



NOTICE TO BIDDERS

Sealed bids will be received by the City of Stephenville, at City Hall, 298 W Washington Street, Stephenville, TX 76401 until 2:00 pm, Monday, August 28, 2023, at which time bids duly delivered and submitted, will be considered for:

PEST CONTROL SERVICES

Bids should be addressed to Tricia Wortley, Purchasing Manager, 298 W. Washington, Stephenville, TX 76401.

Any bid received after stated closing time will be returned unopened. If bids are sent by mail to the City, the bidder shall be responsible for actual delivery of the bid to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of the City of Stephenville beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

Until the final award by the City of Stephenville, said City reserves the right to reject any and/or all bids, to waive technicalities, to re-advertise, to proceed otherwise when the best interest of the City will be realized hereby. Bid award is not solely based on price alone.

All bids must be submitted on original bid forms. Any changes to the form or failure to label packaging on the bid, may disqualify it. All packaging on bids (including courier envelope) will be submitted sealed and plainly marked with:

**NAME AND ADDRESS OF BIDDER
PEST CONTROL SERVICES
BID NUMBER 3324**

It is not the intent of the City of Stephenville to offer proprietary specifications, or to eliminate any vendor from bidding by the use of brand names. If brand names are used it is for example only and understood the "or equal" will be accepted.

Bids shall be held firm for a period of 60 days unless otherwise stated in the bid specifications, instructions to bidders, or on the bid sheet.

**PLEASE NOTE THAT MOST COURIER SERVICES DO NOT OFFER BEFORE
10:30 AM SERVICE TO STEPHENVILLE**

ITB 3324

STANDARD INSTRUCTIONS TO BIDDERS

Bids that contain any omission, erasures, or alterations, or additions of items not called for in the bid documents, or irregularities of any kind, may or may not be considered.

Deviations from specifications and alternate bids must be clearly shown on the bid form with complete information attached to form. They may or may not be considered.

Upon bidders submitting bids they shall not withdraw or cancel such bids and all sums deposited with such bids will be held by the City of Stephenville until all bids submitted shall have been canvassed and award of contract made, signed and if a performance bonds is required furnished and approved. All sums deposited with bids will then be returned to the respective bidders.

The City of Stephenville, Texas is exempt from State of Texas Sales Tax and a Tax Exemption Certificate shall be furnished by the City of Stephenville, Texas to the successful bidder upon request.

No employee of the City of Stephenville shall have financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, material, supplies or services.

Discounts: Show rate, total amount, and latest day any discount will be allowed after receipt of article and correct invoice.

This contract is subject to cancellation upon thirty day written notice by the City of Stephenville without cause.

Liquidated Damages: In the event delivery is not made within the stated time period, (without acceptable reasons for delay and written consent from the City) the City reserves the right to place the order with the next available vendor and the awardee shall be liable for any increase in price as liquidated damages, it being agreed that said

sum is a fair and reasonable estimate of actual damages the City will incur. Bidder will not be held liable for failure to make delivery because of strikes; conscription's of property, governmental regulations, acts of God, or any other causes beyond his control; provided an extension of time is obtained from the Division of Purchasing.

Exceptions: Any catalog or manufacturer's reference in this proposal is descriptive, but not restrictive, and is used only to indicate type and grade. Bids on other items of similar and equal quality will be considered, provided the bidder states on the face of this proposal exactly what he intends to furnish, including any variation to the specifications and literature, otherwise he shall be required to furnish the items as specified on the proposal. Any other exceptions to any portions of these terms and conditions or deviations from written specifications shall be shown in writing on the bid document form or attached to bid form.

Quantities: Quantities shown are estimated, based on projected use. It is specifically understood and agreed that these quantities are approximate and any additional quantities will be paid for at the quoted price. It is further understood that the supplier shall not have any claim against the City of Stephenville for quantities less than the estimated amount.

Prices: The bidder should show in the bid document both the unit price and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit price shall prevail.

Delivery Date: Bidders shall state delivery date on all order.

F.O.B Point: All prices of item(s) shall be quoted FOB City of Stephenville destination.

The City of Stephenville reserves the right to award this bid in whole or in part.

STANDARD INSTRUCTIONS TO BIDDERS

It is desirable that bids are accompanied by two sets of specifications to support items bid. The City of Stephenville reserves the right to determine specification requirements on all items bid.

Eligible Bidder: Bidders are limited to those persons or firms qualified and engaged in a full time business and can assume liabilities for any performance or warranty service required.

