



**HOUSING AUTHORITY OF THE COUNTY OF YOLO
REQUEST FOR PROPOSALS**

For

Integrated Pest Management Services

RFP# P2025-002

Released Date: March 5, 2025

Proposal Due: 27, 2025

147 West Main Street,
Woodland, CA 95695
www.ych.ca.gov
530-662-5428

1. Introduction

The Housing Authority of the County of Yolo is seeking proposals from qualified and licensed pest management professionals and frame to provide integrated pest management (IPM) Services at its Residential Units. This Request for Proposal (RFP) aims to identify a vendor that can provide comprehensive pest management services to maintain a safe, and pest and bed bugs free environment.

2. Background

The California Department of Housing and Community Development (HCD) Office of Migrant Services (OMS) oversees affordable rental housing during peak harvest season for migrant farmworkers and their families. Of the existing twenty-four (24) OMS housing centers statewide, Yolo County Housing operates three (3) Migrant Centers in Yolo and Solano County.

Integrated Pest Management services will involve a partnership between the Pest Control Company (Contractor) and YCH, one which focuses on a team approach to prevention, education, and collaboration with residents in an effort to reduce a reliance on pesticides. With this RFP, YCH is looking for innovative, cost conscious proposals which incorporate sound management, improve the control of pests, reduce infestations, and limit recurrences through efficiencies and excellent management. This is in keeping with YCH's commitment to be a fiscally responsible housing provider that provides its residents with a safe living environment, quality maintenance service, well-kept facilities, and professional property management services.

IPM, also known as reduced-risk pest management, encourages long-term pest prevention and suppression through biological controls, habitat manipulation and improved landscape and building hygiene, and structural repair and pest barriers. IPM sanctions synthetic chemical pesticides only as a last resort, and only with the least toxic chemicals available that perform the task. IPM depends on understanding a pest's environmental requirements and natural enemies in order to facilitate less toxic pest control and requires ongoing monitoring for pests to ensure that small infestations do not become large ones. IPM seeks to minimize pest concerns while minimizing human health, environmental, and financial risks.

YCH at its sole discretion reserves the right to award multiple contracts for their properties or to exclude some of the locations from the contracts. The specific locations, especially the scattered site locations, may vary during the contract.

COVERED PESTS

The Contractor shall adequately suppress the following pests:

1. Indoor populations of rodents, insects, including cockroaches and bed bugs, arachnids, and other arthropods.
2. Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the specified buildings.
3. Nests of stinging insects within the property boundaries of the specified buildings.
4. Individuals of all excluded pest populations that are incidental invaders inside the specified buildings, including winged termite swarmers emerging indoors.

The Contractor shall notify YCH if it notices unusual levels of the following pests. Contractor is not responsible for their control unless YCH and Contractor agree in writing.

1. Birds, bats, snakes, and all other vertebrates other than commensal rodents.
2. Termites and other wood-destroying organisms.
3. Mosquitoes.
4. Pests that primarily feed on outdoor vegetation.

