

**REQUEST FOR PROPOSAL
for
ON-CALL SECURITY SERVICES**



District Contact:
Tina Talamantes
Interim Security Supervisor

Proposals Due By:
May 18, 2021
At 5:00 p.m.
Late proposals will not be accepted.

1. INTRODUCTION

A. General Information

Rancho Murieta Community Services District (District) is requesting proposals for security companies to provide non-sworn, unarmed, and uniformed personnel for Gate duties, and armed and uniformed personnel for security guard services for the District for three years beginning May 24, 2021 and ending May 23, 2024, with an option to extend for two additional years. All proposers shall meet the provisions, requirements and specifications listed in this Request for Proposal, and must be received by the District as indicated in the **Proposal Requirements**.

Any inquiries concerning this request for proposals should be addressed to Tina Talamantes, Interim Security Supervisor via email at ttalamantes@rmcsd.com. Any questions and answers related to this proposal may be posted on our website for transparency.

2. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

The District is seeking proposals from qualified Security Guard companies to provide on-call security services to include the following:

1. Gate services: Operating and staffing RMA security gates with on-call unarmed security guards located at the two entrances to the Rancho Murieta community on a twenty-four-24-hour day year-round basis as needed, to include operating a communication system to maintain contact with local law enforcement, fire and other emergency services as well as appropriate entities within the District, answering telephone calls at the gates from residents and District staff, dispatching calls for service to patrol personnel, controls and monitors access to and from gated portions within the District, maintains a variety of records and statistics on vehicles and persons entering and leaving District, and prepares daily reports of activities.
2. Patrol Services: Providing on-call twenty-four-(24) hour a day mobile patrol of all areas within the boundaries of the District by armed and BSIS credentialed security guards as needed, to include performing security and crime prevention work by patrolling assigned areas and marking specific checkpoints; observe and record incident information; write reports; answer calls for service and general complaints; operate a communication system to maintain contact with local law enforcement, fire and other emergency services; enforce covenants, conditions and restrictions ("CC&Rs") related to the provision of Security Services adopted for each association within the boundaries of the District by issuing citations, and enforce

District Code violations as outlined in Rancho Murieta Community Services District (RMCS D) District Code 21, Section 8.

B. General Provisions

1. Independent Contractor

In performance of the work, duties and obligations assumed by the Proposer, it is mutually understood and agreed that the Proposer, including any and all of the Proposer's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the District.

2. Conflict of Interest

Proposers, by responding to this RFP, certify that to the best of their knowledge or belief, no elected/appointed official or employee of the RMCS D is financially interested, directly or indirectly, in the purchase of goods/services specified in this RFP. Furthermore, proposer represents and warrants to the District that it has not employed or retained any person or company employed by the District to solicit or secure the award of the Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, commission, percentage, brokerage fee, or gift of any kind contingent upon or in connection with, the award of the Agreement.

3. Nondiscrimination

Proposer agrees that it shall not discriminate as to race, sex, color, age, religion, national origin, marital status, sexual identity or disability in connection with its performance under this RFP. Furthermore, Proposer agrees that no otherwise qualified individual shall solely by reason of the aforementioned be excluded from the participation in, be denied benefits of, or be subjected to, discrimination under any program or activity.

3. GENERAL INFORMATION

A. Rancho Murieta Community Services District Background

Rancho Murieta Community Services District (District) was formed in 1982 by State Government Code 61000 to provide essential services in Rancho Murieta. The District provides essential services to an area of 3,500 acres (covering roughly five and a half square miles) located in the beautiful, wooded hills of eastern Sacramento County. The approved master plan calls for residential development on 1,920 acres with single-family residences, townhouses, apartments, and mobile homes for a total of 5,189 units. Current estimates indicate Rancho Murieta has 2,700 households with a population of approximately 6,000 persons. The community is a balanced blend of both custom and production homes, townhouses, mobile homes, and a thriving retail complex. In addition, an airport, office building, fire station, and equestrian center are located in the District.

The District is an independent Special District which provides the following services:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment, and reuse (reclamation)
- Storm drainage collection, disposal, and flood control
- Security
- Solid Waste collection

While each service maintains and operates under its own separate budget, a combination of taxes and user fees fund these services.

The District is determined to deliver superior community services efficiently and professionally at a reasonable cost while responding to and sustaining the enhanced quality of life the community desires. Information about the Rancho Murieta community and the District is available on the District website at <https://www.ranchomurietacsd.com>.

