

**INVITATION FOR SEALED BIDS FROM PRE-QUALIFIED CONTRACTORS  
FOR THE 2024 SPONGY MOTH TRAPPING SLOW-THE-SPREAD PROGRAM**

**Issue Date:** March 13, 2024.

IFB # 301-24-087

**Title:** Spongy Moth Trapping

**Commodity Code:** 94549, 48559, 92640 and 94732

**Issuing Agency:** Virginia Department of Agriculture & Consumer Services  
Procurement Office – 2<sup>nd</sup> Floor  
102 Governor Street – Oliver Hill Building  
Richmond, Virginia 23219

**Locations Where Work Will Be Performed:** Virginia, in the Counties of Amelia, Bland, Bristol, Brunswick, Buchanan, Buckingham, Campbell, Carroll, ~~Charles City~~ Charles City, Charlotte, Chesapeake, Chesterfield, Colonial Heights, Cumberland, Danville, Dickenson, Dinwiddie, Emporia, Floyd, Franklin, Franklin City, Galax, Giles, Grayson, Greensville, Halifax, Henrico, Henry, Hopewell, Isle of Wight, Lunenburg, Martinsville, Mecklenburg, Norton, Nottoway, Patrick, Petersburg, Pittsylvania, Powhatan, Prince Edward, Prince George, Pulaski, Richmond, Russell, Scott, Smyth, South Boston, Southampton, Suffolk, Surry, Sussex, Tazewell, Virginia Beach, Washington, Wise, and Wythe.

**Period of Contract:** April 01 – October 13, 2024

**Sealed Bids Will Be Received Until:** March 25, 2024, No Later Than 2:00 P.M. EST and Then Opened in Public.

Contact Information: All Inquiries for Technical Information Should be directed to: Ben Templeton, STS Program Supervisor, or Sierra Felty, Spongy Moth Survey Coordinator, Telephone (540) 394-2507. Questions Related to Bid Submission and/or Terms and Conditions of the Invitation for Bids Should Be Directed To: Wendell Powell, VCO, Senior Contract Specialist, Telephone: (804) 786-8738 or e-mail: [wendell.powell@vdacs.virginia.gov](mailto:wendell.powell@vdacs.virginia.gov)

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BID DOCUMENTS SHALL BE PLACED IN AN ENVELOPE AND SEALED. SEALED BIDS MAY BE MAILED OR HAND DELIVERED TO THE ISSUING AGENCY SHOWN ABOVE. Clearly write the IFB number on the front of the envelope. It is important to note that if the sealed bid is hand delivered to the agency that parking is difficult to locate. It is the Bidder's full responsibility to ensure the bid is received by the agency at the location shown above on or before the date and time required. Late or unsealed bids will not be accepted. No electronic bids (i.e. faxed or emailed) will be accepted.

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In Compliance With This Invitation For Bids and to All the Conditions Imposed Herein, The Undersigned Offers and Agrees to Furnish the Services Required by the IFB At the Price(s) Indicated in the Pricing Schedule, and the Undersigned hereby Certifies that all Information Provided Below and in Any Schedule hereto is True, Correct, and Complete.

Name & Address of Firm:

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature in Ink)

Name: \_\_\_\_\_  
(Please Print Clearly)

E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

eVA Vendor ID \_\_\_\_\_

*NOTE: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, Section 2.2-4343.1, or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.*

**RETURN OF THIS PAGE IS REQUIRED**

**Congratulations!** You received this Invitation for Bid because you met the minimum requirements for pre-qualification as a 2024 Spongy Moth Program contractor.

## **INSTRUCTIONS TO BIDDERS:**

1. **BIDDING:** You must complete the Pricing Schedule included herein for the Bid Unit(s) you wish to trap and return all of the following required pages in order to be evaluated for an award of a trapping contract:
  - Cover Sheet & Biosecurity Guidelines, signed
  - Pricing Schedule, completed
  - Trapper Data Sheet, completed
  - New Vendor Pre-Qualification Checklist (if necessary), completed - If not provided with QCL documents
  - Insurance Documents – If not provided with QCL documents
  - Small Business Subcontracting Plan – If not provided with QCL documents
2. **TOPOGRAPHIC MAP VIEWING:** Maps can be viewed, by appointment, at the Christiansburg VDACS office.

**By Appointment:** Contact Ben Templeton or Sierra Felty at 540-394-2507 to schedule an appointment.

VDACS-STS Office  
8 Radford Street, Suite 101  
Christiansburg, VA 24073

**You can also view the topographic maps online anytime at the link listed on page 21 of this solicitation.**

## **GENERAL TERMS AND CONDITIONS:**

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The process for filing a complaint about this solicitation is in section 7.13 of the *Vendors Manual*. (Note section 7.13 does not apply to protests of awards or formal contractual claims.) The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at [eva.virginia.gov](http://eva.virginia.gov) under “I Sell To Virginia”.
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The agency and the contractor

are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

- C. **ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - d. If the contractor employs more than five employees, the contractor shall (i) provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except

such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.

- e. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the Commonwealth may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific contract is terminated.
- f. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the contractor, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.

- 2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** Applicable for all contracts over \$10,000:

By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

F. **DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any

resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.

