



REQUEST FOR PROPOSALS

PEST MANAGEMENT SERVICES FOR SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS

Proposals Due:

**Friday, February 14, 2025
12 P.M. Pacific Time**

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Attachments:

1. *FAA General Contract Provisions for Solicitations*
2. *Sample Agreement for Pest Management Services for Sacramento County Department of Airports*
3. *County of Sacramento Contractor Certification of Compliance Form*
4. *Contractor Identification Form*

January 14, 2025

TO: Prospective Service Providers

FROM: Ashley Leal
Administrative Services Officer II
Sacramento County Department of Airports

SUBJECT: **Pest Management Services for Sacramento County
Department of Airports**

I. SUMMARY AND BACKGROUND

The County of Sacramento (County) owns and/or operates four airports in Sacramento County, including Sacramento International Airport (SMF) through the Department of Airports (SCDA or Department). The Department is issuing this Request for Proposals (RFP) to solicit proposals from prospective service providers (Proposers) for pest management services.

II. DEADLINE AND PROPOSAL SUBMISSION

Submittals shall be comprised of one (1) digital PDF copy of the Proposal (in a format compatible with Adobe Acrobat) and one (1) digital copy of the Proposal compatible with Microsoft Word in DOC or DOCX format.

- Proposals are due no later than 12:00 P.M. Pacific Time (PT) on February 14, 2025.
- All late responses will be rejected.
- Proposals may be submitted via OpenGov or directly to Ashley Leal at LealA@sacounty.gov.

III. PURPOSE AND OBJECTIVES

The County wishes to enter into an agreement with a single qualified contractor to provide pest management services at airport properties operated by the Department. These services are sought to protect the health and safety of airport staff, passengers, visitors, tenants, and concessionaires. In addition, these services will prevent damage to airport property and assets, as well as ensure compliance with all local,

state and federal regulations related to pest control and environmental safety.

The selected contractor shall be required to implement an Integrated Pest Management (IPM) program designed to maintain, prevent, and control a pest-free environment throughout airport facilities. This includes tenant and concession areas, seasonal mosquito abatement, bird and wildlife management, and other specified pest control services, as further described in the Anticipated Scope of Services (Section IV below) and outlined in the sample agreement provided as Attachment 2 to this RFP.

IV. ANTICIPATED SCOPE OF SERVICES

A. SERVICE LOCATIONS

The contractor shall provide comprehensive pest management services for the following designated areas at Sacramento International Airport, Mather Airport, and Sacramento Executive Airport:

1. Terminals and Concourses
2. Administrative Offices
3. Maintenance and Storage Facilities
4. Parking Structures and Lots
5. Airside Areas (including hangars, cargo facilities, and airfields)
6. Food Service Areas (including kitchens, restaurants, vending areas, and all tenant and concession locations)
7. Waste Management Areas
8. Tenant and Concession Spaces
9. Seasonal Mosquito Abatement Areas
10. Birds and Wildlife Management Areas
11. Concourse Levels
12. Lobby/Vestibules
13. Information Centers
14. Common Areas
15. Administrative Offices
16. Food Prep/Vending Areas
17. Janitor's Closets
18. Restrooms
19. Security Offices
20. Employee Break Rooms and Locker Rooms
21. Interior and Exterior Rodent Control Equipment
22. Insect Light Traps
23. Monitoring Glue Boards

24. Exterior Perimeter Inspections and Treatments as Needed
25. Baggage Levels
26. Dumpster Areas
27. Other Offices and Training Rooms as Needed
28. Elevator Pits as Needed
29. Other designated areas as identified by airport management.

