



Ware County

Opportunity in every direction.

INVITATION TO BID PEST CONTROL SERVICES

The Ware County Board of Commissioners is seeking bids from contractors to provide Pest Control services for all the county buildings listed in the bid package.

Scope of work shall include: Provide labor, materials, and equipment necessary to treat the buildings specified for the pest(s) specified on a monthly basis.

Contract Time: The contract shall be for the period beginning July 01, 2010 through June 30, 2011 known as FYE 2011, and shall be renewable at owner's discretion for an additional two years.

Terms and Time of Payment: The contractor shall present the owner with a bill for approval by the owner's representative and upon approval shall be paid within a maximum of 30 calendar days of receipt of invoice. Ware County prefers to pay by Procurement (Visa Credit) Card.

Obtaining Plans and Specifications: To obtain a bid package with specifications, ask questions, examine the sites and the work involved, bidders should contact, Clarke Lee, Facilities Coordinator, 800 Church Street, Suite B-217, Waycross GA 31501, Phone: 912-287-4480, Fax 912-287-4482, Cellular: (912) 281-0215, Email: clarke@warecounty.com, or they may be downloaded from the Ware County website at: www.warecounty.com (under Quick Links select Bid Opportunities).

Bonds and Insurance:

1. Bid Bond is not required.
2. Payment & Performance Bonds are not required.
3. Contractor must provide General Liability insurance in the amount of \$1,000,000.00 and Vehicle Insurance in the amount of \$1,000,000.00 per vehicle.

Submitting Bids: Bids shall be received until **10:30 a.m. on Thursday, April 22, 2010**, in the Ware County Commission Office located at 800 Church Street, Suite 223, Waycross GA 31501, and shall be opened after that time. No bids received after this date and time shall be opened or considered.

Preservation of Rights: The Owner reserves the right to reject any and/or all bids and waive all minor technicalities, informalities, and irregularities. The Owner reserves the right to accept the bid, which in the judgment of the Owner, is in his best interest.

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS

Qualification Of Bidders: Bids shall be considered only from Contractors who are financially responsible, able to show evidence of satisfactory past performance, and ready, willing and able to render prompt and satisfactory services, able to give proof that his/her company has been in the Pest Control Business for at least three (3) years under the same business name, proof he/she has available under his/her direct employment and supervision the necessary personnel, organization and facilities to properly fulfill all the services and conditions required under these specifications.

The Ware County Board of Commissioners is the sole determiner of a qualified bidder and may request other information sufficient to determine bidder's ability to meet these minimum standards listed above. Request for information contained in this section may also occur at any time during the effective period of this Contract, or any extension/renewal thereof.

BIDDING

Bids will be opened and read as stated in the Invitation to Bid. All bids must be submitted on the same form as the specimen shown on pages 7 through 11 of this document and must be signed. All blanks on the Bid Form must be filled in. The completed form shall be without interlineations, alteration or erasure. Failure to submit a bid in the form requested will render the bid irregular and shall be considered sufficient cause for rejection of a bid.

Bids shall be received until **10:30 a.m. on Thursday, April 22, 2010**, in the Ware County Commission Office located at 800 Church Street, Suite 223, Waycross GA 31501, and shall be opened after that time. No bids received after this date and time shall be opened or considered. Bids are to reach the address designated in the Invitation to Bid no later than the hour and date named in the Invitation to Bid.

Bids may be withdrawn by contractors prior to the time set for official opening. After time has been called, no proposal may be withdrawn for a period of thirty (30) calendar days. Negligence or error on the part of any bidder in preparing his proposal confers no right of withdrawal or modification of his proposal after time has been called.

BONDS & INSURANCE

No Bonds are required.

Contractor must provide General Liability Insurance in the amount of \$1,000,000.00 and insurance for Vehicles in the amount of \$1,000,000.00 per vehicle.

AWARD OF CONTRACT

The owner reserves the right to reject any or all bids and to waive all minor technicalities, informalities and irregularities. Owner reserves the right to accept the bid, which in the judgment of the Owner is in his best interest.

SUBMITTALS

Before proceeding to work, the contractor must provide the following information to the owner's representative, Clarke Lee, Facilities Coordinator, 800 Church Street, Suite B-217, Waycross GA 31501.

1. Copy of current valid business license.
2. Certificates of insurance meeting or exceeding requirements.
3. Proof of Workman's Compensation Insurance, if required by law.
4. Proof that his company has been in the Pest Control Business for at least three (3) years under the same business name.

The owner must approve all submittal data before proceeding to work.

NOTICE TO PROCEED: Upon receiving and approving all the submittal data required, the owner shall issue (in writing by letter, fax or email) a Notice to Proceed and the contractor may then begin work in accordance with an approved work schedule being established.