- G. **ANTITRUST**: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFBs AND RFPs** (Insert wording below appropriate to the solicitation type as indicated):

1. **(For Invitation For Bids)**: Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
2. **(For Request For Proposals)**: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

- I. **CLARIFICATION OF TERMS**: If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

- J. **PAYMENT**:

1. **To Prime Contractor**:
  - a. Invoices for items ordered, delivered and accepted shall be submitted by the

contractor directly to the

payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be resolved in accordance with *Code of Virginia*, § 2.2-4363 and -4364. Upon determining that invoiced charges are not reasonable, the Commonwealth shall notify the contractor of defects or improprieties in invoices within fifteen (15) days as required in *Code of Virginia*, § 2.2-4351.,. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- a. Within seven (7) days of the contractor's receipt of payment from the Commonwealth, a contractor awarded a contract under this solicitation is hereby obligated:
  - (1) To pay the subcontractor(s) for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
  - 3. Each prime contractor who wins an award in which provision of a SWaM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWaM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
  - 4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. **QUALIFICATIONS OF (BIDDERS/OFFERORS):** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the Commonwealth that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct

any test/inspection it may deem advisable to assure goods and services conform to the specifications.

- N. **ASSIGNMENT OF CONTRACT**: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. **CHANGES TO THE CONTRACT**: Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the contractor shall, in writing, promptly notify the Purchasing Agency of the adjustment to be sought, and before proceeding to comply with the notice, shall await the Purchasing Agency's written decision affirming, modifying, or revoking the prior written notice. If the Purchasing Agency decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
    - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records



of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth may terminate this agreement after verbal or written notice without penalty. Upon termination the Commonwealth may procure the goods or services contracted for from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

If sales or deliveries against the contract are not exempt, the contractor shall be responsible for the payment of such taxes unless the tax law specifically imposes the tax upon the buying entity and prohibits the contractor from offering a tax-included price.

**(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)**

- R. **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offerors) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offeror) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only

the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offeror) clearly indicates in its (bid/proposal) that the product offered is an equivalent product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation.

**(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)**

- S. **TRANSPORTATION AND PACKAGING:** By submitting their (bids/proposals), all (bidders/offerors) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

**(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)**

- T. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all coverage will be provided by companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS:**

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia shall be added as an additional insured to the policy by an endorsement.
4. Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor

must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)

<b><u>Profession/Service</u></b>	<b><u>Limits</u></b>
Accounting	\$1,000,000 per occurrence,
\$3,000,000 aggregate	
Architecture	\$2,000,000 per occurrence,
\$6,000,000 aggregate	
Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per
occurrence, \$3,000,000 aggregate	
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.)	
	<i>Code of Virginia § 8.01-581.15</i>
	<a href="https://law.lis.virginia.gov/vacode/title8.01/chapter21.1/section8.01-581.15/">https://law.lis.virginia.gov/vacode/title8.01/chapter21.1/section8.01-581.15/</a>
Insurance/Risk Management	\$1,000,000 per
occurrence, \$3,000,000 aggregate	
Landscape/Architecture	\$1,000,000 per occurrence,
\$1,000,000 aggregate	
Legal	\$1,000,000 per occurrence,
\$5,000,000 aggregate	
Professional Engineer	\$2,000,000 per occurrence,
\$6,000,000 aggregate	
Surveying	\$1,000,000 per occurrence,
\$1,000,000 aggregate	

**\* When Used: FOR CONSTRUCTION, SERVICE CONTRACTS AND GOODS CONTRACTS WHEN INSTALLATION IS REQUIRED - Required in all solicitations where a contractor will perform work or services in or on state facilities. The limits are minimums and may be increased. The Department of Treasury, Division of Risk Management (804-786-3152) should be contacted when other types of coverage may be required or when in doubt as to the need for other limits. When soliciting one of the Professions/Services listed above include the Professional Liability/Errors and Omissions coverage and limits as shown. When not soliciting one of these Professions/Services, omit the required coverages section from the General Terms and Conditions boilerplate.**

U. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice in eVA ([eva.virginia.gov](http://eva.virginia.gov)) for a minimum of 10 days.

V. **DRUG-FREE WORKPLACE:** Applicable for all contracts over \$10,000:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- W. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- X. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, web site portal [eva.virginia.gov](http://eva.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order

is issued and the current fees are as follows:

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
  - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition “eVA Orders and Contracts” to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at [eva.virginia.gov](http://eva.virginia.gov).

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- Y. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent that the legislature has appropriated funds that are legally available or may hereafter become legally available for the purpose of this agreement.
- Z. **SET-ASIDES IN ACCORDANCE WITH THE SMALL BUSINESS ENHANCEMENT AWARD PRIORITY:** This solicitation is set-aside for award priority to DSBSD-certified micro businesses or small businesses when designated as “Micro Business Set-Aside Award Priority” or “Small Business Set-Aside Award Priority” accordingly in the solicitation. DSBSD-certified micro businesses or small businesses also includes DSBSD-certified women-owned and minority-owned businesses when they have received the DSBSD small business certification. For purposes of award, bidders/offerors shall be deemed micro businesses or small businesses if and only if they are certified as such by DSBSD on the due date for receipt of bids/proposals.
- AA. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, bidders/offerors shall state bid/offer prices in US dollars.
- BB. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above

that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

- CC. **CIVILITY IN STATE WORKPLACES:** The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in connection with this agreement (each, a “Contract Worker”), shall engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

The contractor shall provide each Contract Worker with a copy of this Section and will require Contract Workers to participate in agency training on civility in the State workplace if contractor’s (and any subcontractor’s) regular mandatory training programs do not already encompass equivalent or greater expectations. Upon request, the contractor shall provide documentation that each Contract Worker has received such training.