B. SERVICES

Services provided by the contractor will include, but shall not be limited to:

1. Integrated Pest Management (IPM) Program

- a. Inspection and Monitoring: Conduct regular inspections of all facilities to identify pest activity and potential entry points. Use monitoring devices to track pest populations.
- b. Pest Identification: Accurately identify pests and assess infestation levels.
- c. Preventative Measures: Implement exclusion techniques, sanitation practices, and other preventative measures to reduce the likelihood of infestations.
- d. Control Measures: Apply appropriate chemical and non-chemical control methods, including baiting, trapping, and pesticide applications, in accordance with IPM principles.
- e. Environmental Stewardship: Utilize environmentally responsible products and methods to minimize impact on non-target organisms and the environment.

2. Pest Categories and Treatment Protocols

The contractor shall manage and control the following pests using specified protocols:

- a. Ants
- b. Bees
 1. Knock down nests up to 15 feet high on contracted buildings.

2. Additional wasp treatment protocols from March through October.
 - c. Birds
 1. Knock down nests up to 15 feet high, provided they do not belong to a protected species.
 2. Implement control methods such as spikes, netting, hot foot, window slides, and other deterrents as necessary.
 - d. Cockroaches
 - e. Fleas
 - f. Flies
 1. Use Actizyme in drains as needed.
 2. Monthly service to installed insect light traps.
 - g. Occasional Invaders
 1. Includes centipedes, crickets, earwigs, ground beetles, millipedes, and pillbugs.
 - h. Rodents
 1. Control of rats and mice.
 - i. Spiders
 1. Including black widows, brown widows, and brown recluses.
 - j. Stored Product Pets
 1. Included if the infestation is local and can be treated by sanitation, vacuuming, and pheromone traps.
 2. Additional services required for widespread infestations that necessitate fumigation and/or fogging.
 - k. Termite Inspections
3. Additional Pest Categories
- a. Bed Bugs
 - b. Bird Control (methods determined by control type: spikes, netting, wire, hot foot, Eagle Eyes, or trapping/relocation)
 - c. Fire Ants
 - d. Mosquitoes

- e. Termite Control
- f. Wildlife Services
- g. Wood-Destroying Organisms (methods TBD based on infestation type)

4. Seasonal Mosquito Abatement

- a. Monitoring and Surveillance: Regularly monitor mosquito populations during peak seasons.
- b. Source Reduction: Identify and eliminate standing water and other breeding sites.
- c. Larvicide Applications: Apply larvicides in breeding areas to prevent adult mosquito development.
- d. Fogging Services: Provide seasonal fogging to control adult mosquito populations, focusing on areas surrounding terminals, parking structures, airside areas, and other high-risk locations.
- e. Emergency Response: Provide rapid response to significant mosquito outbreaks.

5. Birds and Wildlife Management

- a. Bird Hazard Assessment: Regularly assess bird activity around the airport, particularly in airside areas, to identify potential hazards to aircraft operations.
- b. Wildlife Control Measures: Implement humane wildlife control methods, including trapping, relocation, and habitat modification.
- c. Deterrent Systems: Install and maintain bird and wildlife deterrent systems such as netting, spikes, auditory deterrents, and other appropriate technologies.
- d. Emergency Response: Provide immediate response to wildlife-related incidents that threaten airport operations or safety.

6. Emergency Response

- a. 24/7 Availability: Ensure availability to respond to emergency pest situations 24/7, including weekends and holidays.
- b. Response Time: Respond to emergency calls within 4 hours of notification.

7. Reporting and Documentation

- a. Service Reports: Provide detailed reports for each service visit, including findings, actions taken, and recommendations for future prevention.
- b. Pest Activity Logs: Maintain logs to track pest activity trends and identify persistent problem areas.
- c. Compliance Documentation: Maintain records of all pesticide applications, including material safety data sheets (MSDS), in compliance with local, state, and federal regulations.
- d. Monthly/Quarterly Reports: Submit comprehensive reports summarizing all pest management activities and trends over the reporting period.

