



Date: May 15, 2015

To: Thomas J. Bonfield, City Manager
Through: W. Bowman Ferguson, Deputy City Manager
From: Chris D. Boyer, Assistant Director of General Services
Lori J. Blake-Reid, Facilities Operations Manager
Subject: Pest Control Service Contract

Executive Summary

On April 15, 2015, the General Services Department received four proposals for pest control services for ninety (90) City owned facilities. The General Services Department provides pest control services to prevent, eliminate and control insects and rodents at various facilities throughout the organization. The recommended contractor must perform monthly routine pesticide application service for each facility as per the scope of work outlined in the contract.

Recommendation

The General Services Department recommends that City Council:

1. Authorize the City Manager to execute a contract with Clegg's Termite and Pest Control, Inc. to render pest control services for facilities for three years in an amount not to exceed \$60,211.86
2. Establish a contingency in the amount of \$6,021.18 and authorize the City Manager to negotiate and execute change orders on the contract provided the total cost does not exceed the amount budgeted for pest control services plus the contingency
3. Authorize the City Manager to execute contract extensions for an additional three years of service after the initial three year term of the contract, at \$20,597.64 per year, provided all contract requirements have been met prior to allowing an extension

Background

The General Services Department provides pest control services at ninety (90) City owned facilities. Pest control services are required to prevent, eliminate and control insects, termites and rodents. The recommended contractor will provide pest control monthly to all locations. During the months of April through November, the Fleet Management Department will be inspected twice a month in order to achieve effective

pest control at that particular facility. The following facilities will be covered under this proposed contract:

Location	Number of Facilities
General Services	7
Transportation Department	11
Fire Department and Fire Stations	23
Police Headquarters and Police Substations	10
Parks and Recreation Department and Recreation Centers	22
Solid Waste Department	2
Neighborhood Improvement Services Department	1
Fleet Management Department	3
Public Works Department	5
Water Management Department	6
Total	90

Issues/Analysis

An RFP for this project was advertised on March 10th, 2015 and proposals were received from four firms. The following table summarizes the results of bidding:

Company	Year 1	Year 2	Year 3	Total Contract Cost
Clegg's Termite & Pest Control, Inc.	\$19,608.00	\$20,006.16	\$20,597.64	\$ 60,211.86
Dodson Bros. Exterminating Company, Inc.	\$29,442.00	\$29,442.00	\$29,442.00	\$ 88,326.00
Sustainable Pest Systems, Inc.	\$41,580.00	\$41,580.00	\$41,580.00	\$124,740.00
Terminix Commercial	\$51,300.00	\$51,300.00	\$51,300.00	\$153,900.00

The proposed bid award includes accepting a three year contract with Clegg's Termite and Pest Control, Inc. The proposed scope of work includes but is not limited to: pesticide service, fogging, one time special treatment of facilities to control pests, and call back services at no additional charge (when needed), and is further defined in the proposed contract.

Alternatives

Three alternatives were evaluated related to the provision of pest control services at City facilities. The preferred alternative is to award a contract to provide pest control services. This is the most efficient and effective way to provide pest control services. Clegg’s Termite and Pest Control, Inc. was chosen as the contractor with the lowest responsive, responsible bid.

The second alternative would be to create a position to hire an employee who has proper pesticide training and certification(s) to conduct inspections as well as keep current with state laws that govern the purchase, storage and application of structural pesticides. This alternative is not practical, because finding such an individual with the referenced credentials is highly unlikely. These skills are not commonly available in the job market for public sector positions.

The third alternative considered was for the City to choose to no longer provide pest control services at any facility. This alternative would not be acceptable because it would be an environmental health issue that could lead to diseases and could constitute a public nuisance.

Financial Impact

Funds for this contract are proposed in the FY 16 operating budget for the General Services and Water Management Departments and are noted in the table below. Additionally, funding will be proposed in FY 17 and FY 18 for services rendered from July 1, 2017 through June 30, 2018.

Funding Department	FY 16 Budget	Proposed FY 17 Budget	Proposed FY 18 Budget
General Services	\$18,312.00	\$18,684.24	\$19,236.18
Contingency	\$ 1,831.20	\$ 1,868.42	\$ 1,923.62
Water Management	\$ 1,296.00	\$ 1,321.92	\$ 1,361.52
Contingency	\$ 129.60	\$ 132.19	\$ 136.15

SDBE Summary

The Equal Opportunity/Equity Assurance Department reviewed the bid submitted by Clegg’s Termite & Pest Control, Inc. of Durham, NC and has determined that they are in compliance with the Ordinance to Promote Equal Opportunities in City Contracting.

SDBE REQUIREMENTS

The goals for this project were 0% M/SDBE and 0% W/SDBE. There are no M/WSDBE's being used on this project.

WORKFORCE STATISTICS

The workforce statistics for Clegg's Termite & Pest Control, Inc. are as follows:

Total Workforce	79	
Total Females	25	31%
Total Males	54	69%
Black Males	16	20%
White Males	36	45%
Other Males	6	8%
Black Females	3	4%
White Females	18	23%
Other Females	0	0%