Nonresident-Reciprocal Bid Act: You are advised the City of Stephenville, Texas is bound by House Bill 620. The law provides that in order to be awarded a contract as low bidder, non-resident bidders (out-of-state contractors whose corporate office or principal place of business is outside the State of Texas) bid projects in Texas at an amount lower than the lowest Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a non-resident bidder in order to obtain a comparable contract in the state in which the non-resident's principal place of business is located. After making that determination you are instructed to advise the Purchasing Department in writing of that fact with a copy of the applicable state statute.

Based on local government code 252.043, the contract will be awarded to the lowest responsible bidder **OR** to the bidder who provides goods or services at the best value for the municipality. Therefore price is not the only consideration in the bid award.

By signing this bid, Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that the Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli controlled territory.

Please be advised that Stephenville does not receive courier services before 10:30 a.m.

PEST CONTROL SERVICES SPECIFICATIONS

GENERAL

It is the intent of this competitive sealed bid to secure a contract for the provision of Pest Control services for the City of Stephenville.

Specifications included in the quote are intended to serve as a guideline to vendors wishing to submit bids. Prospective vendors shall visit all facilities listed in the attachment in order to familiarize themselves with the locations and the nature of services required. Responsibility to thoroughly inspect facilities prior to submitting the bid is the sole responsibility of the vendor. Site visits may be arranged through Tricia Wortley, Purchasing Manager, Municipal Service Center 254-918-1227.

The successful bidder will provide an appropriate level of service to keep buildings free of insects and domestic pest throughout the contract period. The contractor shall be required to treat all accessible interior areas of the applicable buildings. Exterior perimeters of selected buildings shall be treated in a six-foot wide band measured from the base of the building.

The attached bid sheet must be completed and all questions answered. Bids must include the following information for the bid to be considered. Failure to comply will void the bid.

1. Provide a written report identifying potential harborage sites of pests or evidence of current infestation discovered during site visit.
2. Identify the procedures/methods to be used in the control of these pests.
3. Include samples of service report forms to be used.
4. Identify locations which may require "one time, start up" treatments and the nature of these treatments.
5. Identify all chemicals to be utilized in providing the monthly services. Upon award of bid successful bidder will be required to provide Material Safety Data Sheets on all chemicals utilized.

MINIMUM REQUIREMENTS

Prospective vendors shall be required to meet the following minimum requirements:

1. The vendor shall be fully licensed by the State of Texas to conduct business as a Pest Control Operator and shall furnish a current and valid copy of Texas State Applicators License with his/her bid.
2. The vendor shall furnish a copy of current insurance policies within ten (10) days after award of contract. Commercial General Liability, Vehicle Liability, Workers Compensation.

TREATMENT

The successful bidder will be expected to provide the following services to all locations, outlined below, on a once a month basis, except where external treatment is needed on a quarterly basis.

1. Examine facility for signs of or potential harborage sites or rats, mice and common insect pests including but not limited to cockroaches, silverfish, spiders, centipedes, earwigs and ants. Control these pest where found. Provide a service report detailing findings, steps taken to control pests and/or chemicals used.
2. Control seasonal pests such as flies, crickets, mosquitoes, fleas, etc.

SCHEDULE

The following areas of buildings listed shall be included in the pest control program:

	<u>Location</u>	<u>Schedule</u>
1.	City Hall (including Council Chambers, and Basement) 298 W. Washington	Internal/Monthly
2.	Stephenville Public Library 174 N. Columbia	Internal/Monthly External/Quarterly
3.	Public Safety Building 356 N. Belknap	Internal/Monthly External Quarterly
4.	Fire Station #1 356 N. Belknap	Internal/Monthly
5.	Fire Station #2 1301 Pecan Hills Drive	Internal/Monthly External/Quarterly
6.	Senior Citizens Center 164 E. College	Internal/Monthly
7.	Parks and Recreation Hall 378 W. Long	Internal/Monthly
8.	Shop Across from Rec Hall 378 W. Long	Internal/Monthly
9.	Splashville Aquatic Center 850 S. Graham	Internal/Monthly External/Quarterly
10.	NYC Baseball Field Concession Stand 830 S. Graham	Internal/Monthly External/Quarterly
11.	Airport Terminal 1050 Airport Road	Internal/Monthly External/Quarterly
12.	Historical Museum 525 E. Washington	Internal/Monthly External/Quarterly Termite Control
13.	Municipal Service Center (MSC) 1201 Glen Rose Road.	Internal/Monthly External/Quarterly
14.	MSC Warehouse 1201 Glen Rose Rd.	Internal/Monthly External/Quarterly
15.	Garfield Pump Station 800 N. Garfield	Internal/Monthly External/Quarterly
16.	Lillian Pump Station 1420 S. Lillian	Internal/Monthly External/Quarterly
17.	Airport Pump Station 831 Airport Road	Internal/Monthly External/Quarterly
18.	Dublin Pump Station 601 W Douglas St, Dublin, TX	Internal/Monthly External/Quarterly

SERVICE TIMES

All services are to be performed between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday.

