



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**DIRECTORATE OF CONTRACTING**  
**1830 QUARTERMASTER ROAD**  
**FORT LEE, VIRGINIA 23801-1606**

ATZM-DC

16 May 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Purchase Card Agreement for Pest Control Services

1. Attached, is the list of approved contractors that have purchase card agreements with the Government to provide pest control services. Only those contractors listed are approved to provide pest control services in accordance with Fort Lee Policy #15-01 and the Fort Lee Purchase Card SOP. No single order shall exceed \$2,500 and no reoccurring services shall be performed under this agreement.
2. These agreements authorize the purchase program cardholders to place orders and make payment for pest control services in accordance with Fort Lee Policy #15-01 and the performance work statement for purchase card pest control services.
3. The purchase card program cardholders shall maintain adequate documentation of their order for accountability and are required to provide performance information to the Directorate of Contracting after each order is completed. The performance evaluation report shall be completed after each order and forwarded to the Directorate of Contracting, 1830 Quartermaster Road, Fort Lee, VA 23801-1606. The performance evaluation report is attached hereto.
4. The Directorate of Contracting will periodically update and disseminate the qualification listing to all organizations and tenant activities at Fort Lee, VA.
5. For further information or assistance, please call extensions 804-734-4582 or 4625.

2 Atchs

"Signed"  
TERRY A. HYATT-AMABILE  
Director of Contractor

DISTRIBUTION:  
FLOFMAIL, FLOTMAIL

DIRECTORATE OF CONTRACTING

PURCHASE CARD AGREEMENT FOR PEST CONTROL SERVICES  
LISTING AS OF 3/21/2001

1. AGREEMENT NUMBER: DABT59-99-A-0001  
CONTRACTOR: **HOUCHINS PEST CONTROL**  
2775 COUNTY DRIVE  
P.O. BOX 1542  
PETERSBURG, VA 23805  
PROJECT MANAGER: JO ANN M. HOUCHINS  
BUSINESS TELEPHONE: (804) 732-2930  
BUSINESS FAX: (804) 732-6842
  
2. AGREEMENT NUMBER: DABT59-99-A-0002  
CONTRACTOR: **BROWN EXTERMINATING CO.**  
3834 PHEASANT RUN DRIVE  
CHESTER, VA 23831  
PROJECT MANAGER: PETER A. ROSEKRANS  
BUSINESS TELEPHONE: (804) 733-7333  
BUSINESS FAX: (804) 717-2427
  
3. AGREEMENT NUMBER: DABT59-99-A-0003  
CONTRACTOR: **ORKIN PEST CONTROL**  
P. O. BOX 1746  
PETERSBURG, VA 23805  
PROJECT MANAGER: RAY MARTIN  
BUSINESS TELEPHONE: (804) 732-2460  
BUSINESS FAX: (804) 732-6184
  
4. AGREEMENT NUMBER: DABT59-99-A-0005  
CONTRACTOR: **PESTMASTERS, INC.**  
6525 DICKENS ROAD  
RICHMOND, VA 23230  
PROJECT MANAGER: CONRAD LYONS  
BUSINESS TELEPHONE: (804) 285-1191  
BUSINESS FAX: (804) 288-4349  
EMERGENCY DIRECT #: (804) 218-7646

**PAST PERFORMANCE FOR THE  
PURCHASE CARD AGREEMENT FOR PEST CONTROL SERVICES**

1. REQUIRING ACTIVITY: \_\_\_\_\_
2. NAME/TITLE/SIGNATURE OF THE EVALUATOR: \_\_\_\_\_
3. DATE OF EVALUATION: \_\_\_\_\_
4. CONTRACTOR PERFORMING THE SERVICE: \_\_\_\_\_
5. DATE OF SERVICE: \_\_\_\_\_
6. DESCRIPTION OF SERVICE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(PLACE A CHECK MARK IN THE APPROPRIATE BOX THAT REPRESENTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE IN THE FOLLOWING AREAS: )

**TECHNICAL PERFORMANCE**

A. HOW WELL DID THE CONTRACTOR MEET YOUR REQUIREMENT AND PERFORM THE SERVICES WITHIN THE TIMEFRAMES IDENTIFIED IN THE PERFORMANCE WORK STATEMENT?

