



# City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

## MEMORANDUM

TO: Interested Parties  
FROM: Diane Ebentheuer, Purchasing Officer  
RE: **ITB 2019.01.02 - Pest Control Services**  
DATE: January 26, 2019

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Enclosed you will find the necessary information for preparing and submitting your Bid for “**ITB 2019.01.02 - Pest Control Services**” for the City of Milton.

Bid information is available on the City’s web page at [www.miltonfl.org/322/Purchasing](http://www.miltonfl.org/322/Purchasing). There you may also register thru [VendorRegistry.com](http://VendorRegistry.com) (there is no charge to join); and/or thru [www.bidnetdirect.com/florida/city-of-milton](http://www.bidnetdirect.com/florida/city-of-milton) (there is no charge to join.)

The deadline for submitting your sealed bid is:

**Wednesday, February 27, 2019 at 2:00 p.m., CST**

**Delivered: City of Milton, 6738 Dixon Street, Milton, Florida**

**Mailed: City of Milton, P.O. Box 909, Milton, FL 32572**

If you have any questions you may contact the Purchasing Department at (850) 983-5438; or by e-mail to [purchasing@mymiltonflorida.com](mailto:purchasing@mymiltonflorida.com)

*Diane Ebentheuer*

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Diane Ebentheuer, Purchasing Officer

## INSTRUCTIONS FOR BID SUBMITTAL

I. Bids must be received by:

**Wednesday, February 27, 2019 @ 2:00 p.m.**

II. **Sealed bids can be mailed to:**

City of Milton  
Purchasing Department  
P. O. Box 909  
Milton, FL 32572

**or delivered to:**

City of Milton  
Purchasing Department  
6738 Dixon Street  
Milton, FL 32570

III. Bids must be sealed and marked:

**“ITB 2019.01.02 - Pest Control Services”**

IV. Bids must be complete and include:

- A. Executed “Requirements for Bidders” statement (pages 3 & 4)
- B. Completed Bid Proposal Form (pages 7 & 8)
- C. Florida Public Entity Crime affidavit (available on city website under forms: <https://www.miltonfl.org/322/Purchasing>)

Please provide one (1) original, and four (4) copies of your bid.

All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and award the bid in part or in any manner deemed to be in the best interest of the City. The City of Milton is exempt from sales tax.

Interested Parties shall submit all required forms and information simultaneously with bid. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids.

## **REQUIREMENTS FOR BIDDERS**

These items apply to and become a part of the terms and conditions of the bid submitted. Any exceptions must be in writing.

Notice is hereby given that the City of Milton will receive bids from interested parties until **Wednesday, February 27, 2019 @ 2:00 p.m.** at its offices located at City Hall, Milton, Florida.

Any Bid received thereafter will not be considered.

Bids will be publicly read at the City of Milton, City Hall Council Chambers on the day and at the hour specified.

The purchaser may be considered as non-responsive, if any bid in which there is an alteration of, or departure from the bid form hereto attached.

The bid will be awarded to the lowest reliable firm complying with the conditions of the invitation to bid. The firm to whom award is made will be notified at the earliest possible date. The City of Milton reserves the right to reject the bid of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Bids may be withdrawn by written or faxed request, provided such withdrawals are received prior to bid opening date.

**NOTE:** Unless stated on the Bid form the bid submitted will assume all specifications will be met. Please note all exceptions on the bid form.

All bids submitted shall be subject to acceptance or rejection and the City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process.

The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be stated in writing on a separate sheet.

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Company Name

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Address/City/Zip

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Phone

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Email

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Contact Name

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Title

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Company Representative Signature

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Date

**CITY OF MILTON  
ANNUAL PEST CONTROL SERVICES CONTRACT**

The City of Milton will receive sealed bids at **2:00 p.m. (local time) on February 27, 2019** for **“IFB 2019.01.02- Pest Control Services”** for the City owned properties listed below.

The CONTRACT will provide for a set rate performance of monthly pest control services to secure firm fixing pricing, and establish a term contract for monthly pest control services at various city owned facilities.

Prior to any special task requested, the CONTRACTOR may be required to provide a written estimate for the proposed work to be performed. The CITY will follow the approved Purchasing Policy as to staff’s approval limits. The CITY will provide access to any and all areas that may be helpful for the CONTRACTOR to perform work task.

The CONTRACT will only be awarded to those companies who are properly insured and licensed to perform pest control spraying services. A current copy of the insurance and license will be required prior to approval of the CONTRACT. The CONTRACT will be for one (1) year and may be renewed annually up to five (5) years total with both parties consent. The CONTRACT will be re-advertised at least once every five (5) years. ***The first CONTRACT period will be from the date of award to September 30, 2019. Then, from October 1, to September 30 for each of the following year(s).***

The City of Milton reserves the right to reject any one bid, or all bids, or any part of a bid, to waive any informality in any bid, and to award the CONTRACT as deemed to be in the best interest of the City. This CONTRACT may be terminated without clause, by either party, with a 30 day written notification.

**REQUIREMENTS:**

1. Successful vendor shall provide advisory services to the City to help control and/or eliminate any conditions which increase infestation and pest control concerns.
2. Services shall include, but not be limited to: Control for roaches, centipedes, ants, silver fish, spiders, fleas, wasps, bees, mice and rates, etc. Work shall be guaranteed with unlimited “Call Backs”, as required, at no additional cost to the City of Milton. Call back shall be within 24 hours.
3. Service areas shall include interior and exterior of buildings including a one foot exterior perimeter. Additionally, any ant trails shall be followed to the source and exterminated.
4. Elimination products shall not be placed in the direct path of occupants (people or domestic animals) and/or readily accessible to unintentional contact by people or domestic animals.
5. Vendor shall comply with all current Florida Pesticide Laws and Rules, Florida Statutes and the Florida Administrative Code as it relates to pest control services.

