

REQUEST FOR PROPOSAL

Integrated Pest Management Services

2026 Calendar Year

Homes First

5203 Lacey Blvd SE, Suite A
Lacey, WA 98503
360-236-0920 | HomesFirst.org

RFP Issue Date: November 12, 2025

1. INTRODUCTION

Homes First is a nonprofit organization committed to providing stable, affordable housing to individuals and families in the Thurston County area. We own and manage a diverse portfolio of residential properties, including single-family homes, duplexes, triplexes, fourplexes, apartment complexes, and our administrative office.

We are seeking qualified pest control contractors to provide comprehensive Integrated Pest Management (IPM) services for our properties throughout 2026. The selected contractor(s) will be responsible for maintaining pest-free, safe, and healthy living environments for our residents while adhering to environmentally responsible practices.

2. ORGANIZATION BACKGROUND

Homes First is dedicated to helping low-income households find and retain a home by providing quality affordable housing and supportive services. Our mission is to help individuals and families achieve housing stability and self-sufficiency. We currently operate multiple properties across Olympia, Lacey, Tumwater, and Shelton, Washington, serving diverse populations including families, seniors, people in recovery, youth exiting foster care, and survivors of domestic violence.

3. SCOPE OF SERVICES

The selected contractor will provide Integrated Pest Management services for all Homes First properties. Services shall include but are not limited to:

3.1 Regular Preventive Services

- Quarterly interior and exterior inspections of all units and common areas
- Preventive treatment applications using IPM principles
- Monitoring and maintenance of bait stations and traps
- Sealing and exclusion work for entry points (minor repairs)
- Documentation and reporting of all pest activity and treatments
- Coordination with property management companies for access and scheduling

3.2 Common Pest Management

- **Rodents:** Mice and rat control, exclusion, and monitoring
- **Insects:** Ants, spiders, cockroaches, fleas, and general crawling insects
- **Stinging Insects:** Wasps, hornets, and yellow jacket nest removal
- **Wildlife:** Coordination for humane removal (raccoons, opossums, bats)
- **Stored Product Pests:** Pantry pests and fabric pests
- **Moisture Pests:** Silverfish, earwigs, and millipedes

3.3 Emergency Response Services

- 24-hour emergency response availability
- Same-day response for urgent health and safety issues
- Next-day response for non-emergency pest complaints
- Weekend and holiday availability for emergencies

3.4 Specialized Services (As Needed)

- Bird control and exclusion
- Extensive exclusion work and repairs
- Fumigation services (if required)
- Crawl space treatments and moisture control
- Pre-treatment for unit turnovers as requested

4. PROPERTIES INCLUDED

The following properties are included in this RFP. Contractors should be prepared to provide regular preventative provide services across all locations and specialized or emergency services dependent on as needed basis:

Olympia Properties

1. 3139 Quince St SE, Olympia WA 98501 (7-Unit Apartment Complex)
2. 510 Eastside St SE, Olympia WA 98501 (Triplex)
3. 501/503 18th Ave SE, Olympia WA 98501 (Duplex)
4. 813 Jefferson St SE, Olympia WA 98501 (Triplex)
5. 816 Avalon Court SE Unit 1, Olympia WA 98513 (Half Duplex)
6. 1702 Hays Ave NW, Olympia WA 98502 (Hays Field)
7. 721 O'Farrell Ave SE, Olympia WA 98501
8. 1107 McCormick Street SE, Olympia WA 98501 (shared home)
9. 1103 McCormick Street SE, Olympia WA 98501 (shared home)
10. 2516 Lincoln Avenue SE Olympia, WA 98501 (SFH)
11. 1819 9th Avenue SE Olympia, WA 98501 (SFH)
12. 222 Cushing Street NW Olympia, WA 98502 (SFH)
13. 1603 Bethel St NE Olympia, WA 98506 (SFH)
14. 9121 Skokomish Way NE Olympia, WA 98516 (SFH)
15. 2408 Lincoln Avenue SE Olympia, WA 98501
16. 1203 Olympia Avenue NE Olympia, WA 98506 (shared home)
17. 2800 Lilly Road NE Olympia, WA 98506 (shared home)
18. 221 Milroy Street NW Olympia, WA 98502 (shared home)
19. 2124 Soroya Ct. SW, Olympia, WA 98502 (4-Unit PLEX)
20. 1812 Sawyer Street SE Olympia, WA 98501 (shared home)
21. 1729 Legion Way SE Olympia, WA 98501 (SFH)
22. 813 Jefferson St. SE, Olympia, WA 98501 (Tri-Plex)
23. 824 Pine Crest Dr SE. Olympia, WA 98513 (SFH)
24. 732 Berne Ln SE. Olympia, WA 98513 (SFH)
25. 2510 Leach St SE. Olympia, WA 98501 (shared)
26. 9130 Shadberry Dr SE. Olympia, WA 98513 (shared)
27. 629 Geneva Lane SE. Olympia, WA 98513 (shared)
28. 914 Franklin St SE, Unit A Olympia, WA 98501 (4-Plex)
29. 610 Deerbrush Lp SE Olympia, WA 98513 (SFH)