- |       |                    |
|-------|--------------------|
| _____ | 5 - EXCELLENT      |
| _____ | 4 - GOOD           |
| _____ | 3 - FAIR           |
| _____ | 2 - POOR           |
| _____ | 1 - UNSATISFACTORY |
| _____ | NON APPLICABLE     |

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

B. HOW WELL DID THE CONTRACTOR IDENTIFY AND SOLVE PROBLEMS EXPEDITIOUSLY?

- |       |                    |
|-------|--------------------|
| _____ | 5 - EXCELLENT      |
| _____ | 4 - GOOD           |
| _____ | 3 - FAIR           |
| _____ | 2 - POOR           |
| _____ | 1 - UNSATISFACTORY |
| _____ | NON APPLICABLE     |

COMMENTS: \_\_\_\_\_

C. HOW WOULD YOU RATE THE OVERALL QUALITY OF THE WORK PERFORMED?

- \_\_\_\_\_ 5 - EXCELLENT
- \_\_\_\_\_ 4 - GOOD
- \_\_\_\_\_ 3 - FAIR
- \_\_\_\_\_ 2 - POOR
- \_\_\_\_\_ 1 - UNSATISFACTORY
- \_\_\_\_\_ NON APPLICABLE

COMMENTS: \_\_\_\_\_

**MANAGEMENT PERFORMANCE**

D. HOW WELL DID THE CONTRACTOR'S PERSONNEL INTERFACE WITH YOU, THE CUSTOMER? (WERE THEY COURTEOUS, PROFESSIONAL, HELPFUL, KNOWLEDGEABLE, ETC.)

- \_\_\_\_\_ 5 - EXCELLENT
- \_\_\_\_\_ 4 - GOOD
- \_\_\_\_\_ 3 - FAIR
- \_\_\_\_\_ 2 - POOR
- \_\_\_\_\_ 1 - UNSATISFACTORY
- \_\_\_\_\_ NON APPLICABLE

COMMENTS: \_\_\_\_\_

E. WAS THE CONTRACTOR COOPERATIVE?

- \_\_\_\_\_ 5 - EXCELLENT
- \_\_\_\_\_ 4 - GOOD
- \_\_\_\_\_ 3 - FAIR
- \_\_\_\_\_ 2 - POOR
- \_\_\_\_\_ 1 - UNSATISFACTORY
- \_\_\_\_\_ NON APPLICABLE

COMMENTS: \_\_\_\_\_

F. WAS THE CONTRACTOR COOPERATIVE?

- \_\_\_\_\_ 5 - EXCELLENT
- \_\_\_\_\_ 4 - GOOD
- \_\_\_\_\_ 3 - FAIR
- \_\_\_\_\_ 2 - POOR
- \_\_\_\_\_ 1 - UNSATISFACTORY
- \_\_\_\_\_ NON APPLICABLE

COMMENTS: \_\_\_\_\_

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G. HOW WOULD YOU RATE THE CONTRACTOR'S MANAGEMENT OF THE TOTAL WORK ASSOCIATED WITH THE SERVICES TO INCLUDE; PLANNING, SCHEDULING, COST ACCOUNTING, REPORT PREPARATION, ESTABLISHING & MAINTAINING RECORDS, AND QUALITY CONTROL?

- \_\_\_\_\_ 5 - EXCELLENT
- \_\_\_\_\_ 4 - GOOD
- \_\_\_\_\_ 3 - FAIR
- \_\_\_\_\_ 2 - POOR
- \_\_\_\_\_ 1 - UNSATISFACTORY
- \_\_\_\_\_ NON APPLICABLE

COMMENTS: \_\_\_\_\_

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H. HOW WELL WOULD YOUR RATE THE CONTRACTOR'S COMMITMENT TO CUSTOMER SATISFACTION?

- \_\_\_\_\_ 5 - EXCELLENT
- \_\_\_\_\_ 4 - GOOD
- \_\_\_\_\_ 3 - FAIR
- \_\_\_\_\_ 2 - POOR
- \_\_\_\_\_ 1 - UNSATISFACTORY
- \_\_\_\_\_ NON APPLICABLE

COMMENTS: \_\_\_\_\_

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I. WHAT IS THE PROBABILITY THAT YOU WOULD WANT TO DO BUSINESS WITH THE CONTRACTOR AGAIN?

- \_\_\_\_\_ 5 - EXCELLENT
- \_\_\_\_\_ 4 - GOOD
- \_\_\_\_\_ 3 - FAIR
- \_\_\_\_\_ 2 - POOR
- \_\_\_\_\_ 1 - UNSATISFACTORY
- \_\_\_\_\_ NON APPLICABLE

COMMENTS: \_\_\_\_\_

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