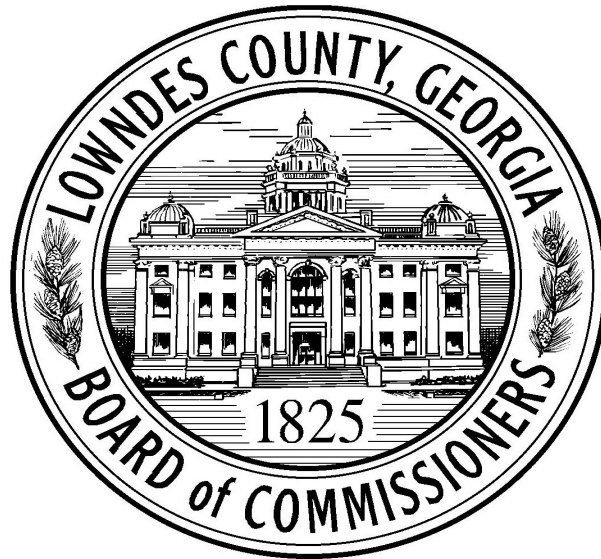


INVITATION TO BID



PURCHASING DEPARTMENT

P.O. BOX 1349

327 North Ashley Street

VALDOSTA, GEORGIA 31601

[#LC-2016-05](#)

FOR: Pest Control Service

OPENING DATE: June 27, 2016

TIME: 10:00 am

Amy Woods

PURCHASING DEPARTMENT

(229) 671-2527/ FAX (229) 245-5222

GENERAL SPECIFICATIONS

It is the intent of these specifications to furnish Lowndes County with the following requisitioned equipment/service, according to the attached. It is clearly understood that the following are minimum specifications and are made in order to show the exact specifications of the equipment/service proposed.

The bidder agrees that Lowndes County reserves the right to waive technicalities and to reject any or all bids.

Lowndes County reserves full freedom (in addition to the right to reject and all bids) in awarding bids to consider all available factors including, but not limited to, price, the provision of needed and unneeded features, usefulness to the using department and prior County experience. Hence the County may award bids to other than the lowest bidder if in the judgment of the Board of Commissioners the interest of the County will be best served by award to another.

All sealed bids must have the Bid Number and Name of Vendor submitting the bid located on the front of the envelope. Sealed bids are due and opened on the date and time listed on the front cover page.

NO BID WILL BE CONSIDERED IF RECEIVED AFTER THE DATE AND TIME SPECIFIED!

Any price(s) bid by dealer/vendor on any items offered to the Lowndes County shall be the price effective at the date of delivery.

No delivery date of "ASAP" (As Soon As Possible) shall be considered acceptable on items that have a maximum delivery date listed in the specifications.

Addendum(s) issued in a bid must be acknowledged and submitted with the original bid package.

All Shipping is to be FOB Valdosta, GA 31601 and included in the total price unless otherwise stated in the bid document.

If you have any questions, please call the phone number listed on the cover page.