Lacey Properties

30. 1308 Sleater-Kinney Rd SE, Lacey WA 98503 (6-Unit Apartment Complex)
31. 1314 Sleater-Kinney Rd SE, Lacey WA 98503 (Single Family Home)
32. 6120/6121 Glen Mary Lane SE, Lacey WA 98503 (2 Fourplex Units)
33. 1702 Magnolia St SE, Lacey WA 98503 (Fourplex)
34. 5203 Lacey Blvd SE, Lacey WA 98503 (Office)
35. 1606 Gemini St SE, Lacey WA 98503 (Single Family Home)
36. 4712 16th Ave SE, Lacey WA 98503 (Single Family Home)
37. 4913 22nd Ave SE, Lacey WA 98503 (shared home)
38. 4913 22nd Ave SE, Unit B, Lacey WA 98503 (ADU)
39. 5505 32nd Court SE Lacey WA 98503 (SFH)
40. 4810 & 4808 21st Ave SE. Lacey, WA 98503 (Shared home & ADU)
41. 2503 25th Lp. SE Lacey, WA 98503 (shared home)
42. 4618 & 4620 31st Ave. SE Lacey, WA 98503 (shared home & ADU)
43. 5211 22nd Ave SE Lacey, WA 98503 (shared home)
44. 1314 Sleater-Kinney Street SE Lacey, WA 98503 (SFH)
45. 5908 59th Loop SE, Lacey, WA 98513 (shared home)

- 46. 1702 Magnolia St. SE Apt 1 Lacey, WA 98503 (Fourplex Home)
- 47. 550 Malibu Dr SE. Lacey, WA 98503 (SFH)
- 48. 816 Avalon Court SE. Lacey, WA 98513 (SFH)
- 49. 4605 Belair Dr SE, Lacey, WA 98503 (SFH)
- 50. 4712 16th Ave SE. Lacey, WA 98503 (shared)
- 51. 4332 17th Way NE. Lacey, WA 98516 (shared)
- 52. 5209 22nd Ave SE. Lacey, WA 98503 (shared)
- 53. 6719 Prism St SE. Lacey, WA 98513 (shared)

Tumwater Properties

- 54. 423 Z St. SE, Tumwater, WA 98501 (SFH)
- 55. 1344 Susitna Lane SW, Tumwater, WA 98512 (SFH)
- 56. 113 Linda St SE. Tumwater, WA 98501 (SFH)
- 57. 6541 Henderson Blvd SE. Olympia, WA 98501 (Shared home)
- 58. 4707 Cleveland Ave SE. Tumwater, WA 98501 (shared)

Shelton Properties

- 59. 414-416 S 7th St, Shelton WA 98584 (Duplex)
- 60. 420 S 7th St, Shelton WA 98584

5. CONTRACTOR QUALIFICATIONS

Qualified contractors must meet the following minimum requirements:

- Valid Washington State business license
- Current Washington State Structural Pest Control license
- Licensed Commercial Pesticide Applicator certification
- Current general liability insurance (minimum \$1,000,000 coverage)
- Workers' compensation insurance for all employees
- Pollution liability insurance (minimum \$500,000)
- Minimum 3 years of experience in multi-family residential pest control
- Reliable vehicles and equipment for all services
- Electronic reporting and documentation capabilities
- At least three verifiable references from multi-family housing clients

6. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must be submitted in writing and include the following information:

6.1 Company Information

- Company name, address, phone, email, and website
- Years in business and organizational structure
- Number of licensed technicians and support staff
- All relevant licenses, certifications, and insurance documentation
- Service area coverage and response capabilities

6.2 Experience and References

- Description of experience with affordable housing and multi-family properties
- Minimum three references from similar clients with contact information
- Case studies of successful pest management programs

6.3 Service Plan

- Detailed IPM approach and methodology
- Proposed service schedule and frequency by property type
- Products and application methods to be used
- Safety protocols and resident notification procedures
- Record keeping and reporting systems
- Quality assurance and customer service protocols
- Staff training and supervision approach
- Environmental and safety compliance measures

