



INVITATION TO BID
#41-23
Citywide Pest Control Services

June 7, 2023

NOTICE IS HEREBY GIVEN that sealed bids will be received by the City of Clearwater (City) until **10:00 A.M., Local Time, July 11, 2023**, to provide **Citywide Pest Control Services**.

Brief Description: The City of Clearwater is soliciting sealed bids from a qualified Contractor to provide Citywide Pest Control Services at city facilities. Contractor shall provide all supervision, labor, equipment, materials, transportation, fuel, insurance, and all related items necessary to complete the required services as specified herein.

Bids must be in accordance with the provisions, specifications and instructions set forth herein and will be received by the Procurement Division until the above noted time, when they will be publicly acknowledged and accepted.

Bid packets, any attachments and addenda are available for download at:
<https://www.myclearwater.com/business/rfp>

Please read the entire solicitation package and submit the bid in accordance with the instructions. This document (less this invitation and the instructions) and any required response documents, attachments, and submissions will constitute the bid.

General, Process or Technical Questions concerning this solicitation should be directed, IN WRITING, to the following Procurement Analyst:

Kelly Rogers
Procurement Analyst
Kelly.Rogers@myclearwater.com

This Invitation to Bid is issued by:

Lori Vogel, CPPB
Procurement Manager
lori.vogel@myclearwater.com

INSTRUCTIONS

i.1 **VENDOR QUESTIONS:** All questions regarding the contents of this solicitation, and solicitation process (including requests for ADA accommodations), shall be directed solely to the contact listed on page 1. Questions should be submitted in writing via letter, fax or email. Questions received less than ten (10) calendar days prior to the due date and time may be answered at the discretion of the City.

i.2 **ADDENDA/CLARIFICATIONS:** Any changes to the specifications will be in the form of an addendum. Addenda are posted on the City website no less than seven (7) days prior to the Due Date. **Vendors are cautioned to check the Purchasing Website for addenda and clarifications prior to submitting their bid.** The City cannot be held responsible if a vendor fails to receive any addenda issued. The City shall not be responsible for any oral changes to these specifications made by any employees or officer of the City. Failure to acknowledge receipt of an addendum may result in disqualification of a bid.

i.3 **VENDOR CONFERENCE / SITE VISIT:** Yes No
Mandatory Attendance: Yes No

Date and Time: n/a
Location: n/a

If so designated above, attendance is mandatory as a condition of submitting a bid. The conference/site visit provides interested parties an opportunity to discuss the City's needs, inspect the site and ask questions. During any site visit you must fully acquaint yourself with the conditions as they exist and the character of the operations to be conducted under the resulting contract.

i.4 **DUE DATE & TIME FOR SUBMISSION AND OPENING:**

Date: July 11, 2023
Time: 10:00 A.M. (Local Time)

The City will open all bids properly and timely submitted and will record the names and other information specified by law and rule. All bids become the property of the City and will not be returned except in the case of a late submission. Respondent names, as read at the bid opening, will be posted on the City website. Once a notice of intent to award is posted or 30 days from day of opening elapses, whichever occurs earlier, bids are available for inspection by contacting the Procurement Division.

i.5 **BID FIRM TIME:** 90 days from Opening

Bid shall remain firm and unaltered after opening for the number of days shown above. The City may accept the bid, subject to successful contract negotiations, at any time during this time.

i.6 **BID SECURITY:** Yes No

If so designated above, a bid security in the amount specified must be submitted with the bid. The security may be submitted in any one of the following forms: an executed surety bond issued by a firm licensed and registered to transact such business with the State of Florida; cash; certified check, or cashier's check payable to the City of Clearwater (personal or company checks are not acceptable); certificate of deposit or any other form of deposit issued by a financial institution and acceptable to the City. Such bid security shall be forfeited to the City of Clearwater should the bidder selected fail to execute a contract when requested.

PERFORMANCE SECURITY: Yes No

If required herein, the Contractor, simultaneously with the execution of the Contract, will be required to furnish a performance security. The security may be submitted in one-year increments and in any one of the following forms: an executed surety bond issued by a firm licensed and registered to transact such business with the State of Florida; cash; certified check, cashier's check or money

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order payable to the City of Clearwater (personal and company checks are not acceptable); certificate of deposit or any other form of deposit issued by a financial institution and acceptable to the City. If the Contractor fails or refuses to fully comply with the terms and conditions of the contract, the City shall have the right to use all or such part of said security as may be necessary to reimburse the City for loss sustained by reason of such breach. The balance of said security, if any, will be returned to Contractor upon the expiration or termination of the contract.

i.7 BID SUBMITTAL TO:

It is recommended that bids be submitted electronically through our bids website at <https://www.myclearwater.com/business/ftp>

Bidders may mail or hand-deliver bids to the address below. E-mail or fax submissions will not be accepted. Use label at the end of this solicitation package.

City of Clearwater
Attn: Procurement Division
100 S Myrtle Ave, 3rd Fl, Clearwater FL 33756-5520
or
PO Box 4748, Clearwater FL 33758-4748

No responsibility will attach to the City of Clearwater, its employees or agents for premature opening of a bid that is not properly addressed and identified.

i.8 LATE BIDS. The bidder assumes responsibility for having the bid delivered on time at the place specified. All bids received after the date and time specified shall not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in handling of the mail by employees of the City of Clearwater, or any private courier, regardless whether sent by mail or by means of personal delivery. You must allow adequate time to accommodate all registration and security screenings at the delivery site. A valid photo I.D. may be required. It shall not be sufficient to show that you mailed or commenced delivery before the due date and time. All times are Clearwater, Florida local times. The bidder agrees to accept the time stamp in the City Procurement Office as the official time.

i.9 LOBBYING; LOBBYING NO-CONTACT PERIOD; QUESTIONS REGARDING SOLICITATION. From the time a competitive solicitation is posted until such time as the contract is awarded by the city or the solicitation is cancelled, all bidders, offerors, respondents, including their employees, representatives, and other individuals acting on their behalf, shall be prohibited from lobbying city officers, city employees, and evaluation committee members.

Violation of this section may result in rejection/disqualification from award of the contract arising out of the competitive solicitation.

All questions regarding the competitive solicitation must be directed to the procurement manager or designee, who will respond in writing and post such response to ensure that all respondents receive the same information during the No-Contact Period.

The penalty for violating the No-Contact Period may include suspension or debarment.

i.10 COMMENCEMENT OF WORK. If bidder begins any billable work prior to the City's final approval and execution of the contract, bidder does so at its own risk.

i.11 RESPONSIBILITY TO READ AND UNDERSTAND. Failure to read, examine and understand the solicitation will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation. If a vendor suspects an error, omission or discrepancy in this solicitation, the vendor must immediately and in any case not later than seven (7) business days in advance of the due date notify the contact on page one (1). The City is not responsible for and will not pay any costs associated with the

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preparation and submission of the bid. Bidders are cautioned to verify their bids before submission, as amendments to or withdrawal of bids submitted after time specified for opening of bids may not be considered. The City will not be responsible for any bidder errors or omissions.

- i.12 **FORM AND CONTENT OF BIDS.** Unless otherwise instructed or allowed, bids shall be submitted on the forms provided. An original and the designated number of copies of each bid are required. Bids, including modifications, must be submitted in ink, typed, or printed form and signed by an authorized representative. Please line through and initial rather than erase changes. If the bid is not properly signed or if any changes are not initialed, it may be considered non-responsive. In the event of a disparity between the unit price and the extended price, the unit price shall prevail unless obviously in error, as determined by the City. The City may require that an electronic copy of the bid be submitted. The bid must provide all information requested and must address all points. The City does not encourage exceptions. The City is not required to grant exceptions and depending on the exception, the City may reject the bid.
- i.13 **SPECIFICATIONS.** Technical specifications define the minimum acceptable standard. When the specification calls for "Brand Name or Equal," the brand name product is acceptable. Alternates will be considered upon demonstrating the other product meets stated specifications and is equivalent to the brand product in terms of quality, performance and desired characteristics.
- Minor differences that do not affect the suitability of the supply or service for the City's needs may be accepted. Burden of proof that the product meets the minimum standards or is equal to the brand name, product, is on the bidder. The City reserves the right to reject bids that the City deems unacceptable.
- i.14 **MODIFICATION / WITHDRAWAL OF BID.** Written requests to modify or withdraw the bid received by the City prior to the scheduled opening time will be accepted and will be corrected after opening. No oral requests will be allowed. Requests must be addressed and labeled in the same manner as the bid and marked as a MODIFICATION or WITHDRAWAL of the bid. Requests for withdrawal after the bid opening will only be granted upon proof of undue hardship and may result in the forfeiture of any bid security. Any withdrawal after the bid opening shall be allowed solely at the City's discretion.
- i.15 **DEBARMENT DISCLOSURE.** If the vendor submitting this bid has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the bidder shall include a letter with its bid identifying the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment.
- i.16 **RESERVATIONS.** The City reserves the right to reject any or all bids or any part thereof; to rebid the solicitation; to reject non-responsive or non-responsible bids; to reject unbalanced bids; to reject bids where the terms, prices, and/or awards are conditioned upon another event; to reject individual bids for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; to make multiple awards; to waive minor irregularities, defects, omissions, technicalities or form errors in any bid. The City may seek clarification of the bid from bidder at any time, and failure to respond is cause for rejection. Submission of a bid confers on bidder no right to an award or to a subsequent contract. The City is charged by its Charter to make an award that is in the best interest of the City. All decisions on compliance, evaluation, terms and conditions shall be made solely at the City's discretion and made to favor the City. No binding contract will exist between the bidder and the City until the City executes a written contract or purchase order.
- i.17 **OFFICIAL SOLICITATION DOCUMENT.** Changes to the solicitation document made by a bidder may not be acknowledged or accepted by the City. Award or execution of a contract does not constitute acceptance of a changed term, condition or specification unless specifically acknowledged and agreed to by the City. The copy maintained and published by the City shall be the official solicitation document.
- i.18 **COPYING OF BIDS.** Bidder hereby grants the City permission to copy all parts of its bid, including

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without limitation any documents and/or materials copyrighted by the bidder. The City's right to copy shall be for internal use in evaluating the proposal.

