CONTROL SERVICES TO BE PROVIDED AT VARIOUS SITES OF SPU**

1. **PEST CONTROL SERVICES** 
   1. Pest Control Services: actions to control the following but not limited to: rats, mice, cockroaches, ants, flees, mites, flies, bedbugs and other pests, including bees.
   2. Fumigation teams need to report for service at the relevant Services office not later than 09:00 on the day of the service. Fumigation/service of the site or campus, should be completed in full on the day/days of the scheduled service. The service team must be accompanied by an SPU Official.
   3. Pest control services should also be available on an as-and-when-required basis, which is referred to as “ad hoc services”. The University will retain the right to request competitive quotations for such services.
   4. Call-out for such services shall be billed separately but at rates as per tender/contract.
   5. The service provider must be prepared to do the work at the universities convenience.

**Bees should be relocated, rather than exterminated. Only in cases where the bees are deemed a danger to human lives, should bees be exterminated.**

1. **OFFICE HOURS:**

Working hours must fit in with the requirements of SPU. Normal working hours is set for 08h00 to 16h00 on week days. Weekend and afterhours work must be pre-arranged with the incumbent campus manager

1. **FREQUENCY:** 
   1. All exterior rodent bait stations must be serviced on;
      1. Dual Active Rodenticide Blocks in Tamper proof bait boxes;
      2. Quarterly – Buildings/Residences/Sports complexes;
      3. Monthly – Kitchens/Dining halls/Waste areas.
      4. All internal rodent bait stations must be service on a monthly service or as per treatment method – Dual Active Rodenticide Blocks with Fluorescent Tracking/Grain Bait/Glue Boards.
      5. Bedbugs in all residences twice-(2) per annum, (midyear and year end vacations)
      6. Fumigation in residences to be done twice a year.
      7. Fumigation in other spaces (offices, common areas, lecture halls) quarterly.
      8. Cockroaches in all residences including rooms, kitchens and common areas to be treated with gel/paramagnetic powder or dual acting insecticide spray for external areas.
2. **SCOPE OF WORK**

Below is the information/specification and scope of work as well as technical information required for the sites of the university. In the case of the treatment of cockroaches and bedbugs for the campus the information given is generic. However, the scope of work and technical information can be used for all sites and may differ slightly.

* 1. **The Student residences.** 
     1. Bedbugs treatment twice yearly in July and December. As per attached bedding schedule.
     2. Cockroaches, in common areas and rooms are treated quarterly and should be included in pricing proposal.
     3. The bed linen is removed by the cleaners ahead of the team arriving to treat. The mattresses may be placed against the wall ready for treatment (July and December).
* Both sides of the mattresses are treated.
* Once treated the cleaners follow on behind replacing the mattresses protectors.
* Treatment is by means of hand pump application.
* The price to the university must be inclusive of both cockroach and bedbug treatment at the same time.
* Each mattress is treated on both sides. Pillow cases and bed bases/frames are treated as well.
  + 1. Treatment of the room for cockroaches is also of the gel/paramagnetic powder application method. In other words, the room is treated for both disciplines simultaneously.
    2. Treatment is from hand held pump (Gloria type) fine spray is used.
    3. Insecticide used: Dual action insecticide.
    4. Insecticide must be passed by the department of agriculture act 36 of 1947.
    5. Insecticide must be SABS or equivalent approved.
    6. Insecticide must be SAPCA accepted.
    7. HAZARDS IDENTIFICATION AND MATERIAL SAFETY DATA SHEET SUPPLIED.
    8. Treatment report must be issued for each residence on completion of the work.
    9. A certificate of treatment must be awarded to each residence completion and must be displayed at the entrance showing the future date of treatment as well. The certificate must be laminated.
  1. **Common Areas.**

A common area is an area that does not form part of a residential room. Therefore, a common area is passages, refuse area, storerooms, offices, electrical rooms, ducts, conduits and more.

* + 1. All common areas must be treated on a once quarterly basis for cockroaches.
    2. Treatment is by pump application.
    3. The price to the university is for the entire common areas of each residence or building.
    4. The service provider must be able to do the work at the convenience of the university.
    5. The service provider must be able to complete the work within the same day for each residence common areas.
    6. In all residences a file needs to be kept on site containing all the relevant information.
  1. **RODENT CONTROL.** 
     1. Service of bait stations is done as **per 3.1 above.**
     2. The successful service provider will provide a detailed report (plan) of where the external bait boxes have been placed on the campuses. Bait boxes must be clearly marked, numbered and indicated. Electronic servicing reports will be required on a monthly base.
     3. External bait boxes should be visually inspected and checked once per month. Supplier will be required to use **electronic scanning system**. SPU will require a report on a monthly basis and must be submitted with invoicing.
     4. The placement of Pheromone pads and the capture of rodents means a swift follow up service is required once a report comes through of a trapped rodent. The response must be within two hours. The captured rodent is to be removed completely from the premises in a discreet manner.
     5. Please note a service schedule must be given to the client for the entire year in advance. The client needs to be contacted every month prior to the service taking place.
     6. Internally within the other areas mentioned the use of pheromone boards. These are nontoxic and have no effect on the environment they are placed therefore no threat to students.
     7. The blocking of holes using structural materials such as steel mesh sheeting and galvanized mesh.
  2. **WORK EXECUTION RODENT CONTROL** 
     1. Rodent glue boards or mechanical traps are to be used inside the Dining Halls area for any rats or mice.
     2. Two bait stations are to be placed outside each (on the exterior) back of house exit doors. This is not necessary in areas of public use, e.g. front entrance doors.
     3. All bait stations must be securely fastened to prevent any removal or movement. They are all to be secured by either a ground rod or screw or a secured patio block.
     4. All bait stations must be UV resistant, tamper proof and locked with the use of reference tags. The bait stations shall be clearly numbered.
     5. All bait stations must be kept clean and well maintained.
     6. On finding any broken bait stations, replacement must occur by replacing the broken ones with new bait stations.
     7. All bait stations are to contain weather resistant rodenticides in the form of a block, secured by a rod to ensure that it is suspended above the floor of the bait station.
     8. Under no circumstances are any loose granular, power, gel or liquid baits to be used.
     9. All bait stations are to carry two service inspection stickers / labels, one placed on the outside of the bait station and the other placed on the inside of the bait station.
     10. These inspection stickers / labels are both to be dated after each service. Under no circumstances are any bait stations to be without a valid dated inspection sticker / label.
     11. The tracking and documentation of any finding must be recorded during each service.

1. **QUARTERLY AUDITS**

Quarterly audit to be performed by service provider and report submitted to SPU.

1. **RODENT AND/OR COCKROACH CONTROL DONE ON CONTRACT IS ON A REQUEST ADHOC BASIS**

Adhoc services to be performed as per request from SPU.