

# REQUEST FOR QUOTATION

CITY OF WINTER HAVEN

" An Equal Opportunity Employer"

RFQ-11-54

Please return quote to:  
City of Winter Haven  
Procurement Service Division  
401 6th St SW  
Winter Haven, FL 33880

For additional information and clarification contact:  
Department Name: Procurement Services  
Judie Serode or  
Bob Bishop

Telephone #: 863-291-5664

DATE ISSUED: 5/9/2011

Please quote on the following items:

Item	Quantity	Description		
		Annual contract - Pest Control Services		
		see attached specifications		
Excel Price Sheets are located on the website. You will be able to enter your				
unit prices and, it will calculate the totals for you. Please complete, print this				
out and turn in along with any other necessary bid documents. Be sure to scroll				
up and down to completely fill in all bid items.				

Procurement Services Division Director: 

Quotation must be received **NO LATER THAN 2:00 P.M., June 1, 2011**

To: Procurement Services Division, address above or FAX TO 863-291-5666

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

\*\*COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**\*\*PAYMENT WILL BE RENDERED TO THE NAME AND ID APPEARING ON THE W-9.**



## RFQ-11-54

### ANNUAL CONTRACT - PEST CONTROL SERVICES

City of Winter Haven, a political subdivision of the State of Florida, requests the submittal of quotations from vendors that are interested in providing all labor, equipment, materials and supplies necessary to provide pest control services at various City locations as described herein. Quotations must be received in the Procurement Services Division Office **no later than 2:00 P.M., June 1, 2011**

**A site visit is strongly advised but not mandatory.** Attached find current locations, addresses, **estimated square foot**, contact names and phone numbers for each location. **It is advised that you contact the location contact first as there are some locations, in order to gain entrance, an employee will need to meet you at the building.**

#### INTRODUCTION

It is the objective of the City to obtain full pest control service in accordance with the terms of this RFQ; and service shall be at the quality standards of work set forth in this RFQ. To this end, the City is contracting for complete pest control service and at the quality standards of work set forth herein.

#### PERIOD OF PERFORMANCE

The period of performance for this RFQ is from date of award for a period of one (1) year. It may be extended for an additional four (4) one (1) year periods at the same terms and conditions, with the mutual agreement of all parties. On the anniversary of the execution of the contract each year, the selected provider may petition the City for a rate adjustment equal to the change in the cost of doing business as measured by the Consumer Price Index, after completion of the first year.

#### INSTRUCTIONS

1. Vendor must complete every item on the Price Sheets of this RFQ package in order to be considered for award.

2. Vendor must have been in the pest control business for at least three (3) consecutive years.
3. Vendor shall provide at least five (5) references. The information required for each reference is: name, address, telephone number, and target pests. Any comments regarding service are optional.
4. The vendor shall furnish all supplies, materials and equipment necessary for the performance of the work of this contract.
5. The City reserves the right to terminate or suspend the award of this RFQ, in whole or in part, when it is in the best interest of the City to do so. The Procurement Services Division will notify the vendor, in writing, of any such action with notice of the effective date of termination or suspension. This notice shall also specify the state of the work at the time of termination or suspension.
6. The City may add to (or delete from) locations for this RFQ from time to time by amending the existing contract. The City will give the vendor thirty (30) days written notice.
7. If the appropriate City Division determines that the performance of the vendor does not comply with the proposal requirements, the Division may:
  - A. Immediately suspend the work; and
  - B. Notify the vendor of the non-performance with a requirement that the deficiency be corrected within ten (10) calendar days of notification.
8. It is anticipated that the start date of this contract to be on or about October 1, 2011.