- i.19 **CONTRACTOR ETHICS.** It is the policy of the City to promote courtesy, fairness, impartiality, integrity, service, professionalism, economy, and government by law in the Procurement process. The responsibility for implementing this policy rests with each individual who participates in the Procurement process, including Respondents and Contractors.

To achieve the purpose of this Article, it is essential that Respondents and Contractors doing business with the City also observe the ethical standards prescribed herein. It shall be a breach of ethical standards to:

- a. Exert any effort to influence any City employee or agent to breach the standards of ethical conduct.
 - b. Intentionally invoice any amount greater than provided in Contract or to invoice for Materials or Services not provided.
 - c. Intentionally offer or provide sub-standard Materials or Services or to intentionally not comply with any term, condition, specification or other requirement of a City Contract.
- i.20 **GIFTS.** The City will accept no gifts, gratuities or advertising products from bidders or prospective bidders and affiliates. The City may request product samples from vendors for product evaluation.
- i.21 **RIGHT TO PROTEST.** Pursuant to Section 2.562(3), Clearwater Code of Ordinances, a bidder who submitted a response to a competitive solicitation and was not selected may appeal the decision through the bid protest procedures, a copy of which shall be available in the Procurement Division. A protesting bidder must include a fee of one percent of the amount of the bid or proposed contract to offset the City's additional expenses related to the protest. This fee shall not exceed \$5,000.00 nor be less than \$50.00. Full refund will be provided should the protest be upheld. No partial refunds will be made.

ADDRESS PROTESTS TO:

City of Clearwater – Procurement Division

100 S Myrtle Ave, 3rd Fl

Clearwater FL 33756-5520

or

PO Box 4748

Clearwater FL 33758-4748

INSTRUCTIONS – EVALUATION

- i.22 **EVALUATION PROCESS.** Bids will be reviewed by the Procurement Division and representative(s) of the respective department(s). The City staff may or may not initiate discussions with bidders for clarification purposes. Clarification is not an opportunity to change the bid. Bidders shall not initiate discussions with any City employee or official.
- i.23 **PRESENTATIONS/INTERVIEWS.** The bidder must provide a formal presentation/interview upon request.
- i.24 **CRITERIA FOR EVALUATION AND AWARD.** The City evaluates three (3) categories of information: responsiveness, responsibility, and price. All bids must meet the following responsiveness and responsibility criteria to be considered further.
- a) **Responsiveness.** The City will determine whether the bid complies with the instructions for submitting bids including completeness of bid which encompasses the inclusion of all required attachments and submissions. The City must reject any bids that are submitted late. Failure to meet other requirements may result in rejection.
 - b) **Responsibility.** The City will determine whether the bidder is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: excessively high or low priced bids, past performance, references (including those found outside the bid), compliance with applicable laws-including tax laws, bidder's record of performance and integrity - e.g. has the bidder been delinquent or unfaithful to any contract with the City, whether the bidder is qualified legally to contract with the City, financial stability and the perceived ability to perform completely as specified. A bidder must at all times have financial resources sufficient, in the opinion of the City, to ensure performance of the contract and must provide proof upon request. City staff may also use Dun & Bradstreet and/or any generally available industry information. The City reserves the right to inspect and review bidder's facilities, equipment and personnel and those of any identified subcontractors. The City will determine whether any failure to supply information, or the quality of the information, will result in rejection.
 - c) **Price.** We will then evaluate the bids that have met the requirements above.
- i.25 **COST JUSTIFICATION.** In the event only one response is received, the City may require that the bidder submit a cost proposal in sufficient detail for the City to perform a cost/price analysis to determine if the bid price is fair and reasonable.
- i.26 **CONTRACT NEGOTIATIONS AND ACCEPTANCE.** Bidder must be prepared for the City to accept the bid as submitted. If bidder fails to sign all documents necessary to successfully execute the final contract within a reasonable time as specified, or negotiations do not result in an acceptable agreement, the City may reject bid or revoke the award, and may begin negotiations with another bidder. Final contract terms must be approved or signed by the appropriately authorized City official(s). No binding contract will exist between the bidder and the City until the City executes a written contract or purchase order.
- i.27 **NOTICE OF INTENT TO AWARD.** Notices of the City's intent to award a Contract are posted to Purchasing's website. **It is the bidder's responsibility to check the City of Clearwater's website at <https://www.myclearwater.com/business/rfp> to view relevant bid information and notices.**
- i.28 **BID TIMELINE.** Dates are tentative and subject to change.
Release ITB: June 7, 2023
Advertise Tampa Bay Times: June 7, 2023
Bids due: July 11, 2023
Review bids: July 11-21, 2023
Award recommendation: July 24, 2023
Council authorization: August 2023, if applicable
Contract begins: August 2023

STANDARD TERMS AND CONDITIONS

- S.1 **DEFINITIONS.** Uses of the following terms are interchangeable as referenced: “vendor, contractor, consultant, supplier, proposer, company, persons”, “purchase order, PO, contract, agreement”, “City, Clearwater”, “bid, proposal, response, quote”.
- S.2 **INDEPENDENT CONTRACTOR.** It is expressly understood that the relationship of Contractor to the City will be that of an independent contractor. Contractor and all persons employed by Contractor, either directly or indirectly, are Contractor’s employees, not City employees. Accordingly, Contractor and Contractor’s employees are not entitled to any benefits provided to City employees including, but not limited to, health benefits, enrollment in a retirement system, paid time off or other rights afforded City employees. Contractor employees will not be regarded as City employees or agents for any purpose, including the payment of unemployment or workers’ compensation. If any Contractor employees or subcontractors assert a claim for wages or other employment benefits against the City, Contractor will defend, indemnify and hold harmless the City from all such claims.
- S.3 **SUBCONTRACTING.** Contractor may not subcontract work under this Agreement without the express written permission of the City. If Contractor has received authorization to subcontract work, it is agreed that all subcontractors performing work under the Agreement must comply with its provisions. Further, all agreements between Contractor and its subcontractors must provide that the terms and conditions of this Agreement be incorporated therein.
- S.4 **ASSIGNMENT.** This Agreement may not be assigned either in whole or in part without first receiving the City’s written consent. Any attempted assignment, either in whole or in part, without such consent will be null and void and in such event the City will have the right at its option to terminate the Agreement. No granting of consent to any assignment will relieve Contractor from any of its obligations and liabilities under the Agreement.
- S.5 **SUCCESSORS AND ASSIGNS, BINDING EFFECT.** This Agreement will be binding upon and inure to the benefit of the parties and their respective permitted successors and assigns.
- S.6 **NO THIRD PARTY BENEFICIARIES.** This Agreement is intended for the exclusive benefit of the parties. Nothing set forth in this Agreement is intended to create, or will create, any benefits, rights, or responsibilities in any third parties.
- S.7 **NON- EXCLUSIVITY.** The City, in its sole discretion, reserves the right to request the materials or services set forth herein from other sources when deemed necessary and appropriate. No exclusive rights are encompassed through this Agreement.
- S.8 **AMENDMENTS.** There will be no oral changes to this Agreement. This Agreement can only be modified in a writing signed by both parties. No charge for extra work or material will be allowed unless approved in writing, in advance, by the City and Contractor.
- S.9 **TIME OF THE ESSENCE.** Time is of the essence to the performance of the parties’ obligations under this Agreement.
- S.10 **COMPLIANCE WITH APPLICABLE LAWS.**
- a. **General.** Contractor must procure all permits and licenses, and pay all charges and fees necessary and incidental to the lawful conduct of business. Contractor must stay fully informed of existing and future federal, state, and local laws, ordinances, executive orders, and regulations that in any manner affect the fulfillment of this Agreement and must comply with the same at its own expense. Contractor bears full responsibility for training, safety, and providing necessary equipment for all Contractor personnel to achieve throughout the term of the Agreement. Upon request, Contractor will demonstrate to the City’s satisfaction any programs, procedures, and other activities used to ensure compliance.
 - b. **Drug-Free Workplace.** Contractor is hereby advised that the City has adopted a policy establishing a drug-free workplace for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor will require a drug-free workplace for all Contractor personnel working under this Agreement. Specifically, all Contractor personnel who are working under this Agreement must be notified

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in writing by Contractor that they are prohibited from the manufacture, distribution, dispensation, possession, or unlawful use of a controlled substance in the workplace. Contractor agrees to prohibit the use of intoxicating substances by all Contractor personnel and will ensure that Contractor personnel do not use or possess illegal drugs while in the course of performing their duties.