For purposes of this Section, “State workplace” includes any location, permanent or temporary, where a Commonwealth employee performs any work-related duty or is representing his or her agency, as well as surrounding perimeters, parking lots, outside meeting locations, and means of travel to and from these locations. Communications are deemed to occur in a State workplace if the Contract Worker reasonably should know that the phone number, email, or other method of communication is associated with a State workplace or is associated with a person who is a State employee.

The Commonwealth of Virginia may require, at its sole discretion, the removal and replacement of any Contract Worker who the Commonwealth reasonably believes to have violated this Section.

This Section creates obligations solely on the part of the contractor. Employees or other third parties may benefit incidentally from this Section and from training materials or other communications distributed on this topic, but the Parties to this agreement intend this Section to be enforceable solely by the Commonwealth and not by employees or other third parties.

## V. **SPECIAL TERMS AND CONDITIONS**

- A. **AWARD TO MULTIPLE BIDDERS:** The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The award(s) will be made

to the lowest responsive and responsible bidder(s) meeting the requirements of the solicitation. The Commonwealth reserves the right to conduct any tests it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive formalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.

- B. **AUDIT:** The contractor shall retain all books, records, and other documents relevant to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- C. **INDEMNIFICATION:** Contractor agrees to indemnify the Commonwealth of Virginia, its officers, agents, and employees for any loss, liability, cost, or reasonable settlement cost incurred as a result of any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.
- D. **eVA ORDERS AND CONTRACTS:** It is anticipated that the contract will result in multiple purchase orders (i.e., one for each delivery requirement) with the eVA transaction fee assessed for each order.
- E. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- F. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- G. **SUBMISSION OF SMALL BUSINESS SUBCONTRACTING PLAN, EVIDENCE OF COMPLIANCE WITH SMALL BUSINESS SUBCONTRACTING PLAN, AND**

## **SUBCONTRACTOR REPORTING :**

I. Submission of Small Business Subcontracting Plan: It is the statewide goal of the Commonwealth that 42% of its purchases be made from small businesses certified by DSBSD. This includes discretionary spending in prime contracts and subcontracts. All bidders are required to submit a Small Business Subcontracting Plan. The contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall include DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status when they have also received DSBSD small business certification. Where it is not practicable for any portion of the goods/services to be subcontracted to other suppliers, the bidder shall note such on the Small Business Subcontracting Plan. No bidder or subcontractor shall be considered a small business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals.

II. Evidence of Compliance with Small Business Subcontracting Plan: Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution timely reports substantiating compliance in accordance with the small business subcontracting plan. If a variance exists, the contractor shall provide a written explanation. A subcontractor shall be considered a Small Business for purposes of a contract if and only if the subcontractor holds a certification as such by the DSBSD. Payment(s) may be withheld until the purchasing agency confirms that the contractor has certified compliance with the contractor's submitted Small Business Subcontracting Plan or is in receipt of a written explanation of the variance. The agency or institution reserves the right to pursue other appropriate remedies for non-compliance to include, but not be limited to, termination for default.

### **III. Prime Contractor Subcontractor Reporting:**

1. Each prime contractor who wins an award greater than \$100,000, shall deliver to the contracting agency or institution on a monthly basis, all applicable information for each subcontractor listed on the Small Business Subcontracting Plan that are DSBSD-certified businesses or Employment Services Organizations (ESOs). The contractor shall furnish the applicable information to the purchasing office via the Subcontractor Payment Reporting tool accessible within the contractor's eVA account.
2. In addition each prime contractor who wins an award greater than \$200,000 shall deliver to the contracting agency or institution on a monthly basis, information on use of subcontractors that are **not** DSBSD-certified businesses or Employment Services Organizations. The contractor shall furnish all applicable information to the purchasing office via the Subcontractor Payment Reporting tool accessible within the contractor's eVA account.



- H. **CONFLICT OF INTEREST:** By submitting the prequalification documentation and any future bids, the individual certifies that contracting in the spongy moth trapping program does not constitute a Conflict of Interest in regard to each of the following:

VDACS employees will not be permitted to inspect the work of a Contractor who is an immediate family member. Contractor must notify VDACS-STC if the VDACS inspector is an immediate family member.

Contractor may not be a member of the Board of Agriculture or a VDACS employee or officer.

If the Contractor's personal circumstances relating to possible conflicts of interest change after the contract is awarded, the Contractor shall immediately notify the VDACS Procurement Office. Depending on the degree of conflict, the Contractor understands that his/her contract may be canceled and reissued to another Contractor. VDACS will only be responsible for payment to the Contractor for work completed through the date such notice was made.

- I. **LIQUIDATED DAMAGES:** Because of the behavior of the spongy moth, and the amount of time available to place and monitor the traps to be successful, it is hereby understood and agreed, that lack of communication and other unacceptable delays caused by the Contractor are costly to VDACS and damaging to the outcome of the program. Therefore, liquidated damages may be assessed for each occurrence of noncompliance. The Contractor's compliance with guidelines and standards may be determined by VDACS-STC at any time during the trapping season, as well as, post-season after all traps have been pulled. VDACS-STC will randomly check and evaluate at least ten percent of the traps within each contract trapping unit.

