



## **County of Siskiyou**

### **Request for Proposals (RFP) RFP #23-02 – County Administrative Office To Provide Security Services for County Offices**

**Proposals may be mailed, delivered, or emailed to:**

**Anna Hendricks**  
Management Analyst  
Office of Administration  
1312 Fairlane Rd., Suite 1  
Yreka, CA 96097  
[ajhendricks@co.siskiyou.ca.us](mailto:ajhendricks@co.siskiyou.ca.us)

**Proposals Due by:  
April 21, 2023  
4:00 PM (PT)**

**County of Siskiyou**  
**Request for Proposals**  
**To Provide Security Services for County Offices**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

**Estimated Timeline of Events**

<b>Date</b>	<b>Activity</b>
04/11/2023	Release of Request for Proposals (RFP)
04/19/2023	Deadline to Submit Questions
04/21/2023	Submission of Proposals due by 4:00 PM (PT)
04/24/2023	Review of Proposals
Estimated 04/27/2023	Notification of Final Selection
TBD	Professional Service Agreement Processed
07/01/2023	Professional Service Agreement Start Date

## 1.0 Preface

The County of Siskiyou (the County), through the County Administrative Office, is seeking proposals from qualified vendors to provide security services in and around County Offices. Safety and the wellbeing of County staff and the community receiving services and conducting business with County Departments is of utmost importance. Within the County of Siskiyou are numerous departments working out of buildings in various parts of the County with the majority being located in Yreka, CA.

## 2.0 Scope of Work

Services the successful Proposer will be expected to provide the following, but not limited to:

1. Guard(s) to be stationed at high activity buildings;
  - a. Trained security guards to perform regularly scheduled security activities in and around County buildings.
  - b. A minimum of two guards will be requested to be stationed at high activity buildings including, but not limited to:
    - 818 South Main Street, Yreka, CA 96097
    - 2060 Campus Drive, Yreka, CA 96097
  - c. Projected hours of coverage range from 7:00 A.M. to 7:00 P.M., Monday through Friday, excluding County Holidays.
  - d. Guards may be requested to 'clear' publicly accessible buildings of non-employees before closing each evening.
2. Vehicle and foot patrols;
  - a. Marked patrol vehicle available to patrol County property, buildings, and parking areas.
  - b. Patrols are requested at least twice daily during business hours.
  - c. Patrols may be requested after hours, throughout the night, and during weekends and holidays dependent on theft activity.
3. Security Guard(s) may be requested for special events and activities such as Clerk employee security on election days, security coverage during community events related to local emergencies such as wildfire, and other special assignments.
4. The County is interested in the option to 'dispatch' guard(s) to specific County buildings if deemed necessary.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

### **3.0 Submission Requirements**

**Proposal Format:** Proposals must contain the following:

#### **1. Cover Letter**

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

#### **2. Qualifications**

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.
- b. Be certified by the appropriate manufacturer for the provision of Services.
- c. Continuously maintain insurance in amounts specified in the contract and provide proof of coverage such as certificates of insurance.
- d. Provide a single point of contract for service requests and billing questions.

#### **3. Company Profile**

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

#### **4. Approach:**

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.

#### **5. References:**

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

#### **6. Price Proposal:**

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

**Conflict of Interest:** Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

#### **4.0 Selection Process**

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract may be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals. The County may terminate, in part or its entirety, the RFP process.

#### **5.0 General Information**

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

1. **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the County Administrative Office at 1312 Fairlane, Suite 1, Yreka, CA 96097 on or before April 21, 2023 (ATTN: Anna Hendricks, Management Analyst. Please note "RFP #23-02" on front of envelope.
2. **Mailing:** Hard copy proposals by way of mail must be mailed to 1312 Fairlane Road, Suite 1, Yreka, CA 96097 and postmarked by April 21, 2023. Please note "RFP #23-02" on front of envelope.
3. **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Anna Hendricks, Management Analyst, at [ajhendricks@co.siskiyou.ca.us](mailto:ajhendricks@co.siskiyou.ca.us) and must be received by April 21, 2023. Please include "RFP #23-02" in the subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Anna Hendricks by email, ajhendricks@co.siskiyou.ca.us, or by phone at (530) 842-8003.

The County will provide the following to assist the selected entity(s):

1. Designate a person to act as the County's point of contact with respect to the work performed under the contract.
2. Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
3. Advice on the project scope of work.
4. Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

## **6.0 Attachments**

Attachment A – County Contract Template