

Date Issued: May 4th, 2023

Bid No.: 23-020

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 2:00 pm May 18th, 2023.

Include 1 original and 1 copy of your bid submission.

Bid opening will be held on 7th floor, May 18th, 2023 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: May 18th, 2023

Invitation to Bid No.: 23-020

Opening Time: 2:00pm

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

See Attached Price Sheet

- **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

By signing this contract, (Insert Company Name) _____ represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

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	
	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
- Coordinate with Procurement Agent to report and verify each site visit and treatment.

- 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
Animal Shelter	300 Beltline Road SW	
Aquadome Center & Pool	1202 5th Ave NW	
Butch Matthews Field Concessions	300 Cherry St NE	
Cashin Wheeler Baseball Field	511 Monroe DR NW	
Cedar Ridge Concessions	2715-B Danville Road	
City Cemetery	1001 Wilson St NW	
City Hall	402 Lee St NE	
City Hall Annex (Planning, IS, MPO)	308 Cain St NE	
Delano Park	825 Gordon Dr SW	
Delano Park Splash Pad	825 Gordon Dr SW	
Environmental Services Compound (Main Bldg, Garage, Engineering, Sanitation, Traffic Marking)	1802 Central Parkway	
Fort Decatur	610 4th Ave SE	
Gale Montgomery Concessions	4119 Old Hwy 31	
Girl Scout Building	600-652 6th Ave SE	

Highway 31 Causeway	HIGHWAY 31	
Ingalls Harbor	802 A Wilson Morgan St NW	
Jack Allen Complex (Office/Concession, and Satellite Restrooms)	2616 Modaus Road SW	
Jack Allen Soccer Fields (Press box on Stadium Field)	2616 Modaus Road SW	
Jimmy Johns Tennis Court	2900 C Point Mallard Dr SE	
Municipal Court Annex	300 Cain St NE	
Old State Bank	925 Bank St NE	
Park & Rec Maint Office	1516 Central Parkway SW	
Park & Rec Maint Buildings	1516 Central Parkway SW	
Police Department	402 Lee St NE	
Pt Mallard Ballfield Concession	2900 Point Mallard Circle	
Pt Mallard Soccer Field Restrooms	2900 Point Mallard Circle	
Rhodes Ferry Park Restrooms	100 Market St NW	
Spirit of America Stage Restroom	2901 Point Mallard Dr SE	
Strike Zone	2900 Point Mallard Dr SE	
T C Almon Center	2900 C Point Mallard Circle SE	
Train Depot	701 Railroad St	
Turner Surles	702 Sycamore St NW	
Walter Jackson Concession Stand	1950 Park St	
Wilson Morgan Ballfield Concession Stand	300 Beltline Road SW	
Youth Services Boxing Building	1502 Central Parkway, Suite B	
Youth Services Office	1202 5th Ave SW, Suite B	
Point Mallard Aquatic Center	2901 Point Mallard Circle SE	
Point Mallard Baseball Concessions	2900-G Pt Mallard Circle	
Point Mallard Campground Building	2600 C Point Mallard Dr SE	
Point Mallard Golf Course Office & Café	2600 Point Mallard Dr SE	
Point Mallard Ice Rink	2901 D Point Mallard Dr	
Point Mallard Lazy River	2901 Point Mallard Circle SE	
Decatur Fire Station 1	702 5th Ave SW	
Decatur Fire Station 2	841 Wilson St	
Decatur Fire Station 3	1602 16th Ave SE	
Decatur Fire Station 4	131 Nelms Rd	
Decatur Fire Station 5	2704 Danville Road	

Decatur Fire Station 6	1402 Point Mallard Pkwy	
Decatur Fire Station 7	3810 Spring Ave SW	
Decatur Fire Station 8	3701 Indian Hills Road	
Decatur Fire Training Center	4119 Old Hwy 31	
Point Mallard Ice Rink	2901 D Point Mallard Dr	
Pt Mallard Aquatic Center	2901 Point Mallard Circle SE	
Pt Mallard Campground Building	2600 C Point Mallard Dr SE	
Pt Mallard Golf Course Office & Café	2600 Point Mallard Dr SE	
Pt Mallard Lazy River	2901 Point Mallard Circle SE	
Carnegie Visual Arts Center	207 Church St NE	
City Hall & Jail	402 Lee St NE	
Decatur Public Library	504 Cherry St NE	
Princess Theater	112 2nd Ave NE	
Senior Center	221 Memorial Dr SW	
Landfill - Admin Bldg, Scale House, Mangers Bldg	500 Landfill Drive	
Recycle	525 Landfill Drive	