MISCELLANEOUS

Standard of Workmanship

All work shall be executed in a businesslike manner according to the best practices of the trade. All employees shall present a neat appearance while work is being performed. State and Federal laws are to be adhered to in the applications of chemicals. Standards and practices utilized must be consistent with Integrated Pest Management Standards as approved on the Texas Structural Pest Control Board.

REFERENCES

Bidder shall supply a minimum of three (3) commercial account references with his/her bid. All references will be companies with whom bidder has provided service in the past two (2) years. Include dates of services, business type, and contact person.

TERMS OF CONTRACT

The terms of this contract shall be for a period of one (1) year commencing upon October 1, 2023, however the City shall have the right to and option to extend the term of the contract for an additional two (2) one (1) year periods upon the same terms and conditions. The parties further agree that the City may cancel and terminate this contract, without cause, upon thirty (30) days written notice to contractor.

Contacts:

Address	Contact Name	Telephone Number
City Hall 298 W Washington Street,	Lupe Brumley	254-918-1328
Public Library 174 N Columbia Street	Mary Meredith	254-918-1203
Public Safety Building 356 N Belknap Ave	Lea Rodriguez	254-918-1277
Fire Station #1 356 N Belknap	Krystal Richards	254-918-1269
Fire Station #2 1301 Pecan Hill Drive	Krystal Richards	254-918-1269
Senior Citizens 164 E College Street	Sandy Morgan	254-918-1289
Parks & Recreation 378 W Long Street	Brad Mills	254-918-1296
Shop Across from Rec Hall 378 W. Long Street	Brad Mills	254-918-1296
Splashville Aquatic Center 850 S. Graham	Brad Mills	254-918-1296
NYC Baseball Field Concession Stand - 830 S. Graham	Brett Moore	254-918-1233
Airport Terminal 1050 Airport Rd.	Darrell Brown	254-918-1212
Historical Museum 525 E. Washington	Darrell Brown	254-918-1212
Municipal Service Center (MSC) 1201 Glen Rose Road	Robert Oswald	254-918-1257
MSC Warehouse 1201 Glen Rose Road	Robert Oswald	254-918-1257
Pump Stations	Jeremey Jennings	254-918-1235

**CITY OF STEPHENVILLE
 BID SHEET – PEST CONTROL ITB 3324**

Location	Price (internal monthly)	Price (external quarterly)
1. City Hall	_____	None
2. Public Library	_____	_____
3. Public Safety	_____	_____
4. Fire Station #1	_____	None
5. Fire Station #2	_____	_____
6. Senior Citizens	_____	None
7. Parks & Recreation	_____	None
8. Shop Across from Rec Hall	_____	None
9. Splashville Aquatic Center	_____	_____
10. NYC baseball field Concession Stand	_____	_____
11. Airport Terminal	_____	_____
12. Historical Museum (including termite inspection & control)	_____	_____
13. Municipal Service Center	_____	_____
14. MSC Warehouse	_____	_____
15. Garfield Pump Station	_____	_____
16. Lillian Pump Station	_____	_____
17. Airport Pump Station	_____	_____
18. Dublin Pump Station	_____	_____

To: City of Stephenville

I/we agree to furnish the described equipment, supplies, or services for the prices shown in accordance with specifications attached. By execution of this bid, I hereby represent and warrant to the City of Stephenville that I have read and understood the Bid Documents and this bid is made in accordance with those documents.

**Pest Control for City of Stephenville
Bid # 3324**

Vendor must meet or exceed specifications

Please do not include tax, as the City is tax-exempt. **Use the price sheet provided. **

Company

Telephone Number (include area code)

Mailing Address

Fax Number (include area code)

City, State, Zip Code

Email Address

Representative Name (print)

Date

Representative Signature

***BID MUST BE SIGNED BY A PERSON HAVING THE AUTHORITY TO BIND THE FIRM IN
A CONTRACT. BIDS NOT MANUALLY SIGNED WILL BE REJECTED.***