



MANATEE COUNTY FLORIDA

REQUEST FOR QUOTATION #15-2105CB

PEST CONTROL SERVICES

DATE ISSUED: June 11, 2015

DUE DATE: July 21, 2015 at 3:00pm

Manatee County Government
Purchasing Division, Suite 803
1112 Manatee Avenue West
Bradenton, FL 34205

For Information Contact: Charles Bentley, Buyer
Phone: 941-749-3036 Fax: 941-749-3034
charles.bentley@mymanatee.org

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Manatee County invites your participation in the following quotation. The specifications stated herein are of the minimum requirements. All quotes submitted must be in accordance with the General Terms and Conditions, and Specific Terms and Conditions.

Manatee County, a political subdivision of the State of Florida, (hereinafter "Manatee County" or the "County") will receive quotations from individuals, corporations, partnerships, and other legal entities organized under the laws of the State of Florida or authorized to conduct business in the State of Florida.

INFORMATION CONFERENCE – NON MANDATORY - RECOMMENDED

In order to insure that all prospective quoters have sufficient information and understanding of the County's needs, an information conference will be held at the Manatee County Administration Center, 1112 Manatee Avenue West, Bradenton, FL 34205 in the Purchasing Conference Room on June 29, 2015 at 10:00am. It shall be the responsibility of all quoters to request any additional clarification of the contents herein. Clarification deadline is July 8, 2015 at 10:00am. Clarification shall be furnished by written addendum from Purchasing. Quoters shall not accept any verbal or telecommunication explanation as authorized clarification of the contents herein.

Important Note: A prohibition of Lobbying has been enacted. Please review paragraph (page 4) carefully to avoid violation and possible sanctions.

AUTHORIZED TO RELEASE: CB

GENERAL TERMS AND CONDITIONS

QUOTE FORMS

Quotes must be submitted on attached County forms, although additional pages may be attached. Quoters must fully comply with all Quotation Documents, terms, and conditions.

AMERICAN DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for an **Information Conference** or **Bid Opening** should contact the person named on the first page of this Quote Document at least twenty-four (24) hours in advance of either activity.

AUTHORIZED PRODUCT REPRESENTATION

The vendor, by virtue of submitting the name and specifications of a manufacturer's product, shall be required to furnish the named manufacturer's product. The vendor's failure to perform accordingly may, in the County's sole discretion, be deemed a breach of contract, and shall constitute grounds for the County's immediate termination of the contract.

CLARIFICATION & ADDENDA

Each quoter shall examine all Request for Quote documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Quotes shall be made through the Manatee County Purchasing Division. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given. If any addenda are issued to this Request for Quotation, the County will attempt to notify all prospective quoters who have secured same, however, it shall be the responsibility of each quoter, prior to submitting their quote, to contact the Manatee County Purchasing Division (see contact on page 1) to determine if addenda were issued and to make such addenda a part of their quote.

CODE OF ETHICS

With respect to this quote, if any Quoter violates or is a party to a violation of the Code of Ethics of Manatee County per Manatee County Purchasing Code Ordinance 08-43, Article 3, Ethics in Public Contracting, and/or the state of Florida per Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such Quoter may be disqualified from performing the work described in this quote or from furnishing the goods or services for which the quote is submitted and shall be further disqualified from submitting any future quotes or proposals for work or for goods or services for Manatee County.

The County anticipates all statements made and materials submitted in a quote will be truthful. If a quoter is determined to be untruthful in its quote or any related presentation, such quoter may be disqualified from further consideration regarding this Request for Quotation.

COLLUSION

By offering a submission to this Request for Quotation, the quoter certifies that the quoter has not divulged, discussed or compared their quote with other quoters, and has not colluded with any other quoter or parties to this quote whatsoever. Also, quoter certifies, and in the case of a joint quote each party thereto certifies as to their own organization, that in connection with this quote:

- a. any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other quoter or with any competitor;
- b. any prices and or cost data quoted for this quote have not been knowingly disclosed by the quoter and will not knowingly be disclosed by the quoter, prior to the scheduled opening, directly or indirectly to any other quoter or to any competitor;
- c. no attempt has been made or will be made by the quoter to induce any other person or firm to submit or not to submit a quote for the purpose of restricting competition;

- d. the only person or persons interested in this quote, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this quote or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding or a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by quoter for purpose of doing business.

DISCLOSURE

Upon receipt all inquiries and responses to inquiries related to the Request for Quotation become "Public Records" and are subject to public disclosure consistent with Chapter 119, Florida Statutes. Quotes/Proposals become subject to disclosure 30 days after the Opening or if a notice of intended award decision is made earlier than this time as provided by Florida Statute 119.071(1)(b). No announcement or review of the offer shall be conducted at the public opening. If the County rejects all offers and concurrently notices its intent to reissue the solicitation, initial offers are exempt until the County provide notice of its intended decision or, 30 days after the opening of the new offers.

DISCOUNTS

Any and all discounts must be incorporated in the prices contained in the quote; and not shown separately. The prices as shown on the quote form shall be the price used in determining award(s).

DISQUALIFYING CRIMINAL MATTERS; CERTIFICATION REQUIRED

A person or affiliate who has been placed on the State's convicted supplier list following a conviction for a public entity crime, as that term is defined in Florida Statute s. 287.133, may not submit a quote, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a quote, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit quotes, proposals, or replies on leases of real property to a public entity; s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted supplier list; may not be awarded or perform work as a supplier, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute s.287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted supplier list.

In addition, the Manatee County Code prohibits the award of any contract to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of an environmental law that, in the reasonable opinion of the purchasing official, establishes reasonable grounds to believe the person or business entity will not conduct business in a responsible manner. To ensure compliance with the foregoing, the Code requires all persons or entities desiring to contract with the County to execute and file with the purchasing official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have a such a record and is therefore eligible to seek and be awarded business with the County. In the case of a business entity other than a partnership or a corporation, such affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, such affidavit shall be executed by the general partner(s). A confirming Criminal Matters Certification Affidavit is attached for this purpose.

DESCRIPTIVE INFORMATION

Unless otherwise specifically provided in the Quotation Documents, all equipment, materials and articles incorporated in the work covered by this contract shall be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the Quotation Documents, reference to any equipment, material, article or patented process, by trade name, brand name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition.

E-VERIFY

The employment of unauthorized aliens by any successful quoter is considered a violation of Section 274(e) of the Immigration and Employment Act. If successful quoter knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the resulting Agreement.

A complete list of all subcontractors proposed for any portion of the Work may be requested of any quoter deemed necessary by County. Subcontracts shall be awarded only to those subcontractors considered satisfactory by County.

The successful quoter shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the successful quoter during the term of the Agreement. The successful quoter shall expressly require any subcontractors performing work or providing services pursuant to the state contract to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of the Agreement.

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all quoters that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit quotes in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

INDEMNIFICATION

The successful quoter supplier covenants and agrees to indemnify and save harmless the County, its agents and employees, from and against all claims, suits, actions, damages, causes of action, or judgments arising out of the terms of the resulting contract for any personal injury, loss of life, or damage to the property sustained as a result of the performance or non-performance of services or delivery of goods; from and against any orders, judgments, or decrees, which may be entered against the County, its agents or employees; and from and against all costs, attorney's fees, expenses and other liabilities incurred in the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting agreement, contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of the County as set forth in Florida Statute Section 768.28.

IRREVOCABLE OFFER

Any quote may be withdrawn up until the date and time set for opening of the quote. Any quote not so withdrawn shall, upon opening, constitute an **irrevocable offer for a period of 90 days** to sell to Manatee County the goods or services set forth in the attached specifications until one or more of the quotes have been duly accepted by the County.

LEGAL NAME

Quotes shall clearly indicate the legal name, address and telephone number of the quoter. Quotes shall be signed above the typed or printed name and title of the signer. The signer must have the authority to bind the quoter to the submitted quote.

LOBBYING

After the issuance of any Invitation for Bids or Request for Quotation, prospective quoters, proposers or any agent, representative or person acting at the request of such quoter or proposer shall not contact, communicate with or discuss any matter relating in any way to the Invitation for Bids or Request for Quotations with any officer, agent or employee of Manatee County other than the Purchasing Director or as directed in the Invitation for Bids or Request for Quotations. This prohibition begins with the issuance of any Invitation for Bids, or Request for Quotations, and ends upon execution of the final contract or when the invitation or request has been cancelled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Purchasing Code.

The County reserves the right to amend or to add to the names listed as persons to contact. All amendments or additions to the names listed as persons to contact shall be issued by Purchasing, in writing.

MATHEMATICAL ERRORS

Quotes submitted shall be based on the quantities stated on the Quote Form. Quantities shall be used for the comparison of Quotes. Payment to the Vendor will be made based on the actual quantity of work completed and accepted at the date of payment request, in accordance with the terms of the contract.

In the event of multiplication/extension error(s), the unit price shall prevail. In the event of addition error(s), the extended totals shall prevail. All quotes shall be reviewed mathematically and corrected, if necessary, using these standards prior to additional evaluation. Calculations shall be factored to the second decimal point.

MBE/WBE

The State of Florida, Office of Supplier Diversity provides the certification process and the database for identifying certified MBE/WBE firms. This service may be directly accessed at: <http://www.osd.dms.state.fl.us/iframe.htm>. If you have any questions regarding this State service, please contact their office at (850) 487-0915.

MODIFICATION OF QUOTATION DOCUMENTS

If a quoter wishes to recommend changes to the Quotation Documents, the quoter shall furnish in writing, data and information necessary to aid the County in evaluating the request to modify the Quotation Documents. The County is not obligated to make any changes to the Quotation Documents. Unless an addendum is issued as outlined in Article A.04, the Quotation Documents shall remain unaltered. **Quoters must fully comply with the Quotation Documents, terms, and conditions.**

QUOTE EXPENSES

All expenses for submitting quotes to the County are to be borne by the quoter.

QUALITY GUARANTEE

If any product/service delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed in this quote, the Vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship or manufacturing or shipping damage. Also, the Vendor shall refund to Manatee County any money which has been paid for same. The Vendor will be responsible for attorney fees in the event the Vendor defaults and court action is required.

REGULATIONS

It shall be the responsibility of the quoter to assure compliance with any OSHA, EPA and/or other Federal or State of Florida rules, regulations or other requirements, as each may apply.

RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all quotes, to waive irregularities and technicalities, and to request resubmission. Also, the County reserves the right to accept all or any part of the quote, add related items or services, and to increase or decrease quantities to meet additional or reduced requirements of the County. Any sole response received by the first submission date may or may not be rejected by the County depending on available competition and current needs of the County. For all items combined, the quote of the lowest responsive, responsible quoter will be accepted, unless all quotes are rejected. The lowest responsible quoter shall mean that quoter who makes the lowest quote to sell goods and/or services of a quality which conforms closest to or most exceeds the quality of goods and/or services set forth in the attached Quotation Documents or otherwise required by the County, and who is fit and capable to perform the quote as made.

