



## **County Of Siskiyou**

# **Request for Proposals (RFP)**

## **RFP # 25-107010-14 – Department of Facilities Management**

### **for**

## **Siskiyou County Facilities Security**

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

**Amanda Kimball**  
Director  
Facilities Management  
1312 Fairlane Road, Suite 4 Yreka, CA 96097  
[RFP\\_RFB\\_Submissions@co.siskiyou.ca.us](mailto:RFP_RFB_Submissions@co.siskiyou.ca.us)

**Proposals Due by:**  
**January 23<sup>rd</sup>, 2026**  
**3:00 p.m.**

# **County of Siskiyou Request for Proposals for Siskiyou County Facilities Security**

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>
January 8 <sup>th</sup> , 2026	Release of Request for Proposals (RFP)
January 16 <sup>th</sup> , 2026	Deadline to Submit Questions
January 20 <sup>th</sup> , 2026	Q&A document released
January 23 <sup>rd</sup> , 2026	Submission of Proposals due by 3:00 PM
January 26-28 <sup>th</sup> , 2026	Review of Proposals
TBD	Notification of Final Selection
February 17 <sup>th</sup> , 2026	Professional Service Agreement Processed to the Board February 17th
TBD	Professional Service Agreement Start Date

## **1.0 Preface**

The County is seeking a licensed and qualified contractor for the purposes of full electronic security needs for all County Buildings. Each candidate is expected to examine carefully the list of buildings in Attachment B and the County Contract requirements in Attachment C. Select buildings, as noted in Attachment B, have been identified as having priority need, it is requested that security camera systems be installed at these locations in March of 2026. The submission of a proposal shall be considered conclusive evidence that the bidder has conducted such an examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the contract. It will be conclusive evidence that the bidder has also investigated and is satisfied with the sources for all materials.

## **2.0 Scope of Work**

The County is looking for one contractor to service all buildings, for full electronic security needs.

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

- Security Alarm systems
- Camera systems
- Fire Alarm system
- Carbon Monoxide detectors

Plans, surveys, measurements, dimensions, calculations, estimates and statements as to the condition under which the work is to be performed are believed to be correct, the contractors must examine for themselves, as no allowance will be made for any errors or inaccuracies that may be found therein.

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.

## **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 will 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.

## 5.0 General Information

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

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at 1312 Fairlane Road, Suit 4 Yreka, CA 96094 on or before **January 23<sup>rd</sup>, 2026** (ATTN: India Taylor Project Coordinator). Please note “RFP # 25-107010-14” on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to 1312 Fairlane Road, Suit 4 Yreka, CA 96094 and postmarked by **January 23<sup>rd</sup>, 2026**. Please note “RFP # 25-107010-14” on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Amanda Kimball, Facilities Director at [RFP\\_RFB\\_Submissions@co.siskiyou.ca.us](mailto:RFP_RFB_Submissions@co.siskiyou.ca.us) and must be received by **January 23<sup>rd</sup>, 2026**. Please include “RFP # 25-107010-14” in subject line.

Proposers shall provide one (1) original copy with signature and Three (3) exact copies of the original by hand delivery, mail, 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 Amanda Kimball by email, [akimball2@co.siskiyou.ca.us](mailto:akimball2@co.siskiyou.ca.us).

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

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- 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).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.

- Advice on the project scope of work.
- 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 – Vendor Certification Form
- Attachment B – List of Buildings
- Attachment C – Service Contract Template