

March 9, 2020

INVITATION TO BID, SPECIFICATIONS AND GENERAL PROVISIONS

The City of Oxford will on Thursday, April 2, 2020 at 9:00 a.m., Central Time, receive competitive sealed bids for **Pest Control Services**. Sealed bids with "**Pest Control Services**", and the date and time bids are to be opened, written or typed on the outside of the envelope or package in which the bid is contained, must be submitted to the City of Oxford, City Hall, City Clerk's Office, 145 Hamric Drive E, Oxford, Alabama 36203, no later than 9:00 a.m., Central Time, April 2, 2020. At the foregoing time on the foregoing date all responses to this invitation to bid will be publicly opened and read aloud in the City of Oxford Council Meeting Room in City Hall located at 145 Hamric Drive E, Oxford, AL.

The lowest responsive, responsible bid will be accepted with key consideration based upon best value and benefit to the public. The City of Oxford reserves the right to reject any and all bids, to waive any irregularity in the bids received, and to accept or reject any items of the bid for the benefit of the public. No conditional bids will be accepted. No bid may be withdrawn for a period of thirty (30) days after the scheduled closing date and time for the receipt of bids.

A mandatory pre-bid conference will be conducted on Tuesday, March 17, 2020, at 9:00 a.m. CST in the Conference Room in City Hall located at 145 Hamric Drive E, Oxford, AL.

Bids will not be accepted from anyone who does not attend this conference.

SPECIFICATIONS:

The successful bidder shall provide pest control services per the following bid specifications to the City of Oxford. This contract includes, but is not limited to, furnishing of all materials, labor, equipment, and insurance as set forth herein to provide monthly pest control for various City of Oxford Facilities.

The term of this contract shall be for one (1) year from the date of award with the option by the City of Oxford to renew for two (2) additional one (1) year terms.

In the event the Contractor fails to perform its service in a satisfactory manner, thirty (30) days written notice will be given to provide satisfactory service. If at that time the same unsatisfactory conditions exist, the City of Oxford is free under the terms of the contract to withhold payment for all buildings until satisfactory results are obtained at each location or to cancel said contract and obtain services from other sources.

The "work" of this contract includes, but is not limited to the following:

1. Furnish all materials, labor, equipment, and insurance necessary to inspect and service each building as designated, or more often if necessary, to insure maximum sanitation with respect to vermin, rodents, and pigeons.

2. Treatment of all buildings shall include pest contract service for roaches, rats, mice, ants, mites, silverfish, spiders, earwigs, millipedes, centipedes, fleas, ticks, crabs, bedbugs, bees, wasps, yellow jackets. Treatment of any pest not specifically provided for herein will be undertaken at cost, should the need arise.
3. Pest control services of all buildings shall include inside premises and outside wall junctures.
4. The management of the pest control company shall conduct an annual floor level inspection of all buildings which shall include pest conditions, sanitation, housekeeping, and maintenance conditions. A written report shall be completed and discussed with the Facility Manager and/or Tim Pate, Parks and Recreation Department.
5. Apply chemicals for pest control treatment in the concentration and quantity as recommended by the manufacturer in accordance with all applicable codes with respect to vermin, rodents, and pigeons.
6. Should a problem be considered critical, service will be automatically increased to whatever degree may be found appropriate to cope with the situation. Provide an automatic no charge seven day follow-up if infestation is found. Follow-up will continue as long as there is infestation, regardless of designated service (monthly, quarterly, etc.).
7. After a building(s) has been satisfactorily treated, a service ticket shall be provided to the Facility Manager or his/her designee and/or Tim Pate, Parks and Recreation Department.
8. Unless otherwise specifically approved by the City, the Contractor shall have been successfully engaged in the business of pest control for a period of not less than three (3) years immediately prior to performing the work.
9. Contractor must use adequate numbers of skilled workers who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work.
10. Bidder shall include a general pricing formula for any facilities that the City may add to the service schedule during the term of the contract.
11. Bidder shall include terms of service/warranty guarantee.

REQUIRED INSURANCE: The contractor shall procure and maintain during the entire period of his performance under this contract the following minimum insurance:

A. Comprehensive bodily injury and property damage liability:

- a. Injury to or death of any one person - \$500,000.00
- b. Each accident or occurrence for bodily injury liability - \$500,000.00
- c. Each accident or occurrence for property damage liability - \$500,000.00

Workmen's Compensation Insurance – As prescribed by the Workmen's Compensation Law of the State of Alabama.

- B. Prior to commencement of work hereunder, the Contractor shall name the City of Oxford as additional insured and furnish a certificate of insurance to that effect of the above required insurance. The policies evidencing required insurance shall

contain an endorsement to the effect that cancellation or any material change in the policies adversely affecting the interests of the City of Oxford in such insurance shall not be effective until ten (10) days after written notice thereof to the City of Oxford.

- C. The contractor agrees to insert the substance of this clause, including this paragraph C, in all subcontracts hereunder.

Bidders should carefully examine the specifications and fully inform themselves as to all the conditions and matters which can in any way affect the work or the cost thereof. Should a bidder find discrepancies in or omissions from specifications or other documents or should he be in doubt as to the meaning, he should at once notify the City of Oxford and obtain clarification prior to submitting a bid.

