

REQUEST FOR PROPOSAL

Your firm has been selected by the City of Santa Monica as a qualified IPM contractor. The City of Santa Monica is soliciting Service Proposals from your firm for the implementation of a structural Integrated Pest Management (IPM) program to service properties owned, occupied, leased or otherwise operated by the City of Santa Monica. The City's IPM program, as detailed in the enclosed "Conditions for Professional Service", is designed as a pest prevention and management program that prioritizes preventative measures, mechanical management strategies, and education and training of City staff. IPM is the coordinated use of site-specific environmental and pest information with available pest management methods to effectively manage pests over the long-term with the least possible hazard to human health and the environment. IPM programs employ a holistic approach to pest management decision-making, prioritizing low hazard management options that emphasize prevention, monitoring, and natural biological controls. IPM allows the appropriate use of the least hazardous, selective pesticides only when non-chemical methods are ineffective. Thus, IPM is: a system utilizing multiple methods; a decision-making process; a hazard reducing system; information, education and training intensive; biologically based; cost effective; and site specific. An IPM program implements the following steps in order:

Establish site specific pest management objectives.

Establish pest management action threshold levels.

Identify and implement behavioral modifications, including improved sanitation, and utilize pest prevention methods, such as structural modifications, that reduce food, water, harborage, access and the environmental conditions favored by pests.

Employ progressive nonchemical methods and techniques, including pest monitoring and trapping.

Employ least hazardous progressive pesticide selection only when nonchemical methods are ineffective.

The City is seeking the professional services of a qualified IPM contractor in dealing with immediate pest management problems and the formulation of long-term solutions. Response to this request must address all aspects of the defined program and not simply chemical management services.

Enclosed you will find the following documents which provide further detail regarding this request:

Conditions for Professional Service;
List of City Structures and Buildings (final list may vary);
Insurance Requirements; and
Quality Assurance Form.

Contract Duration and Renewal

The contract period shall be from 1 March 2001 through 30 June 2002. The City desires the right and option, at its sole discretion, to extend any contract for a period of up to three (3) additional one-year periods from the date of expiration under the same price, terms and conditions.

Information Meeting and Site Tour

Attendance at an informational meeting and tour of various sites listed in Attachment A on Tuesday, 12 December 2000 is mandatory for Pest Control Operators. We will meet at the Santa Monica Pier at 9 am in the Environmental Programs Division Conference Room, located above the Carousel at 200 Santa Monica Pier, Suite B. Please contact Sandra Schubert at 310.458.2255 with questions.

Submittal Format and Deadline

Licensed Pest Control Operators responding to this request must submit a Pest Management Service Proposal according to the following format:

1. Copy of appropriate licenses of BOTH the Pest Control Operator and the personnel that will be servicing this account, including appropriate subcontractors and their qualifications (see section II.E. of Conditions for Professional Service).

2. Completed section VIII.B. and VIII.C. of Conditions for Professional Service listing hourly rates and other fees.

Description of services you will provide to accomplish the requirements of this program. Include the following elements:

Detail of work plan for pest management evaluation of City buildings (how you will evaluate the current situation).
Detail of work plan for development of pest management plans (how you will generate a plan for managing what is detailed in the evaluation).
Detail of monitoring program for these sample pests: Norway rats, German cockroaches, Pharaoh ants, house flies and termites (both subterranean and dry wood).
Detail of method for setting thresholds for these sample pests: Norway rats, German cockroaches, Pharaoh ants, house flies and termites (both subterranean and dry wood).
Suggested format for training of the City's Pest Managers (see section I. A.2) and general City staff.
Quality control program.

4. List the options available to manage the following pests. Rank the options in order of lowest risk to highest risk or group in categories of "low", "medium" and "high" risk to human health and the environment. Include recommended brand names when applicable.

- a. German cockroaches
- b. American cockroaches
- c. Argentine ants
- d. Pharaoh ants
- e. Norway rats
- f. Roof rats
- g. Mice
- Cat fleas
- House flies

Estimate the overall cost of rendering the above services for the fiscal year ending 30 June 2002.

Contractor will be required to have a City of Santa Monica Business License and to provide and maintain proof of insurance in the amount of \$1,000,000 as follows:

Comprehensive General Liability;
Comprehensive Auto Liability; and
Workers' Compensation Liability.

All insurance documents submitted must list the City of Santa Monica, its City Council, boards, commissions, officers, agents, employees and volunteers as "additional insureds" if awarded the contract. Please call 310.458.8745 for further information.

Can comply _____
Cannot comply _____

Two copies of the Proposal for Service must be submitted to:

Sandra Schubert
Environmental Programs Division
200 Santa Monica Pier, Suite I
Santa Monica, CA 90401

no later than 5:00 pm on Thursday, 21 December 2000 (postmarks not accepted).

Please note:

When submitting documents to the City of Santa Monica, vendors are required to comply with the following guidelines:

All submittals and copies shall be printed on recycled and/or tree free paper.
All copies shall be double-sided.
Report covers or binders shall be recyclable, made from recycled materials and/or easily removable to allow for recycling of the report pages. Reports with glued bindings that meet all other requirements are acceptable.
The use of plastic covers or dividers should be avoided.
Unnecessary attachments or documents not specifically asked for should not be submitted. Avoid superfluous use of paper (e.g. separate title sheets or chapter dividers).

These guidelines were developed as part of Santa Monica's Sustainable City Program to promote waste reduction and resource conservation within the community. Thank you for your cooperation in this important effort.

If you have any questions about this Request for Proposal, please contact Sandra Schubert at 310.458.2255.