SCOPE OF WORK

1. **Monitoring.** Begin with a property-wide inspection and monitoring, using both monitoring devices and visual inspection.
 - a. **Initial Inspection:** Conduct an initial inspection during the first month of the contract or when being assigned new properties. The initial inspection is for the contractor to evaluate the needs of the premises and to present findings with *Yolo County Housing*.
2. **IPM Plan.** Use the monitoring results to design an IPM plan for the property. This plan will be updated at least annually along with monitoring results. The following components should be included in all written IPM plans:
 - a. **Management objectives:** Identify key pests to be controlled, level of control desired (thresholds), and areas of the facility requiring special attention. Include a clear understanding of all guarantees, exclusions, and limitations, including the definitions of high-, medium-, and low infestations. Proposal must adhere to HUD's Guidance on IPM (PIH Notice 2011-22).
 - b. **Communication and accountability system:** Designate contact with people and alternates at both the facility and the contractor's company. Establish a location for the pest activity logbook(s) at the facility. (Or establish electronic logbook procedures) Set up a procedure for the contractor to report maintenance or pest prevention needs to appropriate staff at the facility.
 - c. **Schedule of service:** Describe the expected schedule and duration of service visits required to meet management objectives. If the PMP treats at the same time each month (e.g. the second Wednesday of each month), notification can be given once and then again only if schedules need to be adjusted. Except as otherwise agreed upon, all work at properties under this contract should be performed between 9:00 a.m. and 4:00 p.m., Monday through Thursday, and should not interfere with the daily operations of YCH. No work on Fridays, Saturdays, Sundays or Holidays without prior approval of YCH.
 - d. **Monitoring program:** The contractor should describe methods and procedures to be used for identifying sites of pest harborage and access; and b) assessing pest populations throughout the term of the contract. This information must include general locations of common area monitoring traps and responsibilities for routinely checking the traps. Differences in pest pressures associated with seasons and preventative action should be addressed. As a general rule, pesticides should not be applied unless monitoring indicates the presence of pests in that specific area and unless pesticides are being used for preventative measures.
 - e. **Description of IPM methods and products:**
 - i. Summarize nonchemical and chemical IPM methods proposed and choose pest management strategies that are:

1. Least disruptive of natural controls;
 2. Least hazardous to human health;
 3. Least toxic to non-target organisms;
 4. Least damaging to the environment;
 5. Most likely to produce a permanent reduction of the pest population;
 6. Easiest to carry out effectively; and
 7. Most cost effective over the short and long-term.
- ii. Do not apply pesticides inside or outside unless visual inspection or a monitoring device indicates the presence of pests in that specific area or unless using pesticides as a means of preventing infestations;
 1. Control rodents inside buildings only with trapping devices. All such devices shall be concealed from view, being placed in protected areas unaffected by routine cleaning and other operations. Check trapping devices on a schedule approved by YCH. The Contractor is responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner;
 2. Use portable vacuums rather than pesticide sprays for initial cleanouts of cockroach and bedbug infestations, for swarming (winged) ants and termites, and for control of spiders in webs;
 3. Bait formulations shall be the standard pesticide technology for cockroach and ant control, with alternate formulations restricted to unique situations where baits are not practical; and
 4. The Contractor shall apply all insecticides as “crack and crevice” treatments only, defined in this contract as treatments in which the formulated insecticide is not visible to a bystander during or after the application process.
 5. List EPA-approved pesticide products proposed for use in the program together with the rationale, proposed methods of use, and methods planned to minimize exposure. For each pesticide, list the product name, EPA registration number, pests targeted, and where pesticide will be applied (e.g., indoors, in wall voids, or outside).
 - f. **Desirable structural or operational changes:** Identify pest-proofing activities or modification of staff operational methods or timing that would improve pest management efforts (e.g., caulking around pipes).
 - g. **Record-keeping system:** Describe data to be collected and provide a sample monitoring form designed to track data on pest location, populations, harborage, trends in pest populations, status of previously suggested pest exclusion and prevention measures for which facility staff are responsible, and other relevant information. See “Logbook” below.
3. **Types of Service.** Treatments should be scaled to the type and level of infestation.
 - a. **Focus units:** Units that are infested (henceforth referred to as Focus Units) shall be serviced at least monthly until the infestation is gone. Once pest-free, the focus unit may be removed from the monthly service list.
 - b. **Unit turnover service:** Conduct intensive inspection and necessary treatment as requested by YCH when units are prepared for occupancy. Typically, these units will be existing units changing residents. There may also be new units added to the

scope of the contract. A unit is treated at unit turnover only if evidence of pest infestation is found.

