



City of Naples
REQUEST FOR (FWQ) FORMAL WRITTEN QUOTES
FWQ No. 20-001 - Pest and Rodent Control Services

FWQ'S ARE DUE ON/BEFORE 4:00 PM, 10-03-2019
Minimum time frame 10-full business days

Section A:

PRODUCT (COMMODITY) / SCOPE OF SERVICES:

This quote is to seek a vendor to provide all labor and equipment for pest and rodent control services for the City of Naples Facilities.

Section B:

REQUEST COMMODITY CODE(S):

910-59 988-72 675-54 020-81

Section C:

DEPARTMENT INFO / DELIVERY ADDRESS, ETC:

Travis Delashmet
Facilities Maintenance Superintendent
Community Services Department
280 Riverside Circle – Naples, FL 34102
tdelashmet@naplesgov.com | www.naplesgov.com
PHONE: 239-213-7114 | FAX: 239-213-7130

Section D:

SPECIAL CONDITIONS:

1. **Award:** An award, if any, will be made to the lowest responsive and responsible vendor capable of providing the product and/or service.
2. **Price:** Will remain firm for the contract period. Annual Agreement pricing will remain the same for the contract period with four 1-year renewal options upon mutual agreement between the CITY and the VENDOR. The pricing schedule shall be inclusive of any freight, transportation, handling, delivery, surcharges, or any other incidental charges. The pricing shall be exclusive of any Federal or State taxes, as the City of Naples is exempt from payment of such taxes, unless otherwise stated in this solicitation. The City will not be obligated to pay any sales tax, and the overall pricing schedule shall be completed accordingly.
3. **Payment:** Shall be made after satisfactory completion of the delivery or work.
4. **Respondents:** Before submitting a FWQ, respondent shall become fully informed as to the extent and character of the product and/or work and shall carry all required license(s) of the City, County, State and Federal Government if applicable. It is understood by the respondent that the submission of a FWQ is agreement with all conditions referred to herein.

Company Name: _____ Authorized Signature: _____

5. **IRS Form:** Submit signed IRS W-9 form. Latest version (November 2017)..
6. **Insurance:** Shall be provided by Awarded Vendor prior to the start of work.
7. **References:** City reserves the right to request references with whom your company has provided stated products and/or services within the last 2 years.
8. **Submittal:** Submit all pages of the FWQ with Vendor name and signature.
9. **Other:** All products and/or materials shall be new, and shall be warranted against any defects in materials and workmanship. This period of manufacturer's warranty shall begin to run at the time the item or materials are received, inspected, and accepted by a representative of the City.

Section E:

1. SCOPE OF WORK

The insect and rodent control service to include the performance of the following duties:

A. The control of common household insects to include, but not limited to, ants, roaches, silverfish, stored products pests, fire ants, earwigs, millipedes, centipedes, crickets, scorpions, spiders, fleas, ticks, flies, gnats and water bugs throughout the specified areas.

The interior application to buildings shall include, but not limited to, offices, storage rooms, mezzanines, attics and all areas above suspended ceilings, kitchens, bathrooms, labs, locker rooms, etc. Special attention shall be paid to problem areas such as kitchens and bathrooms.

B. The control of rats and mice is to be by the placement of "rat boxes" at all listed locations and maintained Quarterly. The "Rat Boxes" are to be marked with the Company Name/or Logo.

C. The control of termites will be included in specified areas. Contractor will report the presence of any termites when inspections are made to other areas not specified and treatment shall be applied as agreed to.

2. EXCEPTIONS

1. The following pest control functions are not included in this contract unless specifically noted: squirrels (or other woodland creatures), bats, and birds. These issues will be contracted on an as needed basis.

3. The material used shall conform to Federal, State and Local ordinances and laws and shall be acceptable to the person in charge of building. The contractor shall submit with this bid a detailed listing of insecticides which will be used for the control of the insects and rodents listed in these specifications.

4. All work shall be performed in a safe manner and in accordance with the most modern and effective scientific pest control procedures. All methods shall be in accordance with local and State Health Regulations. Rodenticides shall be used with all due precautions to eliminate the possibility of accident to humans, domestic animals and pets. Special care shall be exercised in the use of liquid insecticides in areas having asphaltic, mastic or linoleum surface.

5. Areas such as locker rooms, mop rooms, storage areas, toilet rooms, and kitchens are considered to require concentrated attention. Such areas shall receive intensive preventative treatments for the life of this contract. Any other space within the walls of any structure covered by this contract that may lend itself to the development of large insect populations shall receive intensive preventive control for the life of this contract.

6. The contractor shall be required to enter, inspect and service the premises at a time and in a procedure so as not to interfere with the normal routine of daily work.

7. Service tickets shall be signed by designated person in charge of each building showing work has been completed.

8. The bidder should become thoroughly familiar with the specifications and locations of the proposed service by personal examination.

9. The successful bidder must have in his/her employ and available for service a sufficient number of personnel to adequately handle the service of those designated areas.

10. The successful bidder must have been in the pest control business for at least three (3) years.

11. The contractor shall provide each technician with proper identification and it must be in their possession when performing duties related to this contract upon City property.