Liquidated damages may be assessed and include, but are not limited to the following reasons:

- a. Inaccurate and improper trap placement outside or within target circle.
- b. Improper trap construction (includes improper lure and insecticide attachment).
- c. Failure to complete and/or submit VDACS-STC issued "Trap Placement" and "Trap Inspection/Pull" logs as instructed.
- d. Insufficient flagging for contractor or VDACS-STC to easily locate the trap site on subsequent visits.

- e. Incomplete and inaccurate data provided on traps including the contractor's initials, quad abbreviation, trap number, grid type, date placed, date checked, the VDACS-STC telephone number, and failure to use permanent marker.
- f. Inaccurate and untimely submissions of spongy moth trap site data into the GPS unit and into VDACS-STC issued logbooks.
- g. Failure to meet trap placement, mid-season inspection, and final trap pull deadlines.
- h. Failure to, inadvertently or otherwise, pull trap(s).
- i. Failure to properly dispose of traps, insecticide strips, flagging, and used hangers at the end of the trapping season as directed by VDACS-STC.
- j. Failure to take proper care of and/or return VDACS-STC issued non-disposable supplies and equipment at termination of trapping contract.
- k. Failure to submit all GPS records, logbooks, confirmation pictures, moth catches and final pulled traps on the day of the related download session.
- l. Changing GPS settings or manipulating stored data by any means (i.e. software, cables or manual entries/deletions) by the contractor or any agent, employee or subcontractor unless granted prior permission by VDACS-STC.
  - i. Each incident of non-compliance will be investigated. Substantiated evidence or an unsatisfactory explanation may result in liquidated damages being assessed not to exceed three hundred dollars (\$300.00) per incident of non-compliance. An incident is defined as being any separate or individual occurrence within any of the quality control items, (i.e., placing four traps out of target circle would be four incidents of non-compliance). Repeated incidences of failure to meet quality control criteria and other contract requirements seriously jeopardize the success of the trapping program and may be cause for the cancellation of the contract. The assessment of damages will not exceed 30% of compensation for the trapping contract.
  - ii. Any incident in which a contractor is not in compliance with the terms of the contract will be described in writing and documented by VDACS-STC and a copy of this report will be given to the contractor. The reports will be subject to the appropriate provisions, and any liquidated damages assessed will be deducted from payments due the contractor. If the contractor has been paid

for services which were not performed in accordance with this contract, the contractor will be invoiced and must refund any payments paid for services improperly performed.

- m. Trappers who receive a formal Vendor Complaint filed with the Department of General Services/Division of Purchases and Supply may have their eligibility to perform spongy moth trapping in the following season(s) affected. Any eligibility denied is at the sole discretion of VDACS.
- J. **BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for 60 days. At the end of 60 days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- K. **BID PRICES:** Bid shall be in the form of a firm unit price for each item during the contract period.
- L. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.
- M. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a

period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

- N. **IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

Solicitation Number and Title: IFB 301-24-087 Spongy Moth Trapping

From: \_\_\_\_\_  
Name of Bidder Due Date Time

\_\_\_\_\_  
Street or Box Number

\_\_\_\_\_  
City, State, Zip Code

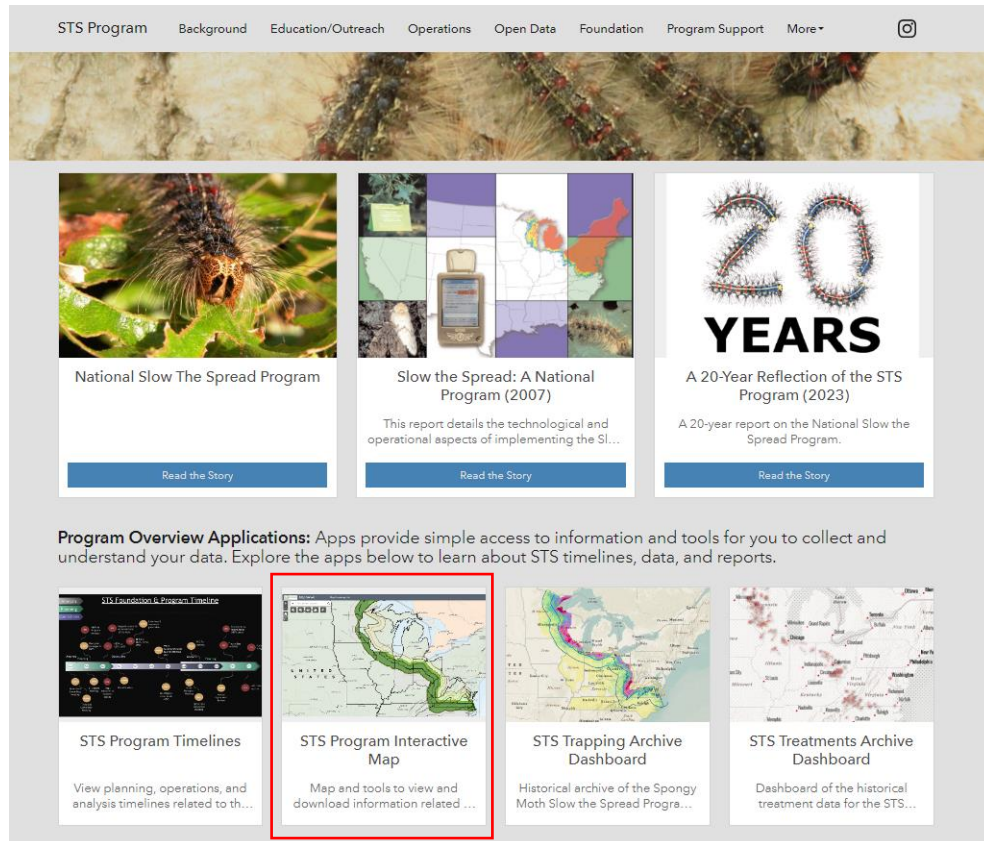
DSBSD-certified Micro Business or Small Business No. \_\_\_\_\_