4. PROPOSAL SUBMITTAL AND SELECTION

All proposals must be received no later than 5:00 p.m. on May 18, 2021. **Late or incomplete proposals will not be considered.**

Deliver proposals via email in pdf format to: ttalamantes@rmcsd.com
Rate Schedules (costs) via email in pdf format to: awilder@rmcsd.com

- A.** This request does not constitute an offer of employment or contract for services.
- B.** All proposals submitted shall become District property.
- C.** All proposals shall remain firm for ninety (90) days following the closing date for receipt of proposals.
- D.** The District reserves the right to award the contract to the firm who represents the proposal which in the judgment of the District best accomplishes the desired results and shall include but not be limited to a consideration of the professional service fee.
- E.** Selection will be made based on the proposals submitted.

5. PROPOSAL FORMAT

A qualifying proposal must address all the following points:

- A.** Project Title
- B.** Applicant or Firm Name, address, contact information and website
- C.** Statement of the proposer's understanding of the work to be done
- D.** Firm Qualifications
 - 1. Type of organization, size, and any other affiliations or certifications related to armed security guards, including California Bureau of Security and Investigative Services (BSIS) certifications.

2. Table of Contents identifying the materials submitted by section and page number. Cross-referencing to section and page number in the RFP would be helpful.
 3. Names and qualifications of personnel to be assigned to this assignment, if known.
- E.** Existing client references, minimum of three (3), from recent related projects including name, address, email, and phone number of individuals to contact for reference.
- F.** Rates
1. Send separately in pdf format to awilder@rmcsd.com

6. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning the RFP and the subject of the RFP shall be made to:

Tina Talamantes
Interim Security Supervisor
P.O. Box 1050
Rancho Murieta, CA 95683
916-354-3700
ttalamantes@rmcsd.com

2. Submission of Proposal.

One (1) pdf electronic copy of the Proposal shall be received via email at ttalamantes@rmcsd.com and,

One (1) pdf of the rate schedule to awilder@rmcsd.com by 5:00 p.m. on May 18, 2021 for the proposal to be considered.

The proposal should address the items listed in the sections below.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from Proposers, to allow corrections of errors or omissions, and to negotiate terms.

The District reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposing firm is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the District and the firm selected.

The District reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept, negotiate, or reject any items or combination of items.

B. Format for Technical Proposal

1. Title Page showing the RFP subject; the firm's name; the name, address and telephone number and email address of the primary contact person, and the date of the proposal.
2. The commitment to perform the work within the time period; the name(s) of the person(s) authorized to represent the Proposer along with title, address, email address and telephone number.
3. Detailed proposal following the order set forth in Section C and D below.

C. Contents for Technical Proposal

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the project in conformity with the requirements of this Request for Proposals (RFP). As such, the Technical Proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement. It should also specify an approach that will meet the RFP requirements.

Section 1 – Insurance

Attached to the RFP is a blank copy of the District's Services Agreement which contains the insurance requirements. These requirements include Commercial General Liability, Workers' Compensation, Automotive Insurance and Professional Liability or Error and Omissions.

The selected firm will be required to maintain the minimum insurance requirements during the entire time of the engagement.

Section 2 – Project Team

Identify each individual you expect to work on the project team, including who the main point of contact will be for the District functioning as the Manager of On-Call Security Personnel.

Section 3 – Client References

Provide contact information, full name, email, and phone number, for representatives of three (3) current clients for whom your firm have performed similar services.

Section 4 – Contract Requirements

Provide evidence of acknowledgment and understanding that the services will be provided under and subject to the terms and conditions of the District's Standard Services Agreement, Attachment E.

D. Cost Proposal

1. Cost proposals must include a complete and current table of hourly rates and charges for all staff, that are reasonably anticipated to perform work under the proposed contract.
2. Manner of Payment: At the end of each month, Contractor shall submit to District a detailed invoice for the hours and work performed during the preceding month. All invoices shall be reviewed by District Security Administration prior to submission for payment.
3. Non-Disclosure and Disclosure of Proposals
Proposals will be held in confidence during the evaluation process until District staff issues the Notice of Intent to Award a contract for professional services. Thereafter, all proposals will be treated as documents subject to disclosure under the California Public Records Act (the "Act").

7. PRICING

Proposals must include a complete and current table of hourly rates and charges for all staff that are reasonably anticipated to perform work under the proposed contract. The hourly rates provided shall include all overhead rates; overhead rates shall not be an add-on to the hourly rates proposed. The cost proposal shall describe the overhead rate to be charged for each job specification, including Supervisor, Gate Officer and Patrol Officer. The District's preference is for the proposed hourly rates to remain constant over the contract period. However, if rate increases are proposed the proposal must indicate the maximum amount not to exceed increase per each 1-year period of the contract.

The awarded vendor shall show billing rates by work performed and by time performed (regular weekdays, after hours, weekends and holidays).

The District will not be responsible for expenses incurred in preparing and submitting the proposal bid for this contract.

Invoices must be submitted and be broken down by hourly rates for each position worked.

