
Request for Qualifications
(RFQ)

Residential Pest
Control Services for
Richmond Housing
Authority

RFP Release Date:
July 25, 2025

Qualifications Due by:
2:30 PM on August 25, 2025

Submit Qualifications through:
City of Richmond [Bids Online](#)

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Table of Contents

I. Introduction	3
II. Scope of Services	4-6
III. Timeline	6
IV. Contract Terms and Conditions	6-7
V. Proposal Submittal Guidelines	8
VI. Required Submission Package	9
VII. Evaluation and Selection Criteria	10-11
VIII. Special Conditions	11-14

Attachments

Attachment A: Standard Contract (Sample)

Attachment B: Insurance Requirements – Type 1: Consultants and Contractors

Attachment C: Richmond Sanctuary City Contracting Ordinance

Attachment D: Sanctuary City Compliance Statement

Attachment E: HUD Table 5.1

Attachment F: HUD Forms 5370-C

Attachment G: Limited Liability Company Resolution

Attachment H: Disclosure Statement for LLC

Attachment I: RHA WMBE Section 3 Business Certification

Section I: Introduction

Purpose

The Richmond Housing Authority (RHA) is to solicit qualified firms residential pest control services for the Nystrom Village property.

The City of Richmond

The City of Richmond (COR) was incorporated in 1905 after the Santa Fe Railroad established its western terminus at Point Richmond in 1899, with ferry service to San Francisco. The City grew significantly at the onset of World War II with the opening of the Kaiser Richmond Shipyards at Richmond's South Shoreline in 1941 (its population quadrupled from 23,600 in 1940 to over 93,700 in 1943), as tens of thousands of new residents immigrated to the City to work in the shipyards, many of whom were Black. During the decades that followed, major developments such as Marina Bay, the Hilltop Shopping Center, the Knox Freeway, and Richmond Parkway shaped the economy and geography of Richmond. Residential development continued, and thousands of Asian and Pacific Islander and Latino persons immigrated to the community. Today, Richmond is a diverse and growing maritime, industrial, and residential community, with a population of over 110,000. The City is located on a peninsula 16 miles northeast of San Francisco, directly across the San Francisco Bay, and has a total area of 56 square miles, of which 33.7 are land area and 22.3 are water area.

Richmond Housing Authority

The RHA is a municipal corporation that is federally funded and regulated primarily under the U.S. Housing Act of 1937 as amended (42 USC 1437 et seq.). Created as a state agency in 1941 under the State Housing Authorities Law (Health & Safety Code Section 34200 et seq.), the RHA is bound by federal, state, and local laws.

The RHA serves the Richmond community by providing affordable housing and support services to low-income families, individuals, and seniors. The RHA is committed to improving the quality of life for its residents and fostering strong, vibrant communities.

RFQ Overview

This RFQ describes the scope of work, contract terms, proposal submission requirements, and evaluation criteria for a residential pest control services contract.

Section II: Scope of Services

The main property site, owned and managed by RHA, is known as Nystrom Village. It comprises 51 wood-frame duplexes built in 1941, totaling 100 residential units. Spread over four (4) blocks and nine (9) acres, the site is located between Florida Avenue and Virginia Avenue (north to south), and South 13th Street and South 16th Street (east to west) in Richmond, CA 94804. The property has a mix of 1-, 2-, and 3-bedroom units.



RHA is seeking a qualified firm to perform pest control services on both a preventative maintenance schedule and on a as-needed basis with the primary objective to minimize pest activity and ensure a healthy, safe and comfortable living environment for all residents.

The selected firm must employ an Integrated Pest Management philosophy, prioritizing non-chemical methods as the primary approach to pest control with pesticides used only as a last resort. COR also prohibits the use of any pesticide containing organophosphates or carbamates without an emergency exemption as detailed in Richmond Municipal Code Chapter 9.28 (Pest Control) and Chapter 9.48 (Integrated Pest Management).

The selected firm shall provide all labor, equipment, supervision, materials, transportation, and incidentals necessary to perform services professionally and effectively. All technicians must be licensed, insured, trained and adhering to all property rules including resident privacy and access procedures.