INSTRUCTIONS TO BIDDERS

1. Bids must be made upon the form of the proposal if attached hereto. If there is not a form attached, please submit the proposal/bid on your company letterhead in a design/layout that will best suit the price and information that the County has requested. All pricing is to be submitted in the format requested. The following information should be listed legibly on the outside of the sealed envelope: 1. Name of vendor submitting the bid. 2. Bid number and Title located on the cover page of the Bid Package. Bids may be mailed or hand delivered **ONLY** to the Purchasing Department of Lowndes County, located on the 3rd floor of the Lowndes County Judicial and Administrative Complex, 327 N Ashley St, Valdosta, GA. In the event you choose to mail your proposal, it should be mailed to the Purchasing Department, P O BOX 1349, Valdosta, GA 31603. Faxed proposals will **NOT** be accepted.
2. No bidder will be allowed to withdraw his bid for any reason whatsoever after the bids have been opened unless otherwise stated in the specifications.
3. The following specifications represent the minimum general size, weight, capacity and performance characteristics desired in the equipment to be purchased. These requirements are not intended to prevent obtaining fair prices or to eliminate competition, but to insure, if possible, that all bids submitted would not be subject to correction or alteration after the bid has been filed, opened, and publicly read. In view of an unusual wide disparity in details of design and manufacture, complete descriptive literature and manufacturer's specifications must be submitted on each type of equipment offered. Lowndes County reserves the right to evaluate any or all bids, particularly where there is a range in specifications. Special consideration will be given to the ready availability of repair parts and service.
4. Federal or State taxes are not applicable to Georgia Municipalities under the United States Code Title 26 and Georgia Exemption Certificate Number 3-465-686-300-1.
5. The names of a certain brand, make, or definite specifications are to demote quality standard of the article desired. The County does not restrict bidders to be specific brand, make or manufacturer named; it is to set forth and convey to prospective bidders the general style, type, character and quality of the article desired.
6. The award of the contract will be awarded to the lowest responsible bidder taking into consideration quality performance and the time specified in the specifications for the performance of the contract.
7. Any item that the county has sent out for bid(s) must be **NEW** equipment with the latest technology available. No remanufactured item will be accepted unless stated otherwise in the bid specifications.

Lowndes County is accepting bids for pest control in County Buildings. This is a one year contract and, at the county's discretion, may renew for two (4) additional year-long terms.

Contractor Responsibilities:

1. Furnish labor, supervision, equipment, and supplies to provide pest control service for roaches, ants, silver fits, rats, mice, and any other insects.
2. Furnish and maintain in force policies of insurance covering workmen's compensation, comprehensive general liability, and automotive liability. *Proof of these policies shall be included in your completed bid packet.*
3. Use pesticides that are: approved by and registered with the Environmental Protection Agency (EPA) and have a low odor formulation.
4. Submit a copy of all chemical products to be used in the County buildings.
5. Must be licensed and certified by the Georgia Department of Agriculture. *A copy of your current license and certification must be included in your completed bid packet.*

Miscellaneous Information:

1. An approved County employee of each facility, except for the fire stations, must sign the monthly service ticket. The ticket must then be submitted to Robin Cumbus at the Lowndes County Public Works Department located at 550 Gil Harbin Industrial Blvd, Valdosta, Georgia 31601, in order for tickets to be processed for payment.
2. If a call back is needed by any building between services, there will be no additional charge to the County.
3. If you wish to **visit** any of the sites listed on the bid, contact Duke Paulo at 229-671-2700 to schedule a visit. Visits will be held on **June 9th and 10th** between the hours of **8 and 4**.
4. Questions must be submitted via fax or email ONLY to Amy Woods at awoods@lowndescounty.com or 229-245-5222 (fax). Verbal questions will not be accepted. Deadline for questions is 5pm on June 15, 2016.

Contract Terms:

This is a year-long contract with the option, at the County's discretion, to renew for two (4) additional year long terms.

Initial Contract: August 1, 2016 until July 31, 2017
First year renewal: August 1, 2017 until July 31, 2018
Second year renewal: August 1, 2018 until July 31, 2019
Third year renewal: August 1, 2020 until July 31, 2021
Fourth year renewal: August 1, 2021 until July 31, 2022

If either party wishes to cancel this contract before the dates listed above, a 60 day written notice must be submitted by the cancelling party.

Provide monthly pricing for the buildings listed below. If a discount is available for annual payments, list that pricing under the 'Annual Charge' column.

The following locations are included in the contract. Lowndes County reserves the right to add or delete locations on the list during the life of the contract.

LOCATION	MONTHLY CHARGE	ANNUAL CHARGE
1. LOWNDES COUNTY COURTHOUSE 108 E. Central Ave	\$ _____	\$ _____
2. PUBLIC WORKS 550 Gil Harbin Ind. Blvd	\$ _____	\$ _____
3. 911 CENTER 1515 Madison Hwy	\$ _____	\$ _____
4. FIRE STATION HEADQUARTERS 2981 US Hwy 84 East	\$ _____	\$ _____
5. HUMAN RESOURCE BUILDING 206 S. Patterson St.	\$ _____	\$ _____
6. LOWNDES COUNTY 4-H CAMP 6100 4H Club Dr Lake Park, GA	\$ _____	\$ _____
7. CIVIC CENTER (OFFICE AREA) 2103 E. Hill Ave	\$ _____	\$ _____
8. ANIMAL SHELTER 337 Gil Harbin Ind. Blvd	\$ _____	\$ _____
9. CORONER OFFICE 211 Webster St.	\$ _____	\$ _____
10. BOARD OF ELECTIONS 2809 Oak Street	\$ _____	\$ _____
11. LOWNDES GOVERNMENTAL BLDG 300 N. Patterson St.	\$ _____	\$ _____