To be responsive, a quoter shall submit a quote which conforms in all material respects to the requirements set forth in the Request for Quotation. To be a responsible quoter, the quoter shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any quoter to deliver the goods or service requested. Information the County deems necessary to make this determination shall be provided by the quoter. Such information may include, but shall not be limited to: current financial statements, verification of availability of equipment and personnel, and past performance records.

ROYALTIES AND PATENTS

The Vendor shall pay all royalties and license fees for equipment or processes in conjunction with the equipment and/or services he is furnishing. Vendor shall defend all suits or claims for infringement of any patent, trademark or copyright, and shall save the County harmless from loss on account thereof, including costs and attorney's fees.

TAXES

Manatee County is exempt from Federal Excise and State Sales Taxes (F.E.T. Exempt Cert. No. 59-78-0089K and FL Sales Tax Exempt Cert. No. 51-02-027548-53C); therefore, the quoter is prohibited from delineating a separate line item in his quote for any sales or service taxes. Nothing herein shall affect the quoter's normal tax liability.

NOTE: ANY OR ALL STATEMENTS CONTAINED IN THE FOLLOWING SECTIONS: GENERAL INFORMATION, GENERAL TERMS AND CONDITIONS, SPECIFIC TERMS AND CONDITIONS, MINIMUM TECHNICAL SPECIFICATIONS OR BASIS OF AWARD, WHICH VARY FROM THE INFORMATION TO QUOTERS SHALL HAVE PRECEDENCE

BE GREEN

All vendors/bidders/quoters/proposers (as applicable) are encouraged to use as many environmentally preferable "green" products, materials, supplies, etc. as possible in order to promote a safe and healthy environment. Environmentally preferable are products or services that the reduced adverse effect on the environment. Provide detail of your organization's initiative and its ability to meet the goal of environmental sustainability.

SPECIFIC TERMS & CONDITIONS

PURPOSE

It is the intent of Manatee County to establish a contract for pest control services for various locations throughout the County. It is the specific purpose of this quote to establish an annual contract for required services and to secure the cost and availability of the services.

SPECIFICATIONS

Vendors shall submit quotes strictly in accordance with specifications. Each variance to these specifications shall be explicitly stated by the Vendor on the quote form. Should the vendor not furnish the County a list of exceptions and supporting data, the County will assume the Vendor is quoting in accordance with the specifications.

BLANKET ORDER

Blanket Purchase Order(s) shall be issued as a result of this quote. A Blanket Purchase Order number, when accompanied by a valid Release Order number provided by an authorized County department, will authorize purchases on an "**as required**" basis.

A master agreement with subsequent individual orders shall be used, therefore for payment; each invoice shall indicate the Blanket Purchase Order number followed by a valid Release Order number. The Vendor is not authorized to proceed with, and will not be compensated for, any work that is not authorized by a valid Release Order Number issued by the County's Representative.

QUANTITIES

The estimated labor hours and costs on the Quotation Form are provided for tabulation purposes only. They do not reflect historical usage. Purchase Orders/Release Orders shall be issued on an **as required** basis; covering all or part of the specified items on quote. During the term of the contract, the County reserves the right to add or remove facilities to increase or decrease square footage, change service days and/or times, and to change the type of services called for on an as required basis.

PAYMENT

Within forty-five (45) days after completion of services by the supplier, acceptance by the County, and presentation of an appropriate invoice, the County shall pay the total amount due. Payment invoices shall include the Purchase Order number and a valid Release Order number. Receipts showing the vendor's cost for materials must accompany invoices where billing for materials is allowed.

ePAYABLES

Manatee County and Clerk of the Circuit Court have partnered to offer the ePayables program, which allows payments to be made to vendors via credit cards. The Clerk will issue a unique credit card number to each vendor; the card has a zero balance until payments have been authorized.

After goods are delivered or services rendered, vendors submit invoices to the remit to address on the purchase order according to the current process. When payments are authorized, an email notification is sent to the vendor. The email notification includes the invoice number(s), invoice date(s), and amount of payment. There is no cost for vendors to participate in this program; however, there may be a charge by the company that processes your credit card transactions.

If you are interested in participating in this program, please complete the ePayables Application attached herein and return the completed form via email to Ms. Lori Bryan, Supervisor at lori.bryan@manateeclerk.com.

PRICES

The prices quoted for each location for scheduled services and hourly rate plus markup shall be used for payment. Hourly rates shall include on-site time only. Overtime (OT) hours shall be all hours other than 8am to 5pm Monday through Friday excluding holidays. Prices shall remain firm and irrevocable for the contract period.

CONTRACT TERM

This contract shall be for a period of one year, commencing from the date of award, unless renewed or terminated as provided in this quote document.

RENEWAL

If not cancelled by the Vendor or the County, **this contract shall be automatically extended/renewed** beyond the first twelve (12) month contract period for two additional twelve (12) month periods not to exceed a total contract duration of thirty-six (36) months providing there are no changes of prices, terms or conditions. Renewal prices may be adjusted only as permitted in the paragraph below, Price Adjustments For Renewal Periods. **Written notice of intention not to renew must be submitted by the successful quoter 90 days prior to the end of a contract period.** Should any Vendor choose not to renew the quote awarded, the County reserves the right to terminate the Contract with that Vendor and select the next qualified quoter, or re-advertise for those quoted items, or solicit a new Request for Quotation for all items (including multiple quote awards).

PRICE ADJUSTMENTS FOR RENEWAL PERIODS

Prices shall remain firm for the first twelve month base contract term. Requested price changes for the remaining terms may be adjusted in accordance with the Producers Price Index for Household and Institutional Pesticides & Chemicals #WPU06530108. The base index shall be the index effective on the date of award. The index used for each successive renewal period shall be the effective index on the date of renewal.

The maximum acceptable increase for any renewal term shall be the percentage calculated in accordance with the method described in the Consumers Price Index from the Bureau of Labor Statistics.

The example below illustrates the method by which Pricing shall be adjusted:

INDEX POINT CHANGE

Commodity _____ Index	115.2 (Renewal Index)
Commodity _____ Index	<u>112.8</u> (Base Index or previous Index)
Equals Index Point Change	2.4 Index Point Change

INDEX PERCENT CHANGE

Index Point Change from above	2.4
Divided by Base Index (or previous Index)	112.8
Equals	0.0213 or 2.13 Percent

CANCELLATION

It is mutually agreed that any award made as a result of this quote may be cancelled by the Vendor upon 90 days written notice by Certified Mail to the County. However, the County is hereby authorized to purchase, in accordance with the prices quoted, any quantity of materials during this 90 day interim provided the County requests delivery during this period.

The County reserves the right to terminate a contract (or item award) by giving 30 days written notice of intention to terminate if at any time the Vendor fails to abide by or fulfill any of the terms and conditions of the contract. The County also reserves the right to terminate the contract for any of the items herein for the convenience of the County, with or without cause.

REGULATIONS

It shall be the responsibility of each Vendor to assure compliance with any NFPA, OSHA, EPA, and/or Federal or State of Florida rules, regulations or other requirements, as each may apply.

SITE INSPECTION

To submit a complete quote, quoters shall examine the sites and fully acquaint themselves with all existing conditions of the work to be done in order to familiarize themselves with all precautions to be taken to avoid injury to persons and property. The vendor shall determine, by site investigation, any necessary work not specifically called for, but necessary to satisfactorily complete the work. Signature on Quotation Form will attest that the above investigation has been completed.

SUBCONTRACTORS

It is expected that the Vendor shall have in-house capability to provide all the services required by this contract; however, should the Vendor find it necessary to utilize the services of a subcontractor, the Vendor shall first obtain the approval of the County. The Vendor shall also require each subcontractor to adhere to applicable provisions of this contract, including obtaining the Certificate of Liability Insurance from the subcontractor(s). The utilization of any subcontractor shall not relieve the Vendor from any liability or responsibility to the County pursuant to the provisions of this contract or obligate the County to the payment of any compensation to the subcontractor or additional compensation to the Vendor.

COUNTY CONTRACT MANAGER (CCM)

Manatee County shall designate a County Contract Manager (CCM) with respect to services to be performed by the Vendor pursuant to this contract. Within the term of this contract, the CCM shall have the authority specifically delegated to him as well as the authority to transmit instructions, receive information, interpret and define the policy of the County and make decisions pertinent to services covered by this contract. **All work orders for requested service shall be approved by the CCM prior to performing the service. This includes all pest control services other than scheduled monthly services (Subgroup 1a).** The CCM shall have the right, from time to time, to designate such other employees of Manatee County as he desires to serve in his absence and may delegate to such other all or part of the authority delegated to him herein. The County reserves the right to designate a different CCM, provided that the Vendor is given written notice thereof.

The CCM shall give prompt notice to the vendor whenever the County observes or otherwise becomes aware of any defect in the performance of the work under this contract. The CCM shall give careful and reasonable consideration to the findings and recommendations of the Vendor and to respond in a timely manner so as not to unduly delay the Vendor's work.

QUOTERS QUALIFICATIONS

Vendor shall have maintained similar complexity of service, a full-time pest control service for a minimum period of three (3) continuous years, shall have sufficient personnel to accomplish the Work, and are able to furnish evidence of providing excellent service on a consistent basis. All responsible individuals shall be available by telephone, cellular telephone, and/or pager at all times.

Each quoter shall be required to submit their State of Florida Pest Control Operator's license with their quote. Site visits are not required but are recommended. Vendor shall provide experienced, capable personnel to direct and complete work in a manner satisfactory to the County as well as in accordance with industry standards and Federal, State and Local Laws, regulations and guidelines.

LICENSING

Vendors must have a pest control business license from the Florida Department of Agriculture and Consumer Services Bureau of Entomology and Pest Control pursuant to Florida State Statute Chapter 482, Section 071.

MINIMUM TECHNICAL SPECIFICATIONS

SCOPE OF SERVICES

It is the intent of Manatee County to establish a contract for pest control services to be performed in three categories: **Group 1-Scheduled Monthly Services**, for various locations throughout the County and **Unscheduled Related Pest Control**; **Group 2-Invasive Species Control**, and **Group 3-Termite Control**.

a. **Subgroup 1a-Scheduled Monthly Services**

Vendor shall furnish all labor, materials, equipment and supervision needed to provide scheduled indoor and exterior structure pest control services on a monthly basis, or as needed, to maintain an insect and rodent-free environment. Monthly visual inspection inside and outside all buildings shall be performed with spot treatment inside. The technician shall advise the CCM of any preventive measures such as trimming trees or sealing cracks and holes to assist in stopping current or preventing future infestations. Service site locations, contact names and phone numbers are listed on pages 16-27 of this document, under LOCATIONS.