As-Needed / On Demand Infestation Management

These services are performed as-needed in response to reported active pest infestations or significant concerns within individual units or specific exterior areas by property management. This includes but is not limited to:

- The Contractor shall respond to service requests initiated by property management within 24-48 business hours of notification.
- Thorough Inspection: Comprehensive inspection to identify the specific pest, its source, extent of the infestation, and contributing factors within the reported unit or affected exterior area.
- Interior and/or Exterior Treatment: Application of appropriate techniques to eliminate the specific pest infestation.
 1. Being able to treat bedbugs is a mandatory requirement.
- Resident Preparation: Provide clear and concise instructions for residents on how to prepare their units for specific treatments to maximize effectiveness.
- Follow-up: Conduct necessary follow-up visits to ensure the complete eradication of the reported pest issue.
- Reporting: A detailed service ticket or electronic report must be provided to property management after each service visit. This report should include:
 1. Date and time of service
 2. Area services
 3. Pest identified
 4. Treatment method used
 5. Observations
 6. Recommendations for property management or resident
 7. Technician name and signature

Preventative Maintenance Schedule

These services are performed on a fixed, scheduled basis to proactively manage pests and to maintain a protective barrier around the property. This includes, but is not limited to:

- Monthly
 1. Exterior Rodent Control (Bait Box Service) – this service will be performed monthly which includes inspection, monitoring, and replenishment of exterior tamper-resistant rodent bait stations placed around all duplex units and waste areas with reporting of activity and recommendations.
- Quarterly
 1. Physical Exclusion – Identifying and sealing small cracks, crevices, holes and small gaps around the duplexes.
 2. Reporting – Identifying and reporting on conditions like overgrowth, excessive moisture, or debris and providing recommendations to property management.

Section III: Timeline

The tentative time schedule for this contract is as follows:

1. Proposal deadline **Monday, August 25, 2025**
2. Proposal evaluations begins..... **Tuesday, August 26, 2025**
3. Contractor selection **Tuesday, September 2, 2025**

Once a contractor is selected by RHA the contract needs to be approved by the Board of Commissioners. In general, this process takes approximately five to seven weeks after selection.

Section IV: Contract Terms and Conditions

Contract Term

The contract shall be awarded for a two-year period.

Licenses

The successful Contractor and all subcontractors used in the work will be required to hold or to obtain a City of Richmond business license for which the fee will not be waived. Prior to the start of work, the successful Contractor shall obtain all other required permits from the City of Richmond, for which the fees will not be waived. The successful Contractor shall also obtain any other permits required from other agencies for the completion of the project, for which the fees will not be waived.

General Conditions of the Contract

Contractor and all subcontractors shall comply Table 5.1 of HUD Handbook No. 7460.8 REV 2 (Attachment E) and HUD Form 5370-C General Conditions for Non-Construction Contracts Section II (Attachment F) which is incorporated into the Contract Documents by this reference.

Vendor Eligibility and Debarment Check

By submitting a proposal, the contractor certifies that neither it nor its principals (including partners, officers, directors, owners, and primary management staff) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. RHA reserves the right to verify the eligibility of any proposer, including but not limited to, checking the System for Award Management (SAM.gov) database for active exclusions. Any contractor found to be debarred or excluded at the time of proposal submission or prior to contract award will be deemed non-responsive and their proposal will be rejected. Furthermore, all proposers are required to possess an active Unique Entity Identifier (UEI) issued through SAM.gov. If your organization does not currently have a UEI, you must initiate the registration process on SAM.gov to obtain one. Any contractor found to be debarred or excluded, or lacking an active UEI, at the time of proposal submission or prior to contract award will be deemed non-responsive and their proposal will be rejected. The successful Contractor shall be required to maintain this eligibility and active UEI throughout the entire contract term.

Sanctuary City Contracting Ordinance

The Richmond Sanctuary City Contracting Ordinance No. 12-18 (Attachment C) prohibits the City from granting and or retaining contracts with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security (“ICE”). Proposers must submit the attached Sanctuary City Compliance Statement with their Proposal (Attachment D).

Limited Liability Company Disclosure Statement

Resolution No. 86-21 (Attachment G), approved by City Council on July 6, 2021, requires disclosure of the identities of beneficial & responsible owners of Limited Liability Corporations (LLC). Proposers must submit the attached Disclosure Statement of Limited Liability Companies Form with their Proposal (Attachment H).

Insurance Requirements

Contractor shall maintain in full force and effect during the entire contract term the Insurance Requirements as described in “City of Richmond - Insurance Requirements -” Type 1 – Consultants and Contractors (Attachment B). **Please pay special attention to the requirements as blanket coverages will not be accepted.**

Section V: Proposal Submission Guidelines

Electronic Proposals shall be submitted via the City's secure online bidding system. All required sections of the proposal must be submitted via the website. Contractor is solely responsible for "on time" submission of their electronic proposal. The Bid Management System will not accept late proposals, and no exceptions shall be made. Contractors will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those proposals that were transmitted successfully.