- c. **Federal and State Immigration Laws.** Contractor agrees to comply with the Immigration Reform and Control Act of 1986 (IRCA) in performance under this Agreement and to permit the City and its agents to inspect applicable personnel records to verify such compliance as permitted by law. Contractor will ensure and keep appropriate records to demonstrate that all Contractor personnel have a legal right to live and work in the United States.
- (i) As applicable to Contractor, under this provision, Contractor hereby warrants to the City that Contractor and each of its subcontractors will comply with, and are contractually obligated to comply with, all federal immigration laws and regulations that relate to their employees (hereinafter "Contractor Immigration Warranty").
 - (ii) A breach of the Contractor Immigration Warranty will constitute as a material breach of this Agreement and will subject Contractor to penalties up to and including termination of this Agreement at the sole discretion of the City.
 - (iii) The City retains the legal right to inspect the papers of all Contractor personnel who provide services under this Agreement to ensure that Contractor or its subcontractors are complying with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any such inspections.
 - (iv) The City may, at its sole discretion, conduct random verification of the employment records of Contractor and any subcontractor to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any random verification performed.
 - (v) Neither Contractor nor any subcontractor will be deemed to have materially breached the Contractor Immigration Warranty if Contractor or subcontractor establishes that it has complied with the employment verification provisions prescribed by Sections 274A and 274B of the Federal Immigration and Nationality Act.
- d. **Nondiscrimination.** Contractor represents and warrants that it does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and represents and warrants that it complies with all applicable federal, state, and local laws and executive orders regarding employment. Contractor and Contractor's personnel will comply with applicable provisions of Title VII of the U.S. Civil Rights Act of 1964, as amended, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), and applicable rules in performance under this Agreement.
- S.11 **SALES/USE TAX, OTHER TAXES.** Contractor is responsible for the payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's services under this Agreement, including by way of illustration but not limitation, federal and state income tax, Social Security tax, unemployment insurance taxes, and any other taxes or business license fees as required. If any taxing authority should deem Contractor or Contractor employees an employee of the City or should otherwise claim the City is liable for the payment of taxes that are Contractor's responsibility under this Agreement, Contractor will indemnify the City for any tax liability, interest, and penalties imposed upon the City.
- The City is exempt from paying state and local sales/use taxes and certain federal excise taxes and will furnish an exemption certificate upon request.
- S.12 **AMOUNTS DUE THE CITY.** Contractor must be current and remain current in all obligations due to the City during the performance of services under the Agreement. Payments to Contractor may be offset by any delinquent amounts due the City or fees and charges owed to the City.

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S.13 **PUBLIC RECORDS.** In addition to all other contract requirements as provided by law, the Contractor executing this Agreement agrees to comply with public records law.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, Rosemarie Call, Phone: 727-562-4092 or Email: Rosemarie.Call@myclearwater.com, 600 Cleveland Street, Suite 600, Clearwater, FL 33755.

The Contractor agrees to comply with the following:

- a) Keep and maintain public records required by the City of Clearwater (hereinafter "public agency" in this section) to perform the service being provided by the contractor hereunder.
- b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, as may be amended from time to time, or as otherwise provided by law.
- c) Ensure that the public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- e) A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.
- f) The contractor hereby acknowledges and agrees that if the contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.
- g) A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes.
- h) If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:
 1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and

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2. At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

- i) A notice complies with subparagraph (h)2. if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A Contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

S.14 **AUDITS AND RECORDS.** Contractor must preserve the records related to this Agreement for five (5) years after completion of the Agreement. The City or its authorized agent reserves the right to inspect any records related to the performance of work specified herein. In addition, the City may inspect any and all payroll, billing or other relevant records kept by Contractor in relation to the Agreement. Contractor will permit such inspections and audits during normal business hours and upon reasonable notice by the City. The audit of records may occur at Contractor's place of business or at City offices, as determined by the City.

S.15 **BACKGROUND CHECK.** The City may conduct criminal, driver history, and all other requested background checks of Contractor personnel who would perform services under the Agreement or who will have access to the City's information, data, or facilities in accordance with the City's current background check policies. Any officer, employee, or agent that fails the background check must be replaced immediately for any reasonable cause not prohibited by law.

S.16 **SECURITY CLEARANCE AND REMOVAL OF CONTRACTOR PERSONNEL.** The City will have final authority, based on security reasons: (i) to determine when security clearance of Contractor personnel is required; (ii) to determine the nature of the security clearance, up to and including fingerprinting Contractor personnel; and (iii) to determine whether or not any individual or entity may provide services under this Agreement. If the City objects to any Contractor personnel for any reasonable cause not prohibited by law, then Contractor will, upon notice from the City, remove any such individual from performance of services under this Agreement.

S.17 **DEFAULT.**

- a. A party will be in default if that party: (i) is or becomes insolvent or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's capability to perform under the Agreement; (ii) is the subject of a petition for involuntary bankruptcy not removed within sixty (60) calendar days; (iii) conducts business in an unethical manner or in an illegal manner; or (iv) fails to carry out any term, promise, or condition of the Agreement.
- b. Contractor will be in default of this Agreement if Contractor is debarred or suspended in accordance with the Clearwater Code of Ordinances Section 2.565 or if Contractor is debarred or suspended by another governmental entity.
- c. **Notice and Opportunity to Cure.** In the event a party is in default then the other party may, at its option and at any time, provide written notice to the defaulting party of the default. The defaulting party will have thirty (30) days from receipt of the notice to cure the default; the thirty (30) day cure period may be extended by mutual agreement of the parties, but no cure period may exceed ninety (90) days. A default notice will be deemed to be sufficient if it is reasonably calculated to provide notice of the nature and extent of such default. Failure of the non-defaulting party to provide notice of the default does not waive any rights under the Agreement.
- d. **Anticipatory Repudiation.** Whenever the City in good faith has reason to question Contractor's intent or ability to perform, the City may demand that Contractor give a written

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assurance of its intent and ability to perform. In the event that the demand is made and no written assurance is given within five (5) calendar days, the City may treat this failure as an anticipatory repudiation of the Agreement.

- S.18 **REMEDIES.** The remedies set forth in this Agreement are not exclusive. Election of one remedy will not preclude the use of other remedies. In the event of default:
- a. The non-defaulting party may terminate the Agreement, and the termination will be effective immediately or at such other date as specified by the terminating party.
 - b. The City may purchase the services required under the Agreement from the open market, complete required work itself, or have it completed at the expense of Contractor. If the cost of obtaining substitute services exceeds the contract price, the City may recover the excess cost by: (i) requiring immediate reimbursement to the City; (ii) deduction from an unpaid balance due to Contractor; (iii) collection against the proposal and/or performance security, if any; (iv) collection against liquidated damages (if applicable); or (v) a combination of the aforementioned remedies or other remedies as provided by law. Costs includes any and all, fees, and expenses incurred in obtaining substitute services and expended in obtaining reimbursement, including, but not limited to, administrative expenses, attorneys' fees, and costs.
 - c. The non-defaulting party will have all other rights granted under this Agreement and all rights at law or in equity that may be available to it.
 - d. Neither party will be liable for incidental, special, or consequential damages.
- S.19 **CONTINUATION DURING DISPUTES.** Contractor agrees that during any dispute between the parties, Contractor will continue to perform its obligations until the dispute is settled, instructed to cease performance by the City, enjoined or prohibited by judicial action, or otherwise required or obligated to cease performance by other provisions in this Agreement.
- S.20 **TERMINATION FOR CONVENIENCE.** The City reserves the right to terminate this Agreement at its convenience, in part or in whole, upon thirty (30) calendar days' written notice.
- S.21 **TERMINATION FOR CONFLICT OF INTEREST.** The City may cancel this Agreement after its execution, without penalty or further obligation, if any person significantly involved in initiating, securing, drafting, or creating the Agreement for the City becomes an employee or agent of Contractor.
- S.22 **TERMINATION FOR NON-APPROPRIATION AND MODIFICATION FOR BUDGETARY CONSTRAINT.** The City is a governmental agency which relies upon the appropriation of funds by its governing body to satisfy its obligations. If the City reasonably determines, in its sole discretion, that it does not have funds to meet its obligations under this Agreement, the City will have the right to terminate the Agreement without penalty on the last day of the fiscal period for which funds were legally available. In the event of such termination, the City agrees to provide written notice of its intent to terminate thirty (30) calendar days prior to the stated termination date.
- S.23 **PAYMENT TO CONTRACTOR UPON TERMINATION.** Upon termination of this Agreement, Contractor will be entitled only to payment for those services performed up to the date of termination, and any authorized expenses already incurred up to such date of termination. The City will make final payment within thirty (30) calendar days after the City has both completed its appraisal of the materials and services provided and received Contractor's properly prepared final invoice.
- S.24 **NON-WAIVER OF RIGHTS.** There will be no waiver of any provision of this Agreement unless approved in writing and signed by the waiving party. Failure or delay to exercise any rights or remedies provided herein or by law or in equity, or the acceptance of, or payment for, any services hereunder, will not release the other party of any of the warranties or other obligations of the Agreement and will not be deemed a waiver of any such rights or remedies.
- S.25 **INDEMNIFICATION/LIABILITY.**