C. PERFORMANCE STANDARDS

- a. Pest Thresholds: Maintain pest populations below the established thresholds as determined by the airport's health and safety regulations.
- b. Service Quality: Consistently deliver high-quality services, ensuring all tasks are completed to the satisfaction of airport management.
- c. Compliance: Adhere to all applicable regulations and airport policies, including those related to safety, environmental protection, and security.

D. HEALTH AND SAFETY REQUIREMENTS

- a. Pesticide Usage: Adhere to all safety protocols related to pesticide storage, handling, and application.
- b. Personal Protective Equipment (PPE): Ensure all personnel use appropriate PPE when performing pest control activities.

- c. Training: Provide regular training for contractor staff on health and safety practices, including emergency procedures and first aid.

E. SECURITY REQUIREMENTS

- a. Background Checks: All contractor personnel must undergo security background checks as required by airport regulations.
- b. Identification Badges: Contractor personnel must always wear airport-issued identification badges while on airport property.
- c. Access Control: Comply with all access control procedures, including restrictions on movement within secure areas of the airport.

V. TERM AND EFFECTIVE DATE OF THE AGREEMENT

The Department intends to award an agreement in April or May 2025. The term of this agreement will be four (4) years, ending on June 30, 2029, with two (2) options to extend the term, each for three (3) additional years, for a possible total term of ten (10) years.

VI. HOW TO OBTAIN A COPY OF THIS RFP

A copy of this RFP and any addenda to it can be found on the following websites:

Sacramento County Department of Airports Website:
http://www.sacramento.aero/scas/opportunities/bids_and_requests

OpenGov Website:
[Procurement Portal](#)

VII. MANDATORY VIRTUAL PRE-PROPOSAL CONFERENCE

A Mandatory Virtual Pre-Proposal Conference is scheduled for January 28, 2025, from 10:00 A.M. to 12:00 P.M. PT. The purpose of the conference will be to discuss the requirements and objectives of this RFP. Department representatives will be available to answer questions from interested companies.

Please email Ashley Leal at LealA@Saccounty.gov to attend the Pre-Proposal Conference. Attendance requests will be accepted for the Mandatory Virtual Pre-Proposal Conference until 12:00 P.M. on January 27, 2025.

Your e-mail should include your company's name and the names, phone numbers, and email addresses of those who will be attending the conference. Only two (2) representatives from any one (1) prospective proposer will be allowed. Attendance will be verified using this information. Once an attendance request is received, Department staff will send calendar invites to the listed attendees with the necessary log-on information. Failure to attend the Mandatory Pre-Proposal Conference will result in disqualification from further participation in this RFP and consideration for contract award.

VIII. FORMAT OF PROPOSAL

Proposals submitted in response to this solicitation must be prepared in the following format and must address the contents in this Section VIII and Sections IX, X, XI, and XII listed below. The proposal must be signed by an authorized employee or officer to receive consideration.

A. COVER LETTER FOR PROPOSALS

A cover letter must be included with the proposal and must be signed by an individual who is authorized to contractually bind the Proposer. The cover letter must be submitted on business letterhead and contain the following information:

1. Name and address of Proposer;
2. Name, telephone number, and e-mail address of a designated contact person;
3. Name, title, address, telephone number, and e-mail address of the individual(s) with authority to execute a binding agreement on behalf of the Proposer;
4. Demonstrated understanding of the work to be performed, the commitment to perform the work, and why the Proposer believes it is the best qualified to perform the work;
5. Acknowledgement of any Addenda that may be issued;
6. Acknowledgement that Proposer has reviewed the proposed sample agreement and the Scope of Work

contained therein, a sample of which is attached as Attachment 2 to this RFP and incorporated herein;

7. A statement that the Proposer agrees to the sample agreement format, its content and all requirements as presented, including insurance coverage and limits; and
8. State other general information which the proposer desires to include regarding the Proposer's business organization.

B. EXECUTIVE SUMMARY

The executive summary will list important features of the proposal and must include a statement certifying that the proposer meets or exceeds the minimum requirements of this RFP.