12. All technicians employed by the successful bidder must be bonded due to the fact that they have access to all rooms wherein valuables are kept.

13. Prior to starting work, contractor shall submit proof of Workers Compensation Insurance and Public Liability Insurance. This certificate shall be submitted to the City and shall provide the City with not less than a 30-day notice of cancellation.

14. Invoices shall be submitted on a monthly basis to the Community Services Department, attn: Facilities Maintenance Superintendent, 280 Riverside Circle, Naples, FL 34102. The invoice must contain a reference to each location, cost per location and the total due.

Company Name: _____ Authorized Signature: _____

15. Insects and rodents shall be controlled at each location. The rodent control shall be the use of "rat boxes" placed outside buildings. Any call back will be at no charge to the City. Complaints and extra service for the pests specified between scheduled visits must be handled within 24 hours after notification and will be at no cost to the City.

16. The contractor shall use various deodorants when necessary to overcome possible carcass odors caused by virtue of the rodent control operations.

17. The City requires that low odor pesticides be used on all building interiors during preventive service.

18. Contractor shall apply chemicals only at the times, and in the areas, specified for each building or location.

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Section F: Pricing Schedule

Item No.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT COST	LINE ITEM COST
1	Arthur L. Allen Tennis Center, 735 Eight Ave. S. (Rat box = 1)	1	Quarterly		\$0.00
2	Anthony Park, 1500 5th Ave. N. includes Community Center and restrooms (Rat box = 1)	1	Quarterly		\$0.00
3	Cambier Park 755 Eighth Ave. S. to include Bandshell Bldg, Bandshell exterior restrooms (public restrooms), Basketball court restrooms, and Softball concessions stand. (Rat box = 1 PER BLDG.)	1	Quarterly		\$0.00
4	City Hall & Council Chambers, 735 Eighth St. S. (Rat box = 2)	1	Quarterly		\$0.00
5	Community Services Dept., 280 Riverside Circle (Rat box = 1)	1	Quarterly		\$0.00
6	Community Development Dept., 295 Riverside Circle (Rat box = 2)	1	Quarterly		\$0.00
7	Cross Connection Control Offices, 370 Riverside Circle (North End) (Rat box = 1)	1	Quarterly		\$0.00
8	Equipment Services, 370 Riverside Circle (South End) (Rat box = 1)	1	Quarterly		\$0.00
9	Fire Station #2 990 26th Ave. N. (Rat box = 1)	1	Quarterly		\$0.00
10	Fleischmann Park Community Center 1600 Fleischmann Blvd. (Rat box = 1)	1	Quarterly		\$0.00
11	Fleischmann Field House (2 floors) 1600 Fleischmann Blvd. (Rat box = 1)	1	Quarterly		\$0.00
12	Fleischmann Concession Stand & Restrooms 1600 Fleischmann Blvd., to include restroom blds. at basketball courts, parks and parkways shop and Facilities shop located in N.W. Corner at Fleischman Park. (Rat box = 1 PER BLDG)	1	Quarterly		\$0.00
13	Lowdermilk Park 1301 Gulfshore Blvd. N. (Rat box = 1)	1	Quarterly		\$0.00
14	Baker Park 100 Riverside Circle- Main building and restroom near bridge (Rat box = 2)	1	Quarterly		\$0.00
15	Municipal Fishing Pier, 12th Ave. S. (Beachend) (Rat box = 0)	1	Quarterly		\$0.00
16	Naples Preserve (Hedges Family Eco Center) 1690 Tamiami Trail N. (Rat box = 1)	1	Quarterly		\$0.00
17	Norris Community Center 755 Eighth Ave. S. (Rat box = 2)	1	Quarterly		\$0.00
18	Parks/Parkways and Facilities Maintenance, 270 Riverside Circle (Rat box = 1)	1	Quarterly		\$0.00
19	Police Department 355 Riverside Circle (Rat box = 2)	1	Quarterly		\$0.00
20	River Park Community Center, River Park Pool & Basketball court restroom and storage area, 301 Eleventh St. N. (Rat box = 2)	1	Quarterly		\$0.00
21	Solid Waste, 2600 Corporate Flight Dr. (Rat box = 2)	1	Quarterly		\$0.00
22	Utilities Administration Bldg., 380 Riverside Circle (Rat box = 2)	1	Quarterly		\$0.00

Company Name: _____ Authorized Signature: _____

Section F: Pricing Schedule

23	Utilities Maintenance Facilities, 1450 4th Ave. N. (Bldg. 950) (Rat box = 1)	1	Quarterly		\$0.00
24	Wastewater Collection, 1450 Fourth Ave. N. (Bldg. 993) (Rat box = 1)	1	Quarterly		\$0.00
25	Wastewater Treatment Plant 1400 Third Ave. N. (Rat box = 1)	1	Quarterly		\$0.00
26	Water Treatment Plant, 1000 Fleischmann Blvd. (Rat box = 1)	1	Quarterly		\$0.00
27	Fire Department Station #1 - 835 8th Ave. S. (Rat box = 2)	1	Quarterly		\$0.00
28	Installation and service of Sentricon Termite Control System or "as equal" at City Hall, 735 Eighth St. S. (Rat box = 1)	1	As needed		\$0.00
29	Installation and service of Sentricon Termite Control System or "as equal" at Naples Preserve (Hedges Family Eco Center) 1690 Tamiami Trail N. (Rat box = 1)	1	As needed		\$0.00
TOTAL FWQ COST:					\$0.00

Locations #1 thru #27 shall be one price for each location for services on a "Quarterly Service" to include an incorporated cost of each Rat Box per location. Item #28 & #29 are for installation and quarterly service of Sentricon Termite Control System or "as equal" at the two City locations when requested.