STANDARD TERMS AND CONDITIONS

- a. To the fullest extent permitted by law, Contractor agrees to defend, indemnify, and hold the City, its officers, agents, and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorneys', witnesses', and expert witnesses' fees, and expenses incident thereto, relating to, arising out of, or resulting from: (i) the services provided by Contractor personnel under this Agreement; (ii) any negligent acts, errors, mistakes or omissions by Contractor or Contractor personnel; and (iii) Contractor or Contractor personnel's failure to comply with or fulfill the obligations established by this Agreement.
 - b. Contractor will update the City during the course of the litigation to timely notify the City of any issues that may involve the independent negligence of the City that is not covered by this indemnification.
 - c. The City assumes no liability for actions of Contractor and will not indemnify or hold Contractor or any third party harmless for claims based on this Agreement or use of Contractor-provided supplies or services.
 - d. Nothing contained herein is intended to serve as a waiver by the City of its sovereign immunity, to extend the liability of the City beyond the limits set forth in Section 768.28, Florida Statutes, or be construed as consent by the City to be sued by third parties.
- S.26 **WARRANTY.** Contractor warrants that the services and materials will conform to the requirements of the Agreement. Additionally, Contractor warrants that all services will be performed in a good, workman-like, and professional manner. The City's acceptance of service or materials provided by Contractor will not relieve Contractor from its obligations under this warranty. If any materials or services are of a substandard or unsatisfactory manner as determined by the City, Contractor, at no additional charge to the City, will provide materials or redo such services until in accordance with this Agreement and to the City's reasonable satisfaction. Unless otherwise agreed, Contractor warrants that materials will be new, unused, of most current manufacture and not discontinued, will be free of defects in materials and workmanship, will be provided in accordance with manufacturer's standard warranty for at least one (1) year unless otherwise specified, and will perform in accordance with manufacturer's published specifications.
- S.27 **CITY'S RIGHT TO RECOVER AGAINST THIRD PARTIES.** Contractor will do nothing to prejudice the City's right to recover against third parties for any loss, destruction, or damage to City property, and will at the City's request and expense, furnish to the City reasonable assistance and cooperation, including assistance in the prosecution or defense of suit and the execution of instruments of assignment in favor of the City in obtaining recovery.
- S.28 **NO GUARANTEE OF WORK.** Contractor acknowledges and agrees that it is not entitled to deliver any specific amount of materials or services or any materials or services at all under this Agreement and acknowledges and agrees that the materials or services will be requested by the City on an as needed basis at the sole discretion of the City. Any document referencing quantities or performance frequencies represent the City's best estimate of current requirements, but will not bind the City to purchase, accept, or pay for materials or services which exceed its actual needs.
- S.29 **OWNERSHIP.** All deliverables, services, and information provided by Contractor or the City pursuant to this Agreement (whether electronically or manually generated) including without limitation, reports, test plans, and survey results, graphics, and technical tables, originally prepared in the performance of this Agreement, are the property of the City and will not be used or released by Contractor or any other person except with prior written permission by the City.
- S.30 **USE OF NAME.** Contractor will not use the name of the City of Clearwater in any advertising or publicity without obtaining the prior written consent of the City.
- S.31 **FOB DESTINATION FREIGHT PREPAID AND ALLOWED.** All deliveries will be FOB destination freight prepaid and allowed unless otherwise agreed.
- S.32 **RISK OF LOSS.** Contractor agrees to bear all risks of loss, injury, or destruction of goods or equipment incidental to providing these services and such loss, injury, or destruction will not release Contractor from any obligation hereunder.

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- S.33 **SAFEGUARDING CITY PROPERTY.** Contractor will be responsible for any damage to City real property or damage or loss of City personal property when such property is the responsibility of or in the custody of Contractor or its employees.
- S.34 **WARRANTY OF RIGHTS.** Contractor warrants it has title to, or the right to allow the City to use, the materials and services being provided and that the City may use same without suit, trouble, or hindrance from Contractor or third parties.
- S.35 **PROPRIETARY RIGHTS INDEMNIFICATION.** Without limiting the foregoing, Contractor will without limitation, at its expense defend the City against all claims asserted by any person that anything provided by Contractor infringes a patent, copyright, trade secret, or other intellectual property right and must, without limitation, pay the costs, damages and attorneys' fees awarded against the City in any such action, or pay any settlement of such action or claim. Each party agrees to notify the other promptly of any matters to which this provision may apply and to cooperate with each other in connection with such defense or settlement. If a preliminary or final judgment is obtained against the City's use or operation of the items provided by Contractor hereunder or any part thereof by reason of any alleged infringement, Contractor will, at its expense and without limitation, either: (a) modify the item so that it becomes non-infringing; (b) procure for the City the right to continue to use the item; (c) substitute for the infringing item other item(s) having at least equivalent capability; or (d) refund to the City an amount equal to the price paid, less reasonable usage, from the time of installation acceptance through cessation of use, which amount will be calculated on a useful life not less than five (5) years, plus any additional costs the City may incur to acquire substitute supplies or services. Nothing contained herein is intended to serve as a waiver by the City of its sovereign immunity, to extend the liability of the City beyond the limits set forth in Section 768.28, Florida Statutes, or be construed as consent by the City to be sued by third parties.
- S.36 **CONTRACT ADMINISTRATION.** This Agreement will be administered by the Purchasing Administrator and/or an authorized representative from the using department. All questions regarding this Agreement will be referred to the administrator for resolution. Supplements may be written to this Agreement for the addition or deletion of services. Payment will be negotiated and determined by the contract administrator(s).
- S.37 **FORCE MAJEURE.** Failure by either party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, fire, explosion, legislation, and governmental regulation. The party whose performance is so affected will within five (5) calendar days of the unforeseeable circumstance notify the other party of all pertinent facts and identify the force majeure event. The party whose performance is so affected must also take all reasonable steps, promptly and diligently, to prevent such causes if it is feasible to do so, or to minimize or eliminate the effect thereof. The delivery or performance date will be extended for a period equal to the time lost by reason of delay, plus such additional time as may be reasonably necessary to overcome the effect of the delay, provided however, under no circumstances will delays caused by a force majeure extend beyond one hundred-twenty (120) calendar days from the scheduled delivery or completion date of a task unless agreed upon by the parties.
- S.38 **COOPERATIVE USE OF CONTRACT.** This Agreement may be extended for use by other municipalities, counties, school districts, and government agencies with the approval of Contractor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency. Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The City is not responsible for any disputes arising out of transactions made by others.
- S.39 **FUEL CHARGES AND PRICE INCREASES.** No fuel surcharges will be accepted. No price increases will be accepted without proper request by Contractor and response by the City's Procurement Division.
- S.40 **NOTICES.** All notices to be given pursuant to this Agreement must be delivered to the parties at their respective addresses. Notices may be (i) personally delivered; (ii) sent via certified or

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registered mail, postage prepaid; (iii) sent via electronic mail; (iv) sent via overnight courier; or (v) sent via facsimile. If provided by personal delivery, receipt will be deemed effective upon delivery. If sent via certified or registered mail, receipt will be deemed effective three (3) calendar days after being deposited in the United States mail. If sent via electronic mail, overnight courier, or facsimile, receipt will be deemed effective two (2) calendar days after the sending thereof.

- S.41 **GOVERNING LAW, VENUE.** This Agreement is governed by the laws of the State of Florida. The exclusive venue selected for any proceeding or suit in law or equity arising from or incident to this Agreement will be Pinellas County, Florida.
- S.42 **INTEGRATION CLAUSE.** This Agreement, including all attachments and exhibits hereto, supersede all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties with respect to the work to be performed.
- S.43 **PROVISIONS REQUIRED BY LAW.** Any provision required by law to be in this Agreement is a part of this Agreement as if fully stated in it.
- S.44 **SEVERABILITY.** If any provision of this Agreement is declared void or unenforceable, such provision will be severed from this Agreement, which will otherwise remain in full force and effect. The parties will negotiate diligently in good faith for such amendment(s) of this Agreement as may be necessary to achieve the original intent of this Agreement, notwithstanding such invalidity or unenforceability.
- S.45 **SURVIVING PROVISIONS.** Notwithstanding any completion, termination, or other expiration of this Agreement, all provisions which, by the terms of reasonable interpretation thereof, set forth rights and obligations that extend beyond completion, termination, or other expiration of this Agreement, will survive and remain in full force and effect. Except as specifically provided in this Agreement, completion, termination, or other expiration of this Agreement will not release any party from any liability or obligation arising prior to the date of termination.

DETAILED SPECIFICATIONS

1. **INTRODUCTION.** The City of Clearwater (City) is a coastal community on the West Coast of Florida and the third largest city in the Tampa Bay region with an estimated 119,208 residents. Clearwater Beach is an international tourist destination that brings millions of tourists to Pinellas County annually and was selected as the “Number One Beach in America” in the 2018 and 2019 TripAdvisor Travelers’ Choice Awards and regularly ranks as a top vacation destination in both domestic and international publications. An ideal year-round destination for travelers of all ages and interests, Clearwater boasts miles of pristine “sugar sand” beaches, provides a wide variety of casual and fine dining options, and is home to Philadelphia Phillies Spring Training and Clearwater Threshers Minor League Baseball. Clearwater Marine Aquarium remains a consistent draw for visitors and is nationally recognized for its groundbreaking work in marine rescue, rehabilitation, and release.

The City of Clearwater is committed to ensuring that we have a sustainable city through green measures focusing on our economy, environment, and community.

2. **SCOPE OF SERVICES.** The City is soliciting sealed bids from a qualified Contractor to provide citywide pest control services. The awarded contractor shall be licensed/certified to provide comprehensive full-service inspections, preventative treatments, general treatments, reporting, call-out responses, and emergency responses for all pest and insect control issues including, but not limited to, any bugs, roaches, fleas, mites, lice, ticks, earwigs, scorpions, spiders, bees, wasps, ants, rats, mice, rodents, crickets, silverfish, and vermin in facilities throughout the City. It is the intent of the City to award to one (1) Contractor to provide these services.

Additionally, the City is seeking “tenting/fumigation” services on an as-needed basis. The City has averaged one (1) to two (2) building tenting jobs annually.

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the monitoring, trapping, pesticide application and pest removal components of the Integrated Pest Management Program (IPMP) program. The Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention.

A. PESTS INCLUDED AND EXCLUDED:

Normal service shall include removal and maintenance of all pests and insects inside City facilities and within five (5) feet immediately surrounding City facilities. The Contractor shall adequately suppress the following pests:

- Indoor/Outdoor populations of commensal rodents, all species of ants, all species of roaches, silverfish, bees, wasps, fleas, scorpions, millipedes, etc.

Pest services excluded under this award include birds, bats, snakes, and all other vertebrates other than commensal rodents.

B. SITE LOCATIONS:

Site locations include public buildings such as: offices, libraries, service centers, water plant facilities, office trailers, outdoor restroom facilities, parks and recreation facilities and beach facilities.

There are approximately 150 site locations, which generally consist of multiple buildings, located throughout the City. Each location requires integrated pest management services specific to its needs. Refer to Exhibit A - Bid Pricing for the entire site location listing.

