



Request for Proposal (RFP)

No. 25-14

Revision 2.0

Districtwide Unarmed Security Services

RFP Issue Date: January 27, 2026

Proposals Due: March 3, 2026

RFP Due Date: April 15, 2025, 1:30 PM **Sharp**, Yuba College Location Delivered To:

Yuba Community College District, District Offices
Attn.: Kuldeep Kaur
Vice Chancellor Of Administrative Services
RFP No. 25-14 YCCD District-Wide Unarmed Security Services
Address: Sutter County Campus, Second Floor, District Offices, Attention: David Willis, 3301 East Onstott Road, Yuba City, California 95991

**Yuba Community College District
Sutter County Campus
District Offices**

3301 East Onstott Road (second floor)
Yuba City, California, 95991

Proposal Delivery at
Second Floor



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1. Introduction

1.1 Purpose of RFP

The Yuba Community College District is interested in entering into a contract with an unarmed security services provider. The provider will assume responsibility for a comprehensive security program for our four college sites, Yuba College – Marysville campus and Sutter County campus, Woodland Community College – Woodland campus and Lake County Campus. The services will require the deployment of unarmed security services personnel to provide safety and security to the students, faculty, staff, administration, and properties. The purpose of this request for proposals is to solicit proposals from a qualified security service firm to provide unarmed security services for the Yuba Community College District. Any resulting agreement will be between the supplier whose proposal is selected and the Yuba Community College District (“District” or “YCCD”). The District is interested in innovative scheduling and deployment solutions that provide the highest level of security while assuring more community engagement and a competitive price. The District does not guarantee any specific dollar volume of business with the successful proposer(s) as a result of awarding any contract(s) based on this RFP. Rather, the contract(s) will be based on an approved initial “not to exceed” annual expenditure (to be determined) as approved by the YCCD Board of Trustees. The “not to exceed” limits can be adjusted higher if a demonstrated need occurs.

1.2 About the District

The District consists of two colleges, Woodland Community College and Yuba College, with campuses located at five different locations: Yuba College in Marysville, CA; Sutter County Center in Yuba City, CA; Woodland Community College in Woodland, CA; Colusa County Center in Williams, CA; and Lake County Campus in Clearlake, CA.

1.3 Yuba Community College District Background

The Yuba Community College District (YCCD) was founded in 1927 and spans eight counties (Yuba, Sutter, Colusa, Yolo, Lake, Butte, Glenn, and Placer) and nearly 4,200 square miles of territory in rural, north-central California. It has colleges in Marysville and Woodland, an educational center in Clearlake, an educational center in Williams, and an educational center in Yuba City.

2.0 Scope of Work and General Goals

2.1 Scope of Work

The Yuba Community College District on behalf of its Board of Trustees is seeking to award a professional services contract to a qualified unarmed security services provider. This vendor will work collaboratively with the District in offering unarmed security services at multiple locations including:

- a. Yuba College, Marysville Campus: 2088 North Beale Road, Marysville, Ca. 95901
- b. Yuba College, Sutter County Campus: 3301 East Onstott Road, Yuba City, Ca., 95991
- c. Woodland Community College, Woodland Campus: 2300 East Gibson Road, Woodland, Ca. 95776
- d. Woodland Community College, Lake County Campus: 15880 Dam Road Extension, Clear Lake, Ca., 95422

The firm will provide unarmed campus security personnel to perform the following duties throughout the District:

- Perform a variety of patrols of District locations to ensure security of all campus locations.
- Perform a variety of access control.
- Provide safety escorts of personnel on District properties upon request.
- Document activities, incidents, crimes, and other items as directed.
- Respond to a variety of incidents or issues that may have occurred or are in progress.
- Enforce parking regulations and support with parking permit issuance.
- Opening and locking up buildings and other District facilities at the end of the day. Most campuses have manual locking system requiring a significant time.
- Utilizing the district or the firm-issued phone to respond to calls from the District.
- Conduct wellness checks when needed.
- Respond to disturbances and resolve conflicts verbally or by notifying the proper law enforcement agency.
- Conduct threat assessments when concerns are reported.
- Walk the buildings periodically. (Patrol campus(s) on foot and other means as assigned by Colleges.)
- All personnel must have received the requisite training as listed in section 2.1 below language.
- Enforce College regulations and procedures.
- Interacting in a professional manner with the public.
- Recognize criminal activities and following proper reporting procedures.
- The District is currently utilizing Catapult EMS for emergency communications. The various security guard staff will be expected to be trained, be familiar with, and utilize the Catapult EMS system in alignment with the District's protocols and procedures.
- Have a representative participate as a resource person at the two College's and District safety committees during monthly meetings, trainings, and exercises.
- Prepare and Generate annual Cleary Act reports as required to meet State of California and Federal regulations.
- If the Director of Safety and Risk Management calls or emails in a service issue, then, it is expected that the Unarmed Security Firm will respond as soon as possible and no later than

8 hours to make needed adjustments and changes in services. If a longer period of time is needed it shall be discussed with the Director of Safety and Risk Management.