The Vendor shall perform any type of treatment necessary to eliminate insects and rodents, including but not limited to: searching out infestations (e.g. spiders, fleas, bedbugs); destroying nests (e.g. wasps and hornets); and/or setting out bait (e.g. German roaches) and traps (e.g. mice and rats). A variety of pest control options should be considered (e.g. monitoring traps, gel baits, crack and crevice treatments with a wide range of low-mammalian toxicity pesticides, spot treatments, exclusion barriers for rodents, bats, birds or other animals). Other non-insect treatments will be on an "as required" basis, including rodent bait boxes along the perimeter of buildings known or prone to have rodent problems.

If monthly service is not adequate for the control of insects and rodents, vendor shall perform additional treatments at no extra cost to the County until the problem is eliminated. If preventive indoor treatments fail and there is an infestation requiring additional treatment(s), vendor shall perform the service at no charge. If preventive indoor treatments for rats and/or mice fail, vendor shall set out traps at no charge. The vendor shall verify square footage at time of first service and report any discrepancies to the CCM immediately.

b. **Subgroup 1b-Unscheduled Related Pest Control (Indoor & Outdoor)**

This group includes the occasional, one time situations that occur in nature. Pests included in this category include all powder post beetles, feral bees, swarming ants, and other arthropod (excluding termites), reptilian or mammalian problems that can occur from time to time. Each of these will be handled on a per-case basis with direction coming from the CCM with input from the pest control vendor. These services are not included in regular monthly fees for pest control under this bid, Subgroup 1a, but are included in the hourly cost for technicians' services. **See Group 3 for termite control.**

All locations requiring unscheduled services shall be treated with the products and in the manner prescribed by the successful vendor. **A good faith estimate shall be provided before commencing treatment** on a per hour basis. The County will only pay for the initial treatment for a specific problem in a specific area within a six-month period. Vendors are instructed to include follow-up treatments in unit prices for those remedial services that require initial treatments and follow-up treatments. Re-treatment will not be billable. Property Management may request the evaluation of a particular site for termite activity, species identification, and/or to determine proper method of treatment at no additional cost to the County.

c. **Group 2-Invasive Species Control (Indoor & Outdoor)**

These are unknown at any point in time. Recent invasive species include Africanized Honey Bees and the Caribbean Crazy Ant. Each new invasive species presents a unique control situation and will be handled on a case by case basis with strong input from University of Florida Extension research. These services are not included under the regular monthly pest control fees but are included in the hourly cost for technicians' services. Pests in this category currently include Caribbean Crazy Ant and Africanized bees.

Areas included in this section are County owned and operated sites and are limited to areas where risk, safety or health issues dictate action on the part of the CCM and the pest control company. **A good faith estimate shall be provided before commencing treatment** on a per hour basis.

d. Group 3-Termite Control

Each of these will be handled on a per-case basis with direction coming from the CCM with input from the pest control vendor. These services are not included in regular monthly fees for pest control under this RFQ, Group 1, based on square feet or cubic feet. Pests included in this category include all termites that can occur from time to time.

All locations requiring unscheduled services shall be treated with the products and in the manner prescribed by the successful vendor. **A good faith estimate shall be provided before commencing treatment** based on square feet or cubic feet (see Quote Form, page 28). The County will only pay for the initial treatment for a specific problem in a specific area within a six-month period. Vendors are instructed to include follow-up treatments in unit prices for those remedial services that require initial treatments and follow-up treatments. Re-treatment will not be billable. **Tenting will typically be required to take place during weekends and holidays.** The CCM may request the evaluation of a particular site for termite activity, species identification, and/or to determine proper method of treatment at no additional cost to the County.

DEFINITIONS

- a. **Cubic foot is defined as the volume equal to a cube one foot on each side.**

Computation of cubic feet for Termite Extermination:

Length of building in feet x Width of building in feet x Height of building in feet = Cubic Feet

- b. **Linear foot is defined as a straight line measurement.**

Computation of linear feet for OUTDOOR treatment: Linear feet describing the boundaries of area to be treated, at least one foot in width on the ground, two feet up from the ground (for example, if the outside perimeter of a facility were to be treated to prevent spider infestation inside the facility, the area to be treated would be the outside perimeter of the building sprayed to a minimum width of one foot on the ground and two feet up the side of the building or other structure. This service is different from blanket spraying (used mainly for the eradication of spider infestations in the exercise yards at the jail, on the water tower at the Dam and to eliminate infestations of insects or rodents when regular indoor treatment fails). Outdoor blanket spraying is provided for on the Quotation Form. The cost of indoor blanket spraying or fogging will be borne by the vendor unless otherwise agreed to with the authorized representative from Property Management.

- c. **Square foot is defined as a unit of area equal to one foot by one foot square.**

Computation of square feet for INDOOR treatment:

Length of building in feet x Width of building in feet = Square Feet

NOTE: Any additional INDOOR locations not specifically listed on the Quotation Form shall be quoted on a site by site basis and priced consistent with similar buildings already quoted (i.e. new facilities within Manatee County).

DELIVERY TIME

Upon notification (verbal or written) of a need for services, Vendor shall acknowledge the request and shall be expected to confirm the schedule of work for presentation to the CCM or County designee within twenty-four (24) hours from time of notification. Pest control services shall be rendered within three (3) business days after receipt of valid release order from the County. Unless otherwise agreed to by the CCM or County designee, all pest control services shall be completed during normal business hours on the days and times agreed upon by the CCM or County designee for each location, excluding holidays.

Vendor shall coordinate with the site contact person for the location to be serviced at least twenty-four (24) hours prior to commencement of work. Vendor shall provide a separate delivery ticket for each serviced location listing the date, service performed, and location of the service. Vendor shall obtain a signature from an authorized County Representative upon completion of each service and leave at least one hard copy of the delivery ticket with the County employee or designee or email an electronic copy of the signed delivery ticket to the CCM or County designee or include a copy of the delivery ticket for each serviced location with the invoice.

MATERIALS

All materials to be used under this contract shall be subject to the approval of the County. All materials to be used shall meet Federal, State and County laws, statutes and regulations. Vendor is encouraged to use as many 'green' products as possible in order to maintain a safe and healthy environment.

METHODS OF APPLICATION

Vendor shall take all necessary precautions to prevent injury to the public and to the structure being treated while services are performed. Each building shall be serviced completely upon each unless specifically asked not to treat a certain area by the site contact person or the CCM.

Note: All kitchen areas shall be treated with chemicals appropriate for food service. Written reports of all applications are required. Such reports shall be signed off on by the site contact person for the area treated at the time of treatment.

Dry and/or wettable powder and liquid insecticides shall be applied, where applicable, to all cracks and crevices; behind service lines, pipes or wires attached to walls in any area; beneath pallets; under sinks; in and around cabinets, baseboards, pipe fittings, stairways, door casings, window casings and sills; and wherever else crawling insects may crawl when they emerge from nesting.

TERMITE EXTERMINATION

Drywood termite extermination shall be performed by using the fumigation tenting method when less evasive measures have been deemed non-affective.

- a. All tenting shall be monitored by Vendor during the fumigation process.
- b. Vendor shall provide at least \$1,000,000 termite damage repair warranty on all buildings tented or otherwise treated for termites. Vendor shall photograph any preexisting damage from termites. Warranty shall exist for one year full year after initial treatment.

RECORDS & INSTRUCTIONS

- a. Vendor shall maintain records of insecticides and rodenticides used within each building. Records shall include the span of time each different type of insecticide or rodenticide was used, the areas to which it was applied and the reasons for changes from one type to another.
- b. Vendor shall maintain records of pests treated. Records shall include dates of monitoring or scouting. Vendor shall identify types of pests for treatment (e.g. roach or ant is insufficient; 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, insecticide used).
- c. All records shall be furnished to the County upon request.
- d. It shall be the responsibility of the awarded quoter to submit, upon request, a Material Safety Data Sheet (MSDS) for all toxic substances in accordance with Florida Statutes Chapter 442, The Right To Know Law, which mandates on-site MSDS for all toxic substances appearing in the work place.

INSPECTIONS BY COUNTY

- a. The CCM or County designee may make unannounced inspections to any building or section of a building to ensure that insects and pests are being controlled. All deficiencies shall be noted at that time, and vendor shall be informed of same. If, within a period of one week, obvious correction of the problem areas has not been achieved, the County reserves the right to engage the services of another vendor to bring these problem areas under control and to back-charge the vendor for any charges incurred by the County in the correction process.
- b. If unsatisfactory pest control persists, the County reserves the right to terminate that portion of the contract affected in order to obtain a satisfactory vendor for those premises. Vendor shall be paid for services performed from time of award to contract termination; and shall be required to reimburse the County the difference between the awarded quote price and the new vendor's price.

DELIVERY TICKETS

After treating each location, vendor shall obtain a signature and printed name from the authorized County representative or designee for that location on the service ticket to verify service has been rendered. Either a hard copy of the service ticket shall be left with a County representative or designee or included with the invoice or an electronic copy of the

service ticket (preferred method) shall be emailed to a County representative. If no County representative or designee is available, vendor shall contact the site contact person prior to leaving the service location.

BASIS OF AWARD

Award(s) will be made on an All-or-None Total Offer per Group basis to the responsive, responsible quoter having the lowest total offer per group listed on the Quotation Form. Subgroups 1a and 1b must both be quoted in order to be responsive for Group 1. **Each quoter must quote each item within a Group for their quote to be considered responsive.** Quoters may quote one or more Groups. The County reserves the right to issue multiple awards.

It is the intent of the County to place orders with the lowest priced responsive, responsible quoter who can provide the services at the time needed. However, the County reserves the right to place orders with other vendors in the event of an urgent, immediate need and the availability of the services requested cannot be met by the lowest price vendor at the time of need.

Whenever two or more quotes are equal with respect to price, quality and service, the quote received from a local business shall be given preference in award. Whenever two or more quotes, which are equal with respect to price, quality and service are received, and both quotes or neither of these quotes are received from a local business, the award shall be determined by a chance drawing conducted by the Purchasing Office and open to the public.

Local business is defined as a business legally authorized to engage in the sale of the goods and/or services to be procured, and which certifies within its quote that for at least six (6) months prior to the announcement of the solicitation of quotes it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employees at that location.

QUOTATION FORM

REQUEST FOR QUOTATION #15-2105CB
PEST CONTROL SERVICES

We, the undersigned, hereby declare that we have carefully reviewed the quote documents, and with full knowledge and understanding of the aforementioned herewith submit this quote, meeting each and every specification, term and condition contained in this Request for Quotation. We understand that the quote specifications, terms and conditions in their entirety shall be made a part of any agreement or contract between Manatee County and the successful quoter. Failure to comply shall result in contract default, whereupon, the defaulting supplier shall be required to pay for any and all re-procurement costs, damages, and attorney fees as incurred by the County.

Required Completed Documentation:
Quotation Form (pages 15-27), local preference (if applicable),
and Attachment B (pages 34-35). Please return documentation, signed,
no later than July 21, 2015 at 3:00pm via fax, e-mail or hand carried.

