



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** November 5, 2025

**Originating Department:** Public Works

**Agenda Title:** Resolution 89-11-25 – Agreement – Annual Pest Control Services -  
Town Facilities – Northwest Exterminating Co., LLC - \$14,508.00

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

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

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**Cost of Item:** \$14,508.00 **Funding Source:** Contractual Services

**Account Number:** 001-597-408-34000 **Finance Signature:** Barbara A. Gould

**Advertised:**

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

**Attachments:** Resolution 89-11-25

Agreement for Pest Control Services for Town Facilities – Northwest Exterminating Co., LLC

RFQ 130-2025 Request for Quotes and Vendor Proposal

**Please initial one:**

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

\_\_\_\_\_ Not applicable in this case

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

The Public Works Department has identified the need to obtain a qualified contractor to provide monthly pest control services for the following Town facilities:

- Town Hall at 535 Park Avenue
- Town Library at 529 Park Avenue
- Public Works at 640 Old Dixie Highway
- PBSO District 10 at 700 6<sup>th</sup> Street

As a result, the Town issued a Request for Quotation (RFQ) for pest control services for town facilities (RFQ #130-2025 – October 10, 2025) in accordance with the Town's Procurement Policy. The intent of

this RFQ was to select a qualified contractor to provide pest control services for town facilities for three (3) years, with the option to renew for two (2) additional one-year terms.

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 130-2025 and published addendums, as required.

Staff is recommending that the Town enter into a three (3) year agreement with Northwest Exterminating Co., LLC, in the annual amount of \$4,836 (or \$14,580 total contract).

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 2026 Budget – General Fund - Account No. 001-597-408-34000.

If approved, the initial agreement will commence on November 5, 2025 and will run until November 5, 2028 with the option to renew for two (2) additional one-year terms.

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 previously contracted with Northwest Exterminating Co., LLC and they are an established firm with a strong record of performance in the pest control industry.

**Recommended Motion:**

I move to authorize Resolution 89-11-25 and approve a Pest Control Services Agreement with Northwest Exterminating Co., LLC., in the amount of \$14,508; and authorize the Mayor to execute the proposed Agreement with Northwest Exterminating Co., LLC.