



**SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF TEHAMA**

**REQUEST FOR PROPOSALS  
(Non-IT Services)**

**RFP NUMBER SP-2021-0002**

**ENTRANCE AND PERIMETER SECURITY SERVICES**

**A. BACKGROUND / PURPOSE**

The Superior Court of California, County of Tehama (“Court”) is requesting proposals from well-qualified Proposers to provide entrance and perimeter security services. Interested and qualified Proposers who can demonstrate their ability to successfully provide the services described in this Request for Proposal (“RFP”) are invited to submit a proposal.

This is a fully electronic RFP process. All proposals must be submitted electronically on the Court’s Online Procurement Website at [www.BidSync.com](http://www.BidSync.com) (“Periscope S2G”). See the attached *Court Online Procurement Procedures* document for further information.

**B. DESCRIPTION OF GOODS AND/OR SERVICES NEEDED**

The Court seeks entrance and perimeter security services meeting the requirements set forth in the Statement of Work.

**C. RFP TIME-LINE**

The Court has developed the following list of key events related to this RFP. The listed dates are not binding upon the Court and subject to change at the discretion of the Court. Changes to the listed dates will be posted on Periscope S2G or on the Court’s website.

| EVENT  | DATE                                |
|--|-------------------------------------|
| RFP Issued   | See Periscope S2G for exact date    |
| Pre-Bid Conference   | See Periscope S2G for exact date(s) |
| Deadline for Submission of Questions                                 | See Periscope S2G for exact date    |
| Proposal Due Date (Late proposals will not be accepted by the Court) | See Periscope S2G for exact date    |
| Proposal Evaluations Process   | Month of April, 2021 (estimated)    |
| Interviews (Optional, at the Court’s discretion)                     | Month of April, 2021 (estimated)    |
| Notice of Intent to Award  | Month of April, 2021 (estimated)    |
| Project Target Start Date  | Month of July, 2021 (estimated)     |

## D. RFP PACKET ATTACHMENTS

### 1. Statement of Work

Describes in detail the specific services for which proposals are being solicited. Once a contractor has been selected, the Statement of Work will become part of the final Agreement.

### 2. Cost Proposal

Proposer must complete and submit the Cost Proposal form where indicated on Periscope S2G. While the initial term of the awarded agreement will be for an initial term of two (2) years and up to three (3) possible one-year extensions, the Court requests costs be provided for each of the up to five (5) possible years of the awarded agreement's term. **By providing these costs prospectively, the Proposer agrees to provide the services in the statement of work at costs submitted in the cost proposal for the years in the initial term and any extensions that may be executed by the Court and Proposer thereafter.**

### 3. Court Online Procurement Procedures

These rules and procedures govern this solicitation and should be read carefully by Proposer.

### 4. Terms and Conditions

Proposers are encouraged to review carefully the *Model Agreement*. Please note that the language may be subject to change. Proposers are not required to sign the *Model Agreement* at this time. The contractor selected to provide services as a result of this RFP process will be required to sign the final version of the *Model Agreement* upon completion of the negotiation process.

Any proposed exceptions/modifications to the Model Agreement must be submitted on a red-line version of the Model Agreement with comments to substantiate each proposed exception/modification.

### 5. Required Forms

All forms posted on Periscope S2G must be completed and submitted electronically on Periscope S2G. The completed forms will become part of Proposer's proposal.

### 6. Incorporated Documents

The following documents are incorporated in this RFP Packet by reference only and are available on the internet:

*DVBE Rules and Procedures:*

<http://www.lacourt.org/SPS/UI/ViewDoc.aspx?sid=6&did=641>

## E. MINIMUM REQUIREMENTS

Proposer must meet the minimum requirements listed below. Failure to comply with any one of the minimum requirements may be cause for disqualifying a proposal from further consideration. The Court may, in its discretion, waive minor deviations or defects. Only those proposals that are deemed as meeting the minimum requirements may be considered for a full evaluation and a possible contract award.

1. **Proposal Submission Deadline.** The proposal must be submitted on Periscope S2G on or before the Proposal Due Date. The Court will not accept proposals submitted by email, unless otherwise specified.
2. **Experience and Capability.** Proposer must have at least five (5) consecutive years documented experience in providing services similar to the ones being solicited, as described in this RFP. Such experience shall be documented by completing the *Vendor Information Questionnaire* on Periscope S2G.