Contractor's attention is directed to the fact that all applicable State laws, Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over completion of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

Successful Contractor must possess a Commercial Pest Control Applicators License issued through the State of Alabama Department of Agriculture and Industries. If awarded a contract, Contractor must provide the City of Oxford with a copy of license.

Within ten (10) calendar days of receipt of Notice to Proceed, the Contractor shall deliver to the City policies of insurance or insurance certificates. All policies or certificates of insurance shall be approved by the City before the successful Contractor may proceed with work.

Contractor is required to comply with the Immigration Reform and Control Act of 1986 (IRCA) which requires all individuals hired after November 6, 1986, to provide their employers with proof of citizenship or authorization to work in the United States. City may at any time request to inspect proof of citizenship. Violation shall be grounds for unilateral cancellation of this contract.

PEST CONTROL SERVICES - PRICE SHEET 1

<u>Facility Name</u>	<u>Street Address</u>	<u>Service Frequency</u>	<u>Monthly Fee</u>
Oxford Lake Civic Center	Recreation Drive	Monthly	
Oxford Lake Concession Stand Softball	Recreation Drive	Monthly	
Concession Stand Baseball for Youth	Recreation Drive	Monthly	
Tennis Courts Office	Recreation Drive	Monthly	
Civic Center Maintenance Bldg	Recreation Drive	Monthly	
Bynum Community Center	200 Harry Ayers Dr	Monthly	
Kayak Building	1506 Boiling Springs Rd	Monthly	
Friendship Community Center	2930 Friendship Rd	Monthly	
Friendship Recreation Center	2930 Friendship Rd	Monthly	
Cheaha Clubhouse	910 Boozer Dr	Monthly	
Senior Citizen Center	424 Main Street	Monthly	
Cider Ridge Club House	200 Apple Blossom Way	Monthly	
Cider Ridge Maintenance Building	200 Apple Blossom Way	Monthly	
Cider Ridge Starter House	200 Apple Blossom Way	Monthly	

PEST CONTROL SERVICES - PRICE SHEET 2

<u>Facility Name</u>	<u>Street Address</u>	<u>Service Frequency</u>	<u>Monthly Fee</u>
Choccolocco Park	954 Leon Smith Pkwy		
1. Trailhead Bldg		Monthly	
2. Signature Baseball Bldg		Monthly	
3. Signature Softball Bldg		Monthly	
4. Main Concessions Bldg		Monthly	
5. North Track Bldg		Monthly	
6. South Track Bldg		Monthly	
7. Concessions Bldg - Pod 4		Monthly	
8. Concessions Bldg - Pod 5		Monthly	
9. Concessions Bldg - Soccer		Monthly	
10. Maintenance Bldg		Monthly	
EMS Building	12 W. Hamric Dr	Monthly	
Ems Garage - Rear	12 W. Hamric Dr	Monthly	

PEST CONTROL SERVICES - PRICE SHEET 3

<u>Facility Name</u>	<u>Street Address</u>	<u>Service Frequency</u>	<u>Monthly Fee</u>
Public Works Dept/Fire Training	42 Public Works Dr		
1. Inspections/Engineering Bldg		Monthly	
2. Garage		Monthly	
3. Old Garage		Monthly	
4. Storage Bldg		Monthly	
5. Fire Tower		Monthly	
6. Fire Station		Monthly	
Maintenance Building	1807 Friendship Rd	Monthly	
Performing Arts Center	116-118 Choccolocco St	Monthly	
Girl and Boy Scout Hut	526 Dewey Street	Monthly	
Cemetery Bldgs	Main Street	Monthly	
Fire Station	Dearmanville Rd	Monthly	
Storm Shelter	52 Dearmanville Rd	Monthly	
Fire Station	706 E. 6th Street	Monthly	
Fire Station	48476 Alabama Hwy 21	Monthly	

<u>Facility Name</u>	<u>Street Address</u>	<u>Service Frequency</u>	<u>Monthly Fee</u>
Fire Station	56 Bynum Cutoff Rd	Monthly	
Fire Station	1920 Friendship Rd	Monthly	
Old Water Works Bldg	17 Spring St	Monthly	
Police Station and Jail	1036 Hamric Drive W.	Monthly	
Police Dept Special Operations	600 Stanley Merrill Dr	Monthly	
EMACC	149 Hamric Drive E.	Monthly	
City Hall	145 Hamric Drive E.	Monthly	
Library	110 E. 6th Street	Monthly	
<u>TOTAL MONTHLY COST</u>			\$ _____
Signature: _____		Company	Date

BID FORM

PLEASE WRITE OR TYPE ON OUTSIDE OF ENVELOPE OR PACKAGE CONTAINING THE BID: **“Pest Control Services”** for the City of Oxford, and the DATE AND TIME BIDS ARE TO BE OPENED.

One original of the completed Bid Form, Price Sheet and the other information requested in the invitation to bid are to be submitted in sealed envelope or package containing your bid.

PLEASE MAIL OR HAND DELIVER BIDS TO: City of Oxford, Attention: City Clerk’s Office, 145 Hamric Drive E, Oxford, Alabama 36203, such that your bid is received by the City of Oxford NO LATER THAN THURSDAY, APRIL 2, 2020, AT 9:00 A.M., CENTRAL TIME.

SIGNED: _____ DATE: _____

(Signature of bidder or authorized representative of bidder)

PRINTED NAME: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COUNTY: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

THE CITY OF OXFORD RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.