

Date Issued: January 10, 2017

Bid No.: 17-006

The City of Decatur will accept sealed bids for the following material, equipment or services for City Departments

Description: Pest Control Services

Bids must be received before 2:00pm January 24, 2017

Include 1 original and 1 copy of your bid submission.

Bid opening will be held on 3rd floor, Purchasing Department, Decatur City Hall 402 Lee Street

Return sealed bid to:

Regular Mail
City of Decatur
Purchasing Department
P.O. Box 488
Decatur, AL 35602

Courier
City of Decatur
Purchasing Department
Third Floor
402 Lee St., NE
Decatur, AL 35601

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise. I have read and understand all terms and conditions of this bid.

Company Name

Authorized Signature

Mailing Address

Typed/Printed Authorized Name

City, State, Zip

Title

Email

Telephone

PRICE SHEET

Opening Date: January 24, 2017

Invitation to Bid No.: 17-006

Opening Time: 2:00pm

Prices quoted in all bids for personal property shall be total delivered price.

LINE NO.	ITEM	COST PER ITEM
1		
	See attached Price Sheets	\$

- **A bid bond and Performance Bond IS required for this bid.**
- Delivery can be made _____ days or _____ weeks after receipt of order.
- Terms: _____ (Discounts will be considered in the bid evaluation and will be taken without regard to date of payment.)
- Prices valid for acceptance within _____ days (not to be less than 30 days)
- Contracts for services are let for a period of one year and may be renewed for up to two additional years, provided the terms of the contract do not materially change.

NOTE: FOR THIS BID TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE BID MAY BE DISQUALIFIED. BID RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.

Bidder Signature

Company

STANDARD TERMS AND CONDITIONS

IN ORDER TO SUBMIT A RESPONSIVE BID, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.

Bid response envelopes shall be properly identified on the front with the invitation to bid number, opening date and time. Each individual invitation to bid shall be submitted in a separate sealed envelope. Multiple bid responses submitted in the same envelope/courier package (that are not in separate envelopes properly identified) shall be rejected. The Purchasing Department assumes no responsibility for late bid responses that occur due to the U.S. Postal Service or private courier service.

Bid responses and signature page must be submitted on this form in ink or typewritten or the bid will be rejected. Submit this **original and (1) copy** of the original with your response.

For a “no-bid” response, return the signature page signed and marked “no bid”. Non-response may result in removal from active bidders list.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the City of Decatur is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the bid.

Bid responses must be received in the office of the Purchasing Department not later than the date and time specified.

The Purchasing Department will not accept facsimile (fax) nor email transmissions of bids.

Changes or modifications of this Invitation to Bid are allowed only by written authority of the Purchasing Agent.

Non Appropriation of Funds: Continuation of any agreement between the City of Decatur and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the City as a result. The City will not incur liability beyond the payment of accrued agreement payment.

Descriptive Literature: Reference to brand names and numbers is not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality indicated will be considered, providing the bid clearly describes the item offered and indicates how it differs from the referenced brands. Descriptive literature on any supplemental information necessary for comparison purposes shall be submitted with the bid or the Purchasing Agent may reject the bid for that item. Reference to literature submitted with a previous bid, or on file with the Purchasing Department will not satisfy this requirement.

The City of Decatur reserves the right to modify all or any portion of this Invitation to Bid when the best interest of the City is involved. The City reserves the right to award this bid to a single vendor or multiple vendors when in the best interest of the City. The City reserves the right to award parts of this bid or to reject all bid submissions.

The City of Decatur reserves the right to seek clarification of bid responses from vendors submitting responses.

The City of Decatur is exempt from all Federal, sales and use taxes.

All bidders shall maintain such insurance as will protect bidder and the City of Decatur from claims under Workman’s Compensation Acts and from claims for damage and or personal injury, including

death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to Bid. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted bids when requested.

Any individual, company, or corporation doing business with the City of Decatur must possess and show proof thereof all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award when requested.

The City of Decatur reserves the right to terminate any contract resulting from this bid for just and reasonable cause whereby it appears to be in the best interest of the City. The City shall give the Contractor 30 day's written notice of termination.

The successful bidder agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to bidder's performance under this contract.

The successful bidder shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances. Including but not limited to a current business license and remittance of sales tax owed to the City.

A Bid Bond or a certified check in the amount of five hundred (\$500.00), payable to the City of Decatur, must accompany each bid.

The successful vendor shall provide a Performance Bond for the entire term of the Contract in the amount of five thousand (\$5,000.00) prior to award.