**SCOPE OF WORK  
PEST CONTROL SERVICES**

1. **Pest Control Services shall include regularly scheduled treatment services, i.e., monthly, as well as special-call services.** Services shall also include call-backs for further treatment when the initial treatment does not achieve results as called for in this scope of work. These services are intended to rid the treated area of pests and insects that are listed in #2.
2. The pests or insects that are specifically included for elimination are as follows.
  - a. Roaches.
  - b. Ants, excluding pharaoh ants.
  - c. Fleas, as noted.
  - d. Spiders, as needed.
  - e. Flying insects including wasps, bees, etc.
3. Interior Service: All defined areas of the interior of buildings to be serviced shall be inspected and treated with low odor, non-allergic pesticide formulations. These formulations include liquids, dusts, baits in gel type and placement stations, where appropriate, to kill existing pests.
4. Exterior Service: A control area shall be established around the perimeter of buildings to be serviced to control families of ants, fire ants, crazy ants and carpenter ants. This will be accomplished by performing a soil soaking power spray, using a combination of long-lasting residuals and slow-dissolving granules. These formulations shall kill existing infestations and help to create a barrier around each building for control also the spraying of any wasp or bees etc.
5. Roof Structures: Roof top areas shall be treated with long lasting formulations to help control all families of ants, fire ants, crazy ants and carpenter ants. This treatment shall be followed up with slow release granules for effective control, using only those chemicals listed below. No other chemical treatment may be used without prior approval.
  - a. Ficam W
  - b. Roundup Fungicide
  - c. Demon WP
  - d. Tempo 20 WP
  - e. Dursban (powder)
  - f. Dursban 2E
  - g. Dursban 5g Granular (in spray or pellet form)

3. Method of Application

- a. Interior: Treatment shall be provided to all defined areas using crack and crevice service and gel-baiting placements.
- b. Exterior: Treatment shall be provided to the perimeter control area using a soil soaking power spray and granules, including spraying for wasp and bees etc.
- c. Roof Structures: Treatment shall be provided to defined areas using a power spray, followed up with slow release granules.

## **SPECIAL CONDITIONS**

1. Adhere strictly to label or manufacturer's directions for application of treatment.
2. When schedule problems prevent service of the City locations, it shall be the responsibility of the vendor to set up new appointment dates, for all areas to be serviced, within (5) working days, by contacting the appropriate department/contact person.

### **Additional Services**

1. Call-Back Service: Additional treatment shall be applied at no additional charge to any area where five (5) or more ants can be seen or where five (5) or more roaches have been collected in a roach trap. If called back to treat same area infestation within first (15) days, there shall be no additional charge to the City for re-treatment.
2. Special-Call Service: From time to time, there are various City facilities (not listed herein) that require treatment services. The requirements delineated in this scope of work shall apply, unless noted for specific facilities.
3. Additional services for the spraying of wasps, bees and hornets on buildings and right of ways, not specified in this RFQ, shall be on a trip cost and application spraying cost basis.

### **Special Provisions**

1. A valid Certificate of Insurance is required that conforms to the provisions of the State Pest Control Law, F.S. 482.071(3), (a) and (b).
2. Have a certified full-time Pest Control Operator in charge that is qualified in the categories of Household Pest and Rodent Control.
3. Invoices shall be submitted to the City each month for the facilities serviced monthly. All invoices are to be mailed to City of Winter Haven, Accounts Payable, PO Box 2277, Winter Haven, FL 33883, and list the individual location for each invoice. Proof of service shall be attached to the invoice in the form of signed service tickets by staff member for each defined area, whether an office, a building or a roof structure.
4. Interior Services shall not be limited to baseboards and corner treatments; but shall include treatment of cracks, crevices and all evident areas of infestation.
5. Exterior service includes, but is not limited to, entrances, garbage areas and other areas of normal infestation.

6. Cost for interior treatment shall be based on a method that includes a (5) foot perimeter and for lawn and shrub spraying not specified in this RFQ.

**References** (name, address, telephone number, target pest)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

Each submittal should contain:

- Vendor's name, signature, address, telephone number, fax number and e-mail address.
- Provide five (5) letters of reference from firms where the vendor currently holds or has held pest control contracts. Each letter must state the firm's name, address, telephone number, e-mail address and amount of time that service has been used.
- Insurance Submittal Page
- Completed Price Sheets

## **GENERAL CONDITIONS**

### **INDEMNIFICATION**

The firm shall, in addition to any other obligation to indemnify the City and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the City, their agents, elected officials and employees from and against all claims, actions, liabilities, losses, costs arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of or resulting from or claims to have resulted in whole or in part from any actual or alleged act or omission of the firm, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule, regulation or infringement of patent rights by the firm in the performance of the work; or liens, claims or actions made by the firm or any subcontractor or other party performing the work. The firm shall indemnify and hold City harmless for any claims for damages of any kind arising out of the use of a firearm.