MANATEE COUNTY PURCHASING
1112 MANATEE AVENUE WEST, SUITE 803
BRADENTON, FL 34205
CHARLES BENTLEY, BUYER, PURCHASING DEPARTMENT
941-749-3036 FAX: 941-749-3034
charles.bentley@mymanatee.org

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

(Print Name & Title of Signer) DATE: _____

COMPANY ADDRESS: _____

E-MAIL ADDRESS: _____

TELEPHONE: _____ FAX: _____

FEIN #: _____

BUSINESS LICENSE NUMBER: _____

NUMBER OF YEARS COMPANY HAS BEEN IN BUSINESS: _____

Acknowledge Addendum No. _____ Dated: _____
Acknowledge Addendum No. _____ Dated: _____
Acknowledge Addendum No. _____ Dated: _____

QUOTATION FORM

REQUEST FOR QUOTATION #15-2105CB

PEST CONTROL SERVICES

SUBGROUP 1a: Scheduled Monthly Services

ITEM NO.	LOCATION	CONTACT PERSON(S)	CONTACT PHONE(S)	SQUARE FOOTAGE	MONTHLY SVC QUOTE
1	Property Management - County Club East Pavilion/Restrooms 15015 Masters Avenue, Bradenton, FL 34202	Bob Gookin	448-3669	960	
2	Property Management - Greenbrook Park Pavilion/Restrooms 6655 Greenbrook Blvd., Bradenton, FL 34202	Bob Gookin	448-3669	960	
3	Public Safety - EMS Station #13 1620 60th Avenue Drive East, Bradenton, FL 34203	Michael Miranda	321-2799	2,665	
4	Utilities - Storage & Office Buildings only, Elwood Park I Substation 4825 44th Avenue East, Bradenton, FL 34203 Note: Must contact Mr. Pinkston 1/2 hour prior to spraying.	Billy Pinkston	962-5507	6,500	
5	Property Management - Braden River Maint Bldg/Restrooms 5201 51st Street East, Bradenton, FL 34203	Jeff Harnish	773-8138	4,310	
6	Parks & Natural Resources - Jiggs Landing Cabins (Inside Only) 6106 63rd Street East, Bradenton, FL 34203	Damon Moore Marcus Campion	737-0104 737-6605	1,040	
7	Parks & Natural Resources - Jiggs Landing Cabins (Outside Only) ****Linear Feet*** 6106 63rd Street East, Bradenton, FL 34203	Damon Moore Marcus Campion	737-0104 737-6605	264	
8	Parks & Natural Resources - Jiggs Landing Concession 6106 63rd Street East, Bradenton, FL 34203	Damon Moore Marcus Campion	737-0104 737-6605	1,320	
9	Parks & Natural Resources - Jiggs Landing Ranger's Residence 6106 63rd Street East, Bradenton, FL 34203	Damon Moore Marcus Campion	737-0104 737-6605	1,800	
10	Parks & Natural Resources - Jiggs Landing Restrooms 6106 63rd Street East, Bradenton, FL 34203	Damon Moore Marcus Campion	737-0104 737-6605	930	
11	Property Management - Pride Community Park Maintenance Building & Restroom 815 63rd Avenue East, Bradenton, FL 34203	Jeff Hamish	773-8138	1,200	
12	Property Management - Pride Splash Park Pavilion/Restrooms 815 63rd Avenue East, Bradenton, FL 34203	Jeff Harnish	773-8138	960	

ITEM NO	ITEM DESCRIPTION	CONTACT PERSON(S)	CONTACT PHONE(S)	SQUARE FOOTAGE	MONTHLY SVC QUOTE
	* SCHEDULED INDOOR MONTHLY SERVICES FOR HIGH-RISK BUILDINGS (Note: These buildings may require additional treatments in order to maintain a pest and rodent-free environment):				
	** SCHEDULED INDOOR MONTHLY SERVICES FOR SECURED BUILDINGS (Note: These buildings require a staff member or designee to accompany the pest control technician as these buildings are locked. Please call the day before scheduled maintenance.				
* 13	Public Safety Center (EOC) 2101 47th Terrace East, Bradenton, FL 34203-3785	Josh Easto Bob Vanetten	737-0358 cell; 748-4501 x3552, or 527-9379 cell	95,000	
14	Neighborhood Services - Library, Braden River Branch 4915 53rd Avenue East, (SR 70), Bradenton, FL 34203-4198 Do not spray books or book shelves.	Mark Petrilla	748-4501 x3068 737-3217 cell	14,650	
* 15	Sheriff's Office - Work Release (Old Sheriff's Substation & New Sections) 405 57th Avenue East, Bradenton, FL 34203-6229	Mark Petrilla	748-4501 x3068 737-3217 cell	22,662	
16	Parks & Natural Resources - Environmental Protection Division - Air Monitoring Trailer 5511 39th Street East, Bradenton, FL 34203-6513 Must arrange pick up of key from Natural Resources East Office @ 202 6th Ave. E. prior to treatment and return upon completion.	Jeff Anthony Greg Blanchard	742-5980 x1891 742-5980 x1873	300	
17	Public Works - Stormwater Drainage 5511 39th Street E, Bradenton, FL 34203-6513 (closes at 3:30 PM)	Rodney Adkins	708-7430	6,328	
18	Pride Community Center (Safe Haven Center - Need Key to Access) 1108 61st Avenue Terrace East, Bradenton, FL 34203-7720	Ramona Lewis	755-8442	1,800	
19	Property Management - Creekwood Park Pavilion 7205 44th Avenue East, Bradenton, FL 34205	Jim Elmore	812-5238	2,304	
* 20	Public Safety - Animal Services (3 Bldgs) - (Washington Park) 305 25th Street West, Palmetto, FL 34221-2526	Joel Richmond Carl McAllister	742-5933 x8303 737-0503	8,226	
21	Neighborhood Services - Central Library Annex 321 15th Street West, Bradenton, FL 34205-5916	Tim Funk	748-4501 x3068 737-3156 cell	3,000	
22	Neighborhood Services - Library, Central Branch 1301 Barcarrota Blvd. West, Bradenton, FL 34205-7522 Do not spray books or book shelves.	Tim Funk	748-4501 x3068 737-3156 cell	57,732	

ITEM NO.	LOCATION	CONTACT PERSON	CONTACT PHONE	SQUARE FOOTAGE	MONTHLY SVC QUOTE
23	Judicial Center Complex 1051 Manatee Avenue West, Bradenton, FL 34205-7801	Charles Frazier	748-4501 x7934 527-9285 cell	329,151	
24	Historical Records (Services 8:30 A.M. to 5:00 P.M.) 1405 4th Avenue West, Bradenton, FL 34205-7507	Charles Frazier	748-4501 x7934 527-9285 cell	5,769	
25	Merrill Lynch Building 1002 Manatee Avenue West, Bradenton, FL 34205-7802	Tim Funk	748-4501 x3068 737-3156 cell	20,274	
26	Courthouse (Historical) 1115 Manatee Avenue West, Bradenton, FL 34205-7803 (Blind Services Cafeteria after 4:30 P.M.)	Charles Frazier	748-4501 x7934 527-9285 cell	90,175	
27	Administration Building - Common Areas (Elevators, Hallways, Lobbies, Rest Rooms & Waiting Areas) 1112 Manatee Avenue West, Bradenton, FL 34205-7804	Tim Funk	748-4501 x3068 737-3156 cell	147,454	
28	Property Management - Desoto, Child Protective Services 3500 9th Street West, Bradenton, FL 34205-7944	Mark Petrilla	737-3217 cell	25,186	
29	DeSoto Center Complex 600 301 Blvd. West, Bradenton, FL 34205-7957	Mark Petrilla	748-4501 x2002 737-3217 cell	131,600	
30	Sheriff's Office - Crime Prevention & Purchasing 401 17th Avenue West, Bradenton, FL 34205-8315	Tim Funk	748-4501 x3068 737-3156 cell	4,680	
31	Courthouse Annex - Property Appraiser / Tag Office 415 10th Street West, Bradenton, FL 34205-8639 (Services 8:30 A.M. to 5:00 P.M.)	Tim Funk	748-4501 x3068 737-3156 cell	23,031	
32	Neighborhood Services - Library, South Manatee Branch 6081 26th Street West, Bradenton, FL 34207-4402 Do not spray books or book shelves.	Mark Petrilla	748-4501 x3068 737-3217 cell	13,000	
33	Sheriff's Office - Fleet Services 1508 Florida Blvd., Bradenton, FL 34207-5854	Mark Petrilla	748-4501 x3068 737-3217 cell	6,250	
34	Records Storage Building, (GTE Bldg) 1009 4th Avenue West, Bradenton, FL 34205	Tim Funk	748-4501 x3068 737-3156 cell	10,956	
35	Property Management - Bennett Park Pavilion 280 Kay Road, Bradenton, FL 34208	Jim Elmore	812-5238	1,450	
36	Property Management - Bennett Park Maintenance Building 400 Cypress Creek Blvd., Bradenton, FL 34208	Jim Elmore	812-5238	1,600	
37	Property Management - Environmental Protection Division 202 6th Avenue East, Bradenton, FL 34208-1924	Tim Funk	748-4501 x3068 737-3156 cell	11,495	

ITEM NO.	LOCATION	CONTACT PERSON	CONTACT PHONE	SQUARE FOOTAGE	MONTHLY SVC QUOTE
38	WIC Building 212 6th Avenue East, Bradenton, FL 34208-1924 (On the 3rd Thurs of the month @ 6:30 - 8:00 am Only)	Johnny McKenzie Tim Funk	809-7547 737-3156 cell	6,635	
* 39	Public Health Department & Morgue 410 6th Avenue East, Bradenton, FL 34208-1928 (On the 3rd Thurs of the month @ 6:30 - 8:00 am Only)	Johnny McKenzie Tim Funk	809-7547 737-3156 cell	34,853	
40	Parks & Natural Resources - East Bradenton Recreation Center 1119 13th Street East, Bradenton, FL 34208-2747 Six months only, from May through October	Derek Marshall	742-5923 x6022	1,895	
41	Public Works Administration, Engineering, Project Mgmt, Road Maint, & Stormwater (All offices total 30,000 sq ft) 1022 26th Avenue East, Bradenton, FL 34208-3926 (Closes at 4:00 P.M.)	Amy Foltz Josh Easto	708-7492 737-0358 cell	30,000	
42	Public Works - Fleet Services Administration 1100 26th Avenue East, Bradenton, FL 34208-3928	Lorraine Smilko	708-7458 x7371	2,962	
43	Public Works - Fleet Services Auto Parts Store 1100 26th Avenue East, Bradenton, FL 34208-3928	Angie Sharpe Joe Burch	708-7454 x7377 708-7454	2,962	
44	Public Works - Fleet Services Supervisory Offices 1100 26th Avenue East, Bradenton, FL 34208-3928	Lorraine Smilko	708-7458 x7371	525	
45	Public Works - Transit Building 1108 26th Avenue East, Bradenton, FL 34208-3928	Josh Easto Kara Zahensky	748-4501 x3552, 737-0358 cell 747-8621, x7629	16,625	
46	Public Works - Transit Modular Building 1108 26th Avenue East, Bradenton, FL 34208-3928	Josh Easto Kara Zahensky	748-4501 x3552, 737-0358 cell 747-8621, x7629	240	
47	Public Works - Fleet Services Small Engine Operations 2903 12th Street Court East, Bradenton, FL 34208-3957 (Closes at 3:30 PM)	Billy Lopata	708-7419	360	
48	Public Works - Tile Yard Storage 2903 12th Street Court East, Bradenton, FL 34208-3957 (closes at 3:30 PM) - Contact Judy Berisford for access	Judy Berisford	708-7524	4,000	
49	Public Works - Traffic Operations 2904 12th St Court E, Bradenton, FL 34208-3958 (closes at 3:30PM)	Mary Moeller Josh Easto	708-7509 x7283 737-0358 cell	2,500	
50	Property Management - Cabinet Shop 2906 12th Street Court East, Bradenton, FL 34208-3958	Josh Easto	748-4501 x3552 737-0358 cell	2,460	
51	Property Management - Construction Office 2906 12th Street Court East, Bradenton, FL 34208-3958	Josh Easto	748-4501 x3552 737-0358 cell	2,280	