SCHEDULING OF WORK

Contractor shall render service once a month, on or about the same calendar day.

The contractor shall schedule work, with the owner, to not interfere, or minimize interference, with normal operations of the buildings and to insure the safety of staff and visitors. Access to secure areas must be coordinated through the appropriate contact in each building.

Ware County expects work to be performed during normal hours of operation in areas that normal operations of the facility can continue. For work required that cannot be accomplished safely during normal hours of operation the contractor must coordinate and schedule this work to be done at a time when it will be safe to proceed.

APPLICATIONS FOR PAYMENT

The Contractor shall submit to the Owner an itemized invoice and signed service orders for approval and payment. All invoices shall list the items and quantities of work done, and list the building in which they were done, per the contract pricing.

Payment for each invoice will be made within 30 calendar days of approval. Items in conflict will be researched and the contractor shall supply the needed information to approve them or remove them from the invoice before payment.

Ware County prefers to make payments via Procurement (Visa Credit) Card but if contractor does not offer this service will pay invoices by check.

Adding & Deleting Buildings: Buildings may be added or deleted from the list as determined by Ware County and the monthly billing shall be adjusted to reflect the changes. For the addition of

new buildings the contractor and Ware County shall agree upon a monthly cost and amend the list to reflect the change.

GENERAL REQUIREMENTS

Pest Control: The contractor shall be required to furnish and install all labor, equipment, parts, chemicals, and materials necessary, and all other items necessary, to do a complete and professional job, of monthly Pest Control Services treatment for the Ware County buildings listed, or added to the list, throughout the contract period.

Specific control of the following pests and others not mentioned herein:

- A. Ants
- B. Fleas
- C. Mice
- D. Rats
- E. Roaches
- F. Silverfish
- G. Spiders

Contractor shall treat the inside of all buildings and outdoor populations of potentially indoor infesting species that are within the property boundaries of the specified buildings.

Contractor shall treat the exterior of all buildings, including sidewalks and entrances, and around the air conditioning equipment, with granular treatments, or other treatment, as may be needed to keep pest from entering the buildings and causing damage to equipment.

Termination of Contract: The Ware County Board of Commissioners may, at any time they deem necessary, terminate this agreement with thirty (30) calendar days written notice.

Recall: Contractor may be recalled for pest treatment at any time deemed necessary, and shall respond in a timely manner, by proper authority at no additional cost to Ware County.

Termites: The contractor shall immediately notify the Facilities Coordinator of any termite activity or infestations. Ware County has some buildings under termite contracts and on these buildings such activity will be reported to the responsible party. The contractor shall give recommendations and quotes for spot or total treatment of buildings not covered by a termite contract. Ware County shall not be obligated to use the contractor and may contact other providers for price quotes comparisons and enter into termite contracts with them as they choose.

SITE VISITS: The contractor will be required to coordinate and schedule with Ware County's representatives, as delegated, to be given access to all areas requiring service.

DAMAGE: The contractor shall be fully responsible for the safety and good condition of all work and materials until work is completed and accepted by the owner.

The contractor shall take care to not damage existing items to remain, new items installed, or other portions of the building or grounds, and all persons (employees or visitors) and personnel involved in the fulfillment of the contract.

Damaged items shall be repaired or replaced to the owner's satisfaction as recommended by the owner's representative, Clarke Lee, Facilities Coordinator, or his designee.

DAMAGE COST: All restoration of damages shall be done without any cost to the owner.

CODES & REGULATIONS: Comply with all the required codes for Safety, and local building codes. In the case of conflicting codes the more stringent shall be the rule to follow.

Termination of Contract: The Ware County Board of Commissioners may, at any time they deem necessary, terminate this agreement with thirty (30) calendar days written notice.

STATEMENT OF NO BID

Company Name: _____

Authorized Signature: _____

Phone: _____

Date of Signature: _____

Please explain your reason for not bidding below. This will help us improve our Bidding Process.