Name of Contract/Purchase Officer or Buyer \_\_\_\_\_

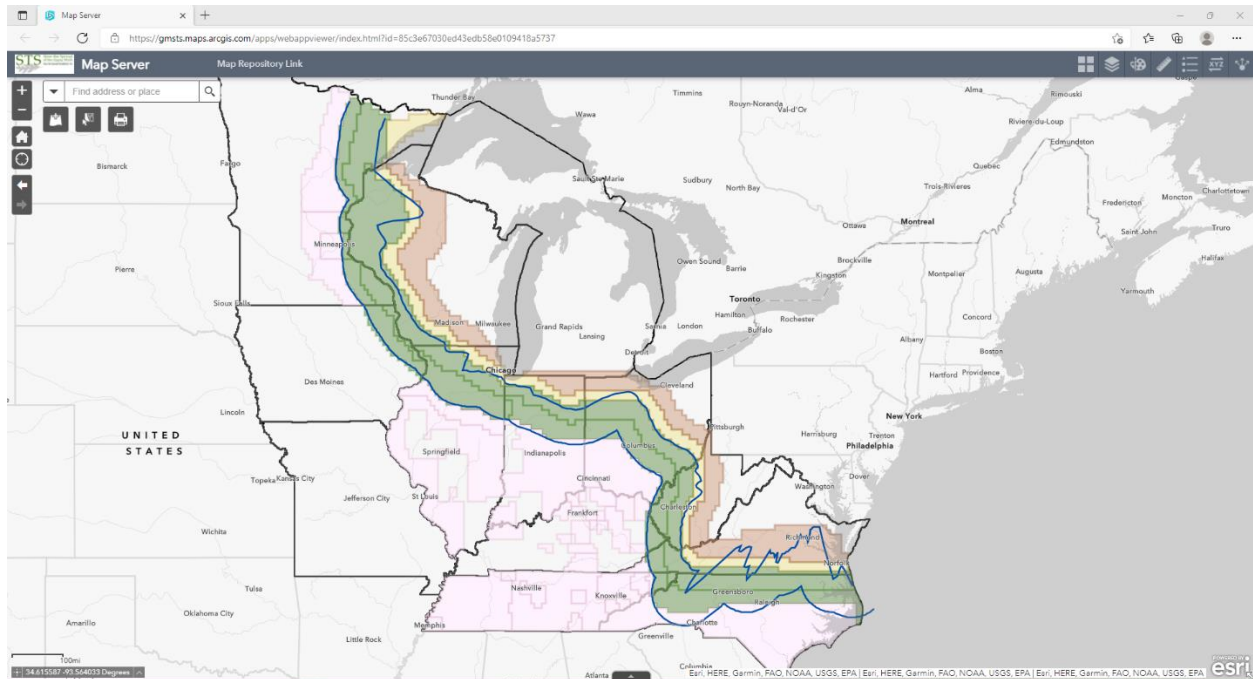
- O. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