Section G: Payment Options

<p>This solicitation has potential for P-Card payment. Does your company accept credit card payment? <input type="checkbox"/> YES <input type="checkbox"/> NO If "yes," please indicate payment options on the chart below.</p>			
PAYMENT OPTIONS	YES	NO	PERCENTAGE AND/OR TERMS FOR EARLY PAYMENT
Is there a discount for a credit card payment?			
Is there an additional charge for credit card payment?			
Discount for early payment?			
Prompt payment terms: _____ % _____ Days; Net 30 Days			

Section H: (FWQ) Formal Written Quote Submission Information

FWQ'S ARE DUE ON/BEFORE 4:00 PM, 10-03-2019

Minimum time frame 10-full business days

- **Delivery FWQ to:** City of Naples; Purchasing Division; 735 8th Street S.; Naples, FL 34102
- **Email To:** purchasing@naplesgov.com
- **Fax to:** (239) 213-7100
- **Questions:** Email preferred. Contact: Danielle Gilbert at (239) 213-7100 / dgilbert@naplesgov.com

Section I: Vendor / Respondent Information

Company Representative Signature: _____

Printed Name and Title: _____

Company Name: _____ FEI/EIN Number: _____

Full Address: _____

Telephone: _____ Email: _____

Company Name: _____ Authorized Signature: _____

PURCHASE ORDER TERMS AND CONDITONS

1. **Description of Goods; Sale and Delivery.** Seller shall sell, transfer, and deliver to Buyer the goods described on this Purchase Order.
2. **Acceptance of Goods.** Acceptance of the goods shall not be deemed to have been made until both Buyer and Seller have agreed that the goods in question are to be appropriate to the performance of this Agreement.
3. **Rate and Time of Payment.** Unless otherwise specified, Buyer shall make payment to Seller for the goods as provided for in Florida Statute Section 218.70 known as the Florida Prompt Payment Act after the goods are received and accepted by Buyer.
4. **Receipt of Goods.** The goods shall be deemed received by Buyer when delivered and inspected, and accepted at the delivery address as stated on the front of this Purchase Order.
5. **Risk of Loss.** The risk of loss from any casualty to the goods, regardless of the cause, shall be on Seller up to the time of receipt of the goods by Buyer at the place of delivery, but only after any proper inspection has been completed without rejection of the goods.
6. **Warranty Against Encumbrances.** Seller warrants that the goods are now free, and at the time of delivery shall be free, from any security interest or other lien or encumbrance.
7. **Warranty of Title.** Seller warrants that the Seller neither knows, nor has reason to know, of the existence of any outstanding title or claim of title hostile to the rights of Seller in the goods.
9. **Product Warranty.** Seller provides general warranties of fitness and general warranties that the goods are free from defects, for 1 year from acceptance of the goods, except as may otherwise be set forth in the Description/Proposal, or other attached warranty.
10. **Right of Inspection.** Buyer shall have the right to inspect the goods at the time and place of delivery, and within 5 business days after delivery, Buyer must give notice to Seller of any claim for damages on account of the condition, quality, or grade of the goods, and Buyer must specify in detail the basis of such claim.
11. **Procedure as to Rejected Goods.** On receipt of notification of rejection, Seller will immediately arrange to receive back the goods for shipment and return. However, within 5 days, Seller may have an agent inspect such goods for nonconformity; otherwise, such inspection will be made on return to Seller's storage facility. When such goods are confirmed or acquiesced in as nonconforming, Seller will ship conforming goods within 30 days of the notice of rejection unless Buyer earlier notifies Seller to forgo such shipment.
12. **Governing Law.** The parties acknowledge that the transaction that is the subject matter of this Agreement bears a reasonable relation to the State of Florida and agree that the law of the State of Florida will govern their rights and duties. The parties specifically intend that the provisions of Article 2 of the Florida Uniform Commercial Code will control as to all aspects of this Purchase Order and its interpretation, and that all the definitions contained therein will be applicable to this Purchase Order except where this Purchase Order may expressly provide otherwise.
13. **Bid Documents.** If this Purchase Order is the result of an Invitation to Bid, or Request for Proposals the terms and conditions of the Bid or Proposal Documents shall apply.
14. **Notices and Address of Record.** All notices required or made pursuant to this Purchase Order to be given by Seller to Buyer shall be in writing and shall be delivered to the following:

Company Name: _____

Authorized Signature: _____