3. **Insurance.**

The selected contractor must procure and maintain the insurance coverages as indicated below. The Court *Standard Business Terms and Conditions 1.0* describes the Court's specific insurance requirements.

- Standard Business Terms and Conditions 1.0*, Section 19.1 Insurance Requirements – General Coverage; or
- Standard Business Terms and Conditions 1.0*, Section 19.2 Insurance Requirements – Specific Coverages
  - Workers Compensation/Employer's Liability
  - Comprehensive General Liability
  - Business Automobile Liability

4. **Business License and Certifications.** Upon request of the Court, Proposer must submit copies of any current business licenses, professional licenses, certificates or other credentials required by the nature of the contract work to be performed by Proposer.
5. **Required Forms.** Proposer must complete and submit all Required Forms as directed.

## F. TECHNICAL PROPOSAL

In preparing its proposal, Proposer should do so in its own words and take care not to simply copy the language in the RFP. Specific information is requested from all Proposers to ensure that the proposals can be fairly compared in a standard manner. Only that information which is contained in the proposal will be evaluated. Incomplete or inaccurate information may result in disqualification of the proposal.

1. **Executive Summary.** Provide an Executive Summary of your proposal. The Executive Summary should be a high-level, general overview of how Proposer intends to accomplish the requirements of this RFP. The Executive Summary should demonstrate the Proposer's understanding of the requirements. The Executive Summary must also address how Proposer meets the minimum requirements.
2. **Work Plan for Providing the Requested Services.** Provide a detailed Work Plan, which must include a proposed method for completing the work set forth in the Statement of Work.
3. **Staff Qualifications.** For each key staff member provide a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities. **If specific personnel to be assigned to the Court cannot be identified at the time of proposal submission, the Court requests resumes which provide the experience and credentials of a Lead/Supervisor and a Guard representative of the personnel Proposer will assign to the Court.**
4. **Business License and Certification.** Proposer must submit a copy of all business or professional licenses or certificates required by the nature of the services to be performed and held by Proposer (i.e. California State Board of Equalization Seller's Permit and Business License).
5. **Required Forms.** Proposer shall complete and submit all Required Forms posted on Periscope S2G where indicated on Periscope S2G.

#### **G. COST PROPOSAL**

1. Proposer must complete the Cost Proposal form and upload the form where indicated on Periscope S2G.
2. The Cost Proposal shall include Proposer's pricing for the services described in the Statement of Work.
3. In calculating pricing to be offered, Proposers are cautioned to include all costs associated with providing this service.

#### **H. EVALUATION OF PROPOSALS**

1. The Court shall evaluate the proposals using the criteria set forth in the table below. An award, if any, will ultimately be made to the highest scoring proposal.
2. If a contract will be awarded, an Intent to Award Notification will be posted on the Court's website at

[www.tehama.courts.ca.gov](http://www.tehama.courts.ca.gov)

| EVALUATION CRITERIA   | PERCENT WEIGHTED |
|---|------------------|
| Experience on Similar Assignments                                 | 40%              |
| Credentials of Proposer’s Personnel to be Assigned to the Project | 10%              |
| Quality of Work Plan Submitted                                    | 10%              |
| Cost  | 40%              |

**I. ADDITIONAL PROVISIONS**

1. **Cooperative Agreement (“Piggybacking”).** Following discussion and consideration by the Court and the successful bidder/proposer, the “piggybacking clause,” provided in the *Model Agreement*, may be included in the final form of the Agreement if mutually desired.
2. **Disabled Veteran Business Enterprise (“DVBE”) Preference.**
  - a. The Court has established rules and procedures for its DVBE program. Qualified Proposers wishing to claim the DVBE incentive should refer to the *DVBE Rules and Procedures* for further information. The Court’s *DVBE Rules and Procedures* can be located at the following website:  
<http://www.lacourt.org/SPS/UI/ViewDoc.aspx?sid=6&did=641>
  - b. A Proposer will receive the DVBE incentive if, in the Court’s sole discretion, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, the final score of its proposal will be increased (for evaluation purposes only) by an amount equal to 3% of the highest scoring proposal.
3. **Multiple Awards.** The Court reserves the right, but is under no obligation, to award multiple contracts to more than one vendor under this RFP. If multiple awards are made, the Court will not be obligated to procure any minimum amount of Work under such contracts executed under this RFP.