The Contractor awarded the Bid shall provide a performance bond to the City. If the City determines in good faith that the Contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the City shall provide written notice to the Contractor of the deficiencies. The Contractor shall promptly provide the City with a plan to correct the deficiencies. The Contractor shall have 30 days from the date of the City's notice to rectify the problems identified. If after 30 days the City is not satisfied with the corrective actions of the Contractor the agreement shall be terminated and the Performance Bond shall be called.

A company check is not an acceptable Bid Bond or Performance Bond.

An electronic version of this bid is available on the City's website at www.decaturlabamausa.com or by emailing purchasing@decatur-al.gov. In order to decrease the evaluation time and insure award by the award date please enter your responses in the electronic version if possible, and return it with a hard copy with your bid response package.

The hard copy of the invitation to bid on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the bid could be considered grounds for rejection of the bid response.

Exclusion of the electronic files in a bid response is not a basis for rejection.

A BID RESPONSE MAY BE REJECTED IF:

- Bids improperly submitted or identified
- Bid bond not included
- Bid not signed or not original signature
- Requested information, or documentation not submitted with bid
- Failure to acknowledge receipt of addendum with bid

- Material alteration of the master document
- Invitation to bid number not on face of envelope
- Received late
- Bid response not on original form
- Bid not in ink or typed
- Proper licensing not included/provided as required by law

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS NAME: _____

APPLICANT'S NAME: _____

E-VERIFY AFFIDAVIT

I am the applicant listed above. In my capacity as _____ of the business entity listed above, I do hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of any contract with the City in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll> , operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603, in accordance with the applicable provisions of Alabama's Immigration law.

The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification on request of the City.

E-verify Employment Eligibility Verification User Identification Number

Applicant

Sworn to and subscribed before me on this the _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

Bid Document Checklist

Items Required with Bid	Submission Requirements Check List X = REQUIRED; BLANK=NOT REQUIRED	Items Submitted (Bidders Initials)
X	Envelope Sealed and Marked w/bid # on front	
X	Original Signatures on front page (in ink)	
X	Bid Bond or Check	
	Addendum	
X	E-Verify form	
X	Proof of Insurance	
X	Price Sheet Information Included	
X	References	
	Catalog	
X	Send in on or before given time	
X	Safety Pre-Qualification form	
X	Business License	
X	Other information listed below	

If you have questions concerning the bid submission requirements, please call the Purchasing Department 256-341-4521 or email purchasing@decatur-al.gov.

SCOPE OF WORK

The City of Decatur is seeking a vendor to develop, implement and manage a comprehensive Integrated Pest Management (IPM) program. IPM is the coordinated use of site-specific environmental and pest information with available pest management methods to effectively manage pests over the long-term with the least possible hazard to human health and the environment. An IPM program implements the following control strategies:

- Establish site specific pest management objectives
- Identify and implement behavioral, procedural and structural modifications to reduce food, water, harborage, access and the environmental conditions favored by pests
- Employ progressive techniques, including pest monitoring and trapping
- Employ pesticide compounds, formulations and application methods that present the lowest potential hazard to humans and the environment.
- Coordination among all facilities management programs with building supervisors that have a bearing on the pest control effort.

Services shall be for the control and elimination of general pests (ants, rats, mice, roaches, termites etc.) and other occasional pests as needed for the attached list of City owned Buildings. Services needed shall include interior and exterior treatments.

The guaranteed program to be implemented will consist of elimination of cockroaches, rats, and mice by use of chemical and mechanical means. Also, an effective control and/or elimination program is to be provided for ants and other crawling and/or flying insects. An effective program to control Spiders is to be provided, including at a minimum removal of existing spider webs.

Prices should include periodic visits, inspections and treatments of the listed areas at which time application of appropriate material and treatments shall be performed.

All materials used should be approved by the Environmental Protection Agency and the State of Alabama Department of Agriculture and Industries.

Prior to application of any materials, vendor should check to see if any person or persons have any allergies or medical problems that would be affected by applications of products.

Billing and invoicing shall be for individual buildings or groups of buildings as required by the City.

Potential bidders should perform site visits to all buildings and structures prior to bidding.

Requirements

All employees of the successful bidder shall be subject to criminal background checks in order to provide services in secure areas owned by the City at the discretion of the City.