# Viewing the Topographic Map Online

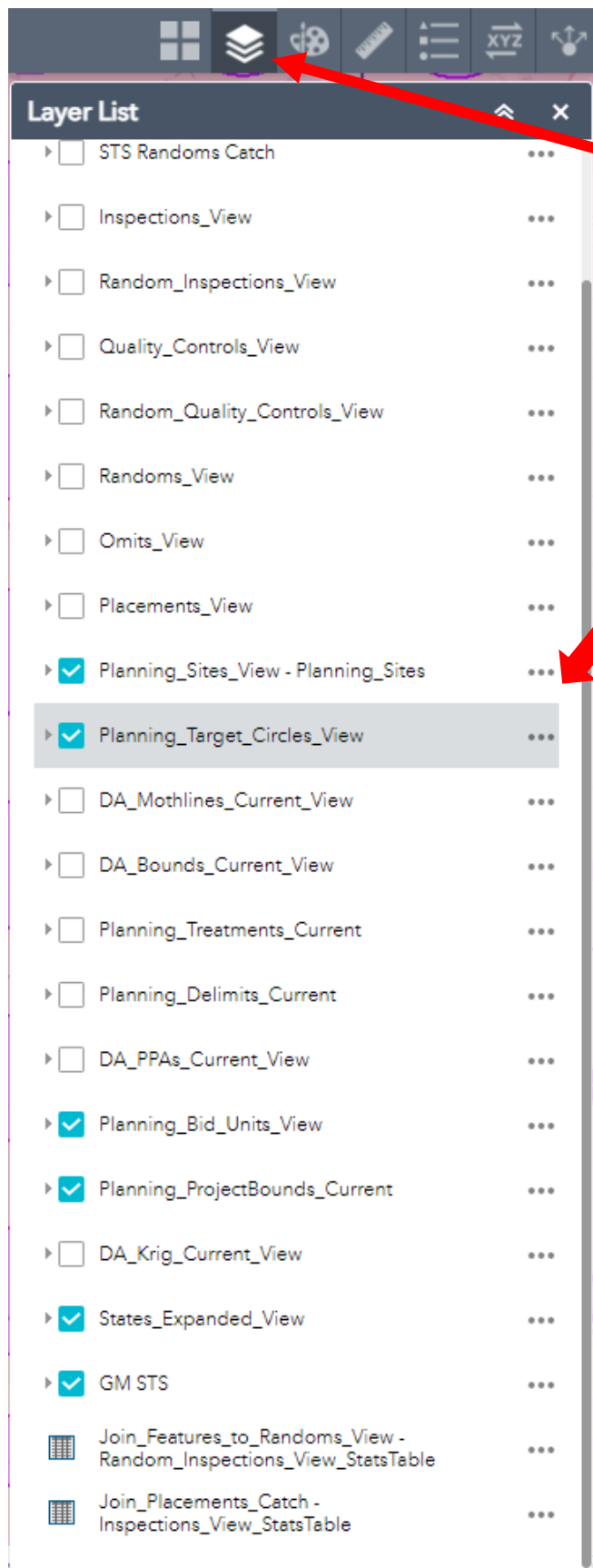
1. Go to <https://www.slowthespread.org/> and scroll down to the **STS Interactive Map** application. Click on it.



2. This will bring up a map of the United States and will highlight which areas are participating in the spongy moth STS program.



3. On the upper right hand side of the page there is a Layers icon, click it, this will bring up a right sided tab (Layers List) that will give you options to choose from. You can play with the setting to reveal things such as bid units, different traps in a bid unit, or the target circles in a bid unit. You may need to zoom in on the map to view some layers. You can zoom in on the map by using the plus icon (+) in the top left or the scroll wheel on a mouse.