Interested parties may download copies of the above-mentioned proposal by visiting the City's web site, www.ci.richmond.ca.us/bids. To download RFQ, new vendors will be required to register. Once the vendor downloads any documents relative to a solicitation, that vendor's name will appear on the Prospective Bidders list for that project and will receive any addenda or notifications relating to the RFQ.

All proposals must be submitted by 2:30 PM on Tuesday, August 19, 2025

Proposals should be well-organized and address all aspects of the RFQ. Include information on your company profile and experience, relevant project examples, your proposed staffing plan, pricing structure, and references.

All questions and requests for clarification regarding the RFQ must be submitted in writing by 10:00AM, on August 12, 2025, via the BidsOnline system under the Q&A tab.

Staff will provide responses in writing to all questions and post them on the RFQ website for reference by all interested vendors.

The RHA reserves the right to conduct interviews with shortlisted vendors. Proposals become the property of the COR and the RHA and may be subject to public disclosure after the selection process is complete.

Any party submitting a proposal shall not contact or lobby any City Council member, City official, employee (except those specified for contact) or agent regarding the RFQ. Any party attempting to influence or circumvent the RFQ, bid submittal, and review process may have their proposal rejected for violating this provision of the RFQ.

Section VI: Required Submission Package

The submission package must also include the following:

1. **Cover sheet** referencing this RFQ with the name of the firm, contact information, number of employees, and location of office(s).
2. **Firm's Experience:** Demonstrate your firm's experience in jobs similar in scope as described in this solicitation. Provide your firm's capability and methodology of rendering the services outlined and summary of experience. Proof of licensing.
 - Additional points will be awarded to firms able to service bedbug infestations.
3. **References:** Provide references of customers, clients, or owners for whom you have delivered similar services. Please include statements or letters of recommendation from customers/clients describing job performance and service. Provide the point of contact, telephone number, email, title, and relation to you. RHA intends to contact these references to determine reliability, job performance, service, and other information.
4. **Proposed Work Plan:**
 - i. Detailed methodology for both the Preventative Maintenance Services and On Demand / Infestation Management services.
 - ii. Sample service reports and summary reports
 - iii. Response times for services
5. **Proposed Rates and Fees:**
 - i. A flat monthly or quarterly fee for all Preventative Maintenance Services
 - ii. As Needed / On-Demand Pricing, such as per Service call, per Hour (if applicable) and per treatment type (e.g. rodent removal, bedbugs, cockroaches, etc.).
6. **Completed Attachments:** Proposers must submit the attached Sanctuary City Compliance Statement with their Proposal (Attachment D) and Disclosure Statement of Limited Liability Company Form (Attachment H), if applicable RHA WMBE Section 3 Business Certification (Attachment I).

Section VII: Evaluation and Selection Criteria

The selection committee will evaluate, and rate proposals based on the following criteria:

Evaluation Criteria	Maximum Points
Quality of the Proposal <ul style="list-style-type: none"> ○ Overall quality and professional appearance of the proposal submitted, based upon the opinion of the evaluators. 	5
Work Plan & Understanding <ul style="list-style-type: none"> ○ Quality of the proposed plan for completing the services. ○ Understanding of RHA's requirements. 	25
Experience <ul style="list-style-type: none"> ○ Demonstrated successful past performance and experience including similar scope. 	25
References <ul style="list-style-type: none"> ○ Positive references from previous clients and experience with Public Housing Agencies 	5
Proposed Costs <ul style="list-style-type: none"> ○ Overall cost competitiveness 	35
MWBE / Section 3 Contractors <ul style="list-style-type: none"> ○ WMBE Business Listing ○ Section 3 Contractor 	5
Total Potential Points	100

All proposals will be reviewed to determine conformance with the RFQ requirements. Failure to meet the requirements may be cause for rejection of the proposal. Any proposal which is incomplete, conditional, or contains irregularities will be rejected.

RHA Reserves the right to:

- Select any proposal as a basis for written or oral communication with any or all of the companies or individuals when such action is considered to be in the best interest of the City of Richmond.
- Exercise discretion and apply its judgment with respect to selection of any proposals submitted.
- Reject all proposals.

Depending on the content as determined by the selection committee, COR and RHA may conduct interviews of the top-ranking firms before final selections are made.

The total points for both the interview and the written proposal combined shall be used to determine the top candidate(s). The selection committee may then consider references and responsibility before selecting the finalist. The selection committee shall select the Proposer that

is evaluated to be most competitive, and whose response is deemed to be in the best interest of this requirement.