The City reserves the right to add and/or delete a location from the contract with thirty (30) days written notice. Payments for new services shall be adjusted accordingly, and a price deduction for a deleted site.

DETAILED SPECIFICATIONS

3. **SERVICE REQUIREMENTS.** At minimum, services shall include:
- Taking all precautions to prevent injury or harm to the public and the structure being treated.
 - Providing all services for the service location on each visit unless specifically asked not to treat a certain area by the location contact person or the Building Maintenance Supervisor or designee.
 - Treating all kitchen areas with chemicals approved for application in food service areas.
 - Applying dry and/or wettable powder and liquid pesticides, as applicable, to all cracks and crevices; behind service lines, pipes or wires attached to walls in all areas; beneath pallets; under sinks; in and around cabinets, baseboards, pipe fittings, stairways, door casings, window casings and sills; and wherever else insects may crawl when they emerge from nesting.

A. SCHEDULE:

Unless otherwise agreed to by the City, completing all pest control services Monday through Friday, excluding City holidays, during normal business hours of 8:00a.m. to 5:00p.m., EST on the days and times agreed upon by the City for each location in the IPMP. Any request(s) for schedule variations by either the City and/or Contractor shall be accepted and approved by both parties in writing prior to the commencement of any work.

Some work may need to be conducted during evenings, early morning, and/or weekend hours dependent on the building and the health risk associated with it and its occupants. There shall be no adjustment to the agreed upon contract price based on the hour of the day or the day of the week when the Scope of Services of this contract are performed.

In the event the Contractor cannot meet the established schedule (i.e., weather, lack of personnel, unforeseen emergency, etc.), the Contractor shall notify the Building & Maintenance Supervisor or designee immediately, via phone call, text, or e-mail.

Contractor shall acknowledge a written request for services and confirm the schedule of work for presentation to the City within twenty-four (24) hours of the notification.

B. INITIAL BUILDING INSPECTIONS:

The awarded Contractor shall complete a thorough, initial inspection of each building, or site, no later than ten (10) working days prior to the starting date of the agreement. The purpose of the initial inspections is for the Contractor to evaluate the pest control needs of all locations and to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestations. Access to building spaces shall be coordinated with the Building Maintenance Supervisor or designee.

C. ADDITIONAL WORK:

Additional work is defined as services outside of the scheduled treatments, that are not a result of incomplete or improper work by the Contractor. In the event that this type of work is identified, no work shall begin until the Building Maintenance Supervisor or designee inspects the damages and/or authorizes work to be performed. If work is not pre- approved by the City, the City shall not be responsible for the payment of unauthorized services.

Additional work shall be paid as follows:

- The cost of supplies percent (%) mark-up.
- Regular or Overtime Labor Rates, dependent on when service is provided.

The Contractor shall assume the responsibility to provide the burden of proof that the cause of the issue is not covered by the specifications of this contract or IPMP and therefore billable at the previous agreed terms.

DETAILED SPECIFICATIONS

The Contractor shall provide a cost estimate that shall be approved prior to any work being performed at no additional cost to the City.

The Building Maintenance Supervisor or designee reserves the right to solicit competitive quotes/bids from third parties for additional work as defined in this section.

C. EMERGENCY SERVICES:

Emergency pest control services shall mean any services provided under the Scope of Services of the contract at times other than, and in addition to, regularly scheduled service. This shall be in the sole determination of the City, and may affect health or safety of the public, City employees in any City facility, or that disrupts normal operation of that facility, or any portion thereof.

Contractor shall provide the City with evening, weekend, and holiday service, as necessary, to cope with any emergency situation which threatens public health and safety, as determined by the City.

Contractor shall provide first-priority services to the City in the event of a hurricane, flood, or other natural disaster, as defined by the City.

D. INTEGRATED PEST MANAGEMENT PROGRAM:

Integrated Pest Management is defined as a pest control program based on prevention, monitoring, and control which offers the opportunity to drastically reduce the use of pesticides while minimizing risks to people and the environment. With prevention as the guiding principle, integrated pest management strategies utilize a variety of natural control methods and techniques, including cultural, biological, and structural strategies to control a variety of pest problems. Under an IPMP, chemicals should be used as a last resort only if no other option is effective, but when used, the least-toxic materials should be chosen, and applied to minimize exposure to humans and all non-target organisms.

Control strategies in an IPMP include:

- Structural and procedural modifications to reduce food, water, harborage, and access used by pests.
- Natural control (non-pesticide) technologies such as trapping and monitoring devices.
- Pesticide compounds, formulations, and application methods that present the lowest potential hazard to humans and the environment.
- Coordination among all facilities management programs that have a bearing on the pest control effort.

The awarded Contractor shall submit to the City an IPMP at least five (5) working days prior to the starting date of the agreement. Upon receipt of the IPMP, the City will render a decision regarding its acceptability within two (2) working days. If aspects of the IPMP are incomplete or disapproved, the Contractor shall have two (2) working days to submit revisions.

The Integrated Pest Management Program shall consist of five (5) parts as follows:

- Proposed Materials and Equipment for Service: The Contractor shall provide current labels and Safety Data Sheets (SDS) for all pesticides to be used, brand names of pesticides to be used, brand names of pesticide application equipment, and any other pest control devices or equipment that may be used in the performance of this agreement.
- Proposed Methods for Monitoring and Detections: The Contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for

DETAILED SPECIFICATIONS

making objective assessments of pest control population levels throughout the term of the agreement.

- Service Schedule for Each Building or Site: The Contractor shall provide complete service schedules that include frequency of Contractor visits, specific day(s) of the month of Contractor visits, and approximate duration for each building or site visit.
- Description of any Structural or Operational Changes that would facilitate the Pest Prevention and Pest Control effort: The Contractor shall describe site-specific solutions for observed sources of pest food, water, harborage, and access.
- Documentation and Reporting: The City requires electronic field ticketing and/or electronic signatures upon completion of a site visit. The City prefers an electronic reporting system that is searchable and organized to provide at a minimum; location, dates of services, services performed, service charge, and a digital copy of City representative or designee signature. Electronic records are also preferred for keeping track of which pests were treated, what pesticides, rodenticides or other treatments were used at each location and any potential risks identified along with a recommended course of action during each visit.
 - Contractors that do not have electronic reporting will be required to submit their reporting capabilities in order to be considered for award.

The Contractor shall be responsible for carrying out work according to the approved IPMP. The Contractor shall receive the concurrence of the Building Maintenance Supervisor or designee prior to implementing any subsequent changes to the approved IPMP, including additional or replacement pesticides and on-site service personnel.

E. RODENT CONTROL: All rodent services shall include at minimum:

- Trapping and removal of rodents
- Sealing/patching/exclusion services, if needed
- Warranty and optional extended warranty

Indoor Trapping: As a general rule, rodent control inside buildings shall be accomplished with trapping devices only. All such devices shall be concealed out of the general view and in protected areas and will not be affected by routine cleaning and other operations. Trapping devices shall be initially checked within 24-hours after placement, and afterward, on a schedule approved by the Building Maintenance Supervisor or designee. The Contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.

Use of Rodenticides: In exceptional circumstances, when rodenticides are deemed essential for adequate rodent control inside buildings, the Contractor shall obtain approval of the Building Maintenance Supervisor or designee prior to making any interior rodenticide treatments. All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in Environment Protection Agency (EPA)- approved tamper-resistant bait boxes. As a rule, rodenticide application outside buildings shall emphasize the direct treatment of rodent burrows wherever feasible.

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Use of Bait Boxes: All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The Contractor shall adhere to the following four (4) points:

- All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine operations.
- The lids of all bait boxes shall be securely attached or anchored to the floor, ground, wall, or other immovable surface, so that the box cannot be picked up or moved.
- The lids of all bait boxes shall be securely locked or fastened shut.
- Bait shall always be secured in the feeding chamber of the box and never placed in the runway or entryways of the box.

F. **TERMITE CONTROL:**

Each termite control service will be handled on an as-needed basis with direction coming from the City's Building Maintenance Supervisor or designee. Pests included in this category include all types of termites. These services are not included in the costs for scheduled monthly services.

Contractor shall:

- Obtain the Building Maintenance Supervisor or designee approval of all release orders for termite control service prior to performing the service.
- Provide recommendations to the City's Building Maintenance Supervisor or designee regarding the types of termite control best suited for each specific instance.
- Treat all termite instances with the products and in the manner approved by the City.
- Provide a good faith estimate on a square foot or cubic foot basis, to the City's Building Maintenance Supervisor or designee prior to commencing treatment.
- If initial service is not adequate for the elimination of the termites, perform additional treatments at no additional charge to the City until the problem is eliminated. NOTE: The City will only pay for the initial treatment for a specific termite problem in a specific area within a six-month period.
- Contractor must include any follow-up treatments in its cost when initial treatments and follow-up treatments are required.
- Unless otherwise instructed by the City, Contractor shall provide tenting only during weekends and holidays.
- Perform drywood termite extermination by using the fumigation tenting method when less invasive measures have been deemed by the City as non-affective.
 - a. Contractor shall monitor all tenting during the fumigation process.
 - b. Contractor shall provide at least \$1,000,000 termite damage repair warranty on all buildings tented or otherwise treated for termites.
 - c. Contractor shall photograph any preexisting damage from termites prior to tenting.
 - d. Contractor shall provide a warranty against termite infestations for at least one (1) full year after the initial treatment.
 - e. Contractor shall offer an extended warranty once initial warranty expires.

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- Upon request by the City, Contractor shall provide an evaluation of a particular site for termite activity, species identification, and/or to determine proper method of treatment at no additional cost to the City.

4. **TECHNICAL REQUIREMENTS.** At minimum, Contractor shall:

Ensure compliance with any National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), requirements as well as all other applicable federal, state and local laws and regulations.

