



REQUEST FOR PROPOSALS
For
Pest Control Services

#PC2020

RELEASED ON: December 11, 2019

DUE ON: January 18, 2020, by 2:00 P.M. Eastern Standard Time

Purpose of Proposal

The City of Lyons is accepting proposals from qualified contractors to provide full treatment pest control services for the City of Lyons, Georgia facilities. Interested parties must submit proposals (3 hard copies) to the City of Lyons by the due date for their proposals to be considered.

Schedule

This Request for Proposals is scheduled as follows:

December 11th, 2019 Release of RFP

January 18th, 2020 2:00 p.m. Proposal Deadline

All questions concerning this RFP must be submitted via email or writing to the City Manager:

Jason Hall

161 N.E. Broad Street

Lyons, Georgia 30436

jhall@lyonsga.org

No questions other than written will be accepted. Answers to written questions along with necessary corrections or additions thereto, will be sent to all responding vendors in an email notification

Type of Good/Service and Objectives:

The City of Lyons is accepting proposals from qualified contractors to provide full treatment pest control services for the City of Lyons, Georgia facilities. Under this Proposal, pest control is the use of properly registered pesticides and/or the use of approved devices at scheduled times and at pre-planned intervals to provide adequate and acceptable levels of insect and rodent population suppression at the City premises covered by this Proposal.

The Contractor shall furnish all labor, tools, materials, and equipment necessary to accomplish the full treatment pest control services for all areas and buildings specified herein including all rooms, closets, toilets, kitchens, hallways, stairwells, attics, elevators, plus any other building portion or part not specifically described herein.

Full treatment pest control services will include inspection and treatments for rats, mice, cockroaches, ants, moths, and silverfish plus any other pests not specifically excluded from the contract. Rat and mouse infestations located in burrows in the ground adjacent to buildings are included. If any pests are discovered by City personnel, the Firm will respond within 24 hours after notification to correct the situation. **This proposal does include termite control services for specified locations.**

When necessary to install rodent bait boxes, the Contractor will supply a written report to the City which indicates the box location, date of installation, and removal. Services will be performed by the Contractor during regular hours of operation in the various buildings.

The Contractor is to coordinate all work with the specific Department Head assigned to that facility. A City representative must sign a service ticket to authenticate that service was performed for each building. A copy of this signed statement must be included with each monthly invoice. The proposal should include

1. Firm Information:
 - a. Firm, Name, Business Address, Phone and Fax Number, Principal of Company (Eg., Name of President, General Partner, Owner, etc.), Contractor's Federal Tax I.D. No. State Pest Control License No. If the firm has branch offices, state the office that will have management responsibility for the work to be carried out.
2. Summary of your understanding of the services and your approach to it.
3. Overall experience in providing pest control services.
4. The current number of employees.
5. Annotated list of references (with addresses and telephone numbers) in which the bidder provides pest control services similar in scope and nature to the Work required in this bid.
6. Individual Bid Prices must be submitted for each site listed as listed in Appendix A. Prices must be firm for the entire contract period and each consecutive contract period(s) if the City exercises the option to extend the contract.
7. The Contractor shall be licensed by the State of Georgia to provide pest control in the categories specified in this contract.
8. A copy of the firm's Certificate of Insurance indicating Worker's Comp/Employer's Liability Insurance.

A clear, concise proposal in the specified proposal format is requested with all the necessary information included.

Please indicate the RFP Number on the outside of the envelope

Address proposals to:

City of Lyons
Attn: Jason Hall
RFP: PC 2020
161 N.E. Broad Street
Lyons, GA 30436

Specifications, Terms, and Conditions

1. The City of Lyons hereby requests proposals for the service inclusive of pest control and termite services for all City premises listed in this proposal.
2. The term of this full-service contract shall be for a period of one (1) year, commencing on a mutually agreeable date and ending twelve months later.
3. The contract may be extended additional one (1) year periods not to exceed five (5) consecutive years by agreement of both parties.

4. The city of Lyons reserves the right to evaluate the firm's qualifications. Only those firms who, in the opinion of the City of Lyons, meet the minimum necessary qualifications will have their price and contract/agreement proposal evaluated.
5. License Requirements: Firms shall furnish with the proposal documents a copy of the appropriate certification.
6. Termination: The contract will be subject to the terms and conditions included in the Service Agreement. The City of Lyons reserves the right to cancel due to nonperformance or violation of contract terms. Or with a thirty-day notice.