ITEM NO.	LOCATION	CONTACT PERSON	CONTACT PHONE	SQUARE FOOTAGE	MONTHLY SVC QUOTE
52	Public Works - Distribution Center/Fuel Services 2908 12th Street Court East, Bradenton, FL 34208-3958 (closes at 3:30 PM)	Judy Berisford Josh Easto	708-7524 737-0358 cell	10,500	
53	County Administration - Employee Health Benefits (EHB) 5213 4th Avenue Circle East, Bradenton, FL 34208-5622	Melody Vilt	748-4501 x6402	6,500	
54	Property Management - Palma Sola Park Maintenance Bldg. 7915 40th Avenue West, Bradenton, FL 34209	Bill Krager	465-1838	1,200	
55	Property Management - Palma Sola Park Restrooms & Concession Buildings (2) 7915 40th Avenue West, Bradenton, FL 34209	Bill Krager	465-1838	1,500	
56	Parks & Natural Resources - Environmental Protection Division - Trailer @ G. T. Bray 5502 33rd Avenue Drive West, Bradenton, FL 34209-6000 Do not spray books or book shelves. Trailers are used for storage for the Environmental Management Department / Air Quality Division and are kept locked. For scheduling call Jeff Anthony at (941) 742-5980 x1891 or Greg Blanchard at (941) 742-5980 x1873.	Jeff Anthony	742-5980 x1891	300	
57	Parks & Natural Resources - G. T. Bray Aquatic Center (Including Pump House) 5502 33rd Avenue Drive West, Bradenton, FL 34209-6000	David Dillard	748-4501 x6015	3,930	
58	Parks & Natural Resources - G. T. Bray Gymnasium 5502 33rd Avenue Drive West, Bradenton, FL 34209-6000	Cheryl Gaborik	742-5923 x6003	13,200	
59	Property Management - G. T. Bray Maintenance Bldg 5502 33rd Avenue Drive West, Bradenton, FL 34209-6000	Cheryl Gaborik Dinorah DiFonzo	742-5923 x6003 742-5923 x6012	1,600	
60	Parks & Natural Resources - G. T. Bray Racquet Ball Complex 5502 33rd Avenue Drive West, Bradenton, FL 34209-6000	Cheryl Gaborik	742-5923 x6003	1,600	
61	Parks & Natural Resources - G.T. Bray Recreational Complex 5502 33rd Avenue Drive West, Bradenton, FL 34209-6000	Cheryl Gaborik	742-5923 x6003	19,247	
62	Public Safety - EMS Station #10 (Fire Station South Office Space - Need Key to Access) 2901 59th Street West, Bradenton, FL 34209-7031	Bryan Boren	749-3500 x1657	2,016	
63	Parks & Natural Resources - Robinson Preserve Shop/Garage 1704 99th Street NW, Bradenton, FL 34209-9694	Marcus Campion	737-6605	768	
64	Parks & Natural Resources - Robinson Preserve Visitor Ctr (2-story house) 1704 99th Street NW, Bradenton, FL 34209-9694 Spray inside & outside, call Randy ahead of arrival to make sure the Visitor Center is not locked (only open if someone is present)	Randy West	737-1740	2,207	

ITEM NO.	LOCATION	CONTACT PERSON	CONTACT PHONE	SQUARE FOOTAGE	MONTHLY SVC QUOTE
65	Parks & Natural Resources - Robinson Preserve Ranger's Residence 1800 99th Street NW, Bradenton, FL 34209-9694	Max Dersch	737-1743	1,582	
66	Utilities - Distribution (All Offices) 4526 66th Street West, Bradenton, FL 34210 Treat on Saturday, 7:00-9:00 AM, CALL THREE DAYS IN ADVANCE	Josh Fields Theresa Armstrong	405-9746 792-8811 x5270	6,000	
67	Utilities - Construction Building (2nd Floor) 4530 66th Street West, Bradenton, FL 34210 Treat on Saturday, 7:00-9:00 AM, CALL THREE DAYS IN ADVANCE	Josh Fields Theresa Armstrong	405-9746 792-8811 x5270	3,500	
68	Utilities - Administration Building & Annex (2 Floors) 4410 66th Street West, Bradenton, FL 34210-2606 Treat on Saturday, 7:00 - 9:00 AM, CALL THREE DAYS IN ADVANCE	Josh Fields Theresa Armstrong	405-9746 792-8811 x5270	4,500	
69	Public Works - Fleet Services Operations (Garage) 4700 66th Street W, Bradenton, FL 34210-2611 (closes at 3:30 PM)	Lorraine Smilko	708-7458 x7371	2,980	
70	Utilities - Maintenance Building (New) 4520 66th Street West, Bradenton, FL 34210-2612 Treat on Saturday, 7:00-9:00 AM, CALL THREE DAYS IN ADVANCE	Josh Fields Theresa Armstrong	405-9746 792-8811 x5270	17,000	
71	Utilities - Central Laboratory & Two 4x5 Outdoor Sheds (in back of Laboratory) 4751 66th Street West, Bradenton, FL 34210-2615	Kayse Hasiak Wendy Kilby	792-8811 x5166 792-8811 x5436	6,700	
72	Utilities - Lift Stations Maint. 5075 65th Street West, Bradenton, FL 34210-2628	Steve Nail	792-8811, x5378	3,212	
73	Utilities - Southwest Regional Treatment Plant - Admin. Building 5101 65th Street West, Bradenton, FL 34210-2628	Karen Betti	792-8811, x5459	6,000	
74	Utilities - Southwest Regional Treatment Plant - Belt Press Offices 5160 65th Street West, Bradenton, FL 34210	Carmine Demilio	792-8784, x8203	4,000	
75	Utilities - SW Regional Treatment Plant - Maint. Building (New) 5160 65th Street West, Bradenton, FL 34210	Karen Betti	792-8811, x5459	3,500	
76	Property Management - Maintenance Office 5151 65th Street West, Bradenton, FL 34210-2628	Jackie Basinait	792-8784 x8207	4,000	
* 77	Public Works - Fleet @ Landfill 3055 Lena Road, Bradenton, FL 34211 (Closes at 3:30 P.M.)	Lorraine Smilko Anthony Detweiler	708-7458 x7371 748-5503 x8016	1,904	
78	Utilities - SE Regional Treatment Plant Admin. Bldg @ Landfill 3331 Lena Road, Bradenton, FL 34211-9458	Dalton Cook	792-8811 x8021 713-0269 cell	7,500	
79	Utilities - SE Regional Treatment Plant Bio Solids Dryer Bldg 3331 Lena Road, Bradenton, FL 34211-9458	Chris Collins	792-8811 x8025	4,300	79

ITEM NO.	LOCATION	CONTACT PERSON	CONTACT PHONE	SQUARE FOOTAGE	MONTHLY SVC QUOTE
80	Utilities - Quattlebaum House (at the Water Treatment Plant) 1451 Dam Road, Bradenton, FL 34212 <i>Need to show Picture ID to Security Guard to gain entry</i>	Kirk Cameron Bill Zingg	545-4269 / 746-3020 792-8811, x5082, x5032, x5073	4,059	
81	Public Safety - EMS - Station #5 (Modular - Need Key to Access) 1605 Dam Road, Bradenton, FL 34212	Mark Petrilla	737-3217 cell	900	
82	Public Works - Fuel Depot 17915 Waterline Road, Bradenton, FL 34212-9160	Judy Berisford	713-2848 cell	1,666	
83	Utilities-Water Treatment Plant - Elevated Tank Inventory Station 17915 Waterline Road, Bradenton, FL 34212-9160 <i>Need to show Picture ID to Security Guard to gain entry</i>	Kirk Cameron Bill Zingg	545-4269 / 746-3020 792-8811, x5082, x5032, x5073	2,500	
84	Utilities- Water Treatment Plant - Lab 17915 Waterline Road, Bradenton, FL 34212-9160	Kirk Cameron Bill Zingg	545-4269 / 746-3020 792-8811, x5082, x5032, x5073	13,285	
85	Public Safety - Coquina Lifeguard Stations 2603 Gulf Drive S, Bradenton Beach, FL 34217 (7 Units @ 30 sq.ft. ea)	Joe Westerman Tim Funk	737-0100 737-3156	210	
86	Neighborhood Services - Library, Island Branch 5701 Marina Drive, Holmes Beach, FL 34217-1516 Do not spray books or book shelves.	Tim Funk	748-4501 x3068 737-3156 cell	7,300	
87	Public Safety - Manatee Beach Lifeguard Station (One Unit) 4000 Gulf Drive N, Holmes Beach, FL 34217-1913	Joe Westerman Tim Funk	737-0100 737-3156	30	
88	Property Management- Manatee Beach Storage Facility (South end of Coquina Concession Bldg.) 4000 Gulf Drive North, Holmes Beach, FL 34217-1913	Joe Westerman	737-0100	300	
89	Public Safety - Marine Rescue 2651 Gulf Drive South, Bradenton Beach, FL 34217-2550	Joe Westerman	737-0100	7,800	
90	Property Management - Coquina South Boat Ramp (Building at south end of parking area) 2652 Gulf Drive N, Bradenton Beach, FL 34217-2632	Liza Glick	792-8784, x8206	900	
91	Parks & Natural Resources - Rye Wilderness Trail Office 805 Rye Wilderness Trail, Parrish, FL 34219	Johnny McLeod	737-1742	1,700	
92	Parks & Natural Resources - Duette Park Ranger's Residence 2649 Rawls Road, Duette Park, Duette, FL 34219-5925	Johnny McLeod	737-1742	1,700	
93	Parks & Natural Resources - Duette Park Ranger's Station 2649 Rawls Road, RR2, Duette, FL 34219-5925	Johnny McLeod	737-1742	3,500	
94	Property Management - Ft. Hamer Park, Boat House & Restrooms, 1605 Ft. Hamer Road, Parrish, FL 34219-8461	Jim Elmore	812-5238	9,600	
95	Property Management - Buffalo Creek Park Maint Bldg/Garage 7550 69th Street East, Palmetto, FL 34221	Ron James	296-4225	1,200	