C. REQUIRED DOCUMENTATION AND FORMS

In addition to the Cover Letter, the following documentation and forms must be completed and attached to the proposal:

1. County of Sacramento Contractor Certification of Compliance Form provided as Attachment 3 to this RFP; and
2. Contractor Identification Form provided as Attachment 4 to this RFP.

D. PAGE LIMITS

Proposals must be typed or printed in a font no smaller than eleven (11) point, on 8.5" by 11" sized pages. The proposal should be concise and must not exceed forty (40) pages, including any marketing materials.

The following items are not included in the page limit count:

1. Cover page;
2. Cover letter;
3. Staff resumes;

4. Contractor team organization chart;
5. County of Sacramento Contractor Certification of Compliance Form; and
6. Contractor Identification Form.

IX. MINIMUM QUALIFICATIONS

The following section describes the minimum required qualifications a Proposer must demonstrate to be eligible to submit a proposal. Proposals that do not meet these minimum qualifications will not be further evaluated or considered.

It is the respondent's responsibility to incorporate all pertinent information to effectively present a proposal and to communicate the respondent's qualifications. All respondents are required to thoroughly review all Attachments detailing services required, specifications, and required reports.

- A. The Proposer must hold all necessary licenses and certifications required by the state of California for performing pest management services, including a business license/registration with the California Secretary of State authorizing the Proposer to conduct business within the State of California.
- B. The Proposer must possess a minimum of five (5) years of experience in providing pest management services, preferably in an Airport or similar large-scale facility.
- C. The Proposer must ensure all personnel, working for proposer, assigned to the airport are trained and certified in pest management practices, including the safe handling and application of pesticides.

X. STATEMENT OF QUALIFICATIONS

The selected Proposer must successfully demonstrate the capability to provide the services described in this RFP in a large public use facility in continuous operation, such as in an airport or shopping mall.

- A. COMPANY QUALIFICATIONS

1. Describe the company and how it meets the minimum qualifications of this RFP.
2. Who are your major competitors and how does your company differentiate itself from them?
3. Provide a list of at least five (5) clients for which the Proposer has provided pest management services; briefly identify the specific services provided for each and indicate the expiration date of the term of those agreements.

B. APPROACH, SCOPE, AND TIMELINE

Provide a proposed approach and projected timeline to conduct and complete each step in the Anticipated Scope of Services as listed in Exhibit A of the sample agreement.

XI. FEE STRUCTURE, PROPOSAL COST, AND SCOPE

Please include the hourly rates for the project with a detailed breakdown of costs for all pest management services included in the scope of work. Clearly identify any overhead multipliers or other fees not covered by the stated hourly rates, if applicable. Additionally, separate cost proposals are to be included for each of the following services:

Birds and Wildlife Management: A separate cost proposal for the management of birds and wildlife, including deterrent systems, wildlife control measures, and emergency response services.

Seasonal Mosquito Abatement: A separate cost proposal for seasonal mosquito abatement, including monitoring, larvicide applications, and fogging services.

Emergency Services: A separate cost proposal for emergency response services outside regularly scheduled maintenance.

The terms of the resulting agreement will be subject to negotiations between the Department and the successful proposer. Include anticipated hours for all employees proposed and justification of hours to complete the Scope of Work.

Include the following additional information:

A. FINANCIAL BACKGROUND INFORMATION

Include the following historical financial information for the Proposer and any joint venture or affiliate entities:

1. Balance sheet and income statements for the last two (2) fiscal years prepared in accordance with generally accepted accounting principles, reflecting the current financial condition of the Proposer. Also, include an interim balance sheet and income statement of any significant financial events occurring subsequent to the closing date of the most recent financial statements.
2. Describe ownership of the proposing entity.
3. Bank, trade, and personal references.

