

# **The Watt Avenue Partnership**

## **REQUEST FOR PROPOSALS**

### **Security Patrol**

The Watt Avenue Partnership invites the submittal of proposals for private security patrol services.

**Proposals are due by 12:00 p.m., Monday, November 7, 2016.  
If Interviews are necessary, they will occur the week of November 14.  
A final decision is anticipated by November 30.**

Proposals can be mailed to P.O. Box 1340, North Highlands CA 95660  
Or e-mailed to Emily Briggs at [wattavepbid@gmail.com](mailto:wattavepbid@gmail.com). Please confirm receipt of  
proposal to ensure your documents were received, in advance of the deadline.

Late submittals will not be considered.

Included with this package:

1. Wat Avenue Partnership Patrol Project Specifications
2. Exhibit A - Insurance Requirements
3. Attachment 1 – Proposal Information
4. Attachment 2 – Pricing Schedule
5. Map of Project Area

Proposals should be valid for a period of 90 days from the date of submittal. Please provide one (1) original and four (4) copies of your proposal if submitting hard copies. Proposals may not be more than 25-pages in length.

## **Watt Avenue Partnership**

# **Watt Avenue PBID Patrol Project Specifications**

### **Overview and Program Description**

The Watt Avenue Partnership (the District) is a private, non-profit business association responsible for managing and promoting programs to strengthen the economic and cultural well-being of the community. The organization manages a Property and Business Improvement District (PBID) designed to provide supplemental services within the District's boundaries.

### **Program Description**

The District Patrol (Service) is designed to provide proactive patrols and enforcement, business outreach, and response to calls for stakeholder assistance. The Service will be managed by the District through a contracted provider organization (Contractor).

Contractor shall provide trained officers to deliver the following services:

- Preparation of detailed Post Orders
- Vehicle patrols to provide visual deterrent and enforcement
- Dispatch Service
- Call for Service response for stakeholder/business assistance
- Appropriate daily, weekly and/or monthly reports

The program will consist of:

- Proactive vehicle patrols, twelve (12) – fifteen (15) hours per day
- 24/7 Call for Service response to stakeholder/property owner/business calls
- Proposer may propose a plan outside of these parameters for consideration
- Holiday service (New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas) will consist of Calls for Service only

After approving the final work schedule, the District shall be notified in advance and shall approve any alteration of the work schedule.

### **Area Served**

Patrol/Response area as designated by the District serves The Watt Avenue PBID boundary generally includes parcels fronting Longview Drive between Watt Avenue and Roseville Road, parcels fronting the east side of Roseville Road between Interstate 80 and Airbase Drive, parcels fronting Watt Avenue between Longview Drive and Roseville Road, and parcels located within the area bordered by Watt Avenue, Roseville Road, and Longview Drive. (Map of Project Area attached).

### **Insurance**

Contractor shall maintain insurance covering Contractor, any subcontractor, or anyone directly or indirectly employed by either of them for the duration of the Contract and any extensions. Insurance specifications are detailed in Exhibit A, Insurance Requirements. The Watt Avenue Partnership and the County of Sacramento shall be named as additional insureds under such insurance policies and Contractor shall provide Certificates of insurance evidencing such insurance and proof of payment of premiums.

### **Licenses and Permits**

Contractor shall possess and maintain all necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, County of Sacramento, City of Sacramento and all other appropriate governmental agencies.

## **Term of Contract; Payment for Services**

Period of contract shall begin December 10, 2016 and shall expire on December 31, 2017, subject to the right of the District to terminate the contract upon twenty (20) days written notice to Contractor. The District can extend, two (2) one-year options as approved by the Board of Directors. The District will pay Contractor for Services monthly, after Services are performed, upon receipt of invoice(s). Payment terms are net thirty (30) days. Any overtime billed to District must be approved, in advance, by the District.

