

Scope of Work and Request for Qualifications for IPM Structural Pest Control Service

A. General Information

The City of Palo Alto seeks experienced Integrated Pest Management (IPM) pest control services for City facilities. The City's IPM policy strives to promote IPM strategies to improve water quality in local creeks and the Bay, and independent of the policy, staff wishes to minimize health hazards to people from pesticide exposure.

IPM, also known as reduced-risk pest management, encourages long-term pest prevention and suppression through biological controls, habitat manipulation, use of resistant plant varieties, 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.

B. Project Description

The Contractor shall furnish all supervision, labor, materials, and equipment necessary to evaluate, monitor, and provide pest management services for City of Palo Alto buildings. Pest control methods shall first strive to use non-chemical controls such as trapping and pest proofing, followed by chemical controls only if non-chemicals methods fail.

1. Using IPM strategies, the contractor shall control structural pests to include:

Insects and other arthropods: These include ants, cockroaches, yellow jackets and other wasps and bees, and any other arthropod pest not specifically excluded from the contract.

- a) **Mice and rats:** The contractor shall adequately suppress rats and mice found inside and outside buildings. Pick-up and proper disposal of dead vertebrates is also included in this scope of work, unless other arrangements for collection and disposal are agreed upon by Facility and Site supervisors
- b) **Pests excluded from contract:**
 - Termites and other wood destroying organisms
 - Mosquitoes (mosquito abatement)
 - Pests that primarily feed on outdoor vegetation unless they are invading a structure
 - Birds, bats, snakes and all other vertebrates not listed above
- c) **Removal of stinging insects-** the contractor shall remove nests of stinging insects on City property. **The contractor shall work with Environmental Compliance to identify options where bee hives can be relocated and not destroyed, unless the bees are Africanized bees or the nest presents an immediate hazard in which case the nest shall be destroyed.** Bee removal must be supervised by a Pestec employee, and performed on behalf of Pestec, if the service is not performed by a Pestec employee directly.
- d) **Reduce pest problem hotspots** with the goal of solving structural and hygiene challenges so that facilities currently requiring a monthly service can reduce their need for chemical pest control.

2. The contractor must provide monthly pesticide reporting information in electronic format using the City's *Contractor Pesticide Application Form* located at http://www.cityofpaloalto.org/public-works/documents/ContractorPesticideApplicationForm_000.xls to be **emailed** to the City's IPM Coordinator: julie.weiss@cityofpaloalto.org by the 15th of each month for the previous month's work. The contractor must also have Internet access and the ability to enter pesticide use information on-line if the City provides that reporting mechanism.

C. Specific Work Tasks

The contractor shall:

1. Control pests while minimizing human exposure, secondary poisoning to non-target animals and pesticide-related water pollution by adhering to the following conditions:

- the following products shall not be used for insect control:
 - products labeled with the signal word "Danger"
 - organophosphate products (e.g., diazinon or chlopyrifos)
 - carbamate products (e.g., carbaryl)
 - pyrethroid products (see expanded list, Attachment A). Containerized pyrethroid products, or pyrethroid products whose application method prevents pyrethroid release to the environment may be authorized by the IPM Coordinator.
- containerized baits are preferred for ant control
- no **spray insecticides** may be used **except** insecticidal soaps and plant-based products (e.g., pyrethrins, mint oil, rosemary oil, etc.). **Emergency use of other pesticides may be authorized by the City's IPM Coordinator.**
- trapping and exclusion shall be the primary rodent control methods. To prevent bait resistance and secondary poisoning, rodent baits shall only be used when trapping and exclusion are unsuccessful and **in consultation with the IPM coordinator.**
- no outdoor applications of pesticides of any kind shall be applied on impervious surfaces when a 40% or greater chance of rain is forecast within three days unless the pesticides are containerized baits that will not contribute to runoff pollution.
- prior to application, contractor must notify manager or supervisors overseeing the employees in the working areas that are to be treated with any pest control product other than containerized baits.
- new products that the contractor may wish to use mid-contract must be approved by the IPM Coordinator prior to use.
- Pestec and the Facilities Supervisor shall agree upon the extent and scope of minor repairs and pest proofing needed at facilities that are that are to be performed by Pestec: for example crack and crevice sealing for ant and cockroach exclusion. Pestec will provide recommendations and corresponding proposals for major repairs such as rodent proofing to assist Facilities Maintenance Staff in their decision making process. If the City does not provide the repairs or hygiene needed that are designated as their responsibility, the contractor is not responsible for the continuation of pest problems.