To be considered a responsive bidder and to be eligible for award of this bid, bidders shall:

- Provide a copy of their Alabama Permit for Professional Services and listing of certifications and permits applicable to the services needed by the City, including but not limited to an Alabama Commercial Pesticide Applicator Permit, Industrial, Institutional, and Health-related Pest Control Permit, and an Ornamental Turf License Permit.
- Provide proof of a minimum of 5 years in business with experience in multi-building customers
- Provide contact information for 3 business references that been existing customers for the past 5 years
- Provide a list all employees by name and title that will be assigned to City owned buildings
- Provide proof of the following insurance coverages:

LIMITS OF INSURANCE:

1. General Liability:

Commercial General Liability on an "occurrence form" for bodily injury and property damage:
\$2,000,000 General Aggregate Limit
\$1,000,000 Products - Completed Operations Aggregate
\$1,000,000 Personal & Advertising Injury
\$1,000,000 Each Occurrence

2. Automobile Liability:

\$1,000,000 Combined Single Limit per accident for bodily injury and property damage.

3. Workers' Compensation:

As Required by the State of Alabama Statute

4. Employers Liability:

\$500,000 Bodily Injury by Accident or Disease
\$500,000 Policy Limit by Disease

Evidence of all of the above must be submitted in your sealed bid response to be considered a responsive and responsible bidder.

The City reserves the right to increase or decrease the number of buildings on the City owned Buildings list with the corresponding increase or decrease in charges to the City based on the bid prices submitted.

No travel time will be permitted. The City of Decatur will pay only for time spent at the job site.

Contractor's personnel and vehicles must be readily identifiable when at City facilities.

The Contractor shall not assign, transfer, convey, sublet or otherwise dispose of his or her contractual duties to any other person, firm or corporation.

Enter bid pricing for each property listed below for General Pest Control, Rodent Control, and Termite Control:

General Pest Control	Address	Monthly Cost
Old Bank	925 Bank St NE Decatur, AL 35601	
Aquadome Center & Pool	1202 5th Ave SW Decatur, AL 35601	
Cemetery Building	1001 Wilson St NW Decatur, AL 35601	
Splash Pad Restrooms Delano Park	825 Gordon Dr SW Decatur, AL 35601	
Fort Decatur Center	610 4th Ave SE Decatur, AL 35601	
Girl Scout Building	600-652 6th Ave SE Decatur, AL 35601	
Jack Allen Complex 2 Bldgs	2616 Modaus Rd SW Decatur, AL 35603	
Jimmy Johns Tennis Court	2900 C Point Mallard Dr SE Decatur, AL 35601	
Park & Recreation Maintenance	1516 Central Pkwy SW Decatur, AL 35601	
Soccer Field	2616 Modaus Rd SW Decatur, AL 35603	
TC Almon Center	2900 Point Mallard Cir SE #C Decatur, AL 35601	
Ball Field Concession Stands	300 Beltline Rd SW Decatur, AL 35601	
Ice Rink	2901 Point Mallard Dr SE #D Decatur, AL 35601	
Spirit of America Restroom	2901 Point Mallard Dr SE Decatur, AL 35602	
Strike Zone	2900 Point Mallard Pkwy SE Decatur, AL 35602	
PT Mallard Maintenance Bldg	2901 Point Mallard Dr. Decatur, AL 35602	
Golf Course Office & Café	2600 Point Mallard Dr SE Decatur, AL 35601	
Campground Building	2600 Point Mallard Dr Se Ste C Decatur, AL 35601	
Lazy River	2901 Point Mallard Dr SE Decatur, AL 35602	
Youth Service	1202 5th Ave SW Ste B Decatur, AL 35601	
Boxing Bldg	733 Wilson St NW Decatur, AL 35601	
Senior Center	221 Memorial Dr SW Decatur, AL 35601	
Library	504 Cherry St NE Decatur, AL 35601	
Carnegie Visual Arts Center	207 Church St NE Decatur, AL 35601	
Princess Theater	112 2nd Ave NE Decatur, AL 35601	
Turner Sulers	702 Sycamore St NW Decatur, AL 35601	
City Hall & Jail	402 Lee St NE Decatur, AL 35601	
The Municipal Court Annex	300 Cain St NE Decatur, AL 35601	
Planning	308 Cain St NE Decatur, AL 35601	
City Hall Annex	308 Cain St NE Decatur, AL 35601	
Landfill 3 Buildings	625 Landfill Dr Trinity, AL 35673	
Recycling	1802 Central Pkwy Decatur, AL 35601	
Carrie Matthews	902 6th St NW Decatur, AL 35601	
Decatur Fire Stations	782 5th Ave. SW, Decatur, AL 35601	
Police Department	402 Lee St NE Decatur, AL 35601	
Animal Shelter	300 Beltline Rd Decatur, AL 35601	
Train Depot	701 Railroad St Decatur, AL 35601	
Aquadome Park	8th Street Decatur, AL 35601	
Carrie Matthews Youth SVC	902 6th St NW Decatur, AL 35601	