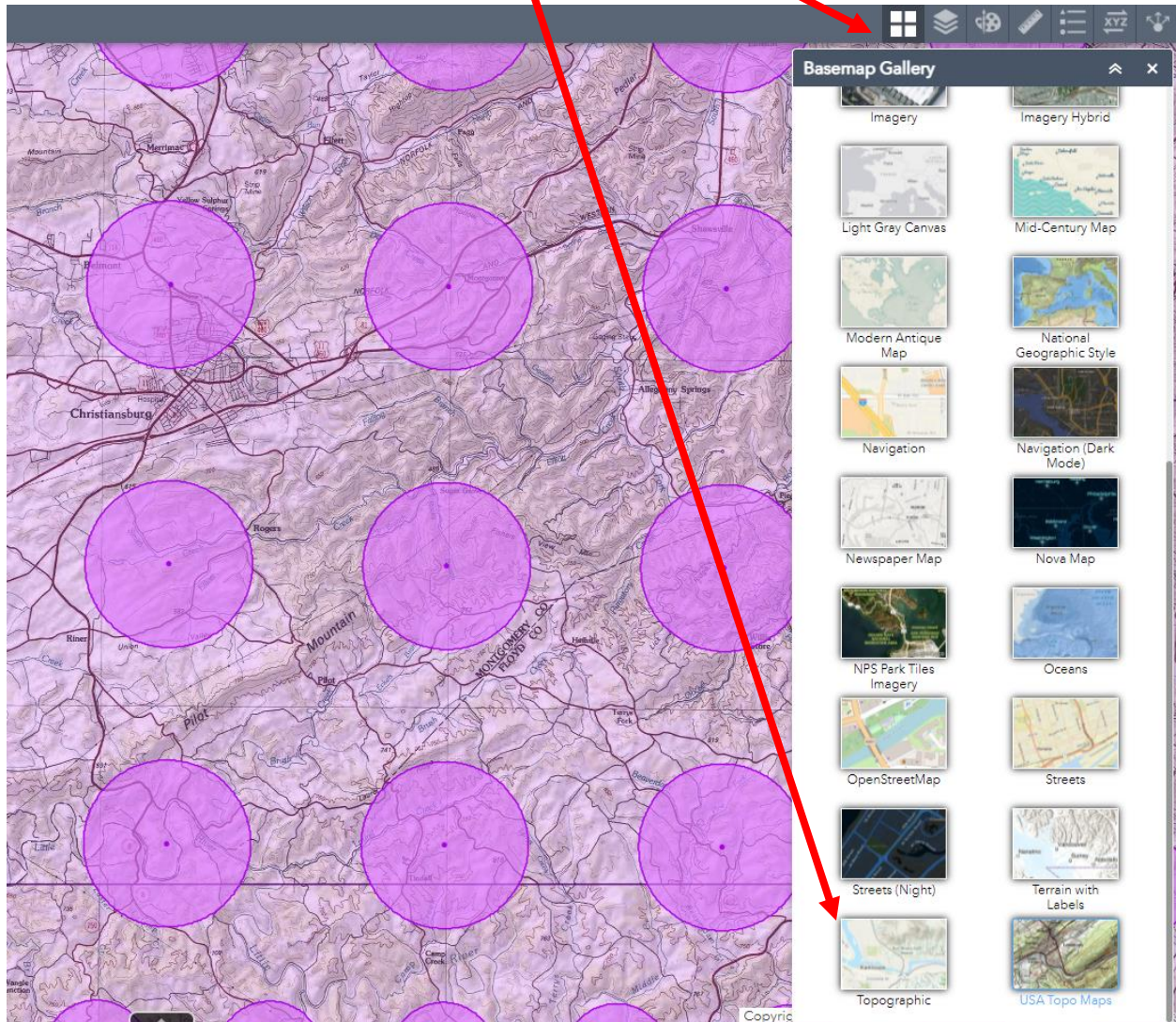


3a. Under the layers list, scroll down and check the boxes for: "Planning\_Sites", "Planning\_Target\_Circles", and "Planning\_Bid\_Units"

For clarity, it might be helpful if you un-check boxes: "STS Positive Catch", STS Random Catch", "DA\_PPAs", "DA\_Bounds\_Current\_View", "Planning\_Treatments\_Current", "Planning\_Delimits\_Current", and "Planning\_ProjectBounds".



4. Directly beside the layers icon is a basemap icon. This displays the “Basemap Gallery”, here you can select several different styles of basemaps and see a topographic or an aerial imagery map for the area you may be interested in.



For questions about this online map viewing feature please contact the STS VDACS office at 540-394-2507.



3. **TRAPPING CYCLE SCHEDULES AND DOWNLOAD DATES/LOCATIONS:**  
Trapping cycle schedules for the Eastern, Central, and Western trapping areas along with download dates are provided herein.

4. **MANDATORY TRAINING:** The contractor will be required to notify the VDACS office within 2 business days of being awarded one or more contracts of which mandatory training event they plan to attend. This will be the contractor's opportunity to receive the trapping supplies for their contract(s). Failure to notify VDACS may result in those supplies not being available to the contractor at the training. In that case, the contractor will be responsible for obtaining trapping supplies from the Christiansburg office during regular business hours prior to the start of the trapping season. *VDACS reserves the right to change the date and location for training depending on the number and location of trappers in trapping regions. If changed, the Survey Coordinator will contact the contractors with alternate times and locations for training.*

**ALL TRAPPER(S) AND TRAPPING ASSISTANTS MUST RSVP AND ATTEND ONE OF THE FOLLOWING TRAPPER TRAINING MEETINGS:**

Thursday, March 21, 2024 | 8 am – 12 pm  
William E. Richardson, Jr. Memorial Library – Emporia, VA  
**Address:** 100 Spring Street, Emporia, VA 23847

**OR**

Tuesday, March 26, 2024 | 12:30 pm – 4:30 pm  
Blacksburg Library – Blacksburg, VA  
**Address:** 200 Miller St SW, Blacksburg, VA 24060

**OR**

Wednesday, March 28, 2024 | 10:30 am – 2:30 pm  
Marion Public Library – Marion, VA  
**Address:** 118 S Sheffey Street, Marion, VA 24354

5. The contractor shall be required to return all traps and trap catch to the Christiansburg office for verification and notify VDACS-STC immediately of any equipment damage. At the end of each cycle, traps must be divided by bid unit, catch, and properly labeled according to STS standards. The contractor shall return all equipment provided to them by VDACS and any un-used supplies to the VDACS office in Christiansburg. The contractor shall pay any transportation cost or shipping fees associated with this activity.

## PRICING SCHEDULE

This Pricing Schedule lists 3 separate trapping bid units. Descriptions and locations for each bid unit are included for your review. The bid unit descriptions indicate the number of trap sites, +/- 5%, the target circle size, trap type to be placed and the USGS Topographical Quads contained within the trapping bid units. Bidders must indicate their **per trap price** beside their desired bid unit. An award will be made to the lowest responsive and responsible bidder for each bid unit listed. **VDACS reserves the right to reject bids that exceed the budgeted price per trap for that unit. Important: All bids are binding and the Contractor shall complete work on all awarded units or may be held in default.**

**Bidders may bid on up to three trapping units if they were awarded a previous spongy moth trapping contract and completed the contract to the satisfaction of the VDACS-STC office;**

**Bidders may bid on up to three trapping units if they have not received three or more letters of non-compliance in a previous trapping season;**

**If you do not meet conditions listed above, you are eligible to bid on ONE unit only. If you are ineligible to bid on more than one unit, do NOT submit bids for multiple bid units. This will result in your entire bid being declared as non-responsive and rejected. Contact Wendell Powell if you are uncertain of your eligibility to bid on more than one unit.**

Bid Unit VA- 1 \$                      
(bid unit number) (per trap price)

**Name of bidder:** \_\_\_\_\_

**RETURN OF THIS PAGE IS REQUIRED**

**LIST ALL TRAPPER ASSISTANCE** – This sheet must be completed and submitted with your bid. **ALL trappers and trapping personnel are required to attend the mandatory training described on page 25.** If an awarded bidder employs personnel not listed on this sheet, the bidder is ineligible to use these personnel during this trapping season. Bidders must supply the following information for each person assisting them this trapping season:

	BID UNIT	TRAPPER NAME	ADDRESS	PHONE NUMBER
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**\*\*RETURN OF THIS PAGE IS REQUIRED\*\***

**BIOSECURITY GUIDELINES**  
**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**Biosecurity Practices When Visiting Farms, Livestock Markets or Other Places of Animal Assemblage:**

- Wear clean clothing or outer garments.
- Change and clean clothing or outer garments as needed when contact is made with animal secretions or excretions.
- Wear footwear suitable for scrubbing.
- Scrub footwear with a brush and a sanitizing solution.