## ATTACHMENT A – STATEMENT OF WORK (SOW)

### Section 1. Location and Staffing

Contractor shall perform court facility perimeter security services and entry screening at the Superior Court of California, County of Tehama (“Tehama Superior Court”), located at 1740 Walnut Street in Red Bluff, CA. Contractor will provide a minimum of three (3) Security Professionals (including one lead and/or supervisor.) **Security personnel will be armed.**

### Section 2. Hours of Operation and Holiday Schedule

- A. The Court is open Monday through Friday, excluding holidays. Unless directed otherwise by the Court Executive Officer (CEO) or designee, all public doors shall be open during the following hours:

Main Courthouse: 7:45 a.m. to 5:00 p.m.

Except in an emergency, any changes must be approved by CEO or designee and so noted per notice to contractor.

- B. Court Holidays Observed

- January 1, New Year's Day
- The third Monday in January, Martin Luther King Day
- The second Monday in February, Lincoln’s Birthday
- The third Monday in February, Presidents’ Day
- March 31, Cesar Chavez Day
- The last Monday in May, Memorial Day
- July 4, Independence Day
- The first Monday in September, Labor Day
- The second Monday in October, Columbus Day
- November 11, Veterans Day
- The fourth Thursday in November, Thanksgiving Day
- The day after Thanksgiving Day
- Dec 25, Christmas Day

If a holiday occurs on a Saturday, the preceding Friday will be observed as a holiday. When a holiday falls on a Sunday, the following Monday will be observed as that holiday. The Court reserves the right to change holidays and will provide Contractor with reasonable notice regarding any date changes. The Court does not pay for days in which the Court is closed.

### **Section 3. General Description of Services Required**

- A. Subject to the provisions of this Attachment, Contractor shall supply personnel who shall be responsible for entrance screening and perimeter security for court facility.
- B. Contractor personnel shall report directly to the CEO or designee for all perimeter security guidelines. Any changes in procedures or service must be pre-approved by the CEO or designee.
- C. In providing the services described in Paragraph A above, Contractor personnel shall work under the direction of an on-site Contractor Supervisor. Contractor Supervisor shall work with the CEO or designee and the Tehama County Sheriff's Department Court Services Lieutenant, or designee to report security incidents and violations and to ensure that adequately trained personnel perform the required duties. The Sheriff's Court Services Lieutenant or designee shall provide direction and guidance to on-site Contractor Supervisor as needed to ensure the safety of the public, judges, court personnel, and other personnel.
- D. Contractor personnel, while on duty, shall:
  - 1. Ensure that security services are provided in a manner that protects the rights of all persons entering the courthouse and assures public access to proceedings in accordance with Court Policy and Procedure, Access and Screening Protocol and applicable laws;
  - 2. Be responsible for opening and closing the Court facility each business day during the hours listed in Section 2A;
  - 3. Screen all persons and objects entering the Court facility in accordance with the Access and Screening Protocol;
  - 4. Ensure that the perimeter of the building is secure at all times;
  - 5. Control access to the Employee Parking Lot, assist with allowing delivery or other service vehicles in the parking lot, notify designated court staff of arrival of delivery or other service vehicles as well as check badge access ID at employee parking lot entrance(s) as needed.
  - 6. In building control room, monitor alarms of exterior doors as well as unlock and lock specific interior doors as directed. Report any and all breaches to Executive Office.
  - 7. Subject to the exception set forth below in Section 3, E-3, deny access to the Court facility to those individuals who possess or who they have reason to suspect possess any of the following items: firearms, knives (legal and illegal), scissors, tools, razor blades, corkscrews, pepper spray/mace, handcuffs, stun guns, tasers, nunchakus, metal knuckles, billy clubs, explosives, ice picks, pointed metal combs, or anything else that in the reasonable determination of Security personnel could be used as a deadly weapon. Security personnel may confiscate such items if the party is unable or unwilling to return items to a safe place such as a vehicle or home.