Rodent Control		Monthly Cost
Public Works	1802 Central Pkwy Decatur, AL 35601	
Ingals Harbor	802 - A Wilson St NW Decatur, AL 35601	
Aquatic Center	2901 Point Mallard Dr Decatur, AL 35602	
Wilson Morgan Play Ground	300 Beltline Rd SW Decatur, AL 35601	

Termite Control		Yearly Cost
Decatur Fire Station #1	782 5th Ave. SW, Decatur, AL 35601	
Decatur Fire Station #7	3810 Spring AVE SW Decatur, AL 35603	
Decatur Fire Station #2	841 Wilson St Decatur, AL 35601	
Decatur Fire Station #5	2355 Danville Rd SW Decatur, AL 35603	
Decatur Fire Station #3	1602 16th Ave. Decatur, AL 35601	
Decatur Fire Station #4	501 3rd Ave Decatur, AL 35601	
Decatur Fire Station #8	3701 Indian Hill Rd. Decatur, AL 35601	
Decatur Fire Station #6	1402 Pt. Mallard Decatur, AL 35601	
Decatur Fire Training	4119 Old Hwy 31 Decatur, AL 35603	
Aquadome	1202 5th Ave SW Decatur, AL 35601	
TC Almon	2900 Point Mallard Cir SE #C Decatur, AL 35601	
Decatur Park & Rec Main Office	1516 Central Pkwy SW Decatur, AL 35601	
Strike Zone	2900 Point Mallard Pkwy SE Decatur, AL 35602	
Girl Scout Bldg	600-652 6th Ave SE Decatur, AL 35601	
City Hall	402 Lee St NE Decatur, AL 35601	
Boys Club	606 Vine St NW Decatur, AL 35601	
Ingalls Harbor	802 - A Wilson St NW Decatur, AL 35601	
Parks & Rec Offices	610 4th Ave SE Decatur, AL 35601	
Parks & Rec Dixie Youth Club Hse	610 4th Ave SE Decatur, AL 35601	
Parks & Rec Prayer Chapel PT Mallard	2901 Point Mallard Dr SE Decatur, AL 35602	
Parks & Rec Press Box & Support Bldg	300 Beltline Rd SW Decatur, AL 35601	

**CITY OF DECATUR, ALABAMA
Contractor Pre-qualification Form (PQF)**

This form must returned in your sealed bid submission and can be filled in using MS Word

**Safety Health and Environmental
(FOR CONTRACTORS AND MAJOR SUPPLIERS)**

GENERAL INFORMATION

1. Company Name:		Telephone:	
Street Address:		Mailing Address:	
2. Contact for Insurance Information (Name):			
Title:		Telephone:	Fax:
3. PQF Completed By (Name):			
Title:		Telephone:	Fax:

ORGANIZATION

4. Project Description:

SAFETY, HEALTH & ENVIRONMENTAL PERFORMANCE

5. Injury & Illness Stats (previous 3 years)	(Year)	(Year)	(Year)
Total Recordable Incidents:	_____	_____	_____
Fatalities:	_____	_____	_____

6. Has your company received any Citations, Notice of Violations, or other penalties relative to safety, health, or environmental within the last three years?
 Yes _____ No _____
 If Yes, please provide detailed explanation.

7. Does your organization have a Substance Abuse and Prevention Program?

Yes No

8. Does your organization have an Accident/Incident Reporting and Investigation procedure?

Yes No

9. Do you have a Safety Orientation Program?

Yes No

10. Do you conduct field safety inspections?

Yes No

11. Do you conduct Safety Meetings?

Yes No

12. Company Safety Health and Environmental contact:

Name: _____

Title: _____

Address: _____

Phone Number: Mobile _____

Office _____

Email Address: _____

13. Company Representative:

Signature _____

Date _____

At the City of Decatur we strive to be a top performing safety organization, and provide safety and healthful worker places for our employees, while ensuring that public safety remains at the forefront of our operations. The preceding information has been requested as part of the City of Decatur's Safety and Health program, and supports efforts to improve safety in all of our activities.

Thank you for your cooperation and assistance, address any questions to me at 256-341-4897 or by email at rshepherd@decatur-al.gov

RODNEY SHEPHERD

Safety Coordinator

City of Decatur