Be responsible for application of pesticides according to the label. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable federal, state, and local laws and regulations. The Contractor shall not store any pesticide product or equipment in the buildings specified in this contract.

Be responsible for proper, legal disposal of materials at an off-site, approved disposal site. Contractor shall not dispose of any chemicals, cleaners, dead or dying pests, petroleum products, nor their packages, on City property, nor into the drains, storm drains, sewer systems, or into the refuse containers.

Maintain records of pesticides, rodenticides or other treatments that were used within each building. Records shall include the span of time each different type of pesticides or rodenticide was used, the areas to which it was applied and the reasons for changes from one type to another. Records shall also indicate if any non-chemical methods were implemented. Maintain records of pests treated. Records shall include dates of monitoring or scouting. Contractor shall identify the specific types of pests for treatment (e.g., roach or ant is insufficient; records must identify what type of roach or ant will directly affect treatment method). Treatment method for each pest shall be identified (e.g., gel bait, crack/crevice treatment, pesticide/rodenticide, or non-chemical methods were considered and implemented). Records shall also include any recommendations for preventing future pests. All records shall be furnished to the City upon request.

Notify the City of any termite or rodent activity discovered during services and shall be included on all reporting.

Provide SDS to each location for all toxic substances in accordance with Florida Statutes Chapter 442, The Right to Know Law, which mandates on-site SDS for all toxic substances appearing in the workplace.

5. **VENDOR RESPONSIBILITIES:**

A. PAYMENT/INVOICING:

Unless prior arrangements are made, Contractor shall submit all invoices to the Building & Maintenance Division by e-mail at: genservaccounting@myclearwater.com. Invoices shall be submitted once monthly for services rendered during prior month. The location log form and/or service ticket shall be submitted with each monthly invoice. All invoices shall include, at minimum, the following information:

- Site location(s)
- Date of service
- Services/Product rendered
- Unique invoice number
- Purchase Order (PO) number

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After treating each location, the Contractor shall obtain a signature and printed name from the authorized City representative or designee for that location on the service ticket to verify service has been rendered (either electronic copy (preferred) or hard copy service ticket). If no City representative or designee is available, Contractor shall contact the Building Maintenance Supervisor or designee prior to leaving the service location. Copies of each service ticket shall accompany all monthly invoices. If electronic signatures can be collected, a monthly report with signatures shall be submitted.

If a service ticket cannot be produced by the Contractor, a location log that list each location serviced, services performed, date serviced, service charge, and a City representative or designee name and signature by location shall be rendered after each service and accompany all monthly invoices.

B. PERSONNEL BACKGROUND CHECK AND REQUIREMENTS:

The Contractor shall provide and maintain a certification that each of its employees has undergone a statewide criminal background investigation prior to the award of a contract, annually, and immediately update for all new personnel. Depending on background check results, the Contractor's personnel may be restricted from accessing some sites/locations or ineligible to work under this contract altogether. It shall be subject to the approval of the City on whether personnel can work under this contract. All cost associated with obtaining the required clearances shall be the responsibility of the Contractor.

The awarded Contractor hereby acknowledges and agrees to abide by the Florida Jessica Lunsford Act (1012.465, F.S.) and obtain, at its own cost, Level two (2) clearance of all employees, agents, and subcontractors who (1) have access to City grounds when children are present, and (2) have direct contact with children. Due to the time required to process background checks, Contractor shall allow one (1) – two (2) weeks turn-around time for new requests to be completed.

The Contractor shall report the arrest of any employee working under the terms of this contract to the Building Maintenance Supervisor or designee within twenty-four (24) hours of the arrest or knowledge of the arrest. It shall be subject to the approval of the City whether the employee shall be allowed to continue to work at City locations.

Upon termination, or transfer of any employee working under this award, the Contractor shall immediately notify the Building Maintenance Supervisor or designee, in writing, of such termination or transfer.

All background checks shall be approved by the City prior to the commencement of any work.

C. INSPECTION AND APPROVAL:

Prior to leaving the work site for the day, the Contractor's Account Manager and/or designated personnel shall thoroughly inspect the site/facility to ensure that all requirements are addressed in accordance with the contract specifications. No payment will be approved until the site meets contract specifications. If there is work remaining, the Contractor's Account Manager and/or designated personnel shall contact (via phone, text, or e-mail) the City prior to the end of that workday to notify them of what work is remaining. Any work remaining shall be completed by the time limitations mutually agreed upon by City and Contractor.

Upon receiving notification from the Contractor, the City shall inspect the serviced location the following business day. If, upon inspection, the work specified has not been completed, the City shall contact the Contractor to indicate the necessary corrective measures. The Contractor will be given forty-eight (48) hours from a corrective notification to take appropriate action. Only when work has been completed successfully will the City pay for services.

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The quality of service shall be continuously monitored by the Building Maintenance Supervisor or designee, as well as onsite supervisors.

D. SUPERVISION AND STAFF:

Contractor shall ensure that personnel are knowledgeable of all requirements of the Scope of Services. Personnel employed by the Contractor shall be competent, trustworthy, and properly trained. The Contractor's personnel shall be required to comply with all applicable laws, codes, and regulations of the City and full cooperation shall be required at all times.

The Contractor shall be responsible for instructing their employees in safety measures considered appropriate.

Contractor shall provide a list of personnel assigned to the City no later than thirty (30) days after an Intent to Award has been issued.

Contractor shall maintain an adequate number of employees to satisfactory fulfill all mandatory minimum obligations and properly complete all scheduled work in a timely manner.

Contractor shall not utilize any employees from outside agencies that offer temporary staffing to supplement their workforce in City facilities for any reason. Only Contractor's employees shall be used to perform the required services of this award unless otherwise approved, in writing, by the Building Maintenance Supervisor or designee.

Contractor's personnel shall always wear a company logo uniform while performing work under this contract.

Contractor's personnel shall always have a valid government photo identification on them while on the City's worksite(s).

6. CITY'S RESPONSIBILITIES: At minimum, the City shall provide and meet the following requirements.

Building Maintenance Supervisor or designee shall be the primary point of contact for this contract and be available to provide direction and access to all facilities.

The City will provide the awarded contractor an on-call contact number to be used outside of normal business hours.

The City's Building Maintenance Supervisor or designee may, at their discretion, schedule an initial inspection and review of the services and locations within thirty (30) calendar days of the initial notice to proceed, and within ten (10) calendar days of all new service locations added during the term of the contract. The inspection and review may be scheduled over multiple days if necessary. Pre-existing deficiencies, as well as expectations and clarifications discussed during the inspection and review shall be noted in writing by the Building Maintenance Supervisor or designee. Building Maintenance Supervisor or designee will schedule a meeting with Contractor to review, discuss and resolve all deficiencies. Notice of final resolution of all deficiencies shall be issued in writing and signed by Contractor and Building Maintenance Supervisor or designee, after which the Contractor shall assume full responsibility for performance.

7. COMMUNICATIONS:

Contractor shall provide a single point of contact (Account Manager), who will be readily available during normal business hours, Monday through Friday, 8:00a.m. to 5:00p.m., EST. Account Manager shall be capable of verbal and written communication in the English language.

DETAILED SPECIFICATIONS

The Account Manager's responsibilities shall include, but are not limited to, overseeing all aspects of implementation, servicing, reporting and issue resolution. The Contractor shall notify the City immediately of any changes in Account Manager or contact information.

The Account Manager shall be available for pre and post worksite inspections, as required by the City, to review maintenance procedures and practices under the contract. Any deficiencies shall be corrected to the satisfaction of the City. Failure to comply with terms and conditions, specifications and/or failure to correct deficiencies may result in default and/or termination of the contract.

Account Manager shall respond by phone to all calls within one (1) hour of notification during the normal business hours listed above.

In the event of a service issue and/or emergency, a point of contact with a valid phone number shall be provided to the City. The point of contact shall be available twenty-four (24) hours a day / seven (7) days a week.

Contractor shall respond to emergency issues within two (2) hours of notice.

8. **BUILDING ACCESS AND PROTOCOL:**

The City has a "No Smoking" policy while on City Property. It will be the responsibility of the awarded Contractor to ensure that personnel adhere to this policy while on City property both inside and outside of facilities.

The Contractor shall prevent its employees from tampering with any items owned by City employees, or City owned property, or entering any area unless required in the performance of the services.

Certain buildings and/or areas may require special instructions for personnel entering. Any restrictions associated with these special areas will be explained by the Building Maintenance Supervisor or designee. This may include providing government issued photo identification at time of check-in.

The Contractor's Account Manager and/or designated personnel shall be responsible for all keys, electronic devices, other entry devices, and codes provided by the City. City issued keys or access cards shall always be kept by Contractor personnel on their person. No keys or access cards shall be left unattended.

Sharing or lending of keys or access cards to anyone outside of the Contractor's personnel is prohibited and may be cause for termination from this contract. If keys or other entry devices are lost, the City shall be notified immediately, and alternate arrangements shall be made for building entry.

9. **MINIMUM QUALIFICATIONS:**

References. Three (3) references are required for whom the Contractor has performed similar work, preferably for a public agency of similar size in the last five (5) years.

Licensing. The Contractor shall possess and submit a copy with their bid proposal a Pest Control Business License issued by the Florida Department of Agricultural and Consumer Services (FDACS).

Staff Certifications/Licensing. The Contractor shall have one or more permanent fulltime commercial Florida-certified Pest Control Operator(s). Operator(s) must be certified in the categories in which the Contractor's business operates (i.e., General Household Pest and Rodent Control, Termite and Other Wood-Destroying Organisms Control, Lawn, and Ornamentals Pest Control, and/or Fumigation). Copies of State-issued certificates and/or licenses for every employee who will be performing on-site service under this contract shall be submitted with bid proposal.