Rodent Control	Address	Monthly Cost
Animal Shelter	300 Beltline Rd SW	
Cashin Wheeler Baseball Field	511 Monroe DR NW	
Cedar Ridge Concession Building	2715-B Danville Rd	
City Cemetery	1001 Wilson St NW	
Delano Park	825 Gordon Dr SE	
Environmental Services Compound (Main Bldg, Garage, Engineering, Sanitation, Traffic Marking)	1802 Central Parkway	
Gale Montgomery Concession Building	4119 Old Hwy 31, Flint	
Highway 31 Causeway	Highway 31	
Jack Allen Rec Center Concession Building	2616 Modaus Rd	
Jack Allen Rec Center Maint Building	2616 Modaus Rd	
Rhodes Ferry Park	100 Market St NW	
Train Depot	701 Railroad St.	
Walter Jackson Concession Building	1950 Park St	
Wilson Morgan Playground	301 Beltline Road SW	
Wilson Morgan Softball Concession Building	300 Beltline Road SW	

Pt Mallard Aquatic Center	2901 Point Mallard Dr	
Pt Mallard Baseball Fields Concession Building	2900-G Pt Mallard Circle	
Pt Mallard Golf Course Maint Building	2600 A Point Mallard Dr SE (on the access road)	
Pt Mallard Maint Bldg (Behind Spirit of America Stage)	2901 Point Mallard Dr SE	
Pt Mallard Soccer Fields	2900 Point Mallard Dr	
Decatur Fire Station 1	702 5th Ave SW	
Decatur Fire Station 2	841 Wilson St	
Decatur Fire Station 3	1602 16th Ave SE	
Decatur Fire Station 4	131 Nelms Rd	
Decatur Fire Station 5	2704 Danville Road	
Decatur Fire Station 6	1402 Point Mallard Pkwy	
Decatur Fire Station 7	3810 Spring Ave SW	
Decatur Fire Station 8	3701 Indian Hills Road	
Decatur Fire Training Center (to include 3 Connex Trailers)	4119 Old Hwy 31	
Landfill - Admin Bldg, Scale House, Mangers Bldg	500 Landfill Drive	
Recycle	525 Landfill Drive	

Termites	Address	Annual Cost
Aquadome and Pool	1202 5th Ave SW	
City Cemetery	1001 Wilson St NW	
City Hall	402 Lee St NE	
Dixie Youth Club House	610 4th Ave SE	
Fort Decatur	610 4th Ave SE	
Girl Scout Building	600-652 6th Ave SE	
Ingalls Harbor	802 A Wilson St NW	
Park & Rec Maint Offices	1516 Central Parkway SW	
Prayer Chapel at Pt Mallard	2901 Point Mallard Dr SE	
Rhodes Ferry Park	100 Market St NW	
Strike Zone	2900 Point Mallard Pkwy SE	
T C Almon	2900 C Point Mallard Circle SE	
Wilson Morgan Playground	300 Beltline Road SW	
Wilson Morgan Press Box & Support Bldg	300 Beltline Road SW	
Decatur Fire Station 1	702 5th Ave SW	

Decatur Fire Station 2	841 Wilson St	
Decatur Fire Station 3	1602 16th Ave SE	
Decatur Fire Station 4	131 Nelms Rd	
Decatur Fire Station 5	2704 Danville Road	
Decatur Fire Station 6	1402 Point Mallard Pkwy	
Decatur Fire Station 7	3810 Spring Ave SW	
Decatur Fire Station 8	3701 Indian Hills Road	
Decatur Fire Training Center	4119 Old Hwy 31	

**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 _____