8. TIME REQUIREMENTS

Proposal Calendar

The following are the key dates:

| Date | Time | Event |
|------|------|-------|
|------|------|-------|

| | | |
|---------------------|------------------|--|
| April 6, 2021 | | RFP Issue Date |
| April 16, 2021 | 4:00 p.m. | Deadline for Questions |
| May 18, 2021 | 5:00 p.m. | Proposal Due Date |
| June 17, 2021 | | Anticipated Award Date |
| June 21, 2021 | | Anticipated Beginning of Contract Period |

The dates in this RFP are subject to change at the District's discretion, posted as addenda on the District's website. You may contact Tina Talamantes, Interim Security Supervisor at ttalamantes@rmcsd.com with any questions related to the RFP.

9. EVALUATION PROCEDURES

- A.** The District will evaluate proposals based on but not limited to the following criteria:
1. Completeness and understanding of the RFP Scope of Work to be performed
 2. Experience history
 3. Reference checks & licensing board check
 4. Demonstrated understanding of the project objectives
 5. Contractor's approach to accomplishing the scope of work
 6. Timetable and costs for completing the scope of work. Consideration will be given to demonstrated ability of completing the work in a timely manner.
- B.** Management, Personnel and Experience
1. Qualifications of security personnel assigned to the different job descriptions to include Gate Officer and Patrol Officer with certifications, if required for any personnel included in this proposal and any others to be assigned in the future
 2. Experience and performance on projects of a similar nature
 3. Availability under normal and emergency circumstances
 4. Information obtained from reference checks on personnel to be assigned to the District
- C.** Cost Estimates
1. Are rates within prevailing wage range for contract security officers?
 2. Are the cost estimates reasonable for the work product proposed?

The District will evaluate all proposals received before the submittal deadline and select a consultant based on the contents and costs of the proposal. A recommendation from District staff will be presented to the District Board of Directors for consideration and final approval.

The District reserves the right to reject any and all proposals, either in part or in its entirety; or to negotiate specific terms, conditions, compensation, and provisions on any agreements that may arise from this solicitation; to waive any informalities or irregularities in the proposals; to request and obtain, from one or more of the agencies submitting proposals, supplementary information as may be necessary for the District staff to analyze the proposals; and to accept the proposal that appear to be in the best interest of the District. In determining and evaluating the proposals, costs will not necessarily be controlling; the experience of those who will be providing services under the agreement, quality, equality, efficiency, utility, suitability of the services offered, and the reputation of applicants will be considered, along with other relevant factors.

NO DOLLAR AMOUNTS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

If proposer believes any portion of its proposal contains confidential or proprietary information that is exempt from public disclosure under the Act, proposer must submit that information with its proposal in a separate document labeled “Confidential Information.” Except as compelled by court process, the District will not release any such documentation claimed to be exempt that is submitted in said manner without prior notice to the proposer.

**ATTACHMENT A
RFP SIGNATURE PAGE**

By signing this **RFP Proposal**, I hereby attest: that I have read and understood all the terms listed in the RFP; that I am authorized to bind the listed entity into this agreement; and that should this proposal be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFP as published by Rancho Murieta Community Services District, including any amendments or addenda thereto except as explicitly noted or revised in my submitted proposal.

Signature

Title

Company

Address

City, State

Date

Phone Number

Contact Person

Email

SEAL (If Bidder is a Corporation)

Contractor License Number

Type

Exp. Date

Federal Tax ID # _____

ATTACHMENT B SCOPE OF WORK

SP-1. INTENT

The following modifications and additions are hereby made a part of these specifications and shall take precedence over any conflicting requirements stated elsewhere.

SP-2. SCOPE OF DUTIES

The following are conditions and specifications covering security guard services at the designated Rancho Murieta Community Services District locations. This contract is based on hourly rates and results will be deemed acceptable if they provide Security Officer services according to outlined specifications. RMCSO reserves the right to increase or decrease the quantity of any item or portion of the work or to omit portions of the work as may be deemed necessary or advisable by RMCSO. A RMCSO Representative may make such alterations or deviations, additions to, or omissions from these specifications, as may be determined to be necessary and advisable for RMCSO hours of operation and/or events. Such alterations or deviations, additions or omissions shall in no way affect or make void the Independent Contractor Agreement. If during the course of work the contractor experiences a conflict with the plans/scope of work, the contractor shall notify the RMCSO Representative before proceeding with said services.

Contractor will provide non-sworn, unarmed uniformed officers for Gate duties, and non-sworn armed uniformed security guard services for Patrol duties, as needed in an on-call basis. ***Please include photos of your current uniforms.***

All security officers and other personnel of the Contractor are the employees solely of the Contractor, not RMCSO. If RMCSO is dissatisfied with the services of a particular Security Officer, RMCSO will notify the Contractor in writing of its dissatisfaction, then the Contractor shall endeavor to replace such Security Officer with another Security Officer as soon as practical.

