

STATE OF NEW HAMPSHIRE
Dept. of Administrative Services
Div. of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: August 7, 2020

NOTICE OF CONTRACT – REVISED
(Revision)

COMMODITY: Pest Control Services

CONTRACT NO.: 8002288

NIGP: 910-5900, 988-7200

VENDOR: Terminix
34 Locke Road
Concord, NH 03301

VENDOR # : 168795

CONTACT PERSON(S): Jeremiah O’Sullivan
Tel. No.: 603-496-1566
E-Mail: JOSullivan@terminix.com

Nick Daponde
Tel. No.: 781-674-6680
E-Mail: ndaponde@terminix.com

EFFECTIVE FROM: April 1, 2018 **Through:** March 31, 2021

PRICING QUOTATIONS FOR INDIVIDUAL PROJECTS

The State shall procure services for added locations under this contract utilizing the following steps:

1. When adding a location, the State will issue a Request for Quote (“RFQ”) containing the location to be added and the facility requirements, by the Contract Manager, to all the contracted Vendors.
2. The Vendor shall submit a quote offering by the due date referenced in each RFQ.
3. The Vendor offering the lowest cost, meeting specifications, for the service shall be selected.
4. If no bids are received by any of the contracted Vendors, a RFB will be posted to the State’s bid website and be open to all vendors.

INVOICING & PAYMENTS: Invoices shall be submitted after completion of work to the requesting agency. Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State’s satisfaction.

QUESTIONS: Direct any questions to Erica Brisson, 603-271-7272 or
Erica.Brisson@das.nh.gov

PRICING STRUCTURE

**SECTION ONE - STATEWIDE PRICING
(For non-regularly serviced locations)**

		Year One Cost	Year Two Cost	Year Three Cost
Rodent Control	Hourly Rate	\$70.00	\$70.00	\$70.00
Bedbug Treatment	Hourly Rate	\$150.00	\$150.00	\$150.00
Pest Control	Hourly Rate	\$70.00	\$70.00	\$70.00
Termite Control	Per Linear Foot	\$6.50	\$6.50	\$7.00

SECTION TWO - INDIVIDUAL LOCATION PRICING

Glenclyff Home		Year One Cost	Year Two Cost	Year Three Cost
	Monthly Service Fee	\$130.00	\$130.00	\$130.00
	Non-Specified Pests Hourly Rate	\$70.00	\$70.00	\$70.00
	Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Department of Corrections - Concord Prison Kitchen		Year One Cost	Year Two Cost	Year Three Cost
	Weekly Service Fee	\$45.00	\$45.00	\$45.00
	Non-Specified Pests Hourly Rate	\$70.00	\$70.00	\$70.00
	Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

NHES - Admin		Year One Cost	Year Two Cost	Year Three Cost
	Quarterly Service Fee	\$75.00	\$75.00	\$75.00
	Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
	Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

NHES - Berlin		Year One Cost	Year Two Cost	Year Three Cost
	Quarterly Service Fee	\$75.00	\$75.00	\$75.00
	Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
	Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

NHES - Claremont		Year One Cost	Year Two Cost	Year Three Cost
	Quarterly Service Fee	\$75.00	\$75.00	\$75.00
	Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
	Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

NHES – Conway	Year One Cost	Year Two Cost	Year Three Cost
Quarterly Service Fee	\$75.00	\$75.00	\$75.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

NHES – Laconia	Year One Cost	Year Two Cost	Year Three Cost
Quarterly Service Fee	\$75.00	\$75.00	\$75.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

NHES – Manchester (298 Hanover Street)	Year One Cost	Year Two Cost	Year Three Cost
Quarterly Service Fee	\$75.00	\$75.00	\$75.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

NHES – Manchester (300 Hanover Street)	Year One Cost	Year Two Cost	Year Three Cost
Quarterly Service Fee	\$75.00	\$75.00	\$75.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

NHES – Nashua	Year One Cost	Year Two Cost	Year Three Cost
Quarterly Service Fee	\$75.00	\$75.00	\$75.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

NHES – Portsmouth	Year One Cost	Year Two Cost	Year Three Cost
Quarterly Service Fee	\$75.00	\$75.00	\$75.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

NHES – Salem	Year One Cost	Year Two Cost	Year Three Cost
Quarterly Service Fee	\$75.00	\$75.00	\$75.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

NHES – Somersworth	Year One Cost	Year Two Cost	Year Three Cost
Quarterly Service Fee	\$75.00	\$75.00	\$75.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Fish & Game Headquarters	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service	\$45.00	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$70.00	\$70.00	\$70.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Fish & Game Annex	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service	\$45.00	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$70.00	\$70.00	\$70.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Hooksett Ramp Toll Plaza	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service	\$45.00	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Hooksett Main Toll Plaza	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service	\$45.00	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Merrimack Industrial	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service	\$45.00	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Rochester Toll	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service	\$45.00	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Bedford Toll Plaza	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service	\$45.00	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Dover Toll	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service	\$45.00	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00

Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00
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Exit 11 Toll	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service	\$45.00	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Administration Building	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service	\$45.00	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Nashua EZ Pass	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service	\$45.00	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Department of Corrections – Berlin Prison	Year One Cost	Year Two Cost	Year Three Cost
Twice Monthly Service Fee	\$85.00	\$85.00	\$85.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

DAS 27 & 29 Hazen Drive- Concord	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service Fee	\$150.00	\$150.00	\$150.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

DMV 23 Hazen Drive- Concord	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service Fee	\$130.00	\$130.00	\$130.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Liquor #25- Stratham	Year One Cost	Year Two Cost	Year Three Cost
Monthly Service Fee	\$65.00	\$65.00	\$65.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00	\$100.00

Surplus Distribution, 12 Hills Ave. Concord	Year Two Cost	Year Three Cost
Monthly Service Fee	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00

Hampton Main Tolls, Hampton	Year Two Cost	Year Three Cost
Monthly Service Fee	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00

Hampton Ramp Tolls, Hampton	Year Two Cost	Year Three Cost
Monthly Service Fee	\$45.00	\$45.00
Non-Specified Pests Hourly Rate	\$75.00	\$75.00
Emergency Service Hourly Rate	\$100.00	\$100.00

NH Liquor Store #15, 6 Ash Brook Court, Keene	Year Three Cost
Monthly Service Fee	\$55.00
Non-Specified Pests Hourly Rate	\$75.00
Emergency Service Hourly Rate	\$100.00

Johnson Hall, 107 Pleasant St., Concord	Year Three Cost
Monthly Service Fee	\$55.00
Non-Specified Pests Hourly Rate	\$75.00
Emergency Service Hourly Rate	\$100.00

Londergan Hall, 101 Pleasant St., Concord	Year Three Cost
Monthly Service Fee	\$55.00
Non-Specified Pests Hourly Rate	\$75.00
Emergency Service Hourly Rate	\$100.00

Spaulding Hall, 95 Pleasant St., Concord	Year Three Cost
Monthly Service Fee	\$50.00
Non-Specified Pests Hourly Rate	\$75.00
Emergency Service Hourly Rate	\$100.00

SCOPE OF WORK

Full pest management services are to be rendered by the Contractor covering the actual performance of insect, rodent, and small animal management work for interiors and exteriors of facilities in accordance with the items that follow. Special additional requirements apply to the Department of Corrections and Glenclyff Home, see specifications herein.

The Contractor shall provide a licensed New Hampshire pest control personnel to perform the services described herein.

The phrase *complete complex service* is defined as the control of any infestation, both prevention and control, to be carried out in all parts of the building complex including, but not limited to, all alleyways, trailers, garages, kitchens, kitchenettes, janitor closets, restrooms, storage areas, and building exteriors.

The term *pest management* is defined as the eradication of existing infestations using the newest integrated pest management ("IPM") techniques. The goal of IPM is to deliver effective pest control while at the same time reducing the volume and toxicity of pesticides used and human environmental exposure to pesticides.

The phrase *preventative pest management* is defined as the act of preventative measures within practical limits using the newest IPM techniques.

Prior to initiation of service, the Contractor shall submit to the agency, an IPM Plan for each building or site which will be approved by the agency contact. The Contractor shall be on site to initiate service within an agreed upon number of working days following notice of approval. If the IPM Plan is incomplete or disapproved, the Contractor shall have an agreed upon number of working days to submit revisions.

1. Problems and potential problems for each location;
2. Recommended integrated pest management preventive measures;
3. Recommended integrated pest management resolutions;
4. Rate and time of application;
5. Any indication of any other pertinent information relation to pest management; and
6. Contractor shall inspect each site location within the first month and will establish a schedule consultation with the agency contact for providing the required services. The schedule shall be adhered to throughout the life of the contract unless changed by agreement with the agency.

Pest management and preventative management shall include, and be applied to all locations, all non-wood destroying insects including but limited to roaches (all species), crickets, silverfish, pavement ants, centipedes, millipedes, ground beetles, spiders, wasps, yellow jackets, hornets, bees, fleas, cicada killers, box elder bugs, earwigs, clothes moths, flies, ants, grain insects, pill bugs, sow bugs, and members of the gnat family. Treatment above fifteen (15) feet will require a SOW.

The management and preventative management of all wood destroying insects including, but not limited to powder post beetles, wood boring beetles, carpenter ants, carpenter bees, and termites.