- c. **Routine inspection:** Conduct regularly scheduled inspections for pests, set out or collect monitoring traps, and treat units for pests as needed. Schedule routine inspections so that the Contractor visits each unit routinely, using the same PMPs when possible.
- d. **Call-back service:** In addition to the regularly scheduled services at the frequencies specified and agreed upon with the Contractor, the Contractor will be required to provide additional service upon demand, at no additional cost to YCH, wherever infestation is identified. Notification to the resident of additional service and scheduling shall be the contractor's responsibility. It is the Contractor's responsibility to perform any and all treatments as required keeping the properties reasonably clean and free of infestation at no additional cost to YCH.
- e. **Community Areas:** Minimum service shall include treating the following areas each time the building is serviced: All common areas including offices, lobbies, lounges, waiting areas, libraries, laundry areas and all utility areas including trash rooms. Other common rooms and exteriors, particularly in regard to cracks and crevices, are to be included whenever infestation persists or is observed.
- f. **Service Ticket:** Regardless of service type, at each visit, the PMP must complete and leave a service ticket detailing what was found and done in each unit and area. When needed or appropriate, the Contractor shall also provide detailed, site-specific recommendations for structural and procedural modifications to aid in pest prevention.
- g. **Special services** are those that require special skills, training, or licensing, and may utilize subcontractors for whose work the Contractor shall be accountable. The contractor should list pests or situations for which a subcontractor will be hired.
- h. **Education and training activities:** List recommended education and training activities for facility staff and for residents that would increase their support for IPM activities. These education and training activities will be outside of the annual contract cost and may be utilized by YCH as needed for our tenants and staff.

LOGBOOK

The Contractor shall be responsible for maintaining a complete and accurate Pest Management Logbook at each facility that is served under the contract. The Logbook should be updated at each visit by the Contractor. If the facility lacks a logbook, the Contractor is responsible for providing one. If the Contractor can provide this service using electronic methods, the Contractor must provide orientation to the Authority's staff on how to access and use the electronic files.

The Logbook shall contain at a minimum the following items:

- A copy of the IPM plan and/or service schedule for the building.
- A copy of each license, certification, or proof of insurance required.
- A list of pesticides used, including copies of sample labels and material safety data sheets (MSDS). All pest control products must be registered by the U.S. EPA for residential use and must be applied according to the manufacturer's label instructions and in compliance with all applicable local, state and federal laws and regulations.
- A pest sighting log where new work orders and a Focus Unit list is updated.
- The location of all traps and bait stations on the premises, in map format if needed.

- Copies of all service report forms for the facility.
- Sample educational materials for residents (with translations)

REPORTING AND RECORDING KEEPING

As part of the services provided under this contract, the collection and transmittal of data collected by the contractor during the work is crucial to the effectiveness in managing the IPM. The contractor must propose reporting and recordkeeping plans to enable YCH to monitor Contractor's work in a timely and efficient manner. The reporting and recordkeeping forms will be kept in the building's IPM Log. At a minimum, Contractor is required to collect and submit the reports detailed below. YCH will review and approve the report format prior to finalizing a contract.

- **Notification of Upcoming Service** (at least one week before scheduled visit): The Contractor shall provide Pesticide Use Notification signs and preparation instructions for YCH to post at least one week in advance of routine inspection. If the PMP treats at the same time each month (e.g. the second Wednesday of each month), the notification can be given once and then again if schedules need to be adjusted.
- **Notification of Pesticide Use** (at time of treatment): If an infestation is found that requires pesticides, a form is left at the treatment location detailing what product was used, where, any precautions that can be taken to reduce risk of exposure, and nonchemical control techniques that can be used to prevent further infestation.
- **Inspection/Sanitation Report** (service tickets): Upon completion of each routine inspection at the property, the Contractor must submit a summary highlighting troubled areas or units. These reports will become a part of the logbook whether electronic or paper.
- **Quality Control Summary** (bi-annually): A report on the quality control program in place that quantitatively and qualitatively measures the successes and failures of the program. A report on the findings of quality control shall include recommendations for improvement including, but not be limited to the following:
 - Brief narrative discussing the findings as they relate to an increase or new infestations by unit or apartment number, including recommendation for treatment or preventative measures; and
 - Discussion of any findings of deficiencies due to lack of access, inadequate or improper treatments, or recommendations of change to a more effective chemical.
- **Updates to IPM Plan:** Contractor shall receive the concurrence of the PHA prior to implementing any subsequent changes to the approved IPM Plan, including additional or replacement pesticides and on-site service personnel. The contractor shall continue to provide licenses for every contractor employee who will be performing on-site services before the employee begins work on YCH's property. Any substitutions, additions, or replacement of personnel from those cited in the contractor's original proposal must be submitted to the PHA for approval.