## **Subcontracting/Assignment**

Contractor shall not subcontract or assign the Contract or any portion of the Contract without the District's prior written consent; the District must approve any and all subcontractors/assignees; the District has the right to refuse to approve subcontractors/assignees; the District may request the dismissal of subcontractors at any time. Subcontractors/assignees shall be held responsible for all terms and conditions outlined in the original Contract.

## **Personnel**

All personnel will be hired as employees of the Contractor company. Contractor shall be responsible for all salaries and expenses, all federal taxes, federal and state unemployment taxes, and all other fees or taxes relating to its employees.

Background requirements include:

- Minimum high school diploma; college degree or equivalent work experience is preferred
- Completion of basic security training
- Interest in public administration, law enforcement, social services or community development
- Ability to work under general supervision
- Stable work history
- Good speaking, writing and reporting skills
- Strong interpersonal skills, ability to work with diverse groups of people
- Willing to perform outdoor work throughout the year
- Physical ability to complete necessary job requirements
- Basic computer skills
- Completion of psychological/personality testing within acceptable parameters
- Appropriate background checks, satisfactory testing for drug use
- Good general health

## **Nondiscrimination**

Contractor shall comply with all applicable federal, state and local nondiscrimination laws, regulations and ordinances and will not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment, recipient of services provided or employee or agent of the District or the County of Sacramento because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age, medical condition (including HIV or AIDS), or physical or mental disability. Contractor shall comply with the Americans with Disabilities Act of 1990, Fair Labor Standards Act, Equal Opportunity Employment, Fair Employment and Housing Act and Americans with Disabilities Act.

## **Patrol Duties**

While on duty, Officers shall:

- Conduct regular patrols of the area based on approved schedule;
- Respond to calls for service by business and property owners within District boundaries;
- Assist with basic crime prevention and observation;

- Contact and remove persons sleeping, camping or trespassing on private property or other areas as stipulated by law;
- Contact law enforcement as necessary to protect citizens or report crimes in progress;
- Consult with the District and/or Sacramento County Sheriff's Department as necessary regarding observations and prevention of pattern situations;
- Complete field reports/incident reports as necessary;
- Complete activity reports detailing all response and patrol activities

### **Equipment; Uniforms**

Officers shall patrol in a vehicle that provides an appropriate presence for the program (mid-sized sedan, small pick-up truck or small SUV).

Contractor shall supply each officer with appropriate uniforms and outerwear. Uniforms will be maintained in a clean and professional manner at all times. Uniform shall include a nametag identifying each officer by name.

Contractor shall provide other equipment appropriate to support the Service performed.

### **Training**

Officers will be appropriately trained to complete the Service and will include both initial and in-service training.

Training provided by the Contractor at Contractor's expense shall include, but may not limited to:

1. Philosophy and mission of the program
2. Company and employment policies; Code of Conduct; chain of command; rules and regulations
3. Personal conduct, attitude, etiquette
4. Scheduling, assignments, procedures
5. Appearance & uniform maintenance; equipment use & maintenance
6. Data collection, report writing, emergency reporting procedures
7. Personal safety procedures
8. Legal responsibilities
9. Street Smarts/Awareness/Authority
10. Dealing with conflict, emotional behavior, mentally ill, homeless, aggressive behavior, etc.
11. Community sensitivity/cultural diversity
12. Dealing with youth/gangs
13. Training allowing trespass notices to be issued

### **Policies**

Contractor is responsible for the safety of its personnel. Contractor shall establish and publish detailed policies and procedures and provide an employee handbook for each employee. Policies shall comply with all applicable state, local and federal laws and regulations as they may apply to employment, operations or safety. Contractor shall obtain or maintain any licenses or certifications required to perform duties under the Contract. Contractor shall be responsible, in concurrence with the District, for preparation of Post Orders that specifically outline the program and define duties.

Contractor employees shall not accept tips or gratuities for services provided while on duty under this Contract.

### **Audit**

The District reserves the right to audit employee payroll records and review testing programs, policies and procedures, employee handbook and other written information. The District may observe training. Contractor shall furnish a detail of employee hours worked upon request.