2. Respond to new or emergency pest management requests within 24 hours of service call.

3. Reduce pest populations at sites designated by the Facilities Supervisor that have historically had regular pest problems requiring monthly service (Attachment D) with the goals of:

- reducing the frequency and severity of pest problems using IPM strategies
- reducing access and favorable conditions that support pests, and

- reducing the need for chemical pest control

Frequency of site visits may be reduced or eliminated at the discretion of each site manager, the City's Facilities Supervisor, or IPM Coordinator when pest problems subside. Sites that are not included on Attachment D may be serviced and will be paid by divisions requesting the service through a Master Agreement or purchase order.

4. Monitoring

Services shall be provided monthly to all sites listed in Attachment D except the Baylands Athletic Field. The score booth will be rodent proofed on its initial visit and future services will be completed by request. The remaining 14 sites shall be divided into four groups so that a Pestec technician shall be in a City of Palo Alto building every week. Requests for services that fall between the scheduled monthly visits shall be handled during the technician's weekly visit to City of Palo Alto locations, unless otherwise directed.

During the Pestec technician's visit to the service site they shall refer to the pest sighting log book for reports of pest activity. If there is a report in the log book, the technician shall contact the reporting person for more information if necessary and then proceed to identify:

1. The extent of the infestation
2. The control options that are most appropriate to the specific location of pest(s) occurring
3. The conditions conducive to the pest(s)
4. If the technician can treat the pest using a non-chemical method they shall carry out the treatment or make arrangements with the necessary building staff to do so. If necessary, the technician shall make a follow-up visit prior to the next monthly service to evaluate the effectiveness of the treatment.

Authorization of all potential products to be used by the contractor will be conducted before service commences. Any other chemical pesticides needed shall require joint approval from both the City's IPM Coordinator or site manager and the Pestec Account Manager. A follow-up visit will be made as necessary. The log book will be provided by Pestec.

If there is not a report in the log book, the technician will inspect the premises and identify:

1. If there is evidence of pest activity
2. If present pest(s) necessitate a treatment
3. The conditions conducive to the pest(s)
4. The control options available to this specific site and pest(s)

All service records will be signed and dated by an appointed person on site and kept in the Pest Sighting Log Book so they may be reviewed.

If the Pestec Technician is not available at a time of emergency, the service request shall be routed to other available technicians based on proximity and experience with the pest(s).

5. Track pest management and pesticide use. The following records must be kept and procedures followed while servicing these sites:

- *EcoWise Certified Inspection Report and Needed Repairs* (Attachment B) Copies of inspection records and repair recommendations must be provided to site manager and Facility Supervisor after each site visit. With the approval of the IPM Coordinator, the contractor's own reporting forms may be used if the same criteria as the City's are used.

- **Contractor Pesticide Application Form** (see “Requirements” for instructions). This information is critical as the City tracks information about non-chemical control methods and many aspects of pesticide use in order to reduce the most toxic pesticides and volume of pesticides used. The contractor must also have Internet access and the ability to enter pesticide use information on-line if the City provides that reporting mechanism.

6. Requirements

The contractor: must maintain certification by EcoWise Certified as an IPM Service Provider. EcoWise is a project of the Association of Bay Area Governments (see www.ecowisecertified.org). An equivalent certification may be negotiated by the contractor and IPM Coordinator if the City or contractor wish to use a different certification program.

D. Qualifications:

The contractor must be in compliance with all federal, state, and local pest control operator requirements and regulations and maintain current licenses.

E. Project Administration

Facilities Supervisor

Dennis Huebner
Facility Management Supervisor,
Public Works
ph) 650.496.6970
dennis.huebner@cityofpaloalto.org

IPM Coordinator

Julie Weiss
Environmental Specialist, Public Works
ph) 650.329.2117
julie.weiss@cityofpaloalto.org

Pyrethroid Active Ingredients

Allethrin
Beta-Cyfluthrin
Bifenthrin
Cyfluthrin
Cypermethrin
Deltamethrin
d-trans allethrin
Esbiothrin
Esfenvalerate
Lambda-Cyhalothrin
Permethrin
Phenothrin
Prallethrin
Resmethrin
s-Bioallethrin
Sumithrin
Tau-Fluvalinate
Tetramethrin
Tralomethrin