Sheriff's Court Services Lieutenant or designee shall be immediately notified of persons in possession of illegal contraband.

8. Provide direction to the public, when appropriate, to Court departments, without physically leaving their station;
9. Report any potential security or safety hazard to their supervisor, who shall report it immediately to Sheriff's Court Services Lieutenant or designee and CEO or designee;
10. Summon sworn Tehama County Sheriff's Department Deputies ("Sheriff Deputies") if law enforcement actions become necessary. Notify CEO or designee of any such incidents.
11. Monitor and adjust Court weapons screening equipment, to include:
  - a. X-ray machines
  - b. Magnetometers – hand held and walk-through; and
  - c. Closed-circuit video system.

This includes completing documentation required for the use of any and all weapons screening equipment.

12. Be alert to potential problems and refer such matters to Contractor Supervisor who shall immediately notify Sheriff's Court Services Lieutenant or designee, and CEO or designee. These problems may include, but are not limited to, the following:
  - a. Any suspicious packages or items;
  - b. Threats to security or Court personnel;
  - c. Mentally ill person (Welfare & Institutions Code Section 5150);
  - d. Drunk and disorderly person (Penal Code Section 647f);
  - e. Domestic violence situations (Penal Code Section 273.5); and
  - f. Threats to keeping the peace (Penal Code Section 415).
13. Write incident reports when there are any unusual occurrences, emergencies, or criminal activity. Provide a copy of the incident report to the CEO or designee and Sheriff's Court Services Lieutenant or designee by the end of the day.
14. Maintain a daily activity report with information gathered and recorded by each shift. A copy of the daily activity report shall be given to the CEO or designee at the end of each month or more often if requested by the CEO or designee. Contractor Supervisor shall keep records for a period of three (3) years. The daily security log shall include:
  - a. Routine security checks
  - b. Any unusual occurrences and incident report written
  - c. Number of people entering building
  - d. Number of "hits" on magnetometer by station

15. Maintain a monthly log of items confiscated by location and provide a copy at the end of each month to the CEO or designee.
16. Contractor personnel shall notify his or her Security Supervisor immediately if;
  - a. Anyone attempts to enter a court facility with a restricted item;
  - b. Any unauthorized entry to the court facility;
  - c. Any unauthorized exits from the court facility;
  - d. Any violation of policy or established procedures;
  - e. Any incident that may endanger the public;
  - f. Any incident requiring a 911 call including for fire department or ambulance. If the Security Supervisor is not available, Contractor personnel shall immediately notify Sheriff's Court Services Lieutenant or designee or Sheriff's Court Holding if Lieutenant cannot be reached. The Security Supervisor or Sheriff's Court Services Lieutenant or designee shall assess the situation and, if possible, resolve it without conflict. Any such incidents will be reported to the CEO or designee as soon as it is safely possible to do so.
17. Remain at their post until properly relieved for breaks, lunch, or end of shift.
18. Notify the CEO or designee or if unavailable, the Sheriff's Court Services Lieutenant or designee immediately of any equipment failure or malfunction;
19. As requested and/or directed by the Court Executive Officer or designee, monitor all floors of the courthouse.
20. As requested and/or directed by the Court Executive Officer or designee, monitor the outside areas around the court facility and parking lots to assure perimeter fencing and gates are secure as well as inspect for improper disposal of weapons or items that are not permitted in the court facility.
21. Report any Court employee who does not comply with any policy or procedure pertaining to Court security to the Security Supervisor and to the CEO or designee for appropriate action.
22. Court can request, and contractor will provide, additional training to contractor personnel. The cost of such training will be the responsibility of the contractor.
23. Contractor shall also assist, upon request by the Court Executive Officer or designee, in training to Court employees, Tehama County employees, local police agencies and others who regularly use court facility.
24. Raise and lower flags in front of courthouse as directed.