## Exhibit A – Insurance Requirements

### Insurance Requirements:

- a. Time for Compliance. Contractor shall not commence work until it has provided evidence satisfactory to the District that it has secured all insurance required under this section, in a form and with insurance companies acceptable to the District. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.
  
- b. Minimum Requirements. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement, subject to subparagraph “c” below. Such insurance shall meet at least the following minimum levels of coverage:
  - (1) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001 or exact equivalent); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage (form CA 0001, code 1 (any auto) or exact equivalent); and (3) *Workers’ Compensation and Employer’s Liability*: Workers’ Compensation insurance as required by the State of California and Employer’s Liability Insurance.
  
  - (2) Minimum Limits of Insurance. Contractor shall maintain limits no less than: (1) *General Liability*: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability*: \$1,000,000 per accident for bodily injury and property damage; and (3) *if Contractor has any employees, Workers’ Compensation and Employer’s Liability*: Workers’ Compensation limits as required by the Labor Code of the State of California. Employer’s Practices Liability limits of \$1,000,000 per accident.
  
- c. Subcontractor Insurance Requirements. Contractor shall not allow any subcontractors to commence work on any subcontract until they have provided evidence satisfactory to the District that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors shall be endorsed to name the District as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage.

Attachment 1

**The Watt Avenue Partnership Patrol Proposal**

Proposal of	
A corporation organized and existing under the laws of the State of	
<u>Or</u> a partnership consisting of	
<u>Or</u> an individual trading as	
Contact name	
Address	
Telephone	
Email	
Number of years in business	
Has your business operated under any other name(s)?	
If so, what name(s)?	
List licenses or certifications held, along with license numbers.	
Can you provide insurance coverage as set forth in the specifications including workers compensation? (attach certificate)	
Provide a list of current contracts/references along with contact names and telephone numbers (attach up to one separate sheet if necessary).	
Are you presently in good standing with local, state and federal governing agencies in terms of compliance with all applicable statutes, acts and codes? If no, please explain.	

Attachment 1 (continued)

Please include the following information in your proposal (25 PAGES MAXIMUM)

1. Provide a brief company history and philosophy with local organization chart
2. Program Operations:
  - Provide an operations plan or schedule based on your perceived needs for Services incorporating 12 - 15 hours of daily service plus a 24-hour Call for Service response service.
  - Proposer may propose a plan outside of these parameters for consideration
3. Dispatch:
  - Describe your dispatch capabilities and Dispatch procedure
  - What is the average time from “call received” to “call answered” to “call dispatched” to “time answered”
  - Where is your dispatch center located
4. Equipment & Uniforms:
  - Provide a photograph of uniforms for this program
  - What type of vehicle will be utilized
  - What other equipment would be utilized (include only equipment you propose to include as part of your budget for Services)
5. Training:
  - Describe the basic training programs utilized and any continuing/additional training offered
6. Personnel:
  - Describe recruiting methods utilized by your company
  - Provide company staff turnover history for the past four years
  - Provide a resume for the Supervisor(s) for this program
7. Describe company policies relating to:
  - Vacation and sick leave
  - Medical/Health insurance
  - 401(k) or other retirement options
  - Holiday compensation
  - Merit pay increases
  - Drug testing/background checks
  - Employee incentive programs
8. Provide copies of the reporting documents that will be used
9. Proposer shall include documentation of financial stability and resources, including recent audited financial statements.

Attachment 2

**Watt Avenue Partnership Patrol Pricing Schedule**

***Proposed Annual Budget:***

<b>Budgeted Line Item</b>	<b>Weekly Hours Billed</b>	<b>Total Weekly Billing</b>	<b>Annual Billing</b>
Regular District Patrol			
Response to Call for Service			
<b>TOTAL PROPOSED ANNUAL BUDGET</b>			



Watt Avenue Partnership – Map of Project Area