### **INSURANCE REQUIREMENTS**

The successful vendor shall purchase and maintain in force during the contract period the insurance as specified with an insurer licensed to do business in the State of Florida; rated "A VIII" or better by A.M. Best Rating Company for Class VIII financial size category., City of Winter Haven, a political subdivision of the State of Florida, must be named as an additional insured with respect to liability arising from the work as described in RFQ-11-54, Pest Control Services, for Automobile and General Liability policies of insurance. A 30-day prior written notice of cancellation and a 15-day prior written notice of non-payment is required and must be stated on the insurance form. The certificate holder must be City of Winter Haven, a political subdivision of the State of Florida, Procurement Services, 401 6<sup>th</sup> St SW, Winter Haven, FL 33880. Workers' Compensation Insurance providing statutory benefits, including those that may be

required by any applicable federal statute. Commercial General Liability Insurance \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages: Completed Operations:\$1,000,000; Broad Form CG&L \$1,000,000. Comprehensive Automobile Liability Insurance \$1,000,000; combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired and non-owned vehicles.

An original certificate of insurance for this project must be on file in the Purchasing Division before a Letter of Award will be issued. Any questions regarding insurance requirements may be directed to Judie Serode or Bob Bishop, Procurement Services Division, 863-291-5664.

## **ADDENDA**

The City may record its responses to inquiries and any supplemental instructions in the form of addenda posted on the City's website at:

<http://www.egovlink.com/winterhaven/postings.asp?listtype=BID>

**INSURANCE  
(SUBMITTAL PAGE)**

Vendor fully understands the insurance requirements for the project and can meet the City's insurance requirements.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Bidder (signature)

By signing below I hereby verify that the company named above has insurance coverage that meets all of the requirements as stated in RFQ-11-54 and summarized in the following bullet points.

- Insurer licensed to do business in the State of Florida.
- Rated A VIII or better by A.M. Best Rating Company (Workers Compensation, General and Automobile policies).
- City of Winter Haven will be named as an additional insured for general and automobile liability and Workers Compensation.
- A 30-day written notice of cancellation and a 10-day written notice of non-payment.

\_\_\_\_\_  
Insurance Agent (signature)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone Number

