

BACKGROUND

1. The City of Ocala requires the services of an experienced Vendor to provide monthly pest control services for city buildings supporting the Facilities Management department of the City of Ocala.

LICENSING AND EXPERIENCE REQUIREMENTS

1. **Licensing Requirement:** Bidder must be licensed as a Certified Pest Control Operator in the State of Florida to submit a bid for this project.
2. **Experience Requirement:** Bidder must possess 5 years' experience in providing pest control services.

INSURANCE REQUIREMENTS

NOTE: STANDARD INSURANCE REQUIREMENTS include General & Auto Liability and Workers Comp.

1. **Commercial General Liability:** with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.
2. **Commercial Automotive Liability:** a combined limit of not less than \$1,000,000.
3. **Workers' Compensation and Employer's Liability:** per Florida statutory requirements.
4. **Pollution Liability:** for the duration and up to three (3) years after the completion of the project.

CONTRACT TERM/DELIVERY TIMELINE

1. **Term:** The resulting contract will be for an initial term of two (2) years.
2. **Renewals:** Two (2) optional, one-year renewal term.
3. **Escalation:** Any price increase for contract renewal will be subject to negotiation as approved by the City of Ocala. In no case will the increase exceed three percent (3%) annually unless there are mitigating market conditions. Prices increases shall be based on the CPI-U and Vendor must submit their request for an increase with CPI justification at least 90 days prior to the end of the current term.

PROJECT SUMMARY, DELIVERABLES AND HOURS

1. **Project Summary: The Vendor will be required to perform the following services for the City of Ocala:**
 - Vendor must provide all labor, material, equipment, and supervision required for pest control and elimination services.
 - Inspect all buildings for pest evidence and entry points.
 - Respond between any monthly services for treatment of any pest observed that is included in the monthly service at no additional charge.
 - Provide treatment and control services for the following pests which shall include all species of roaches, spiders, ants, silverfish, earwigs, crickets, flying insects, bees, wasps, hornets, wood boring insects, carpenter ants, and pharaoh ants.
 - Application of insecticides/pesticides to be residual type, applied by crack and crevice method, controlled misting, and direct spray to desired areas. Spot treatment to be applied to selective

surfaces such as behind baseboards, construction cracks, water pipes, surfaces behind and beneath cabinets and other places insects may hide. All entrance ways to buildings, storage areas etc. shall be treated to prevent the access of pests to these areas.

- Vendor shall ensure that all methods and equipment used in the prevention and elimination of pests strictly conform to all Federal, State, and local laws, ordinances, and regulations. Only registered United States Environmental Protection Agency (EPA) approved materials shall be used. Chemicals must not pose a danger to human health.
 - Vendor should maintain records and provide the City Project Manager with copies of all records pertaining to pest control applications. Records/documentation of pesticide application shall include, Target pest, Formulation/chemical applied, method used, date and time of application, and specific location of the application. Records of pesticide application shall be made available to the City, or any federal, state, or local regulatory agency within two (2) working days after receipt of written request.
 - Vendor shall supply Safety Data Sheets required for all chemicals used. Data shall be updated prior to using any new product in any facility.
 - Additional services not specifically identified in the scope of work shall be performed on an as-needed basis. The Vendor shall provide a price quote for services including a breakdown of labor and product cost. Vendor shall provide services upon approval from the project manager.
2. **Deliverables:** The Vendor shall provide monthly reports of all work in progress. Deliverables must be provided to the City of Ocala Project Manager before payment for such work.
3. **Working Hours:** The normal/standard working hours for this project are 7:00 AM – 5:00 PM Monday through Friday, excluding holidays. Vendor shall provide 48-hour advance notice to the City Project Manager for work outside normal shift hours. The city may decline the request.

