



City of Auburndale
Auburndale, Florida 33823

PO Box 186
1 Bobby Green Plaza

Phone (863) 965-5530
Fax (863) 965-5530

January 17, 2025

CITY OF AUBURNDALE, FLORIDA

INVITATION TO BID
CITY PEST CONTROL SERVICES CONTRACT

The City of Auburndale will receive sealed bids for the City's Pest Control Services Contract for all City offices, departments and facilities until Friday, February 7, 2025, at 2:00 p.m. The City's Pest Control Services Contract proposal that is accepted and approved by the Auburndale City Commission will take effect March 1, 2025.

One (1) original submittal of the proposal must be addressed to the Assistant City Manager and mailed to Post Office Box 186, Auburndale Florida, 33823, or delivered to the City Manager's Office, City Hall, One Bobby Green Plaza, Auburndale, Florida, 33823, on or before the above specified date and time. Each bid must be submitted in a sealed envelope and addressed to the Assistant City Manager, City of Auburndale, and plainly marked in the lower left corner of the envelope "Sealed Bid – Proposal for the City of Auburndale's Pest Control Services Contract."

Proposers are also required to include a completed Non-collusion Affidavit of Prime Bidder Form and PUR 7068 Form with the sealed bid.

The City reserves the right to reject any or all bids, to waive informalities, to re-advertise, and to accept the bid that is in the best interest of the City, which may not necessarily be the lowest bid. Reasonable variations from bid specifications will be considered.

Sincerely,

Amy Palmer
Assistant City Manager

BID SPECIFICATIONS

1. Prompt and courteous service shall be provided to all City offices, departments and facilities.
2. The successful bidder will be required to provide the necessary treatment to completely control insect and rodent infestation in all City offices, departments and facilities. Treatment of termites and wood destroying insects are not considered in this treatment.
3. The successful contractor shall be available twenty-four (24) hours per day for emergency calls (including weekends and holidays).
4. The successful contractor agrees to notify the City Manager at least twenty-four (24) hours in advance if they will not be available for an emergency situation that may occur. If the contractor is unavailable for emergencies or the City is unable to contact them promptly, the City reserves the right to contact and contract with another contractor to provide any necessary services.
5. City emergencies shall have precedence over all other customers.
6. The successful contractor shall maintain all necessary insurance coverage's as required by local, state and federal law during the term of the Pest Control Services Contract including:
 - A. Workers Compensation Insurance, as required by state law, for all employees engaged in work under this contract.
 - B. Property Damage, Automotive and General Liability Insurance of not less than \$100,000 on account of all accidents.
7. The successful contractor shall furnish proof of insurance prior to the commencement of the Pest Control Services Contract or when requested by the City of Auburndale.
8. Pest Control services will be rendered on a monthly or quarterly basis, as identified on the Bid Form, during normal City business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. Additional service calls shall be included in the annual cost and will not include additional charges. The City reserves the right to require as many special calls as necessary to remedy a pest or rodent problem. The successful contractor will complete the enclosed Pest Control Service Sheet each time treatment services are performed.
9. The successful contractor shall be licensed as a Certified Pest Control Operator, which includes certification in three (3) required categories (General Household and Rodent Control; Lawn and Ornamental Pest Control; and Termite and Other Wood-Destroying Organisms Control) with the State of Florida and should maintain all necessary City and County permits and licenses. Should fumigation services be required, the City of Auburndale reserves the right, at the City Manager's discretion, to seek competitive bids on any fumigation or subterranean project.
10. The successful contractor will be required to furnish all labor and materials. All chemicals used shall conform to local, state and federal regulations and guidelines and shall be used with due caution to prevent harm to humans or domestic animals. The contractor shall pay special attention and care to application on asphaltic, mastic, tile or linoleum floor surfaces.
11. Payment for service by the City of Auburndale will be made to successful contractor on a quarterly basis (i.e., every three months). Each payment will be one quarter (1/4) of the total annual rate

and will be made after pest control services are provided as required per this Invitation to Bid and after an invoice for service is received by the City.