**City of Winter Haven - Pest Control Locations**

<u>Account Name</u>	<u>Address of location</u>	<u>Estimated Sq ft</u>	<u>Contact</u>	<u>Phone #</u>
Procurement Services	401 6th St SW	1,000	Judie Serode or Bob Bishop	863-291-5664
Airport-Main Terminal/Hangar #10	2073 Hwy 92 W	12,870	Wendi Herndon	863-298-4551
Willowbrook Golf Course-Clubhouse	4200 Hwy 544 E.	3,480	Lisa Golden	863-291-5899
Willowbrook Golf Course-Maint Bldg	4200 Hwy 544 E.	3,000	Lisa Golden	863-291-5899
Willowbrook Golf Course-restroom	4200 Hwy 544 E.	160	Lisa Golden	863-291-5899
City Hall	451 Third St NW	11,960	Sheandolen Dunn	863-291-5600
City Hall Annex	551 Third St NW	10,710	Jim Reddick	863-295-5981
Water Plant - Fairfax Ave.	1334 Fairfax Ave. NE	1,102	Cheryl Lundy	863-291-5767
Utilities	401 6th St SW	5658	Cheryl Lundy	863-291-5853
WWTP# 2 - operations	3190 West Lake Conine Dr	3,160	Cheryl Lundy	863-291-5766
WWTP#2 Maint workshop	3190 West Lake Conine Dr	500	Cheryl Lundy	863-291-5766
WWTP#3 -Operations	4400 Pollard Road	6450	Cheryl Lundy	863-291-5763
WWTP#3 - VFD Room	4400 Pollard Road	120	Cheryl Lundy	863-291-5763
WWTP#3 - Maint Shop	4400 Pollard Road	3,600	Cheryl Lundy	863-291-5763
WWTP#3 - Inventory Room	4400 Pollard Road	768	Cheryl Lundy	863-291-5763
WWTP#3 - Ed's old office	4400 Pollard Road	768	Cheryl Lundy	863-291-5763
WWTP#3 - Motor Control Center	4400 Pollard Road	300	Cheryl Lundy	863-291-5763
WWTP#3-Belt-Press Storage/restroom	4400 Pollard Road	150	Cheryl Lundy	863-291-5763
WWTP#3 - CL2 Shed	4400 Pollard Road	60	Cheryl Lundy	863-291-5763
Public Library	325 Ave. "A", NW	31,000	Pat Wike	863-291-5880
Central Garage (downstairs)	2501 1st St N	8,233	Anna Mincey	863-291-5760
Central Garage - Public Services (upstairs)	2501 1st St N	8,233	Alice Diggett	863-291-5757
Streets / Traffic / Sign Shop/ Adm / lunch room	3195 West Lake Conine Dr	3,071	Alice Diggett	863-291-5852
Rolling Hills Cemetery	4810 Tilden Road	1200	Alice Diggett	863-291-5761
Woman's Club Building	660 Pope Ave NW	6,682	Quin Betancourt	863-291-5656
Rotary Park	350 6th St NE	2748	Quin Betancourt	863-297-3005
Senior Center	250 Lake Silver Drive	8060	Quin Betancourt	863-291-5870
Tennis	209 Ave 'F' NW	4122	Quin Betancourt	863-291-5690
Building Division	490 Third St NW	1862	Alicia Hurley	863-291-5695
Technical Services	490 Third St NW	1862	Alicia Hurley	863-291-5851
Fire Station #1	301 Ave G SW	9730	Becky Yost	863-291-5677
Fire Station #2	4700 SR 544 N	5854	Becky Yost	863-291-5677
Fire Station #3	6600 Cypress Gardens Blvd	1282	Becky Yost	863-291-5677
Code Enforcement / Neighborhoods	209 Ave 'F' NW	2,278	Planning / Bethany	863-291-5600
P.D. - Headquarters	125 Lake Silver Dr North	33,500	Janet Holoway	863-291-5858
P.D. - Stotz-Patterson Portable Bldg	36 Idylwild Dr.	927	Janet Holoway	863-287-2725
P.D.- Stotz-Patterson Main Bldg	36 Idylwild Dr.	3,978	Janet Holoway	863-287-2725
P.D. - P.A.L. Bldg	203 Ave R NE	4600	Janet Holoway	863-293-2725
Diamondplex	900 Polk Community College	3,511	Jessica Rabago	863-298-7687
Stadium - Minor League Bldg	200 Cypress Gardens Blvd	8,650	Jessica Rabago	863-291-5745
Stadium - Weight Room	200 Cypress Gardens Blvd	10,700	Jessica Rabago	863-291-5745
Stadium - Major league clubhouse	200 Cypress Gardens Blvd	10,030	Jessica Rabago	863-291-5745
Stadium - Souvenir shop	200 Cypress Gardens Blvd	1,097	Jessica Rabago	863-291-5745
Stadium/Landscape Maint Bldg	200 Cypress Gardens Blvd	8,100	Jessica Rabago	863-291-5745
Stadium Shop Area	200 Cypress Gardens Blvd	20,000	Jessica Rabago	863-291-5745
Landscape Shop Area	200 Cypress Gardens Blvd	20,000	Jessica Rabago	863-291-5745
Federal Building	98 3rd St SW	7452	Jim Hadaway	863-298-5448
Facilities Maintenance new Warehouse	2501 1/2 1st St N	2,100	Jim Hadaway	863-298-5448
P.D.- Investigations	3201 Pollard Rd		Sgt Greg McNally	863-412-0117