



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5.k

Title:

Recommendation to Award the Bid for Downtown Pest Control Services

Presenter:

AJ Reineking

Meeting: Government Services Committee

Date: May 22, 2017

Proposed Cost: \$43,010.00

Budgeted Amount: \$43,000

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The City utilizes a specialty pest control process to provide spider and nesting insect removal and deterrent services throughout public properties and bridges downtown. The process is somewhat of a hybrid between custodial services and pest removal, as cobwebs and nests are physically removed and then a natural deterrent material is hand applied to surfaces, spindles and rails.

Bids were solicited to perform such services at the three parking decks, City Hall, the Police Station, Fire Station 1/Century Station, the Illinois Street Bridge, the Prairie Street Bridge, the Main Street Bridge and the pedestrian (Piano Factory) bridge.

The City received one bid to perform these services from Earth Pest Control. Earth Pest Control has performed these services for the City in the past, along with several other Fox Valley communities. Their process has proven effective and they warrant their work throughout the year.

Attachments *(please list):*

* Earth Pest Control Bid * Pest Removal & Deterrent Services Bid Specifications

Recommendation/Suggested Action *(briefly explain):*

Recommendation to award the bid for Downtown Pest Control Services to Earth Pest Control in an amount not to exceed \$43,010.00.

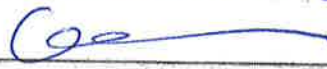
Insect/Pest Remediation & Deterrent Services Bid Sheet

Bid Opening: 2:00 PM on Thursday, April 20, 2017

Company: Earth Pest Control

Contact: Grace Budzynski - Kevin Floyd Contact Phone Number: 630-999-9060

Contact Email: earthpestcontrolservice@gmail.com

Signature of Authorized Agent: 

Bid

LOCATION	UNIT PRICE	NUMBER OF TREATMENTS	EXTENDED PRICE
Fire Station #1/ Century Station	\$ 4,000	1	\$ 4,000
Walnut Ave Parking Deck	\$ 3,055	2	\$ 5,510
Illinois Street Parking Deck - West (5 Floor)	\$ 3,600	2	\$ 7,200
Illinois Street Parking Deck - East (2 Floor)	\$ 2,500	2	\$ 5,000
Illinois Street Bridge	\$ 1,000	3	\$ 3,000
Prairie Street Bridge	\$ 600	3	\$ 1,800
Pedestrian (Piano Factory) Bridge	\$ 1,000	3	\$ 3,000
City Hall	\$ 1,500	3	\$ 4,500
Main Street Bridge	\$ 1,500	3	\$ 4,500
Police Department	\$ 1,500	3	\$ 4,500
TOTAL			\$ 43,010

INVITATION TO BID
Insect/Pest Removal & Deterrent Services

The City of St. Charles is accepting bids from qualified contractors to perform insect and pest removal and deterrent services on its outdoor public structures and facilities within the downtown area of the City of St. Charles.

LOCATION OF WORK:

The following areas have been identified for inclusion in this agreement:

1. Fire Department #1/Century Station
2. Walnut Avenue Parking Deck
3. Illinois Street Parking Deck - West (5 floor)
4. Illinois Street Parking Deck - East (2 floor)
5. Illinois Street Bridge
6. Prairie Street Bridge
7. Pedestrian (Piano Factory) Bridge
8. City Hall
9. Main Street Bridge
10. Police Department

WORKMANSHIP:

All work performed for the City shall meet the highest industry standard. Work shall be performed only by a qualified individual whose primary concern is the cleanliness of the City's downtown business district as it pertains to the elimination of nuisance insects and arachnids.

MAINTENANCE SCOPE:

Contractor shall treat surfaces up to three times per year as directed by the City. Treatment shall include cleaning surfaces including railings, benches, spindles, light poles, and the walls/structure of any covered walkway etc. and shall include the removal of cobwebs and nests. Contractor shall then apply an organic liquid treatment to prevent pests from returning to the site. The treatment shall be safe for use in pedestrian areas and safe for use adjacent to waterways, such as the Fox River. Contractor shall provide manufacturer verification of the safety of their product for use in these areas as well as MDS sheet for the product(s) to be used.

Between treatments, Contractor shall periodically inspect surfaces to determine the effectiveness of treatment application and re-apply treatment and/or remove cobwebs or nests as necessary. Any additional treatment between scheduled treatments shall be conducted at the Contractor's sole cost.

Treatment shall eliminate the webs and nests of spiders, wasps, mud dauber, and anything else that may be nesting on the premises, and shall deter such pests from establishing webs and nests between treatments.

TIME OF WORK:

Regular treatments shall be scheduled in the months of April, June and August. For locations designated with just one treatment, that work shall be completed in April. For locations designated with just two treatments, that work shall be completed in April and June.

Upon routine inspection by the Contractor or notification from the City, Contractor shall return intermittently to remove nests and webs and retreat surfaces.

NOTIFICATION, REPORTS & CERTIFICATION:

The Contractor shall notify the City of a scheduled maintenance visit 24-hours prior to arriving to perform the work.

After each visit, scheduled or emergency, Contractor shall provide a written report of the work completed. The report shall be emailed to the City representative.

NORMAL HOURS:

Work shall not begin before 7:00 AM and shall not extend past sunset.

PRICE:

The City is seeking a unit price per structure treated for all treatment locations specified.

Pest remediation is not a designation that is identified in the Illinois Prevailing Wage Act. As such, there is no applicable prevailing wage rate required for the scope of this work.