ITEM NO.	LOCATION	CONTACT PERSON	CONTACT PHONE	SQUARE FOOTAGE	MONTHLY SVC QUOTE
96	Utilities - Storage Building only North County Water Tower Substation - 7920 69th Street East, Palmetto, FL 34221 Note: Must contact Mr. Newhall 1/2 hour prior to spraying.	Jeff Newhall	792-8811 x5131 or 447-7387	3,600	
97	Utilities - North County Reclamation Facility, Maint. Bldg #2 8450 69th Street East, Palmetto, FL 34221	Steve Cruz Aimie Johnson	792-8811 x8069 792-8811 x8067	2,924	
98	Public Works - Road Maint - North County Facility 8430 69th Street East, Palmetto, FL 34221 (closes at 3:30 PM) ** CALL ONE DAY IN ADVANCE** John Muscato or Cody Bentley	John Muscato Cody Bentley	cell: 812-4522 cell: 526-7956	1,600	
99	Parks & Natural Resources - Environmental Protection Division - Trailer @ Port Manatee South Gate @ South Dock, Corner of South Dock St. & Reader Rd., Palmetto, FL 34221 Do not spray books or book shelves. Trailers are used for storage for the Environmental Management Department / Air Quality Division and are kept locked. For scheduling call Jeff Anthony at (941) 742-5980 x1891 or Greg Blanchard at (941) 742-5980 x1873.	Jeff Anthony	742-5980 x1891	300	
* 100	Convention and Visitors Bureau (CVB) One Haben Blvd., Palmetto, FL 34221-4059	Sable Perrin	722-3244 x260	34,400	
101	Neighborhood Services - Library, Palmetto Branch 923 6th Street West, Palmetto, FL 34221-4607 Do not spray books or book shelves.	Carl McAllister	748-4501 x3068 737-0503 cell	13,500	
102	Parks & Natural Resources - Emerson Point Ranger's Residence 5915 17th Street West, Palmetto, FL 34221-5520	Mark Proch Johnathan Mathes	737-1739 737-1738	1,700	
103	Parks & Natural Resources - Emerson Point Classroom 5801 17th Street West, Palmetto, FL 34221-5524	Jonathan Mathes	737-1738	1,500	
104	Parks & Natural Resources - Emerson Point Environmental Center/Office 5801 17th Street West, Palmetto, FL 34221-5524	Jonathan Mathes	737-1738	1,000	
105	Parks & Natural Resources - Emerson Point Restrooms 5801 17th Street West, Palmetto, FL 34221-5524	Jonathan Mathes	737-1738	600	
106	Parks & Natural Resources - Emerson Point Workshop 5801 17th Street West, Palmetto, FL 34221-5524	Jonathan Mathes	737-1738	600	
107	Property Management - Blackstone Park Maint Bldg/Garage 2112 14th Avenue West, Palmetto, FL 34221-6000	Ron James	296-4225	960	
108	Utilities - North County Reclamation Facility, Maint. Bldg #1 8500 69th Street East, Palmetto, FL 34221-9064 (closes at 3:30 PM) Utilities pays for the service	Steve Cruz Aimie Johnson	792-8811 x8069 792-8811 x8067	3,100	

ITEM NO.	LOCATION	CONTACT PERSON	CONTACT PHONE	SQUARE FOOTAGE	MONTHLY SVC QUOTE
109	Utilities - North County Treatment Plant Admin. Building 8500 69th Street East, Palmetto, FL 34221-9064	Steve Cruz Aimie Johnson	792-8811 x8069 792-8811 x8067	7,500	
* 110	Sheriff's Office - Manatee Detention Center (Central Jail) 14470 Harlee Road, Palmetto, FL 34221-9600 (Including Kitchen & Meat Cutting Facility +/- 2,000 SF)	Scott Ridgeway	748-4501 x2685 405-6241 cell	261,092	
111	Sheriff's Office - Building "M" Training Center (Port Manatee Stockade) 14490 Harlee Road, Palmetto, FL 34221-9600	Scott Ridgeway	748-4501 x2685 405-6241 cell	6,250	
* 112	Sheriff's Office - Port Manatee Stockade (Bldgs. A, B & C) 14490 Harlee Road, Palmetto, FL 34221-9600	Scott Ridgeway	748-4501 x2685 405-6241 cell	65,000	
* 113	Sheriff's Office - Stockade (Main Farm Building) 14490 Harlee Road, Palmetto, FL 34221-9600	Scott Ridgeway	748-4501 x2685 405-6241 cell	2,650	
114	Sheriff's Office - Stockade (Mechanics' Shop) 14490 Harlee Road, Palmetto, FL 34221-9600	Scott Ridgeway	748-4501 x2685 405-6241 cell	1,400	
* 115	Sheriff's Office - Stockade (Small Office Building) 14490 Harlee Road, Palmetto, FL 34221-9600	Scott Ridgeway	748-4501 x2685 405-6241 cell	600	
116	Sheriff's Office - Substation (includes modular building) 5030 Highway 301 North, Ellenton, FL 34222-2863	Mark Petrilla	737-3217 cell	4,063	
117	Neighborhood Services - Library, Rocky Bluff Branch 6750 US Highway 301 North, Ellenton, FL 34222-3024 Do not spray books or book shelves.	Carl McAllister	737-0503 cell	10,393	
118	Property Management - Lakewood Ranch Maint. Bldg (including restrooms, baseball/softball/soccer complex) 5350 Lakewood Ranch Blvd., Bradenton, FL 34240	Bob Gookin	448-3669	5,497	
119	Property Management - Whitfield Park Restrooms/Storage 7200 12th Street East, Sarasota, FL 34243	Jeff Harnish	773-8138	500	
120	Property Management - University Place Community Park Pavilion/Restrooms 7850 Cooper Creek Road, Sarasota, FL 34243	Jim Elmore	812-5238	960	
* 121	CVB - Carriage House 8374 North Tamiami Trail, Sarasota, FL 34243-2049	Sable Perrin	722-3244 x260	3,200	
* 122	CVB - Crosley Estate 8374 North Tamiami Trail, Sarasota, FL 34243-2049	Sable Perrin	722-3244 x260	9,084	

ITEM NO.	LOCATION	CONTACT PERSON	CONTACT PHONE	SQUARE FOOTAGE	MONTHLY SVC QUOTE
123	Public Works - Road Maint - Myakka - County Barn 36650 Arcadia Avenue, Myakka City, FL 34251 (closes at 3:30 PM) **CALL AT LEAST ONE DAY IN ADVANCE** John Hancock or Erik Thompson	John Hancock Erik Thompson	cell: 737-6928 cell: 812-8139	3,000	
TOTAL SUB GROUP 1a:					\$

SUBGROUP 1b: Unscheduled Related Pest Control

Service Type	Unit of Measure	Estimated Quantity or Cost	Unit Price	Extended Price
All other related pest control under this group excluding termites.	Labor Hour	<u>1,000</u>	\$ _____	\$ _____
	OT Labor Hour	<u>250</u>	\$ _____	\$ _____
	Materials Mark Up (%)	<u>\$ 5,000.00</u>	X _____ % =	\$ _____
TOTAL SUBGROUP 1b:			\$	\$
TOTAL OFFER GROUP 1 (SUBGROUP 1a + 1b):				\$

GROUP 2: Invasive Species Control

Service Type	Unit of Measure	Estimated Quantity or Cost	Unit Price	Extended Price
All other related pest control under this group.	<u>Labor Hour</u>	1,000	\$ _____	\$ _____
	<u>OT Labor Hour</u>	250	\$ _____	\$ _____
	Materials Mark Up (%)	\$ 5,000.00	X _____ % =	\$ _____
TOTAL OFFER GROUP 2:				\$ _____

GROUP 3: Termite Control

Service Type	Unit of Measure	Estimated Quantity	Unit Price	Extended Price
Pre- and Post-Treating for subterranean termites such as soaking the ground under a Monolithic Slab	Square Foot	10,000	\$ _____	\$ _____
Pre- and Post-Treating for subterranean termites such as soaking the ground under a Stem Wall or Supported Slab	Square Foot	10,000	\$ _____	\$ _____
Pre- and Post-Treating for subterranean termites such as soaking the ground under a floor in a Crawl Space	Square Foot	10,000	\$ _____	\$ _____
Drywood termite Tenting * for building with slab (vs. crawl space), <= 150,000 cu ft	Cubic Foot	100,000	\$ _____	\$ _____
Drywood termite Tenting * for building with slab (vs. crawl space), Minimum charge	Job	2	\$ _____	\$ _____
Drywood termite Tenting * for building with slab (vs. crawl space, > 150,000 cu ft	Cubic Foot	200,000	\$ _____	\$ _____

Drywood termite Tenting * for building with crawl space, <= 150,000 cu ft	Cubic Foot	100,000	\$ _____	\$ _____
Drywood termite Tenting * for building with crawl space, Minimum charge	Job	2	\$ _____	\$ _____
Tenting * for building with crawl space, > 150,000 cu ft	Cubic Foot	200,000	\$ _____	\$ _____
Drywood termite spot treatment	Square Foot	100	\$ _____	\$ _____
TOTAL OFFER GROUP 3:				\$ _____

* Tenting will typically be required to take place during weekends and holidays.

COMMENTS: _____

COMPANY NAME: _____

MANATEE COUNTY LOCAL PREFERENCE LAW AND VENDOR REGISTRATION

Vendor Registration

All vendors are encouraged to register with Manatee County using the on-line "Vendor Registration" web page on www.mymanatee.org.

Enclosed is a copy of the current Manatee County law that details the County's Local Preference and definition of a Local Business.

If you assert that your firm meets the stated definition of a Local Business, we ask that in addition to registering on the County's Web page, you fill out the attached "Affidavit As To Local Business Form" that is included in this section of the quote, have the completed document notarized, and mail the original to the following address: Manatee County Administration Center, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Your cooperation in registering your business with Manatee County will enhance our opportunities to identify sources for goods and services, plus identify Local Businesses. This information is used for soliciting quotations up to \$250,000.00 and for competitive solicitations of larger purchases.

You will note that Manatee County collaborates with the Manatee Chamber of Commerce, posting quotes on www.manateechamber.com as well as using the same vendor categories for registration.

Our staff can assist you with your registration as needed. Our office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday on regular business days. Please call (941) 749-3014 if you wish to have a purchasing staff member assist you.

Quick steps to on line registration: www.mymanatee.org

A link to "Purchasing" is listed under the "Quick Links" on page one of this County Web Site. On the left hand side of the Purchasing Web page, click on "Vendor Registration."