DETAILED SPECIFICATIONS

Equipment. All Contractors shall include a list of equipment to be used in the performance of this Contract with their bid proposal.

Vehicles. All Contractor vehicles on City properties shall have their company name and telephone number visible and be in good working order.

10. **INSURANCE REQUIREMENTS:** The Vendor shall, at its own cost and expense, acquire and maintain (and cause any subcontractors, representatives or agents to acquire and maintain) during the term with the City, sufficient insurance to adequately protect the respective interest of the parties. Coverage shall be obtained with a carrier having an AM Best Rating of A-VII or better. In addition, the City has the right to review the Contractor's deductible or self-insured retention and to require that it be reduced or eliminated.

Specifically the Vendor must carry the following minimum types and amounts of insurance on an occurrence basis or in the case of coverage that cannot be obtained on an occurrence basis, then coverage can be obtained on a claims-made basis with a minimum three (3) year tail following the termination or expiration of this Agreement:

- a. **Commercial General Liability Insurance** coverage, including but not limited to, premises operations, products/completed operations, products liability, contractual liability, advertising injury, personal injury, death, and property damage in the minimum amount of \$1,000,000 (one million dollars) per occurrence and \$2,000,000 (two million dollars) general aggregate.
- b. **Commercial Automobile Liability Insurance** coverage for any owned, non-owned, hired or borrowed automobile is required in the minimum amount of \$1,000,000 (one million dollars) combined single limit.
- c. **Professional Liability/Malpractice/Errors or Omissions Insurance** coverage appropriate for the type of business engaged in by the Respondent with minimum limits of \$2,000,000 (two million dollars) per occurrence. If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts. Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (SERP) of as great a duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made coverage.
- d. Unless waived by the State of Florida and proof of waiver is provided to the City, statutory **Workers' Compensation Insurance** coverage in accordance with the laws of the State of Florida, and **Employer's Liability Insurance** in the minimum amount of \$1,000,000 (one million dollars) each employee each accident, \$1,000,000 (one million dollars) each employee by disease, and \$1,000,000 (one million dollars) disease policy limit. Coverage should include Voluntary Compensation, Jones Act, and U.S. Longshoremen's and Harbor Worker's Act coverage where applicable. Coverage must be applicable to employees, contractors, subcontractors, and volunteers, if any.
- e. **Pollution Liability Insurance** coverage, which covers any and all losses caused by pollution conditions (including sudden and non-sudden pollution conditions) arising from the servicing and operations of Vendor (and any subcontractors, representatives, or agents) involved in the work/transport, in the minimum amount of \$1,000,000 (one million dollars) per occurrence and \$2,000,000 (two million dollars) general aggregate.
- f. **Sexual Abuse and Molestation Liability** coverage, on a form acceptable to the City and which shall cover vendor and its employees for liability arising out of any occurrence of abuse or molestation in relation to the work provided by vendor under the Agreement. If the Abuse and Molestation coverage is provided on a Claims Made Form, the retroactive date must be no later

DETAILED SPECIFICATIONS

than the first date of this Agreement and such claims-made coverage must respond to all claims reported within three (3) years following the period for which coverage is required. Limits should be per Claim \$1,000,000, Annual Aggregate \$1,000,000, with a Deductible or Self-Insured Retention of \$25,000

The above insurance limits may be achieved by a combination of primary and umbrella/excess liability policies.

Other Insurance Provisions.

- a. Prior to the execution of this Agreement, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as this Agreement remains in effect, the Vendor will furnish the City with a Certificate of Insurance(s) (using appropriate ACORD certificate, SIGNED by the Issuer, and with applicable endorsements) evidencing all of the coverage set forth above and naming the City as an "Additional Insured" on the Commercial General Liability Insurance and the Commercial Automobile Liability Insurance. In addition, when requested in writing from the City, Vendor will provide the City with certified copies of all applicable policies. The address where such certificates and certified policies shall be sent or delivered is as follows:

**City of Clearwater
Attn: Procurement Division, ITB #41-23
P.O. Box 4748
Clearwater, FL 33758-4748**

- b. Vendor shall provide thirty (30) days written notice of any cancellation, non-renewal, termination, material change or reduction in coverage.
- c. Vendor's insurance as outlined above shall be primary and non-contributory coverage for Vendor's negligence.
- d. Vendor reserves the right to appoint legal counsel to provide for the Vendor's defense, for any and all claims that may arise related to Agreement, work performed under this Agreement, or to Vendor's design, equipment, or service. Vendor agrees that the City shall not be liable to reimburse Vendor for any legal fees or costs as a result of Vendor providing its defense as contemplated herein.

The stipulated limits of coverage above shall not be construed as a limitation of any potential liability to the City, and City's failure to request evidence of this insurance shall not be construed as a waiver of Vendor's (or any contractors', subcontractors', representatives' or agents') obligation to provide the insurance coverage specified.

MILESTONES

1. **BEGINNING AND END DATE OF INITIAL TERM.** August 2023 through July 2024.
If the commencement of performance is delayed because the City does not execute the contract on the start date, the City may adjust the start date, end date and milestones to reflect the delayed execution.
2. **EXTENSION.** The City reserves the right to extend the term of this contract, provided however, that the City shall give written notice of its intentions to extend this contract no later than thirty (30) days prior to the expiration date of the contract.
3. **RENEWAL.** At the end of the initial term of this contract, the City may initiate renewal(s) as provided. The decision to renew a contract rest solely with the City. The City will give written notice of its intention to renew the contract no later than thirty (30) days prior to the expiration.

Two (2), one (1) year renewal is possible at the City's option.

4. **PRICES.** All pricing shall be firm for the initial term of one (1) year, except where otherwise provided by the specifications, and include all transportation, insurance and warranty costs. The City shall not be invoiced at prices higher than those stated in any contract resulting from this bid.

The Contractor certifies that the prices offered are no higher than the lowest price the Contractor charges other buyers for similar quantities under similar conditions. The Contractor further agrees that any reductions in the price of the goods or services covered by this bid and occurring after award will apply to the undelivered balance. The Contractor shall promptly notify the City of such price reductions.

During the sixty (60) day period prior to each annual anniversary of the contract effective date, the Contractor may submit a written request that the City increase the prices and such adjustment will be considered and approval for such will not exceed the percentage change in the **US Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Tampa-St. Petersburg-Clearwater, FL.** (<http://www.bls.gov/ppi/home.htm>). The City shall review the request for adjustment and respond in writing; such response and approval shall not be unreasonably withheld.

At the end of the initial term, pricing may be adjusted for amounts other than inflation based on mutual agreement of the parties after review of appropriate documentation. Renewal prices shall be firm for at least one year and may be adjusted thereafter as outlined in the previous paragraph.

No fuel surcharges will be accepted.

BID SUBMISSION

1. **BID SUBMISSION.** It is recommended that bids be submitted electronically through our bids website at <https://www.myclearwater.com/business/rfp>

For bids mailed and/or hand-delivered, bidder must submit one (1) signed original bid and one (1) electronic format on a CD or Thumb Drive, in a sealed container using label provided at the end of this solicitation.

2. **BIDDER RESPONSE CHECKLIST.** This checklist is provided for your convenience. It is not necessary to return a copy of this solicitation's Instructions, Terms and Conditions, or Detailed Specifications with your bid response. Only submit the requested forms and any other requested or descriptive literature.

- Original and proper number of copies with electronic format (if requested)
- Bid container properly labeled
- Bid pricing form
- Completed Exhibit A – Bid Pricing
- Exceptions/Additional Materials/Addenda form
- Vendor Information form
- Scrutinized Companies form(s) as required
- E-Verify Eligibility form as required
- Offer Certification form
- Minimum of three customer (3) references
- Copies of FDACS license (reference MINIMUM QUALIFICATIONS, page 23)
- Copies of Staff Certifications/Licenses (reference MINIMUM QUALIFICATIONS, page 23)
- Equipment List (reference MINIMUM QUALIFICATIONS, page 24)
- Electronic reporting capabilities, if applicable
- W-9 Form to be provided by Bidder (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

BID PRICING

Pursuant to the contract specifications enumerated and described in this solicitation, we agree to furnish **Citywide Pest Control Services** to the City of Clearwater at the price(s) stated in Exhibit A – Bid Pricing.

Monthly service pricing by location is being used as an estimate to determine a base price for bid award. No guarantee is being made that all locations listed on Exhibit A - Bid Pricing will receive services.

Note: Exhibit A - Bid Pricing Excel worksheet is separated by location and includes estimated square footage. Contractors must provide a monthly price per each location. The completed Excel form must be submitted with bid submittal. No Exceptions.

- TOTAL COST FOR PEST CONTROL SERVICES AS PER EXHIBIT A - BID PRICING:

\$ _____

- Do you have electronic reporting/record keeping capability?

YES:

NO:

If no, Contractor will be required to submit their reporting capabilities with bid submittal in order to be considered for award.

DELIVERY REQUIREMENTS

FOB: Destination, Freight Prepaid and Allowed

Freight Costs: Unit prices should include all freight and transportation charges

PAYMENT TERMS:

City of Clearwater’s standard payment terms are NET30

Vendor: _____ Date: _____

EXCEPTIONS/ADDITIONAL MATERIALS/ADDENDA

Bidders shall indicate any and all exceptions taken to the provisions or specifications in this solicitation document. Exceptions that surface elsewhere and that do not also appear under this section shall be considered invalid and void and of no contractual significance.

Exceptions (mark one):

Note – Any material exceptions taken to the City’s Standard Terms and Conditions will render a Bid Non-responsive.