12. The City reserves the right to add or remove buildings from this contract.
12. The City's proposed Pest Control Services Contract will take effect on March 1, 2025, or on the date of award by the Auburndale City Commission, which ever is later, and will expire on March 1, 2027. An optional two (2) year term, at the City's discretion, will be available. The City also reserves the right to terminate this contract with thirty (30) days notice.
13. The proposed bid should include all costs associated with this Invitation to Bid. Each bidder is encouraged to survey and inspect all City offices, departments and facilities in which pest control services are to be performed to determine the scope and treatment requirements for each location. The Bidder shall state on Bid Form exactly what services he/she intends to furnish at each location.

CITY OF AUBURNDALE, FLORIDA
 BID FORM

CITY PEST CONTROL SERVICES CONTRACT

The proposed Contractor declares that they will provide all Pest Control Services in accordance with the specifications of this document, and comply with all federal, state and local laws and requirements for the following rates:

<u>Item No.</u>	<u>Building</u>	<u>Approx. Sq. Ft.</u>	<u>Annual Cost</u>	<u>Treatment</u>
1.	City Hall	8,016	\$ _____	<u>quarterly</u>
2.	Police Station	20,000	\$ _____	<u>quarterly</u>
3.	Fire Station	16,500	\$ _____	<u>quarterly</u>
4.	Public Works Admin.	2,500	\$ _____	<u>quarterly</u>
5.	Public Utilities Admin.	3,450	\$ _____	<u>quarterly</u>
6.	Parks & Recreation Admin	2,916	\$ _____	<u>quarterly</u>
7.	Civic Center	14,549	\$ _____	<u>monthly</u>
8.	Senior Center	6,150	\$ _____	<u>monthly</u>
9.	Rec. Hall	2,420	\$ _____	<u>quarterly</u>
10.	New Civic Center	30,000	\$ _____	<u>monthly (fall 2025)</u>
11.	Baynard House	3,060	\$ _____	<u>quarterly</u>
12.	Tennis Pro Shop	3,042	\$ _____	<u>quarterly</u>
13.	Softball Complex	8,129	\$ _____	<u>monthly</u>
14.	Library	10,496	\$ _____	<u>quarterly</u>
15.	City Clerk/Finance	1,500	\$ _____	<u>quarterly</u>
16.	AMP Cemetery Maint.	6,000	\$ _____	<u>quarterly</u>
17.	Women's Club	2,720	\$ _____	<u>monthly</u>
18.	Lake Myrtle Baseball	2,550	\$ _____	<u>monthly</u>
19.	Lake Myrtle Soccer	2,550	\$ _____	<u>monthly</u>
20.	Lake Myrtle Maintenance	6,000	\$ _____	<u>monthly</u>
21.	Depot Building	1,350	\$ _____	<u>quarterly</u>
22.	Community Center/Gym	30,000	\$ _____	<u>monthly</u>
23.	Youth Baseball	2,366	\$ _____	<u>monthly</u>
24.	Municipal Building (SunTrust)	12,700	\$ _____	<u>quarterly (summer 2025)</u>
25.	Allred WWTP	10,000	\$ _____	<u>quarterly</u>
26.	Regional WWTP	6,000	\$ _____	<u>quarterly</u>
Total Annual Rate for Items 1-26			\$ _____	

Note: This Bid Form should be included with the above referenced information in a sealed envelope. All bids must be returned to the City Manager's Office, City Hall, One Bobby Green Plaza, Auburndale, Florida, by 2:00 p.m., on Friday, February 7, 2025.

 Name of Bidder (Please print or type)

 Contact Person Telephone No.

 Street Address

 City, State and Zip code

 Signature Date

CITY OF AUBURNDALE, FLORIDA
PEST CONTROL SERVICE SHEET
CITY PEST CONTROL SERVICES CONTRACT

BUILDING: _____

	<u>DATE</u>	<u>NAME OF SERVICE APPLICATOR</u>	<u>CITY EMPLOYEE INITIALS</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____