SPECIAL CONSIDERATIONS

1. The Contractor shall take the premises as he finds them. YCH makes no guarantees of the cleanliness of the units or the cooperation of the residents. However, if the units are not clean or if the residents do not cooperate, that should be reported as part of the service ticket.
2. *Yolo County Housing* will provide Contractor with access to the unit(s) as required. *YCH* employee will accompany Contractor when entering any unit.

CONTRACTOR PERSONNEL

The contractor shall provide qualified, professional pest management personnel who:

1. Understand current practices in this field and have experience providing pest control services in a residential environment.
2. Conduct themselves in a professional manner, with minimal noise and disruption.
3. Cooperate with the building occupants to ensure the progress of this work.
4. Maintain certification as Commercial Pesticide Applicators in the category of residential and institutional pest control services.
5. While working at YCH-owned or leased properties, shall wear distinctive uniform clothing that has the contractor's name easily identifiable, affixed in a permanent or semipermanent manner.
6. Use additional personal protective equipment required for safe performance of work as determined and provided by the contractor that, at a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for products being used.
7. Use only contractor vehicles identified in accordance with state and local regulations.
8. Observes all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for people entering these areas.
9. Will comply with all government regulations as are applicable during the time spent on government property.
10. Obtain building passes, if needed, as supplied by the YCH or appropriate building manager.
11. Contractor shall have access to a full-time entomologist who has demonstrated expertise in structural pest control, especially for rodents, bedbugs and cockroaches will be available for routine and emergency consultation.

MINIMUM STANDARDS OF PERFORMANCE

The contractor's performance will be evaluated in accordance with the approved IPM Plan. If pests appear between scheduled treatment, the contractor may be called back to treat the room(s) or building where the problem occurred.

If the contractor fails to arrive at YCH installation within one (1) workday after the request for call-back service, YCH shall have the right to obtain the service elsewhere and the contractor agrees that the actual cost of such service shall be deducted from the contractor's invoice covering the period for which the outside service was obtained. This deduction will be supported by a copy of the invoice covering the emergency service obtained elsewhere. The contractor must describe past experience with providing vermin and rodent control for public housing authorities or other large property management organizations and include references.

Health and Safety:

- Compliance with all relevant health and safety regulations.
- Use of personal protective equipment (PPE) as required.

Insurance: The contractor must carry adequate liability and worker's compensation insurance.

Evaluation Criteria

Proposals will be evaluated to determine the extent to which the firm’s proposal meets the needs of Yolo County Housing. The following point values will be used for evaluation purposes:

- Experience of firm in pest management services for housing authorities of local government 0-35 (points)
- Cost Factor- Pricing competitiveness 0-50 (points)
- Compliance with RFP requirements and list of references 0-15 (points)

Submission Instructions

Proposals must be submitted via email or hand-delivery by Monday March 27, 2025, 3:00PM

- Send proposals via email to nrasekh@ych.ca.gov
- Hand or mail Delivery to Nesar Rasekh, Yolo County Housing, 147 W Main Street, Woodland, CA 95695
- For inquiries or if facilities visit is necessary, contact Tom Dogias at tdogias@ych.ca.gov.

Contract Term

The initial contract term will be for 3 years, with the two-year option to renew based on performance and mutual agreement.

Attachments

The attachments below are included with this Request for Proposals (RFP) for your review and/or submittal:

1. Exhibit A- Properties List
2. Exhibit B- Non-Collusion Affidavit
3. Exhibit C- Certificate of a Drug free workplace
4. Exhibit D- Insurance Requirements

Additional Information

Yolo County Housing reserves the right to amend the scope of work, accept or reject any proposals, and negotiate terms with the selected vendor.

This Scope of Work outlines the expectations and requirements for unit turn cleaning services at Yolo County Housing’s facilities. Proposals should be comprehensive, addressing all outlined services and requirements to ensure a thorough and competitive bid process.

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Price Proposal Sheet
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Price Proposal Sheet

End of RFP