



## Town of Lake Park Town Commission

### Agenda Request Form

---

**Meeting Date:** August 20, 2025

**Originating Department:** Public Works

**Agenda Title:** Resolution No. 51-08-25 – Agreement for Termite Fumigation Treatment – Lake Park Town Hall – Northwest Exterminating Co., LLC - \$17,437

**Agenda Category** (i.e., Consent, New Business, etc.): Consent

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**Cost of Item:** \$17,437 **Funding Source:** Commissioner's Contingency Fund

**Account Number:** 999-99905 **Finance Signature:** Barbara A. Gould

**Advertised:**

**Date:** N/A **Newspaper:** \_\_\_\_\_

**Attachments:** Resolution No. 51-08-25

Agreement for Termite Fumigation Treatment – Northwest Exterminating Co., LLC

RFQ 119-2025 Request for Quotes and Vendor Proposal

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone

DB Not applicable in this case

#### **Summary Explanation/Background:**

The Public Works Department has identified the need to perform whole-structure tent fumigation of the historic Lake Park Town Hall due to active drywood termite infestations detected during a recent inspection. This treatment is necessary to protect the building's structural integrity and ensure the long-term preservation of this important municipal facility.

As a result, the Town issued a Request for Quotation (RFQ) for professional termite fumigation services (RFQ #119-2025 – August 5, 2025) in accordance with the Town's Procurement Policy. The intent of this RFQ was to select a qualified contractor to complete the work, including all labor, materials, permits, and a one (1) year retreatment warranty.

The proposed purchase would follow the Town of Lake Park's Procurement Policy - Sec. 2-246. Thresholds for the procurement of goods and services.

1. For goods and services with a value greater than \$10,000, but less than \$35,000, the town manager or designee shall electronically post on the town's website a description of the goods and services being sought for at least seven (7) consecutive business days. The posted information shall include the scope of work, specifications for goods and the response forms to be used by Offerors in response to the request for quotation (RFQ).

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk's Office, including RFQ 119-2025 and published addendums, as required.

To ensure the lowest possible price, staff is recommending that the Town enter into an agreement with Northwest Exterminating Co., LLC, in the amount of \$14,980, with an annual warranty renewal cost of \$2,457.00 beginning in 2026. If approved, the Town Commission would accept Northwest Exterminating Co., LLC's approved pricing, including all terms, conditions, and pricing therein. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

Funding to support this project is available within the FY 2025 Budget – General Fund - Commission Contingency.

If approved, the fumigation work is scheduled for Labor Day weekend (Friday, August 29, 2025 – Monday, September 1, 2025) to minimize disruption to Town operations.

The proposed Agreement was prepared by the Town's Public Works Director and reviewed by the proposed vendor, Northwest Exterminating Co., LLC, the Finance Director, and the Town Attorney.

The Town has not previously contracted with Northwest Exterminating Co., LLC; however, they are an established firm with a strong record of performance in the field of structural fumigation.

**Recommended Motion:**

I move to authorize Resolution 51-08-25 for the Termite Fumigation Treatment of the Lake Park Town Hall with Northwest Exterminating Co., LLC, in the amount of \$14,980.00 with funding from the Commissioner's Contingency Fund, and an annual warranty renewal cost of \$2,457.00 beginning in 2026; and to authorize the Mayor to execute the proposed Agreement with Northwest Exterminating Co., LLC.