Contractor Responsibilities

The Contractor is responsible for the implementation of the pest control programs required by this contract. The Contractor is responsible for providing pesticide applicators that have been trained and certified by a properly designated State lead agency as competent to handle and apply the classes of pesticide products necessary to implement the pest control programs required by this contract.

The Contractor is further responsible for the pest control programs required under this contract fully complying with the applicable Federal, State, and local pesticide laws and regulations within the legal jurisdiction that the premises covered by this contract are located.

The Contractor shall report to the appropriate department head any evidence or conditions conducive to pest infestation, which is not covered in the contract, at the time such condition is first noticed.

The Contractor shall provide one call-back service per month per facility at no additional charge to the City. Call-back service will be requested by City when previous treatment fails to control the pests specified herein.

All insecticides, rodenticides, and bait stations shall be removed from the premises covered by this contract at its conclusion.

No pesticide shall be used in any pesticide program required by this contract in any manner inconsistent with its labeling. All pesticides used in the pest control programs covered by this contract shall be properly labeled for the control of the target pests against which they are being used and label instructions shall be strictly adhered to.

Pest Control

The Contractor shall be licensed by the State of Georgia to provide pest control in the categories specified in this contract. All works shall be done under the superintendence of a State of Georgia certified, responsible individual, in accordance with Federal, State, and laws and requirements. All pesticides shall be procured, processed, handled, and applied in strict accordance with the manufacturer's label which shall be registered with the Environmental Protection Agency and applicable State Lead Agency for enforcement of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA).

The contractor shall be responsible for providing all Material Data Safety Sheets for each chemical that will be used. (Additional copies of the material data safety sheets must be provided to the personnel at each location.)

Rejection of Proposals/Cancellation of RFP

The City reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. It is also within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City reserves the right to cancel this RFP at any time. The City will not be liable for any cost/losses incurred by the Offerors throughout this process.

Cost for Preparing Proposals

The cost of developing the proposal is the sole responsibility of the Offeror. The City will not provide reimbursement for such costs.

Contract Acceptance

In case the Undersigned is notified of the award of the contract he agrees to execute a contract substantively similar to the scope of work contained herein within three (3) calendar days following the issuance of a Notice of Award.

Award

The award shall be made to the lowest responsible and responsive proposal upon approval and acceptance of the agreement by the City. The City Manager reserves the right to reject any and all proposals if it is deemed to be in the best interest of the City.

Bid Acknowledgement

The Undersigned hereby agrees that this bid may not be revoked or withdrawn after the time set for opening bids, but shall remain open for acceptance for a period of thirty (30) days following such time. The Undersigned hereby offers to furnish all materials, supplies, equipment, labor, and supervision necessary to provide pest control services at various City sites in accordance with the terms, conditions, provisions and specifications of this request for proposal.

Appendix A

BUILDING LOCATION SQUARE FT. MONTHLY COST

Nelle Brown Memorial Library
205 West Liberty Street

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| 4143 | | |

Lyons Fire Station (including all three buildings)
109 South Lanier Street

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| Unknown | | |

Callaway Community Center
160 Callaway Cr

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| 7500 | | |

Durdan Cabin
100 Callaway Cr

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| 3500 | | |

NeeSmith Birthday House
131 Callaway Cr

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| 1800 | | |

Lyons Recreation Office
164 Miot St

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| 5017 | | |

Lyons Recreation Concession Stand #2

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| 624 | | |

Octagon Community Center
111 Miot Street

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| 2000 | | |

Lyons City Gym
173 East Oglethorpe Avenue

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| 16328 | | |

Heritage Museum
123 NW Broad Street

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| 4800 | | |

Lyons Mainstreet office
134 NW Broad Street

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| 2145 | | |

Lyons City Hall
161 N.E. Broad Street

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| 7000 | | |

Lyons Police Department
572 S. Victory Drive

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| 13408 | | |

Lyons Train Depot
245 W. Liberty Ave

| Square Footage (est) | Monthly Cost for Pest Control | Annual Cost for Termite |
|----------------------|-------------------------------|-------------------------|
| Unknown | | |

Exhibit B Contractor Information Form

CONTRACTOR INFORMATION

Firm Name:

Contact Person:

Firm Address:

Phone:

Fax:

Email:

With this packet, please also provide a W-9 and Certificate of Insurance for the company/firm.

Signature – Authorized Officer or Agent

Date