Virkon-S is the sanitizing agent of choice. Follow manufacturer's recommendations for dilution and shelf life.

- An alternative to scrubbing footwear is to use disposable shoe and boot covers and dispose of the covers after each visit.
- If necessary, and when recontamination can be avoided, wash and sanitize vehicle tires using a brush and the same sanitizer as used on footwear. If recontamination cannot be avoided when exiting a farm, look for opportunities to wash and sanitize the vehicle before entering the next farm.
- If a producer, livestock market, etc. has more stringent biosecurity requirements than those listed, then contractor should follow those specific requirements.

NOTE: It is recommended that contractors only visit up to two farms per day to reduce contamination. **Spongy Moth Contractors and their Trapping Personnel:** Clean-up is critical if there is visible excrement on shoes and/or tires after leaving farm areas.

I have received the above instructions on Biosecurity Practices and Virkon-S disinfectant to carry out these procedures. I understand it is my responsibility to provide the additional supplies needed for each trapper's vehicle used to conduct this work. Upon request, VDACS will provide the additional Virkon-S disinfectant needed by the contractors.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**COVID-19 Guidelines:**

I will follow state and local guidelines for the COVID-19 pandemic. I will wear the proper PPE when necessary under the current restrictions. I understand my responsibility to preserve my health, my assistant's health, and the health of others.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**\*\*RETURN OF THIS PAGE IS REQUIRED\*\***

# 2024 WESTERN REGION STS-SPONGY MOTH TRAPPING CYCLE

## COMPLETION DATES FOR CONTRACTORS,

### VA 1

Cycle	Cycle Period	UPLOAD DEADLINE ON THESE DAYS BY 12:00PM	% Traps Placed & Data Submitted Per Bid Unit	% of Traps Monitored & Data Submitted Per Bid Unit	% Traps Pulled & Data Submitted Per Bid Unit	% Total Work Completed Per Bid Unit	TASKS DONE BY UPLOAD DAYS: Trappers are expected to follow the upload schedule and upload on time. Be sure to send VDACS-STs all of the appropriate paperwork!
1	April 27 –May 11	May 12	33%			11%	<ul style="list-style-type: none"> <li>Send Email with 2 scanned attachments and any pictures (if needed):</li> <li>Logbook and Data Confirmation Form</li> </ul>
2	May 12 -May 25	May 26	66%			22%	
3	May 26 – June 8	June 9	100%			33%	
4	June 29 – July 13	July 14		33%		44%	<ul style="list-style-type: none"> <li>Send Email with 2 scanned attachments and any pictures (if needed):</li> <li>Logbook and Data Confirmation Form</li> <li>Send in moth catches and damaged traps</li> </ul>
5	July 14 – July 27	July 28		66%		55%	
6	July 28 - Aug. 10	Aug. 11		100%		66%	
7	Aug. 24 - Sept. 7	Sept. 8			33%	77%	<ul style="list-style-type: none"> <li>Send Email with 2 scanned attachments and any pictures (if needed):</li> <li>Logbook and Data Confirmation Form</li> <li>Send in moth catches and traps</li> </ul>
8	Sept. 8 – Sept. 21	Sept. 22			66%	88%	
9	Sept. 22 – Oct. 5	Oct. 6			100%	99%	
10	Oct. 6 – Oct. 13	N/A	***Upon completion of season , <u>ALL</u> items should be returned to VDACS-STs (unused traps, tablets, accessories etc. - see inventory list)***			100%	Please notify STS that you are bringing or sending equipment prior to delivery. An invoice will be made when all equipment is returned and accounted for.
<b><u>SURVEY COORDINATOR:</u></b> Sierra Felty Sierra.felty@vdacs.virginia.gov Cell: 540-739-4736 Office: 540-394-2507 Fax: 540-394-2514			<b>FOLLOW UPLOAD INSTRUCTIONS IN TRAPPING AND GADGET MANUALS!</b> <b>IF ANY ISSUES OCCUR CONTACT VDACS AS SOON AS POSSIBLE!</b>			<b><u>MAILING ADDRESS</u></b> VDACS-STs 8 Radford Street, Suite 101 Christiansburg, VA 24073 Telephone # 540-394-2507 Fax # 540-394-2514	

## 2024 Trapping Unit Descriptions

Bid Units	Cities / Counties	Quad Maps	Total Traps	MC	DELTA	8K	5K	3K	2K	1K	500 M	Regulatory Sites
1	Buchanan, Dickenson	Bradshaw, Elkhorn City, Grundy, Harman, Hurley, Jamboree, Patterson, Panther, Warnclyffe	185		185			6 Delta	170 Delta		9 Delta	

## 2024 Trapping Bid Unit Maps

Trapping topographic maps available for viewing online at:

<https://gmsts.maps.arcgis.com/apps/webappviewer/index.html?id=85c3e67030ed43edb58e0109418a5737>