FIRE STATIONS	MONTHLY CHARGE	ANNUAL CHARGE
1. STATION #1 SOUTHSIDE VFD 2216 COPELAND RD VALDOSTA, GA 31601	\$ _____	\$ _____
2. STATION #2 CLYATTVILLE VFD 500 CEDAR ST. CLYATTVILLE, GA 31601	\$ _____	\$ _____
3. STATION #2A CLYATTVILLE VFD 4310 ROCKY FORD RD VALDOSTA, GA 31601	\$ _____	\$ _____
4. STATION #3 TWIN LAKES VFD 5125 DANIELI DR. LAKE PARK, GA 31636	\$ _____	\$ _____
5. STATION #3A TWIN LAKES VFD 1190 LAKES BLVD LAKE PARK, GA 31636	\$ _____	\$ _____
6. STATION #4 NORTH LOWNDES VFD 4007 OLD U.S. 41 VALDOSTA, GA 31601	\$ _____	\$ _____
7. STATION #4A NORTH LOWNDES VFD VALDEL RD VALDOSTA, GA 31601	\$ _____	\$ _____
8. STATION #5 BEMISS-BARRETTS VFD 4040 PINEGROVE RD VALDOSTA, GA 31605	\$ _____	\$ _____

9. STATION #5A
BEMISS-BARRETTS VFD
5327 CAT CREEK RD
VALDOSTA, GA 31605 \$ _____ \$ _____

10. STATION #5B
BEMISS-BARRETTS
6187 UPPER NEW BETHEL RD
RAY CITY, GA 31645 \$ _____ \$ _____

11. STATION #6
SHILOH VFD
6027 SHILOH RD
HAHIRA, GA 31632 \$ _____ \$ _____

12. STATION #6A
SHILOH VFD
7708 WEBB RD
HAHIRA, GA 31632 \$ _____ \$ _____

13. STATION #7
EASTSIDE VFD
2209 NEW STATENVILLE RD
VALDOSTA, GA 31601 \$ _____ \$ _____

14. STATION #7A
EASTSIDE VFD
4653 JOHNSTON RD
VALDOSTA, GA 31601 \$ _____ \$ _____

15. STATION #8
NAYLOR VFD
8052 HWY 135 SOUTH
NAYLOR, GA 31641 \$ _____ \$ _____

16. STATION #9
WESTSIDE VFD
2123 WESTSIDE DR
VALDOSTA, GA 31601 \$ _____ \$ _____

**TOTAL AMOUNT FOR
ALL BUILDINGS \$ _____ \$ _____**

2nd YEAR CONTRACT PRICE = \$ _____ \$ _____

3rd YEAR CONTRACT PRICE = \$ _____ \$ _____

4th YEAR CONTRACT PRICE= \$ _____ \$ _____

5th YEAR CONTRACT PRICE= \$ _____ \$ _____

I hereby state that all of the information that I have provided is true, accurate, and complete. I hereby state that I have the authority to submit this bid which will become a bonding contract if accepted by Lowndes County. I hereby state that I have read, understand, and agree to be bound by all the terms of this document.

Name

Title

_____ Phone _____ Email address

Company Name

Company Address

_____ Phone _____ Fax

Tax ID Number

E-Verify Number

Did you.....

1. Include proof of insurance policies?
2. Include a copy of all chemical products to be used in the County buildings?
3. Include a copy of your current certification and license issued by the Georgia Department of Agriculture for Pest Control?
4. Include your E-Verify Number?