Gate Officer: General duties include, but are not limited to: Operating and staffing RMA security gates with on-call unarmed security guards located at the two entrances to the Rancho Murieta community on a twenty-four (24) hour a day year-round basis as needed, to include operating a communication system to maintain contact with local law enforcement, fire and other emergency services as well as appropriate entities within the District, answering telephone calls at the gates from residents and District staff, dispatching calls for service to patrol personnel, controls and monitors access to and from gated portions within the District, maintains a variety of records and statistics on vehicles and persons entering and leaving District, and prepares daily reports of activities.

Patrol Officer: General duties include, but are not limited to: Providing on-call twenty-four (24) hour a day mobile patrol of all areas within the boundaries of the District by

armed and Bureau of Security and Investigative Services (BSIS) credentialed security guards as needed, to include performing security and crime prevention work by patrolling assigned areas and marking specific checkpoints; observe and record incident information; write reports; answer calls for service and general complaints; operate a communication system to maintain contact with local law enforcement, fire and other emergency services; enforce covenants, conditions and restrictions (“CC&Rs”) related to the provision of Security Services adopted for each Association within the boundaries of the District by issuing citations, and enforce District Code violations as outlined in RMCS District Code 21, Section 8.

SP-2. PERSONNEL

1. All Patrol security personnel must possess and present upon request, a valid and current security guard registration card as issued pursuant to the State of California, Department of Consumer Affairs, Bureau of Security and Investigative Services (BSIS).
2. The assigned guards are to be highly visible and must maintain professional uniformed appearance at all times. Contractor shall ensure that all security personnel have photo identification and attach it properly to their uniforms in a readily visible manner.
3. The guard shall be highly vigilant in actively patrolling while on duty and must be able to handle difficult situations.
4. Guards shall maintain a courteous and respectful demeanor as well as be polite, cooperative, and able to work in harmony with one another, visitors, and with other RMCS District employees.
5. Abusive language used with anyone will not be tolerated and will be reason for immediate dismissal.
6. Guards will not be authorized to physically apprehend, subdue, or restrain any member of the public for any reason (unless it is an act of self-defense to protect staff, clients or oneself from harm).
7. Guards shall not excessively socialize or engage in small talk with visitors, staff or the general public while on duty.
8. Guards must be able to communicate effectively, both written and oral.
9. Guards shall arrive on time, stay at their assigned posts, and perform their assigned tasks as directed.
10. Guards are not allowed to drink alcohol, use drugs, smoke, read unauthorized material or do personal grooming while in public view.
11. In the event of an absence by a Guard, Contractor must provide a replacement Guard within one (1) hour.
12. RMCS District will not pay Contractor employees’ overtime without prior approval. All hourly rates quoted by contractor must include overtime assumptions.

**ATTACHMENT C
PROPOSER'S COMPANY INFORMATION, REFERENCES AND SUBCONTRACTORS**

| | |
|--------------------------|---------------------------|
| Company Name: | Address: |
| Owner/Principal Officer: | Address of Establishment: |
| Email: | Website: |
| Telephone: | Fax: |

List other license(s) and corresponding numbers/classification applicable or required for the scope of work of this proposal:

Have you ever operated this business under a different name? Yes ____ No ____
If yes, please explain:

List references of projects that your company is currently working on of similar size and scope of work for this proposal:

1. Company Name: _____ Contact Name: _____
Contact e-mail: _____ Contact Phone: _____
Scope of Work: _____
Agreement Amount: _____ Agreement Start/End Date: _____

2. Company Name: _____ Contact Name: _____
Contact e-mail: _____ Contact Phone: _____
Scope of Work: _____
Agreement Amount: _____ Agreement Start/End Date: _____

3. Company Name: _____ Contact Name: _____
Contact e-mail: _____ Contact Phone: _____
Scope of Work: _____
Agreement Amount: _____ Agreement Start/End Date: _____

On Going Legal Proceedings: Provide details on any litigation in which your firm has been engaged in the past five (5) years. If none, then write "NONE."

**ATTACHMENT D
PROPOSER COMPANY WORK PROCESSOR INFORMATION**

As part of proposal, Proposers are required to respond to the following questions:

1. Describe your experience and expertise in providing unsworn, unarmed and armed uniformed security services in a professional office environment:

2. Describe your policy and process for supervising and managing personnel:

3. Do you provide CPR/First Aid Training to all Patrol Officers?

Yes _____ No _____

If yes, please list those who will be assigned to perform services under the Agreement and attach a copy of their current certifications to this Attachment D.

Security Guard Names:

4. Describe your process for conducting background checks for Security Guards.

5. Once employed, how do you monitor driving and criminal records for employees?