VENDOR EMPLOYEES AND EQUIPMENT

1. Vendor must utilize competent employees in performing the work. Employees performing the work must be properly licensed or qualified as required by the scope/project.
2. The Vendor shall provide an assigned Project Manager, who will be the primary point of contact. The Vendor must provide a valid telephone number and address at all times to the City Project Manager. The telephone must be answered during normal working hours or voicemail must be available to take a message.
3. At the request of the City, the Vendor must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and the Vendor must each be promptly notified by the other of any complaints received.
4. The employees of the Vendor must wear suitable work clothes and personal protective equipment as defined by OSHA. Employees shall be clean and in as good appearance as the job conditions permit.
5. Vendor will operate as an independent contractor and not as an agent, representative, partner or employee of the City of Ocala, and shall control their operations at the work site, and be solely responsible for the acts or omissions of their employees.
6. No smoking is allowed on City property or projects.

7. Vendor must possess/obtain all required equipment to perform the work. A list of equipment shall be provided to the City upon request.
8. All company trucks must have a visible company name/logo on the outside of the vehicle.

CITY OF OCALA RESPONSIBILITIES

1. The City of Ocala will furnish the following services/data to the Vendor for the performance of services:
 - A. Access to City buildings and facilities to perform the work.
 - B. Provide access to drawings, specifications, schedules, reports, and other information prepared by/for the City of Ocala pertinent to the Vendor's responsibilities.
 - C. Provide office facilities for the Vendor, if needed.
2. The City reserves the right to purchase any materials for the Vendor to use. The Vendor shall not charge a mark-up fee for material furnished by the City.

VENDOR RESPONSIBILITIES

1. The Vendor shall complete all work performed under this solicitation in accordance with policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.
2. The Vendor shall obtain and pay for any and licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
3. Vendor is responsible for any and all damages including but not limited to buildings, curbing, pavement, landscaping, or irrigation systems caused by their activity. Should any public or private property be damaged or destroyed, the Vendor at their expense shall repair or make restoration as acceptable to the City of destroyed or damaged property no later than one (1) month from the date damage occurred.
4. If the Vendor is advised to leave a property by the property owner or their representative, the Vendor shall leave at once without altercation. Vendor shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.
5. Data collected by the Vendor shall be in a format compatible with or easily converted to City's databases. A sequential naming convention should be applied to the files and documentation provided to the City.
6. The Vendor shall ensure that all documents prepared under this contract have been prepared on a Windows-based operating system computer using the most current version of Microsoft Office, which includes Word, Excel, Power Point, Access or any other software as specified and approved by City staff.

SUB-CONTRACTORS

1. Vendor must perform a minimum of 70% of the work with their own forces.
2. Services assigned to sub-contractors must be approved in advance by the City Project Manager.

SAFETY

1. The Vendor shall be fully responsible for the provision of adequate and proper safety precautions meeting all OSHA, local, state, and national codes concerning safety provisions for their employees, sub-contractors, all building and site occupants, staff, public, and all persons in or around the work area.
2. In no event shall the City be responsible for any damages to any of the Vendor's equipment, materials, property, or clothing lost, damaged, destroyed or stolen.
3. Prior to completion, storage and adequate protection of all material and equipment will be the Vendor's responsibility.

INVOICING

1. All original invoices will be sent to: John King, Project Manager, Fleet and Facilities Department, 1805 NE 30th Avenue, Building 200, Ocala, FL 34470, email: Facilities@OcalaFL.gov.
2. Vendor will invoice at least once a month.

PRICING AND AWARD

1. Bidder must upload a completed Price Proposal with their response.
2. The Bidder must bid on all line items.
3. Bids will be received on a unit price basis. The City will pay the Vendor only for the actual units that the Vendor provides, installs, or constructs.
4. Award will be made to the lowest bidder meeting all requirements outlined herein.
5. Responsiveness and Responsibility: In order to be deemed responsible, Bidders must meet all requirements outlined in this Scope of Work. In order to be deemed responsive, Bidders must upload a complete Exhibit B- Price Proposal document in Excel Format. Price Proposals submitted in any other format (i.e. .pdf, .docx, or handwritten) are not acceptable and will result in bid rejection. Bidders experiencing difficulty accessing or otherwise utilizing Exhibit B-Price Proposal must contact the Buyer identified in the ProRFx listing for this Solicitation prior to the bid submission deadline for assistance.