The management and preventative management of all rodents and small animals including but not limited to rats and mice.

Populations of the following pests will be considered special optional services, separate from the specifications of this contract: Tick Control, Mosquito Control, Bird Control, Honey Bee Relocation, Bats, Squirrels, Skunks, Rabbits, and Groundhogs.

Chemicals to be used in this service shall be registered with the New Hampshire Division of Pesticide Control. The Approved Products listing may be checked by calling (603) 271-3350 or on-line at <https://www.agriculture.nh.gov/publications-forms/documents/registered-pesticide-products.pdf>. The Contractor is required to supply any equipment, such as rodent traps, and to maintain the traps or pick them up (and dispose of contents) as part of this contract.

The Contractor shall minimize the use of pesticides whenever possible. These applications shall be restricted to unique situations where no alternative measures are available or practical and non-chemical options have been exhausted.

The Contractor shall not use any pesticide until after inspections or monitoring indicate the presence of pests that exceed action thresholds and non-chemical control methods or action have not reduce the pest population to below the action threshold. The Contractor shall provide a written report explaining the identity of the target pest, the need for such treatment, the time and specific place of treatment, the pesticide to be used, the method of application, what precautions should be taken to ensure employees safety, and the steps taken to ensure the containment of the pesticide to the site of application. The Contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.

All equipment and chemicals must be in strict compliance with the New Hampshire Pesticides Controls statute, the Rules of New Hampshire Pesticide Control Boards, the Occupational Safety and Health Administration ("OSHA"), and other regulatory agencies.

The Contractor shall submit to the agency a Safety Data Sheet ("SDS") prior to any product(s) being used at the agency. The Contractor shall provide current labels for all pesticides to be used as well as brand names of pesticide application equipment, rodent bait boxes, pest monitoring devices, pest surveillance and detection equipment, and any other pest control devices or equipment that may be used to provide services.

The Contractor may be requested to perform emergency service(s) that are beyond routine service requests. The Contractor shall respond to these exceptional circumstances and complete the necessary work within two (2) business days after receipt of the request.

The Contractor shall furnish the Glenclyff Home ("Glenclyff") with the following services:

Glenclyff requires the Contractor to complete a Contractor Orientation as part of the IPM Plan. The orientation is required for all technicians that provide pest control services to Glenclyff. The Contractor shall have a minimum of two (2) technicians who have completed the orientation available. The orientation shall be provided by Glenclyff and Contractor shall attend at no cost to the State.

The Contractor shall provide training to Glenclyff staff. This training shall teach staff on best practice methods in identifying and controlling pests. This training shall be provided as part of the preventative Pest Control Process and shall be provided at no cost to the State.

The Contractor shall provide scheduled and non-scheduled pest control to rid and keep clean all the present buildings at Glenclyff of the pests listed herein. The State reserves the right to remove facilities with a 30-day notice. Any other buildings that may be added under the control of Glenclyff shall be serviced at a free agreeable to both the Contractor and Glenclyff or at the Grafton County rate. All work shall be completed on a mutually convenient schedule. If emergency fixed price scheduled treatment is required it shall be done within twenty-four (24) hours unless other arrangements are made with the facility.

Glenclyff may require the Contractor to rid pests not listed. This service shall be provided at an hourly rate. The Contractor shall be compensated for any traps, etc. that may be required, at a rate of cost plus twenty-five (25) percent over the Contractor's net cost. Said invoices shall contain all appropriate information detailing the list and net prices.

Emergency services shall be provided within twenty-four (24) hours of contact unless other

arrangements are made with the facility.

Optional services shall be provided within two (2) business days of contact unless other arrangements are made with the facility.

Contractor shall provide all pest control supplies and equipment as described herein. Every effort shall be made by the Contractor to significantly reduce the use of pesticides whenever possible. A SDS is to be supplied for all potential pesticides used and updated as necessary by the Contractor.

Traps should be placed in areas most likely to be frequented by pests, but should be strategically located so as not to interfere with operations. All trap placements should be recorded on a detailed Trap Management Log. When vacuuming of pests or pest control material/residue, a HEPA vacuum shall be used. The Contractor shall dispose of unused or waste pesticides in accordance with applicable State and Federal laws and/or regulations.

The Contractor shall provide competent, licensed pest control personnel. The Contractor shall be responsible for inspecting all buildings and disposal areas for the purpose of locating problem areas. Problem areas may include, but are not limited to, wet locations, food source areas, structure issues, and penetration spots. All findings must be reported in writing via the Commercial Service and Inspection Report to Glenciff's responsible party, Timothy Murphy (timothy.murphy@dhhs.nh.gov or (603) 989-3111, ext. 1801) or designee, listing problem areas and correct measures to be taken.