_____ No exceptions

_____ Exceptions taken (describe--attach additional pages if needed)

Additional Materials submitted (mark one):

_____ No additional materials have been included with this bid

_____ Additional Materials attached (describe--attach additional pages if needed)

Addenda

Bidders are responsible for verifying receipt of any addenda issued by checking the City’s website at <http://www.myclearwater.com/business/bid-information/> prior to the bid opening. Failure to acknowledge any addenda issued may result in a response being deemed non-responsive.

Acknowledgement of Receipt of Addenda (initial for each addenda received, if applicable):

Addenda Number	Initial to acknowledge receipt

Vendor Name _____ Date: _____

VENDOR INFORMATION

Company Legal/Corporate Name: _____

Doing Business As (if different than above): _____

Address: _____

City: _____ State: _____ Zip: _____ -

Phone: _____ Fax: _____

E-Mail Address: _____ Website: _____

DUNS # _____

Remit to Address (if different than above):

Order from Address (if different from above):

Address: _____

Address: _____

City: _____ State: ___ Zip: _____

City: _____ State: ___ Zip: _____

Contact for Questions about this bid:

Name: _____

Fax: _____

Phone: _____

E-Mail Address: _____

Day-to-Day Project Contact (if awarded):

Name: _____

Fax: _____

Phone: _____

E-Mail Address: _____

_____ Certified Small Business Certifying Agency: _____

_____ Certified Minority, Woman or Disadvantaged Business Enterprise Certifying Agency: _____

Provide supporting documentation for your certification, if applicable.

SCRUTINIZED COMPANIES FORM

SCRUTINIZED COMPANIES THAT BOYCOTT ISRAEL LIST CERTIFICATION FORM

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.

The affiant, by virtue of the signature below, certifies that:

1. The vendor, company, individual, principal, subsidiary, affiliate, or owner is aware of the requirements of section 287.135, Florida Statutes, regarding companies on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel; and
2. The vendor, company, individual, principal, subsidiary, affiliate, or owner is eligible to participate in this solicitation and is not listed on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel; and
3. "Boycott Israel" or "boycott of Israel" means refusing to deal, terminating business activities, or taking other actions to limit commercial relations with Israel, or persons or entities doing business in Israel or in Israeli-controlled territories, in a discriminatory manner. A statement by a company that it is participating in a boycott of Israel, or that it has initiated a boycott in response to a request for a boycott of Israel or in compliance with, or in furtherance of, calls for a boycott of Israel, may be considered as evidence that a company is participating in a boycott of Israel; and
4. If awarded the Contract (or Agreement), the vendor, company, individual, principal, subsidiary, affiliate, or owner will immediately notify the City of Clearwater in writing, no later than five (5) calendar days after any of its principals are placed on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel.

Authorized Signature

Printed Name

Title

Name of Entity/Corporation

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization on, this ____ day of _____, 20____, by _____ (name of person whose signature is being notarized) as the _____ (title) of _____ (name of corporation/entity), personally known _____, or produced _____ (type of identification) as identification, and who did/did not take an oath.

Notary Public

Printed Name

My Commission Expires: _____

NOTARY SEAL ABOVE

SCRUTINIZED COMPANIES FORM

**SCRUTINIZED COMPANIES AND BUSINESS OPERATIONS WITH CUBA AND SYRIA
CERTIFICATION FORM**

***IF YOUR BID/PROPOSAL IS \$1,000,000 OR MORE, THIS FORM MUST BE COMPLETED AND
SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY
DEEM YOUR SUBMITTAL NONRESPONSIVE.***

The affiant, by virtue of the signature below, certifies that:

1. The vendor, company, individual, principal, subsidiary, affiliate, or owner is aware of the requirements of section 287.135, Florida Statutes, regarding companies on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaging in business operations in Cuba and Syria; and
2. The vendor, company, individual, principal, subsidiary, affiliate, or owner is eligible to participate in this solicitation and is not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Sector List, or engaged in business operations in Cuba and Syria; and
3. Business Operations means, for purposes specifically related to Cuba or Syria, engaging in commerce in any form in Cuba or Syria, including, but not limited to, acquiring, developing, maintaining, owning, selling, possessing, leasing or operating equipment, facilities, personnel, products, services, personal property, real property, military equipment, or any other apparatus of business or commerce; and
4. If awarded the Contract (or Agreement), the vendor, company, individual, principal, subsidiary, affiliate, or owner will immediately notify the City of Clearwater in writing, no later than five (5) calendar days after any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Sector List, or engaged in business operations in Cuba and Syria.

Authorized Signature

Printed Name

Title

Name of Entity/Corporation

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization on, this _____ day of _____, 20____, by _____ (name of person whose signature is being notarized) as the _____ (title) of _____ (name of corporation/entity), personally known _____, or produced _____ (type of identification) as identification, and who did/did not take an oath.

Notary Public

Printed Name

My Commission Expires: _____
NOTARY SEAL ABOVE

E-VERIFY ELIGIBILITY FORM

VERIFICATION OF EMPLOYMENT ELIGIBILITY FORM

PER FLORIDA STATUTE 448.095, CONTRACTORS AND SUBCONTRACTORS MUST REGISTER WITH AND USE THE E-VERIFY SYSTEM TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES.

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.

The affiant, by virtue of the signature below, certifies that:

1. The Contractor and its Subcontractors are aware of the requirements of Florida Statute 448.095.
2. The Contractor and its Subcontractors are registered with and using the E-Verify system to verify the work authorization status of newly hired employees.
3. The Contractor will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system.
4. The Subcontractor will provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized alien.
5. The Contractor must maintain a copy of such affidavit.
6. The City may terminate this Contract on the good faith belief that the Contractor or its Subcontractors knowingly violated Florida Statutes 448.09(1) or 448.095(2)(c).
7. If this Contract is terminated pursuant to Florida Statute 448.095(2)(c), the Contractor may not be awarded a public contract for at least 1 year after the date on which this Contract was terminated.
8. The Contractor is liable for any additional cost incurred by the City as a result of the termination of this Contract.

 Authorized Signature

 Printed Name

 Title

 Name of Entity/Corporation

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization on, this _____ day of _____, 20____, by _____ (name of person whose signature is being notarized) as the _____ (title) of _____ (name of corporation/entity), personally known _____, or produced _____ (type of identification) as identification, and who did/did not take an oath.

 Notary Public

 Printed Name

My Commission Expires: _____

NOTARY SEAL ABOVE

OFFER CERTIFICATION

By signing and submitting this Bid/Proposal/Qualification/Response, the Vendor certifies that:

- a) It is under no legal prohibition on contracting with the City of Clearwater.
- b) It has read, understands, and is in compliance with the specifications, terms and conditions stated herein, as well as its attachments, and any referenced documents.
- c) It has no known, undisclosed conflicts of interest.
- d) The prices offered were independently developed without consultation or collusion with any of the other vendors or potential vendors or any other anti-competitive practices.
- e) No offer of gifts, payments or other consideration were made to any City employee, officer, elected official, or consultant who has or may have had a role in the procurement process for the commodities or services covered by this contract. The Vendor has not influenced or attempted to influence any City employee, officer, elected official, or consultant in connection with the award of this contract.
- f) It understands the City may copy all parts of this response, including without limitation any documents or materials copyrighted by the Vendor, for internal use in evaluating respondent's offer, or in response to a public records request under Florida's public records law (F.S. Chapter 119) or other applicable law, subpoena, or other judicial process; provided that the City agrees not to change or delete any copyright or proprietary notices.
- g) It hereby warrants to the City that the Vendor and its subcontractors will comply with, and are contractually obligated to comply with, all federal, state, and local laws, rules, regulations, and executive orders.
- h) It certifies that Vendor is not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or disqualified from participation in this matter from any federal, state, or local agency.
- i) It will provide the commodities or services specified in compliance with all federal, state, and local laws, rules, regulations, and executive orders if awarded by the City.
- j) It is current in all obligations due to the City.
- k) It will accept all terms and conditions as set forth in this solicitation if awarded by the City.
- l) The signatory is an officer or duly authorized representative of the Vendor with full power and authority to submit binding offers and enter into contracts for the commodities or services as specified herein.

ACCEPTED AND AGREED TO:

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

REFERENCES

Instructions: A minimum of three (3) customer references for whom Contractor have performed similar work, preferably for a public agency of similar size within the last five (5) years is required with bid submittal. **Complete and return with bid submittal.**

Reference # 1

Name:		Contract Value:	
Date Began:		Date Completed:	
Address			
City / State / Zip			
Contact Person:		Email:	
Phone:		Fax:	
Notes:			

Reference # 2

Name:		Contract Value:	
Date Began:		Date Completed:	
Address			
City / State / Zip			
Contact Person:		Email:	
Phone:		Fax:	
Notes:			

Reference # 3

Name:		Contract Value:	
Date Began:		Date Completed:	
Address			
City / State / Zip			
Contact Person:		Email:	
Phone:		Fax:	
Notes:			

Vendor Name _____

Date: _____

MAILING LABEL

CUT ALONG THE LINE AND AFFIX TO THE FRONT OF YOUR BID CONTAINER

----- For US Mail -----

SEALED BID

Submitted by:

Company Name:

Address:

City, State, Zip:

ITB #41-23, Citywide Pest Control Services

Due Date: July 11, 2023, at 10:00 A.M.

City of Clearwater
Attn: **Procurement**
PO Box 4748
Clearwater FL 33758-4748

----- For US Mail -----

----- For Hand Deliveries, FEDEX, UPS or Other Courier Services -----

SEALED BID

Submitted by:

Company Name:

Address:

City, State, Zip:

ITB #41-23, Citywide Pest Control Services

Due Date: July 11, 2023, at 10:00 A.M.

City of Clearwater
Attn: **Procurement**
100 S Myrtle Ave 3rd Fl
Clearwater FL 33756-5520

----- For Hand Deliveries, FEDEX, UPS or Other Courier Services -----