6.4 Pricing

Provide detailed pricing for the following:

- **Annual contract pricing:** Quarterly preventive service for all properties
 - *Optional:* Sponsorship in exchange for a portion of the cost of production
- **Per-unit pricing breakdown:** Monthly cost per unit type
- **Emergency service rates:** After-hours and weekend rates
- **Specialized services:**
 - Heat treatment options
 - Wildlife removal
 - Extensive exclusion work (hourly rate)
- **Additional service calls:** Beyond scheduled visits
- **Product and material costs:** Included vs. additional charges
- **Payment terms and billing schedule**

7. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Criteria	Weight	Description
Qualifications & Experience	30%	IPM expertise, multi-family experience, certifications, bed bug capability
Service Plan Quality	25%	Comprehensiveness, IPM approach, response times, technology use
Pricing	25%	Cost competitiveness, value for services, transparent pricing structure
Safety & Compliance	20%	Safety record, environmental practices, regulatory compliance

Homes First reserves the right to reject any or all proposals, to waive irregularities, and to accept the proposal deemed most advantageous to the organization.

8. TIMELINE AND KEY DATES

Milestone	Date
RFP Issue Date	November 12, 2025
Site Visit Opportunities	November 18-22, 2025
Questions Due	November 28, 2025
Proposal Submission Deadline	December 5, 2025 by 5:00 PM PST
Interviews (if required)	December 8-12, 2025
Contract Award Notification	December 19, 2025
Contract Start Date	January 1, 2026

9. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically via email to:

Rachael Childs

Deputy Director

deputy@homesfirst.org

360-236-0920 x209

Email Subject Line: "2026 Pest Control Services Proposal - [Your Company Name]"

Proposals should be submitted as a single PDF document. File size should not exceed 10 MB. If you have additional materials that exceed this limit, please contact the above email to arrange alternate delivery.

Questions and Clarifications

All questions regarding this RFP must be submitted in writing to deputy@homesfirst.org by November 28, 2025. Responses to questions will be provided to all prospective bidders who have expressed interest in submitting a proposal.

10. CONTRACT TERMS

The selected contractor will enter into a service agreement with Homes First for the 2026 calendar year. Key contract terms include:

- **Contract Period:** January 1, 2026 - December 31, 2026
- **Option to Renew:** Two (2) one-year renewal options upon mutual agreement
- **Service Guarantee:** Re-treatment at no cost if pests return between scheduled services
- **Payment Terms:** Net 30 days from receipt of invoice
- **Performance Standards:** Detailed service level agreements and response times
- **Reporting Requirements:** Monthly activity reports and annual summary
- **Termination:** Either party may terminate with 30 days written notice
- **Indemnification:** Contractor shall indemnify and hold harmless Homes First
- **Compliance:** Adherence to all federal, state, and local regulations

11. SPECIAL REQUIREMENTS

11.1 Integrated Pest Management (IPM) Commitment

Homes First is committed to IPM principles. The selected contractor must:

- Prioritize non-chemical control methods
- Use least-toxic products when pesticides are necessary
- Focus on prevention and exclusion
- Provide detailed documentation of all treatments
- Educate residents on pest prevention

11.2 Resident Safety and Communication

- All treatments must be safe for children, elderly, and pets
- Clear notification procedures for residents (minimum 24-hour notice)
- Material Safety Data Sheets (MSDS) available upon request
- Bilingual services or translation capabilities preferred
- Sensitivity to residents with chemical sensitivities or health conditions

11.3 Reporting and Documentation

- Electronic pest sighting logs accessible by property management
- Detailed service reports within 24 hours of service

- Trending analysis and recommendations
- Annual review and planning meetings

12. ADDITIONAL INFORMATION

Site Visits: Property tours are strongly encouraged and will be available December 15-19, 2025. Please contact Rachael Childs to schedule.

Insurance Requirements: Detailed insurance requirements and coverage limits are available upon request.

Homes First is an equal opportunity employer and encourages proposals from minority-owned, women-owned, and veteran-owned businesses.

We value contractors who demonstrate:

- Commitment to environmental sustainability
- Experience serving vulnerable populations
- Cultural competency and sensitivity
- Innovation in pest management solutions
- Strong communication and customer service skills

We appreciate your interest in partnering with Homes First to maintain safe, healthy, and pest-free communities for our residents.

Thank you for your proposal.

Attachments:

- Property Portfolio Map (available upon request)
- Sample Service Agreement (available upon request)
- Insurance Requirements Detail Sheet (available upon request)
- IPM Policy and Guidelines (available upon request)
- Bed Bug Preparation Requirements (available upon request)