The Contractor shall furnish the Department of Corrections, New Hampshire State Prison ("NHSP") with the following services:

NHSP requires the Contractor to complete a Contractor Orientation as part the IPM plan. The orientation is required for all technicians that provide pest control services to NHSP. The Contractor shall a minimum of two (2) technicians who have completed the orientation available. This orientation shall be provided by NHSP and the Contractor shall attend at no cost to the state.

The Contractor shall provide training to NHSP staff. This training shall teach staff on best practice methods in identifying and controlling pests. This training shall be provided as part of the preventative pest control process and shall be provided at no cost to the state.

The Contractor shall provide scheduled and non-scheduled pest control to rid and keep clean all the present buildings; buildings may be added or deleted.

NHH may require the Contractor to rid of pests not listed in the fixed price section. This service shall be provided at an hourly rate. The Contractor shall be compensated for any traps that may be required, at a rate of no more than cost plus twenty-five (25) percent over the Contractor's net cost. Invoices shall contain all appropriate information detailing the list and net prices and amount discounted.

Emergency Services shall be provided within twenty-four (24) hours of contact.

Services shall be provided within two (2) business days of contact.

The Contractor shall provide all pest control supplies and equipment as described herein. Every effort shall be made by the Contractor to significantly reduce the use of pesticides whenever possible. SDS' are to be supplied for all potential pesticides used and updated as necessary by the Contractor. SDS' shall be filed within the Pest Control Services Manual.

Traps should be placed in areas most likely to be frequented by pests but should be strategically located so as not to interfere with operations. All trap placements should be recorded on a detailed

Trap Management Log. The Trap Management Log shall be filed within the Pest Control Services Manual.

When vacuuming pests or pest control material/residue, a HEPA vacuum shall be used. The Contractor shall dispose of unused or waste pesticides in accordance with applicable State and Federal laws and regulations.

The Contractor shall be responsible for inspecting all buildings and disposal areas for the purpose of locating problem areas. Problem areas may include, but are not limited to, wet locations, food source areas, structure issues, and penetration spots. All findings must be reported in writing via the Commercial Service and Inspection Report to the facility contact or designee listing problem areas and corrective measures to be taken. The Contractor shall take a proactive approach to reducing the risk of pest infestations at NHSP.

The NHSP facility contact or their designee shall be responsible in notifying the Contractor of any known problem areas or infestations.

Facility	Contact	Frequency
Berlin Prison 138 East Milan Road Berlin, NH Coos County	Jon Hanson (603) 271-1888 Jonathan.k.hanson@nhdoc.state.nh.us	Bi-weekly
Calumet House 126 Lowell Street Manchester, NH Hillsborough County	Jon Hanson (603) 271-1888 Jonathan.k.hanson@nhdoc.state.nh.us	Monthly
Canteen Unit 281 North State Street Concord, NH Merrimack County	Jon Hanson (603) 271-1888 Jonathan.k.hanson@nhdoc.state.nh.us	Monthly
Concord Prison Kitchen 281 North State Street Concord, NH Merrimack County	Jon Hanson (603) 271-1888 Jonathan.k.hanson@nhdoc.state.nh.us	Weekly
Concord Prison Warehouse 281 North State Street Concord, NH Merrimack County	Jon Hanson (603) 271-1888 Jonathan.k.hanson@nhdoc.state.nh.us	Monthly
Minimum Security Unit 281 North State Street Concord, NH Merrimack County	Jon Hanson (603) 271-1888 Jonathan.k.hanson@nhdoc.state.nh.us	Monthly
Shea Farm 60 Irons Work Road Concord, NH Merrimack County	Jon Hanson (603) 271-1888 Jonathan.k.hanson@nhdoc.state.nh.us	Monthly
North End House 1 Perimeter Road Concord, NH Merrimack County	Jon Hanson (603) 271-1888 Jonathan.k.hanson@nhdoc.state.nh.us	Monthly

Women's Prison Goffstown* 371 Mast Road Goffstown, NH Hillsborough County	Bill Lavallee (603) 668-6137 William.lavallee@doc.nh.gov	Monthly
*The Department of Corrections is building a new Correctional Facility for Women behind the existing NH State Prison for Men's facility in Concord, NH; services shall be transitioned to the new facility once opened by the department.		

All services performed under this Contract shall be performed between the hours of 7:30 A.M. and 4:00 P.M. unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. The Contractor shall not commence work until a conference is held with each agency, at which representatives of the Contractor and the State are present. The conference will be arranged by the requesting agency (State).

The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall replace in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Contractor.

The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Contractor to dismiss from the work such employees as deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

The Contractor or their personnel shall not represent themselves as employees or agents of the State.

While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All personnel shall observe all regulations or special restrictions in effect at the State Agency.

The Contractor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.