**INSECTICIDE:**

1. Heavy duty, commercial formula, with low/no odor when used during normal working hours with City employees present.
2. Flea spray to be residual acting chemical, specially labeled for fleas, also to include fleas-growth regulator additive.
3. With City representative approval, fogging may be required for spider infestation, and to control other insects such as ants and roaches.

**SAFETY:**

1. The Contractor shall exercise care when performing services. Any damage to property or structures or injuries to personnel will be the responsibility of the Contractor. Equipment shall be monitored at all times while in operation. All personnel shall utilize appropriate safety clothing and equipment at all times while performing the work. The Contractor shall comply with all safety requirements to meet OSHA, Federal, State and local industry standards. The Contractor shall ensure safe working conditions and shall erect identifiable barriers or signs to prevent unauthorized entry to work sites while work is being performed.

**NON PERFORMANCE:**

1. Non Performance shall be defines as a failure to comply with any term and conditions of the contract.
2. A report of non-performance may be forwarded to the Purchasing Department for appropriate action. If necessary, a meeting will be set up between the parties to reinforce the requirements of the contract in order to avoid repeat non-performance.

**PAYMENT:**

1. Payment will be based on the price provided on the response page.

**BID - ANNUAL PEST CONTROL SERVICES:**

1. Rates for services NOT related to the monthly extermination services will be agreed upon by the vendor and the city prior to any additional services being performed.

**PHYSICAL LOCATION AND SITE DESCRIPTION:**

1. The following specified locations are included in the annual service contract. The information provided below is approximate area measurements and each contractor should perform a site visit prior to quoting services on each facility listed.

**CITY OF MILTON, FL - Building Locations**

<b>Item #</b>	<b>PHYSICAL ADDRESS &amp; DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE PER MONTH</b>	<b>TOTAL ANNUAL PRICE</b>
<b>1</b>	<b>City Hall</b> 6738 Dixon Street, Milton, FL <u>16,250</u> sq ft (offices, public areas, & storage space) On site contact: Diane Ebentheuer 983-5438	12 Months	\$	\$
<b>2</b>	<b>Guy Thompson Community Center</b> 5629 Byrom Street, Milton, FL <u>24,230</u> sq ft (offices, public areas, recreational space) On site contact: John Norton 983-5466	12 Months	\$	\$
<b>3</b>	<b>Milton Police Department</b> 5451 Alabama Street, Milton, FL <u>4,877</u> sq ft (offices & public areas) On Site contact: Mike Cline 983-5423	12 Months	\$	\$
<b>4</b>	<b>Public Works Department</b> 5438 Alabama Street, Milton, FL <u>3,000</u> sq ft (offices, public area, and storage) On Site contact: Joe Cook 983-5428	12 Months	\$	\$
<b>5</b>	<b>Landscape Department</b> 6550 Chuck Prince Street, Milton, FL <u>2,500</u> sq ft (offices and storage) On site contact: Lee Willingham: 983-5477	12 Months	\$	\$
<b>6</b>	<b>Field House</b> 6552 Chuck Prince St., Milton, FL <u>1,600</u> sq ft (Concession and bathroom areas) On Site Contact: Lee Willingham: 983-5477	12 Months	\$	\$
<b>7</b>	<b>City Warehouse</b> 6731 Magnolia Street, Milton, FL <u>20,415</u> sq ft (offices, warehouse, garage, storage) On site contact: Jean Ellis-Sumlin 983-5750	12 Months	\$	\$
<b>8</b>	<b>City Water/Wastewater Treatment Plant</b> 6903 Municipal Drive, Milton, FL <u>1,000</u> sq. ft (offices and laboratory) On site contact: Jesse Medley 983-5461	12 Months	\$	\$
<b>9</b>	<b>Milton Fire Department</b> 5321 Stewart Street, Milton, FL <u>16,300</u> sq ft. (offices, kitchen, living area, storage) On Site contact: John Reble: 983-5430	12 Months	\$	\$
<b>10</b>	<b>Milton Garden Club</b> 5256 Alabama Street, Milton, FL <u>3378</u> sq ft. (main area, offices, kitchen, storage) On Site contact: Ed Spears: 564-1647	12 Months	\$	\$
<b>TOTAL MONTHLY BILLINGS</b>		12 Months	\$	\$

SERVICE TYPE: (Extra services which may be required or requested)	RATES

**ADDITION OR DELETION OF SERVICES:**

The City of Milton reserves the right to add or delete services as the needs arise. If services are deleted, the bidder's payment will be lessened by the amount bid (subject to renewal increases). If services are to be added The City of Milton and the bidder will arrive at a mutually agreed to price. The City of Milton reserves the right to delete or add sites should our portfolio of properties change.

***The undersigned agrees to the above terms and Conditions:***

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

\_\_\_\_\_  
Address/City/Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
Date

**\*\*\*\*\*Below to be filled out by the City of Milton\*\*\*\*\***

\_\_\_\_\_  
Accepted by City of Milton

\_\_\_\_\_  
Date

Approved by City Council \_\_\_\_\_, 20\_\_\_\_.