B. FEE SCHEDULE

Proposer shall include a proposed Fee Schedule for the initial four (4) year agreement and the potential six (6)-year term extension. The terms of the resulting agreement will be subject to negotiation with the successful entity. The agreement will be executed using the Department's standard agreement, in the form attached as Attachment 2.

XII. REFERENCES

Provide the following information for at least five (5) clients with direct experience with your company, within the last five (5) years that can be contacted to provide a reference. Please include:

- A. Company name;
- B. Contact name;
- C. Contact title;
- D. Address;
- E. E-mail address;
- F. Telephone number; and

G. Services performed.

Note that the Department reserves the right to contact past or current clients not provided by the Proposer and may evaluate those clients with the same consideration as those provided by the Proposer.

XIII. RFP TIMELINE

The table below describes the estimated timeline for the RFP process through award of agreement:

Dates	Event
January 14, 2025	Issuance of RFP
January 27, 2025 12 P.M. PT	Deadline to RSVP for Mandatory Virtual Pre-Proposal Conference
January 28, 2025	Mandatory Virtual Pre-Proposal Conference
January 31, 2025 12 P.M. PT	Deadline for submitting questions
February 7, 2025	Addenda issued if necessary, including Department's responses to questions
February 14, 2025 12 P.M. PT	Proposals Due
February 26, 2025	Interview with the highest-ranked Proposers
April or May, 2025	Anticipated effective date of agreement with selected Proposer

The Department reserves the right to modify, at its sole and absolute discretion, this schedule and any specific deadlines, including the selected Proposer's service start date.

XIV. EVALUATION OF PROPOSALS

The RFP evaluation process will include a specific focused review of each proposal by a panel of evaluators. Each proposal will be evaluated against other proposals received. Proposals must be formatted and headlined in the order of Sections IX – XIII, indicated above, and must clearly answer / describe and or demonstrate all the required information requested herein.

Proposals will be evaluated based on the following criteria in the table on the following page:

Category	Points Towards Overall Score
Completeness of Response	Pass/Fail
Minimum Qualifications	Pass/Fail
Attendance to Mandatory Virtual Pre-Proposal Conference	Pass/Fail
References	Pass/Fail
Experience & Qualifications	30
Approach to Integrated Pest Management	30
Proposed Staffing Plan	20
Cost Proposal	20
Total	100

Proposals will receive a final score based on the average of scores from the evaluation panel. The top Proposers based on the final score may be required to attend an in-person interview, which will serve as the basis for the panel’s final decision for award.

XV. QUESTIONS

All inquiries regarding this RFP and any request for clarification of the contents of this RFP must be directed in writing, via e-mail to Ashley Leal at LealA@saccounty.gov no later than January 31, 2025, at 12:00 P.M. Pacific Time.

Interested parties are hereby notified of the following:

- A. Telephone inquiries will not receive a response.
- B. Proposers are not to rely on oral instructions or clarifications to this RFP.
- C. If modifications to this RFP are necessary, the Department will respond in writing via addendum, which will be posted to the following websites:

Sacramento County Department of Airports Website:
[http://www.sacramento.aero/scas/opportunities/bids and requests](http://www.sacramento.aero/scas/opportunities/bids_and_requests)

OpenGov Website:
[Procurement Portal](#)

- D. Interested parties are encouraged to regularly check the Department's web site for possible updates to this RFP.
- E. Contact with or lobbying of any County representative other than Ashley Leal regarding this solicitation prior to the notice that the Proposer is or is not recommended for award is cause for disqualification.

XVI. BACKGROUND CHECKS

The selected Proposer's staff that will be working on-site unescorted or who require access to SMF, MHR, and SAC must:

- Pass the Departments background check; and
- Obtain an Airports access badge to conduct work in secured areas.

XVII. CONDITIONS

A. FAA GENERAL CONTRACT PROVISIONS FOR SOLICITATIONS

The contractor shall, at all times during the term of the agreement, comply with the provisions of the "Federal Aviation Administration (FAA) General Contract Provisions for Solicitations" (FAA Solicitation Provisions) and any subsequent revisions, updates, or amendments thereto. The most current version of the FAA Solicitation Provisions are included as Attachment 1 of this RFP.

B. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

The County encourages all business, including those owned and controlled by one (1) or more socially and economically disadvantaged individuals that can provide the desired services, to submit their proposals. If you are currently certified as a DBE, please include a copy of your DBE certification letter along with your proposal. This information will be used for DBE utilization tracking purposes only. If you are a business owned and controlled by one or more socially and economically disadvantaged individuals and you are not currently certified as a DBE firm, but wish to receive information on how to become certified, please contact the State of California, Department of Transportation, Civil Rights Program at the following website:

C. DEPARTMENT'S RIGHT TO NEGOTIATE AGREEMENTS

The Department reserves the right to negotiate agreements with companies outside of the RFP process, even if such companies did not participate in the RFP process. The Department also reserves the right to not execute an agreement with any Proposers. The Department accepts no liability for any costs incurred by Proposers to prepare and submit responses to this request.

D. PUBLIC DISCLOSURE OF RFP DOCUMENTS

The County will treat all information submitted in a proposal as available for public inspection once negotiations with the selected party have been completed. If copies of proposals are included with Board materials, the County will make such documents available for public inspection once staff has made a recommendation for award.

If a Proposer believes protected data is included in its proposal, the Proposer shall clearly identify the data and provide the legal basis in support of the asserted classification. Proposer must present such information separately as part of its proposal OR type in bold red letters the term "CONFIDENTIAL" on that specific part or page of the proposal which Proposer believes to be confidential. Classification of data as trade secret data will be determined pursuant to applicable law, and, accordingly, merely labeling data as "trade secret" does not necessarily make the data protected as such under any applicable law.

In order for the County to assert the confidentiality of any such information in the event a Public Record Act request is received, the Proposer must request, execute and submit a County-prepared written agreement to defend and indemnify the County for any liability, costs and expenses incurred in asserting such confidentiality.

The final determination of whether the County will assert a Proposer's claim of confidentiality shall be at the sole discretion of the County. Any information determined to be non-confidential shall be considered a public record. If the County determines that your information does not meet the criteria for

confidentiality, you will be notified of the County's intent to release the public record pursuant to any Public Records Act request.

The Proposer agrees, as a condition of submitting its proposal, that the County will not, as between the parties, be liable or accountable for any loss or damage, which may result from a breach of confidentiality related to the proposal. The Proposer agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the California Public Records Act, including legal fees and disbursements paid or incurred to enforce this provision.

E. TAXATION

Contractor shall cooperate with the County in all matters relating to taxation and the collection of taxes. It is the policy of the County to self-accrue use tax associated with its contracts. The use tax which is self-accrued will be remitted to the California State Board of Equalization designating the County as the place of business for the purpose of allocating local sales and use taxes.

F. NO CONFIDENTIAL OR PROPRIETARY INFORMATION

All information given to the Department or the evaluation panel in any correspondence, discussion, meeting or other communication before, with or after submission of a proposal, either orally or in writing, will not be deemed to have been, given in confidence and may be used or disclosed to others for any purpose at any time without obligation or compensation and without liability by the Department of any kind whatsoever. Evaluation scoring forms used by the evaluation panel are likewise considered public information subject to the California Public Records Act and will be available upon request after execution of an Agreement for services pursuant to this RFP.

XVIII. NEGOTIATION OF AGREEMENT

The selected Proposer shall execute an agreement with the County of Sacramento, using the standard agreement promulgated by the Office of the County Counsel. Any requested revisions, deletions, or additions, to the language in the attached sample agreement shall be

clearly set forth in the Proposal for the Department's consideration. The agreement must be reviewed and approved by County Counsel prior to execution. The final agreement will be executed with electronic signatures via DocuSign.