



Request for Proposal **Security Services**

Cameron Park Community Services District

2502 Country Club Drive

Cameron Park, CA 95682

www.cameronpark.org

530.677.2231

Jill Ritzman, General Manager

Issued: August 23, 2021

Submittal Deadline: Tuesday, September 7, 2021 at 5:00pm

Project Overview

Cameron Park Community Services District (District) is seeking an experienced security service firm to provide security patrol of District properties evenings, weekends, and holidays.

Cameron Park Community Services District

Cameron Park is a small foothill community located on the Highway 50 corridor between El Dorado Hills and Shingle Springs in El Dorado County. The District provides fire and emergency services, parks and recreation, waste collection and recycling, lighting and landscape maintenance, architecture review, and CC&R enforcement activities to approximately 18,000 residents. The District operates two fire stations, ten parks, 19 lighting & landscape districts and a community center with pool.

Scope of Services

The firm will be responsible for:

- Clearing guests from Christa McAuliffe Park, Rasmussen Park, Cameron Park Lake, and Royal Park.
- Locking the facilities -including bathrooms and gates- no later than one hour after dusk, seven days a week
- Unlocking the facilities on Saturday and Sunday mornings no later than 7:30am and Cameron Park Lake prior to 7:00am
- Visit the Cameron Park Community Center on an as-needed basis to confirm that the buildings are secure, alarmed, and free of any trespassing or other activity
- Additional services may be needed for special events in the park system or at the community center, on an as-needed basis

Project Proposals

Proposals must include requirements stated below and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal. Return an electronic copy in PDF format to:

Mike Grassle, Parks & Facilities Superintendent
mgrassle@cameronpark.org

It is the responsibility of the respondent to ensure that proposals are received by the deadline on Page 1. Questions regarding the proposal can be sent via email to mgrassle@cameronpark.org. Responses to questions will be made within 24 hours and posted on the District website for viewing by other respondents. Staff will not respond to questions within 48 hours of the deadline.

Proposals shall include the following elements, organized in the following order:

1. Cover Letter

All proposals must include a cover letter submitted on the firm's letterhead containing the signature and title of the person who is authorized to commit the firm to a potential contract with the District. The cover letter should express the firm's interest and serve as an executive summary of the proposal.

2. Qualifications

Demonstrate the firm's qualifications with the following information:

- References - List contact information and dates of service from three public agencies or businesses who have received similar services to this RFP.
- Resume or work experience of employee(s) who would will oversee the show.
- Description of the firm's technology and safety measures.

3. Description Scope of Services & Costs

- Provide a list of services, estimate number of hours needed to complete tasks, billing rates and an estimated number of hours per month.

Selection Procedure and Timeline

Responses will be evaluated in terms of qualifications, experience, references, and cost. A review of responses will be made by the District's Leadership Team including the Parks Superintendent, Finance Officer and General Manager. Interviews will be conducted with selected firms. The current security services firm went out of business and is stopping services on August 31, 2021. The District plans to move quickly to secure a new security services firm.

Direct questions regarding the RFP via email to Mike Grassle, Parks & Facilities Superintendent, mgrassle@cameronpark.org