RHA may negotiate elements of the contract as required to best meet the needs of RHA, with the apparent successful Proposer. If, during contract negotiations and/or during the terms of the agreement, the Successful Proposer finds that the requirements can be met in a more advantageous way, the successful Proposer shall notify RHA in writing of such finding. RHA may include such changes in the Contract.

If RHA determines, in the course of negotiations, that a satisfactory contract cannot be executed in a timely fashion, RHA may reject the successful Proposer and either terminate the procurement process or initiate negotiations with other Proposers in the order of their relative ranking.

Section VIII: Special Conditions

Reservations

This RFQ does not commit the City of Richmond or the Richmond Housing Authority to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work. RHA may reject a proposal without providing the reason(s) underlying the declination. A failure to award a contract to the proposer with the lowest cost proposal shall not constitute a valid cause of action against RHA.

Public Records

All proposals submitted in response to this RFQ become the property of the City of Richmond and public records and, as such, may be subject to public review. Documents protected by law from public disclosure will not be disclosed by the City of Richmond if clearly marked with the word "confidential" on each applicable page. Trade secrets may be marked as confidential only to the extent they meet the requirements of California Government Code section 6254.7. Only information claimed to be a trade secret at the time of submission to the City of Richmond and marked as "confidential" will be treated as a trade secret.

Right to Cancel

COR or RHA reserves the right to cancel or revise, for any or no reason, in part or in its entirety, this RFP. If COR or RHA cancels the RFQ prior to the deadline for proposals or revises the RFP, notification will be placed on the City of Richmond's BidsOnline System www.ci.richmond.ca.us/bids.

Additional Information

COR or RHA reserves the right to request additional information and/or clarification from any or all proposers to this RFQ but is under no obligation to do so.

HUD Section 3 Clause

1. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing or residents of the community in which the Federal assistance is spent.
2. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Section 3 regulations
3. The Award Recipient, Contractor, or Development Owner agrees to send to each labor organization or representative of workers with which the Award Recipient, Contractor, or Development Owner has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Award Recipient, Contractor, or Development Owner's commitments under this Section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth the minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. The Award Recipient, Contractor, or Development Owner agrees to engage in qualitative efforts including but not limited to:
 - a. Engaging in outreach efforts to generate job applicants who are Targeted Section 3 Workers.
 - b. Providing training or apprenticeship opportunities.
 - c. Providing or referring Section 3 Workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, childcare).
 - d. Engaging in outreach efforts to identify and secure bids from Section 3 business concerns.
 - e. Engaging in outreach and referrals with the state's one-stop system of the Workforce Innovation and Opportunity Act.
5. The Award Recipient, Contractor, or Development Owner agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75 and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in

violation of the regulations in 24 CFR part 75. The Award Recipient, Contractor, or Development Owner will not subcontract with any subcontractor where the Award Recipient, Contractor, or Development Owner has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

6. The Award Recipient, Contractor, or Development Owner must meet the requirements of 24 CFR part 75.19, regardless of whether Section 3 language is included in agreements, program regulatory agreements, or contracts. These requirements include:
 - a. Employment and Training
 - i. To the greatest extent feasible and consistent with existing Federal, state, and local laws and regulations, contractors covered by this subpart will ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 Workers within the metropolitan area (or nonmetropolitan county) in which the project is located.
 - ii. Where feasible, priority for opportunities and training should be given to:
 1. Section 3 Workers residing within the service area or the neighborhood of the project.
 2. YouthBuild participants
 - b. Contracting
 - i. To the greatest extent feasible and consistent with existing Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 Workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.
 - ii. Where feasible, priority for contracting opportunities should be given to:
 1. Section 3 business concerns that provide economic opportunities to Section 3 Workers residing within the service area or the neighborhood of the project.
 2. YouthBuild programs
7. The Award Recipient, Contractor, or Development Owner will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.
8. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD-assisted contracts.
9. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act

(25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible, (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible but not in derogation of compliance with Section 7(b).

10. The Award Recipient, Contractor, or Development Owner agrees to comply with all monitoring, reporting, recordkeeping, and other procedures specified the United States Department of Housing and Urban Development (HUD). All documentation, contracts, and records should be retained for a minimum of five years from the date the project has been completed or seven years from the date of the contract if the completion date is unknown. The Award Recipient, Contractor, or Development Owner is responsible for providing Section 3 performance metrics and supporting documentation for all its subrecipients, contractors, and subcontractors, as applicable.