PAYMENT:

The contract price shall be divided into three (3) payments corresponding with the work actually performed. Contractor shall invoice the City after the completion of each treatment.

TERM:

The term of this agreement shall be for one (1) year. The contract shall commence May 1, 2017, and prices shall remain firm through April 30, 2018.

CONTACT

Quotations shall be submitted via email to Max Van de Mark, Public Works Division Manager, at mvandemark@stcharlesil.gov.

Insect/Pest Remediation & Deterrent Services Bid Sheet

Bid Opening: 2:00 PM on Friday, April 20, 2016

Company: _____

Contact: _____ Contact Phone Number: _____

Contact Email: _____

Signature of Authorized Agent: _____

Bid

LOCATION	UNIT PRICE	NUMBER OF TREATMENTS	EXTENDED PRICE
Fire Station #1/ Century Station	\$	1	\$
Walnut Ave Parking Deck	\$	2	\$
Illinois Street Parking Deck – West (5 Floor)	\$	2	\$
Illinois Street Parking Deck – East (2 Floor)	\$	2	\$
Illinois Street Bridge	\$	3	\$
Prairie Street Bridge	\$	3	\$
Pedestrian (Piano Factory) Bridge	\$	3	\$
City Hall	\$	3	\$
Main Street Bridge	\$	3	\$
Police Department	\$	3	\$
TOTAL			\$

CITY OF ST. CHARLES: PURCHASE ORDER GENERAL TERMS AND CONDITIONS

The following terms and conditions apply to the Order of goods or services to which they are attached, except as specifically provided otherwise in the Order.

TAX EXEMPTION:

The City of St. Charles is tax exempt, ID # E9996-0680-07.

ACCEPTANCE OF ORDER:

The Order is the City's offer to purchase the described goods and/or services from Vendor. The City's placement of the Order is expressly conditioned on Vendor's acceptance of all terms and conditions stated herein.

AMENDMENTS:

These terms and conditions may be amended only in writing and signed by the City's authorized agent.

UNIFORM COMMERCIAL CODE:

All applicable portions of the Illinois Uniform Commercial Code govern orders with the City.

DELIVERY; TIME OF ESSENCE; CANCELLATION BY CITY:

All prices include shipping and delivery to the City unless specified otherwise. Time is of the essence on all matters related to the purchase. If work and/or deliveries are not completed at the time agreed, the City may cancel the purchase or purchase elsewhere and hold Vendor accountable. If delivery dates cannot be met, Vendor must advise the City in writing of the earliest possible shipping date.

RISK OF LOSS:

Vendor bears all risk of loss, injury, or destruction of goods ordered herein until acceptance by the City. No loss, injury, or destruction will release Vendor from any obligations hereunder.

INSPECTION:

Goods must be properly packaged, or work completed to the highest standard. Damaged final product will not be accepted. If damage is not readily apparent at the time of delivery, the goods will be returned and must be replaced, or work must be redone, at no cost to the City. Notwithstanding any conflicting provision, the City has the right to inspect the final deliverable for at least 14 days after delivery/completion.

PATENTS AND COPYRIGHTS:

If any good or service delivered to the City is protected by any patent or copyright, then Vendor must indemnify and save harmless the City against any and all suits, claims, judgments, and costs instituted or recovered against the City by any person or entity on account of the use or sale of such articles by the City in violation or right under the patent or copyright.

NON-WAIVER OF RIGHTS:

No failure of the City to exercise any power given to it hereunder or to insist on strict compliance by Vendor with its obligations hereunder, and no custom or practice of the City at variance with the terms hereof, and no payment made

constitutes a waiver of the City's right to demand exact compliance with the terms hereof.

MATERIAL SAFETY DATA SHEETS:

Proper Material Safety Data Sheets, in compliance with OSHA's Hazard Communication Standard, must be provided by Vendor to the City at the time of purchase.

COMPLIANCE WITH LAWS:

Vendor, in fulfilling the order, must comply with all applicable provisions of the federal, State of Illinois, and local laws, regulations, rules, and orders.

LAWS GOVERNING:

The Order is governed by and construed according to the laws of the State of Illinois. Venue for any action related to the order will be in the Circuit Court.

PAYMENT; PAYMENT TERMS:

All invoices must be addressed to Accounts Payable, City of St. Charles, 2 E. Main Street, St. Charles, Illinois, 60174, as indicated on the front of the Order. Each invoice must include Vendor's name and telephone number, quantities, item descriptions, and units of measure. The City's payment will be due 30 days after delivery and acceptance.

WARRANTY:

Vendor warrants that all goods and services furnished hereunder will conform in all respects to the terms of the Order, including all drawings, specifications, and standards, and will be free of defects in materials, workmanship, and design. Vendor warrants the goods and services are suitable for and will perform in accordance with their intended purposes.

COMPLIANCE WITH LAWS:

Vendor must comply with all applicable laws, including without limitation the Illinois Human Rights Act and the Public Works Employment Discrimination Act.

It is an unlawful employment practice for Vendor (1) to fail or refuse to hire or to discharge any individual or otherwise to discriminate against any individual with respect to her or his compensation, or the terms, conditions, or privileges of their employment, because of that individual's race, color, religion, sex, age, handicap, or national origin or (2) to limit, segregate, or classify Vendor's employees or applicants for employment in any way that would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect her or his status as an employee, because of that individual's race, color, religion, sex, age, handicap, or national origin. Vendor must comply with all applicable civil rights laws.