SCHEDULE OF VALUES

Building Name	Address	Building SF	Cost per Building	Monthly Cost per Bldg
Courthouse Complex and Other Facilities				
Court House (Including Old Jail Area)	800 Church Street	41,026		
Annex I	201 State Street	29,997		
Board Of Assessors	118 Albany Avenue	2,300		
Central Service Building	805 Grove Avenue	6,600		
Planning & Codes	902 Grove Avenue	4,200		
City Auditorium	865 Pendleton Street	14,800		
Ware County Extension Service	605-A Church Street	4,984		
Ware County Library	401 Lee Avenue	25,912		
Senior Citizens Center	1615 Carswell Avenue	3,944		
Day Treatment Program Building	378 State Street	1,333		
Airport Terminal	3098 Keen Drive	4,320		
Maintenance Facility	330 Albany Avenue	8,592		
District Attorney	306 Albany Avenue	7,106		
Magistrate Court	310 Albany Avenue	6,230		
(to be added upon occupancy)				
Recreation Buildings				
Grove Avenue Main Office	1507 Grove Avenue	1,898		
Grove Avenue Gym & Other Bldgs	1507 Grove Avenue	9,334		
Erin Johnson Park	3225 Smith Drive	768		
Bailey Street Pool House	1304 Bailey Street	1270		
Memorial Park Recreation Building	1300 Reynolds St	4,500		
Trembling Earth 4-Field Complex	2101 Recreation Road	4,306		
Trembling Earth 6-Field Complex	2101 Recreation Road	4,858		
Trembling Earth Football Complex	2101 Recreation Road	8,900		
Trembling Earth Maintenance Facility	2101 Recreation Road	1,937		

Building Name	Address	Building SF	Cost per Building	Monthly Cost per Bldg
Public Works Buildings				
Main Office	3699 Harris Road	1,500		
Parts Department	3699 Harris Road	1,740		
Shop	3699 Harris Road	6,480		
Welding Shop	3699 Harris Road	2,400		
Sign Shop	3699 Harris Road	1,580		
Mike King's Office	3699 Harris Road	250		
Inert Landfill Control Building	3699 D Harris Road	120		
Public Safety Buildings				
PSAF Building	3395 Harris Road	10,000		
Storage Building	3395 Harris Road	264		
PSAF Trailer Storage Facility	3411-A Harris Road	6,000		
Station 1-Fire & EMS	3411 Harris Road	16,912		
Sheriff Office and Jail Facilities				
Sheriff Administration	3487 Harris Road	10,176		
Jail Administration	3489 Harris Road	18,051		
Jail Pod 1	3489 Harris Road	34,673		
Jail Pod 2	3489 Harris Road	30,613		
Exercise Building	3487 Harris Road	1,904		
Maintenance Building	3487 Harris Road	784		
Evidence Storage	3487 Harris Road	224		
Storage Building	3487 Harris Road	240		
Record Storage Building	3487 Harris Road	720		
Public Safety Training Facility				
Class Room	4635 Alma Highway	1,853		
Range Tower	4635 Alma Highway	800		
Totals		347,543		

**BID FORM
PEST CONTROL BID**

It is the intent of these specifications to describe the items needed and requirements to be met to provide Ware County with annual pest control service. Please complete the following bid documents and include all charges for this contract. **Ware County will not be responsible for any charges not shown on this contract, without prior approval from the Facilities Coordinator or his designee.**

Having carefully examined the specifications entitled PEST CONTROL BID, dated January 19, 2010, as well as inspecting the premises and conditions affecting the work, the undersigned proposes to furnish all services, materials and labor called for by them for the work, as enumerated by the Schedule of Values, for the annual sum of

_____ Dollars
(WRITE OUT AMOUNT)

\$ _____ which
(AMOUNT IN NUMBERS)

sum is hereinafter called the Base Bid.

The undersigned hereby agrees that this bid may not be revoked or withdrawn after the time set for the opening of bids, but shall remain open for acceptance for a period of thirty (30) calendar days following such time.

Upon notification by mail, facsimile, delivery, phone or email of the acceptance of this proposal within thirty (30) calendar days after the time set for the opening of bids, the undersigned agrees to execute within ten (10) calendar days a contract for the completion of all work specified.

Award of the Contract shall be made by the Ware County Board of Commissioners and the contractor will be notified in writing by letter, fax, or email, and asked to produce certificates of insurance, schedule of values, submittals, and any other required documentation before being given a Notice to Proceed.

By submitting this proposal, contractor certifies this proposal is made without prior understanding, agreement or connection with any corporation, firm or individual submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. Contractor further agrees that he understands collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. By submitting this proposal Contractor agrees to abide by all conditions of this proposal.

BID FORM

Sign below in ink in the space provided. Unsigned bids will be considered incomplete and will be subject to rejection.

It is agreed by the undersigned bidder that the signing and delivery of this bid represents the bidder's acceptance of the terms and conditions of the specifications and provisions, and if awarded this bid, will perform in accordance with this agreement.

BID SUBMITTED BY:

Company Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Authorized Signature: _____

Printed Signature: _____

Title of Signer: _____

Date of Signature: _____

Is any owner or officer of the bidder an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?

CHECK ONE: YES_____ or NO_____

Vendors submitting a bid from Waycross and Ware County **MUST** have valid City and/or County business license.

COMPLY: YES _____ NO _____

EXPIRATION DATE _____

City License No. _____

County License No. _____

NOTE: Any bid not containing this information will NOT be considered.