



AGENDA REPORT

Economic Development
Richmond Housing Authority

DATE:	November 18, 2025
TO:	Chair Martinez and Members of the Board of Commissioners of the Richmond Housing Authority (RHA)
FROM:	Antoinette Terrell, RHA Executive Director Nannette Beacham, Director of Economic Development Gregory Palomino, Administrative Assistant
Subject:	Contract with Integrated Pest Control Management, Inc. for Pest Control Services for Richmond Housing Authority
FINANCIAL IMPACT:	The proposed total two-year not to exceed cost of \$40,000 will be funded through the U.S. Housing and Urban Development's (HUD) annual allocation of Operation Subsidy and rent from Public Housing Residents. Appropriations are included within the approved fiscal year 2025-2026 budget and will be budgeted accordingly in subsequent fiscal year budgets (Account String: 44545191-400541).
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE ISSUE:	The Richmond Housing Authority (RHA) requires Pest Control Services to maintain health and safety for the tenants of Nystrom Village.

RECOMMENDED ACTION:	ADOPT a resolution and APPROVE a two-year contract with Integrated Pest Control Management, Inc. to provide pest control services for the Richmond Housing Authority in an amount not to exceed \$40,000, commencing November 19, 2025, and ending November 19, 2027 – Richmond Housing Authority (Antoinnette Terrell/Nanette Beachem/Gregory Palomino 510-621-1300).
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DISCUSSION:

The Richmond Housing Authority requires pest control services to maintain health and safety at the Nystrom Village site. To secure these services, a Request for Qualifications (RFQ) was issued on July 28, 2025, and closed on August 25, 2025 (Attachment 1). A total of fifty-seven (57) vendors were notified, fifteen (15) prospective bidders downloaded the RFQ, and RHA received three (3) bids (Attachment 2).

The RFQ evaluation criteria were as follows:

Evaluation Criteria	Maximum Points
Quality of the Proposal	5
Work Plan & Understanding	25
Experience	25
References	5
Proposed Costs	35
MWBE/Section 3 Contractors	5
Total	100

The selection committee reviewed all proposals and the average scores are as follows (Attachment 3):

- Integrated Pest Control Management, Inc – 82 Points
- Pestec – 82 Points
- Holley’s Four Seasons Pest Solutions – 56 Points

From the initial scoring of the selection committee, Integrated Pest Control Management, Inc and Pestec tied with an average score of 82. Pestec scored higher in the Work Plan & Understanding and Experience categories, while Integrated Pest control Management, Inc scored higher in the Proposed costs category which lead to the tie (Attachment 3).

Prior to releasing the RFQ, RHA conducted an Independent Cost Analysis to establish a reasonable estimate for pest control services (Attachment 6). Upon the Contracting Officer reviewing the submitted proposals and the selection committee’s evaluations, it was determined that Pestec’s proposed pricing was significantly higher than the cost analysis. Based on this finding the Contracting Officer determined that Pestec’s significantly higher bid cost is not in the best interest of the City of Richmond or the Housing Authority. Specifically, the cost of the Rodent Management Station Instillation,

the monthly service to monitor the stations, and the quarterly pest exclusion services were deemed to be unreasonable (Attachment 5).

Accordingly, the City staff recommend City Council adopt a resolution and approve the contract to Integrated Pest Control Management, Inc. for an amount not to exceed \$40,000 commencing November 19, 2025, and ending November 19, 2027.

DOCUMENTS ATTACHED:

- Attachment 1 – RHA Pest Control RFQ
- Attachment 2 – BidSummary132265 (Pest Control)
- Attachment 3 – Pest Control Scoring Matrix
- Attachment 4 – Integrated Pest Control Management, Inc. Bid
- Attachment 5 – Pestec Bid
- Attachment 6 – ICA Form RHA Pest Control
- Attachment 7 – Proposed Pest Control Contract
- Attachment 8 – RHA Resolution Pest Control