This will bring up the Vendor Registration form for on-line input. Please note that the definition of a "Local Business" changed on March 17, 2009. The Web page will be updated to include the current Law which has been provided in this section of the quote.

Thank you for reviewing this information and considering registering your business with Manatee County. Registration is not mandatory; however, by taking the time to register, you are helping the County to provide timely notifications of quotation, quote, and proposal opportunities to your

Section 2-26-6. Local preference, tie quotes, local business defined.

(a) Whenever a responsible local business quoter and a responsible non-local business quoter are found, upon the opening of quotes, to have both submitted the lowest responsive quote, the quote of the local quoter shall be awarded the contract. Should more than one responsible local business quoter match the responsible non-local business quoter's lowest responsive quote, or should no responsible local business quoter match the lowest responsive quote but two or more responsible non-local business quoters submit lowest responsive quotes for equal amounts, then the award of the contract shall be determined by a chance drawing, coin toss, or similar tie-breaking method conducted by the purchasing office and open to the public. Any quoters seeking to be recognized as local businesses for purposes of this local business preference provision may be required by the terms of the quote announcement to certify they meet the definition of local business set forth in this section, and to register as a local business with the county in the manner prescribed by the county to facilitate the county's ability to track the award of contracts to local businesses and to allow the county to provide future notifications to its local businesses concerning other quoting opportunities.

(b) Nothing herein shall be deemed to prohibit the inclusion of requirements with respect to operating and maintaining a local place of business in any invitation for quotes when the quoter's location materially affects the provisions of the services or supplies that are required by the invitation.

(c) Local business is defined as a business legally authorized to engage in the sale of the goods and/or services to be procured, and which certifies within its quote that for at least six (6) months prior to the announcement of the solicitation of quotes it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employees at that location.

(d) Each solicitation for quotes made by the county shall contain terms expressly describing the local business preference policies of the county, and shall provide that by electing to submit a quote pursuant to a request for quotes, all quoters are deemed to understand and agree to those policies.

(e) For all contracts for architecture, professional engineering, or other professional services governed by Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, the county shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

(f) Local preference shall not apply to the following categories of contracts:

1. Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract;
2. Contracts for professional services subject to Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, except as provided for in subsection (e) above;
3. Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;
4. Purchases or contracts made pursuant to a non-competitive award process, unless otherwise provided by this section;
F.02 Section 2-26-6. Local preference, tie quotes, local business defined. (Continued)
5. Any quote announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the county commission or county administrator, or where such suspension is, in the opinion of the county attorney, required by law.

(g) To qualify for local preference under this section, a local business must certify to the County that it:

1. Has not within the five years prior to the quote announcement admitted guilt or been found guilty by any court or state or federal regulatory enforcement agency of violation of any criminal law, or a law or administrative regulation regarding fraud;
2. Is not currently subject to an unresolved citation or notice of violation of any Manatee County Code provision, except citations or notices which are the subject of a current legal appeal, as of the date of the quote announcement;
3. Is not delinquent in the payment of any fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, except any such sums which are the subject of a current legal appeal.

Ref: Ordinance 09-21 and 09-23 PASSED AND DULY ADOPTED in open session, with a quorum present and voting, on the 17th day of March, 2009.

MANATEE COUNTY GOVERNMENT - AFFIDAVIT AS TO LOCAL BUSINESS
(Complete and Initial Items B-F)

A. Authorized Representative

I, [name] _____, am the [title] _____ and the duly authorized representative of: [name of business] _____, and that I possess direct personal knowledge to make informed responses to these certifications and the legal authority to make this Affidavit on behalf of myself and the business for which I am acting; and by electing to submit a quote pursuant to this Request for Quotation, shall be deemed to understand and agree to the local business preference policies of Manatee County; and that I have the direct knowledge to state that this firm complies with all of the following conditions to be considered to be a Local Business as required by the Manatee County Code of Law, Section 2-26-6.

B. Place of Business: I certify that the above business is legally authorized to engage in the sale of goods and/or services and has a physical place of business in Manatee, DeSoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one (1) fulltime employee at that location. The physical address of the location which meets the above criteria is: _____ [Initial] _____

Business Phone Number: _____

Email Address: _____

C. Business History: I certify that business operations began at the above physical address with at least one fulltime employee on [date] _____ [Initial] _____

D. Criminal Violations: I certify that within the past five years of the date of this Quote announcement, this business has not admitted guilt nor been found guilty by any court or local, state or federal regulatory enforcement agency of violation of any criminal law or administrative regulation regarding fraud. [Initial] _____

E. Citations or Code Violations: I certify that this business is not currently subject to any unresolved citation or notice of violation of any Manatee County Code provision, with the exception of citations or notices which are the subject of a legal current appeal within the date of this quote announcement. [Initial] _____

F. Fees and Taxes: I certify that this business is not delinquent in the payment of fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, with the exception of those which are the subject of a current legal appeal. [Initial] _____

Each of the above certifications is required to meet the qualification of "Local Business" under Manatee County Code of Law, 2-26-6.

Signature of Affiant _____

STATE OF FLORIDA COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by (name of person making statement).

(Notary Seal) Signature of Notary: _____

Name of Notary: (Typed or Printed) _____

Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____

Submit executed copy to Manatee County Purchasing - Suite 803 - 1112 Manatee Avenue West - Bradenton, FL 34205

CONTRACTOR'S QUESTIONNAIRE

(Must submit with Quote Form)

The Quoter warrants the truth and accuracy of all statements and answers herein contained. (Include additional sheets if necessary.)

THIS QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED WITH YOUR QUOTE.

1. COMPANY'S NAME: _____

CO. PHYSICAL ADDRESS: _____

TELEPHONE NUMBER: (____) _____ FAX: (____) _____

2. Bidding as an; individual: ____; a partnership: ____; a corporation; ____; a joint venture; _____

3. If a partnership: list names and addresses of partners; if a corporation: list names of officers, directors, shareholders, and state of incorporation; if joint venture: list names and address of venturers and the same if any venturer is a corporation for each such corporation, partnership, or joint venture:

4. Your organization has been in business (under this firm's name) as a _____
for how many years? _____

5. Describe and give the date and owner of the last three similar services within the past five (5) years you've completed which are similar in cost, type, size, and nature as the one proposed, preferably with a public entity. Include project description, project location, total project amount, contact name and phone number, and completion date:

6. Have you ever failed to complete work awarded to you? If so, state when, where (contact name, address, phone number) and why?

7. Have you ever been debarred or prohibited from bidding on a governmental entity's project? If yes, name the entity and describe the circumstances:

8. Name three individuals, governmental entities, or corporations for which you have performed similar work and to which you refer. Include contact name and phone number:

1. _____

2. _____

3. _____

Attachment "A"

STATEMENT OF NO OFFER

REQUEST FOR QUOTATION #15-2105CB

PEST CONTROL SERVICES

If you do not intend to quote please return this form immediately to:

Manatee County Purchasing
1112 Manatee Avenue West, Suite 803
Bradenton, Florida 34205

We, the undersigned, have declined to quote on RFQ #15-2105CB, for the following reason(s):

- Specifications too restrictive
- Insufficient time to respond
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to meet specifications
- Specifications unclear (explain below)
- Other (specify below)

REMARKS:

Thank you for your input.

Company Name: _____

Company Address: _____

Telephone: _____

Date: _____

Signature: _____

(Print or type name and title of above signer)

Attachment "B"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE 6,
MANATEE COUNTY PURCHASING CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____
[print individual's name and title]

_____ for _____
[print name of entity submitting sworn statement]

whose business address is:

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ If the entity has no

FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

- (1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- (2) been convicted of an agreement or collusion among quoters or prospective quoters in restraint of freedom of competition, by agreement to quote a fixed price, or otherwise; or
- (3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- (4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
- (5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such an entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared

organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20 ____

by _____

My commission expires _____

Notary Public Signature

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

[REDACTED]

INSURANCE AND BONDING REQUIREMENTS

The successful bidder will not commence Work under the resulting Agreement until all insurance under this section, and such insurance coverage as might be required by Owner, has been obtained. The successful bidder shall obtain, and submit to the Purchasing Division within ten (10) calendar days from the date of notice of intent to award, at his expense, the following minimum amounts of insurance (inclusive of any amounts provided by an umbrella or excess policy):

Insurance / Bond Type	Required Limits
1. <input checked="" type="checkbox"/> Automobile Liability:	Bodily Injury and Property Damage, Owned/Non-Owned/Hired; Automobile included \$ <u>1,000,000</u> each occurrence <i>This policy shall contain severability of interests' provisions.</i>
2. <input checked="" type="checkbox"/> Commercial General Liability: (Occurrence Form - patterned after the current ISO form)	Bodily Injury and Property Damage \$ <u>1,000,000</u> single limit per occurrence; \$ <u>2,000,000</u> aggregate This shall include Premises and Operations; Independent Contractors; Products and Completed Operations and Contractual Liability. <i>This policy shall contain severability of interests' provisions.</i>
3. <input checked="" type="checkbox"/> Employer's Liability:	\$ <u>1,000,000</u> single limit per occurrence
4. <input checked="" type="checkbox"/> Worker's Compensation:	Statutory Limits of Chapter 440, Florida Statutes, and all Federal Government Statutory Limits & Requirements
5. <input checked="" type="checkbox"/> Other Insurance, as noted:	<p>a. <input type="checkbox"/> Aircraft Liability \$ _____ per occurrence Coverage shall be carried in limits of not less than \$5,000,000 each occurrence if applicable to the completion of the services under this Agreement.</p> <p>b. <input type="checkbox"/> Installation Floater \$ _____ If the resulting Agreement does not include construction of or additions to above ground building or structures, but does involve the installation of machinery or equipment, successful bidder shall provide an "Installation Floater" with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).</p> <p>c. <input type="checkbox"/> Maritime Coverage (Jones Act) \$ _____ per occurrence Coverage shall be maintained where applicable to the completion of the Work.</p>

Insurance / Bond Type	Required Limits
	<p>d. <input type="checkbox"/> Pollution \$ _____ per occurrence</p> <p>e. <input checked="" type="checkbox"/> Professional Liability \$ <u>1,000,000</u> per claim and in the aggregate</p> <ul style="list-style-type: none"> • \$1,000,000 per claim and in the aggregate • \$2,000,000 per claim and in the aggregate <p>f. <input type="checkbox"/> Project Professional Liability \$ _____ per occurrence</p> <p>g. <input type="checkbox"/> Property Insurance \$ _____</p> <p>If the resulting Agreement includes construction of or additions to above ground buildings or structures, bidder shall provide "Builder's Risk" insurance with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).</p> <p><i>To the extent that property damage is covered by commercial insurance, Owner and successful bidder agree to waive all subrogation rights against each other, except such rights as they may have to the proceeds of such insurance. Successful bidder shall require a similar waiver of subrogation from each of its bidder personnel and sub-consultants, to include Special Consultants; successful bidder shall provide satisfactory written confirmation to Owner of these additional waivers.</i></p> <p>h. <input type="checkbox"/> U.S. Longshoreman's and Harborworker's Act Coverage shall be maintained where applicable to the completion of the Work.</p> <p>i. <input type="checkbox"/> Valuable Papers Insurance \$ _____ per occurrence</p> <p>j. <input type="checkbox"/> Watercraft \$ _____ per occurrence</p>
6. <input checked="" type="checkbox"/> Bid Bond:	Bid bond shall be submitted by bidder for 5% of the total amount of the bid.
7. <input checked="" type="checkbox"/> Payment and Performance Bond:	Payment and Performance Bond shall be submitted by bidder for 100% of the award amount. \$ _____

Reviewed by Risk: 

INSURANCE REQUIREMENTS

The amounts and types of insurance coverage shall conform to the minimum requirements set forth in this Exhibit, with the use of Insurance Services Office (ISO) forms and endorsements or their equivalents. If successful bidder has any self-insured retentions or deductibles under any of the listed minimum required coverage, successful bidder must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be successful bidder's sole responsibility.