- E. Contractor personnel **SHALL NOT**:
1. Make arrests or issue citations unless directed to do so by the Sheriff's Court Services Lieutenant;
  2. Watch or listen to any non-court-related video device or radio;
  3. Detain individuals unless a public safety hazard/emergency exists and security must await Sheriff or police intervention;
  4. Exercise peace officer powers while on duty as security worker;
  5. Treat any member of the public in a non-professional or inappropriate manner;
  6. Give legal advice to members of the public.
- F. Contractor shall be responsible to make certain that Contractor personnel fully understand the following:
1. That Contractor personnel are providing services as private citizens and not as peace officers per Penal Code Section 832;
  2. Penal Code Sections 837 (Arrest by Private Person), 171b PC, and 12020 PC;
  3. Penal Code Section 171 (b). No person shall bring or possess any weapon as defined in Penal Code Section 171 (b) into a court facility. Exceptions are:
    - a. Weapons possessed or in transport to be used as evidence in a court of law with picture identification and appropriate proof. Weapons must have locks on them.
    - b. Weapons possessed by individuals carrying out official duties who are uniformed or non-uniformed law enforcement officers who are carrying out their official law enforcement duties and who possess law enforcement agency-issued picture identification. Non-uniformed or plain-clothed officers with a weapon shall wear their identification badge in a visible location while in court facilities and conceal their weapon.
    - c. No person (including peace officers) shall carry a weapon into any court facility when appearing in court in which they are a party to the case.
- G. Professionalism: Contractor personnel shall at all times be professional and courteous to court staff and the public. Contractor personnel shall patiently explain security procedures to staff and the public when appropriate.

#### **Section 4. Staffing.**

Site Supervisor shall coordinate personnel assignments with Court Executive Officer or designee. Site Supervisor will introduce new personnel to the Court Executive Officer or designee on first day new personnel are on-site.

#### **Section 5. Equipment & Training.**

Any and all required uniforms and individual equipment (radios, wands, cell phones, etc.) will be the responsibility of the Contractor. Uniforms shall be free of stains, fading, fraying, and wrinkles. Name tags and appropriate insignia identifying Contractor will be visible. Appearance shall be professional and neat at all times.

The Contractor shall provide all mandatory licensing, certification, and training required by the California Department of Consumer Affairs, Bureau of Security and Investigative Services, prior to the guard's initial assignment including a valid and current California State Security Guard Registration Card and California State Firearms Permit. The Contractor shall describe on-going in-service training provided to Security Guards assigned to court security duty; including the minimum number of hours of annual training.

#### **Section 6. Personnel Requirements.**

- A. All Contractor personnel providing services to the Court shall meet the following requirements prior to the performance of any services required by the Agreement:
  - 1. Possession of a Guard Registration Card issued by the State Department of Consumer Affairs;
  - 2. Possession of Security Certification (private security);
  - 3. Completed Department of Justice background check to confirm absence of any convictions;
  - 4. Completed drug testing to ensure no presence of drugs or alcohol;
  - 5. Documented on-site training that has been approved by Court and/or Tehama County Sheriff including up-to-date training in security screening equipment, cultural diversity, sexual harassment and serving persons with physical disabilities;
  - 6. Up to date training regarding Tehama Superior Court's Policies and Procedures, Comprehensive Court Security Plan and applicable laws; and
  - 7. Be at a minimum, 21 years of age.
  
- B. At all times during the provision of services pursuant to the Agreement, Contractor shall employ an on-site Security Supervisor to manage and supervise the other Contractor personnel providing services to the Court. In addition to the requirements set for the in Paragraph 2 above, this person must meet the following standards:
  - 1. At least one year's experience as a supervisor of security personnel;
  - 2. Supervisory training as approved by Tehama Superior Court Executive Officer; and
  - 3. A demonstrated ability to recognize and rapidly respond to security threats.
  
- C. All Contractor personnel providing services to the Court shall:
  - 1. Wear a clean, pressed uniform approved by the Court and Tehama County Sheriff;

2. Wear an identifying name tag; and
3. Carry a communications radio.

**Section 7. Cooperation.**

Contractor and assigned Contractor personnel will cooperate with the Tehama County Sheriff's Department, Red Bluff Police Department, California Highway Patrol, and Court personnel. In the event of any major conflict or disturbance, the Contractor's personnel shall promptly contact the Court personnel or Sheriff's personnel assigned to the courthouse for assistance via radio or phone.