Nothing herein shall in any manner create any liability of Owner in connection with any claim against the successful bidder for labor, services, or materials, or of Subcontractors; and nothing herein shall limit the liability of the successful bidder or successful bidder's sureties to Owner or to any workers, suppliers, material men or employees in relation to the resulting Agreement.

Builder's Risk Coverage. The successful bidder shall procure and maintain during the entire course of the Work a builder's risk policy, completed value form, insured to provide coverage on an all risk basis, including coverage for off-site stored materials and including coverage for theft. This coverage shall not be lapsed or cancelled because of partial Acceptance by the Owner prior to final Acceptance of the Project. Successful bidder shall recommend to Owner any additions to the Project Costs resulting from any casualty described in Article XII General Conditions of the Construction Agreement, including those costs, expenses and other charges (including normal and ordinary compensation to the successful bidder) necessary for reconstruction of the Project substantially in accordance with the Project Plans and Specifications. The nature, level and type of builder's risk coverage (including completed value or replacement cost coverage) shall be determined by Owner through insurers selected by successful bidder and approved by Owner.

Excess Policy or Umbrella. An excess policy or umbrella may be used to cover limits over and above Commercial General Liability.

Subcontractor's Public Liability and Property Damage Insurance. The successful bidder shall require each Subcontractor to procure and maintain during the term of the subcontract, insurance of the type specified above, or insure the activities of Subcontractors in its policy, as approved by Owner prior to performance of any services. The levels of coverage as set forth in the table above may be adjusted to require a reduced level of coverage consistent with the scope of Work to be provided by that particular Subcontractor. Any reduction in the levels of insurance coverage required by the successful bidder's standard form of subcontract shall be approved by the Owner.

Waiver of Subrogation. Owner and successful bidder waive against each other and the Owner's separate Vendors, Contractors, Design Consultants, Subcontractors agents and employees of each and all of them, all damages covered by property insurance provided herein, except such rights as they may have to the proceeds of such insurance. The successful bidder and Owner shall, where appropriate, require similar waivers of subrogation from the Owner's separate Vendors, Design Consultants and Subcontractors and shall require each of them to include similar waivers in their contracts.

Worker's Compensation Insurance. The successful bidder shall procure and maintain during the term of the Contract Documents, workers' compensation insurance for all its employees connected with the Work and shall require all Subcontractors similarly to provide workers' compensation insurance for all their employees unless such employees are covered by the protection afforded by successful bidder. Such insurance shall comply with the Florida Workers' Compensation Law. The successful bidder shall provide adequate insurance, satisfactory to Owner, for the protection of employees not otherwise protected.

By way of its submission of a bid hereto, bidder:

- a. Represents that bidder maintains, and will maintain during the term of any Agreement arising from this solicitation, all insurance coverage required herein from responsible companies duly authorized to do business under the laws of the State of Florida that hold a rating of "A-" or better by Best's Key Guide, latest edition, and are deemed acceptable to Owner as set forth in this solicitation.
- b. Agrees that insurance, as specified herein, shall remain in force and effect without interruption from the date of commencement of the Work throughout the duration of the Project, and shall remain in effect for at least two (2) years after the termination of the Contract Documents.
- c. Agrees that if the initial or any subsequently issued certificate of insurance expires prior to completion of the Work, successful bidder shall furnish to Owner renewal or replacement certificate(s) of insurance no later than ten (10) calendar days after the expiration date on the certificate. Failure of successful bidder to provide Owner with such renewal certificate(s) shall be considered justification for Owner to terminate any and all Agreements.
- d. Agrees that bidder and/or its insurance carrier shall provide thirty (30) days written notice to Owner of policy cancellation or non-renewal on the part of the insurance carrier or the successful bidder. Successful bidder shall also notify Owner, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage or limits received by successful bidder from its insurer and nothing contained herein shall relieve successful bidder of this requirement to provide notice. In the event of a reduction in the aggregate limit of any policy to be provided by successful bidder hereunder, successful bidder shall immediately take steps to have the aggregate limit reinstated to the full extent permitted under such policy.
- e. Agrees that failure of successful bidder to obtain and maintain proper amounts of insurance at all times as called for herein shall constitute a material breach of the resulting Agreement, which may result in immediate termination.
- f. Agrees that, should at any time the successful bidder not maintain the insurance coverage(s) required herein, Owner may terminate the Agreement or at its sole discretion shall be authorized to purchase such coverage(s) and charge successful bidder for such coverage(s) purchased. If successful bidder fails to reimburse Owner for such costs within thirty (30) days after demand, Owner has the right to offset these costs from any amount due successful bidder under this Agreement or any other agreement between Owner and successful bidder. Owner shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverage(s) purchased or the insurance companies used. The decision of Owner to purchase such insurance coverage(s) shall in no way be construed to be a waiver of any of its rights under the Contract Documents.
- g. Agrees to provide, upon request, the entire and complete insurance policies required herein.

- h. The payment of deductibles for insurance required of the successful bidder by the Contract Documents shall be the sole responsibility of the successful bidder.

Certificate of Insurance Requirements:

- a. Certificates of insurance in duplicate evidencing the insurance coverage specified herein shall be filed with the Purchasing Division before operations are begun. The required certificates of insurance shall name the types of policy, policy number, date of expiration, amount of coverage, companies affording coverage, and also shall refer specifically to the bid number and title of the Project, and must read: For any and all work performed on behalf of Manatee County.
- b. **Additional Insured:** The Automobile Liability and Commercial General Liability policies provided by the successful bidder to meet the requirements of this IFB shall name Manatee County, Board of County Commissioners, as an additional insured as to the operations of the successful bidder under this IFB and shall contain severability of interests provisions.
- c. In order for the certificate of insurance to be accepted it **must** comply with the following:
1. The "Certificate Holder" shall be:
**Manatee County
Board of County Commissioners
Bradenton, FL
IFB# insert IFB #, insert IFB title
For any and all work performed on behalf of Manatee County.**
 2. Certificate shall be mailed to:
**Manatee County Purchasing Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205
Attn: insert name, insert title**

BONDING REQUIREMENTS

Bid Bond/Certified Check. By submitting a bid to this IFB, the bidder agrees should the bidder's bid be accepted, **to execute the form of Agreement and present the same to Manatee County for approval within ten (10) calendar days after notice of intent to award**. The bidder further agrees that failure to execute and deliver said form of Agreement **within ten (10) calendar days** will result in damages to Manatee County and as guarantee of payment of same a bid bond/certified check shall be enclosed within the submitted sealed bid in the amount of five (5%) percent of the total amount of the bid. The bidder further agrees that in case the bidder fails to enter into an Agreement, as prescribed by Manatee County, the bid bond/certified check accompanying the bid shall be forfeited to Manatee County as agreed liquidated damages. If Owner enters into an Agreement with a bidder, or if Owner rejects any and/or all bids, accompanying bond will be promptly returned.

Payment and Performance Bonds. Prior to commencing Work, the successful bidder shall obtain, for the benefit of and directed to Owner, a Payment and Performance Bond satisfying the requirements of Section 255.05, Florida Statutes, covering the faithful performance by the successful bidder of its obligation under the Contract Documents, including but not limited to the construction of the Project on the Project Site and the payment and obligations arising thereunder, including all payments to Subcontractors, laborers, and materialmen. The surety selected by the successful bidder to provide the Payment and Performance Bond shall be approved by Owner prior to issuance of such Bond, which approval shall not be unreasonably withheld or delayed provided that surety is rated A- or better by Best's Key Guide, latest edition.

Failure to provide the required bonds on the prescribed form may result in successful bidder being deemed nonresponsive. Bonds must be in the form prescribed in Section 255.05, Florida Statutes, and must not contain notice, demand or other terms and conditions, including informal pre-claim meetings, not provided for in Section 255.05, Florida Statutes.

Surety of such bonds shall be in an amount equal to 100% of the Contract Price issued by a duly authorized and nationally recognized surety company, authorized to do business in the State of Florida, satisfactory to Owner. Surety shall be rated as "A-" or better by Best's Key Guide, latest edition. The attorney-in-fact who signs the bonds must file with the bonds, a certificate and effective dated copy of power-of-attorney. Payment and Performance Bonds shall be issued to Manatee County, a political subdivision of the State of Florida, **within ten (10) calendar days after notice of intent to award.**

In addition, pursuant to Section 255.05(1)(b), Florida Statutes, prior to commencing Work, the successful bidder shall be responsible and bear all costs associated to record the Payment and Performance Bond with the Manatee County Clerk of the Circuit Court. A certified copy of said recording shall be furnished to the Purchasing Division upon filing. Pursuant to Section 255.05(1)(b), Florida Statutes, Owner will make no payment to the successful bidder until the successful bidder has complied with this paragraph.

Furnishing Payment and Performance Bonds shall be requisite to execution of an Agreement with Owner. Said Payment and Performance Bonds will remain in force for the duration of the Agreement with the premiums paid by the successful bidder. Failure of the successful bidder to execute such Agreement and to supply the required bonds shall be just cause for cancellation of the award. Owner may then contract with the next lowest, responsive and responsible bidder or re-advertise this IFB. If another bidder is accepted, and notice given within ninety (90) days after the opening of the bids, this Acceptance shall bind the bidder as though they were originally the successful bidder.

Failure of Owner at any time to require performance by the successful bidder of any provisions set out in the resulting Agreement will in no way affect the right of Owner, thereafter, to enforce those provisions.

BIDDER'S INSURANCE STATEMENT

THE UNDERSIGNED hereto have read and understand the aforementioned insurance requirements of this IFB and note that the evidence of insurability shall be required within ten (10) days from the date of notice of intent to award.

Bidder Name: _____ Date: _____
Bidder's Signature: _____
Print Name: _____
Insurance Agency: _____
Agent Name: _____ Agent Phone: _____

Please return this completed and signed statement with your bid.