- All Director of Safety and Risk Management requests for services shall be documented and responses reported in the monthly reports with support documentation.

Assigned campus security personnel will seek direction from the District's Director of Safety and Risk Management or other assigned District manager and shall comply with all chain of command and reporting requirements set forth by the District, as well as all established policies and procedures applicable to the performance of their duties.

Specific routes and duties to be determined by the District. When new individuals are assigned to the District, they shall be directed to interview with the District's Director of Safety and Risk Management or other assigned District manager prior to assignment. It is there that they will receive specific directions on the routes, building keys, access codes, and other District expectations.

Subcontracting is not allowed without prior written approval of the District.

2.2 Security Service Firm Responsibilities

Security personnel are employees of the Security Services Firm. The Security Services Firm will pay all wages, benefits, and applicable taxes.

Supervision and Labor: Security Firm will always furnish adequate quantities of qualified supervision and labor to maintain the progress of work. Supervisors assigned to the District shall report to the Director of Safety and Risk Management.

Safety and Protection:

- A. The Security Services Firm is exclusively responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Work.
- B. The Security Services Firm will observe best practices, and take all precautions required by Applicable Laws, to provide for the safety and protection of all workers and persons that may be affected by the Work, and all real and personal property that may be affected by the Work.
- C. Without limiting the Security Firm's duty to comply with all Applicable Laws in connection with worker safety and safety in general, the Security Services Firm will specifically comply with all applicable requirements of the Federal Occupational Safety and Health Administration (OSHA), the California Occupational Safety and Health Act, and applicable California Occupational Safety and Health regulations.
- D. Security Services Firm will comply with all the District's site-specific safety and environmental protection rules, regulations, requirements, and practices.

Training:

- A. All Personnel provided by Security Services Firm will have received proper and complete training as needed to be thoroughly familiar with and compliant under the

following:

- a. School Security Officers: Training - California Senate Bill 1626
- b. Private Security Services Act - Assembly Bill 2880
- c. Sexual Harassment: Training and Education - Assembly Bill 1825
- d. District Catapult Emergency Messaging Application/Process
- e. All Personnel will have been trained in the following:
- f. Mandatory Reporting
- g. Family Educational Rights and Privacy Act (FERPA)
- h. Confidential Information and Emergency Management trainings as required by the District.

Prosecution of Work: Security Services Firm will continue to diligently prosecute the Work notwithstanding any disputes or differences with the District or others, including disputes regarding the scope of work, changes in the Work, and Security Services Firm's right, if any, to an adjustment in the Contract Price or Contract Time.

Daily Reports: Assigned security personnel will document incidents and activities while assigned to the District through the District's proprietary system and as specified by the District.

Uniforms: All campus security personnel will be in clean, military pressed uniforms at all times while on duty. All campus security personnel must wear name tags stating Security Officer with their name. Uniforms will be worn to clearly display security insignia. No items should be repaired, mended, or darned to the degree that it is distracting or appears unkempt. Uniforms should provide adequate support from extreme weather conditions both hot and cold. While on duty, all security personnel shall present a professional appearance. Jackets or coats should have security insignia and identifying information on the front and back. Uniforms are preferred to be a hi-visibility polo shirt with BDU-style pants. Security personnel must wear a security belt with a flashlight, nightstick, etc., During the summer period, appropriate and professional shorts are recommended.

Cell Phone: On-duty personnel will carry a District-provided or Contractor-provided cell phone and two-way radio to be used for communication within the District Security Department.

Security Vehicles: All security vehicles shall have the easily identifiable insignia of the security services Firm, have a professional security light bar on the top of the vehicle (not a small portable magnetic unit)

Security Officers are expected to walk or drive a security vehicle around the assigned campus to provide a visible security presence. Security Officers are not expected to spend a large percentage of their time in their vehicles while on shift.

Security Officers are expected to remain at the assigned campus during their entire work shift unless an exception is required to fulfill their assigned duties and responsibilities for the campus.

- B. The Security Firm shall compensate all security guards at a minimum of \$22.00 per hour unburdened rate plus any other benefits and costs.
 - a. The Security Firm shall list any of the following security guard benefits that apply:
 - b. Paid vacation
 - c. Paid sick leave
 - d. Paid holidays
 - e. Other paid leave
 - f. Paid training
 - g. Paid stipends if any
 - h. Medical, Dental, Vision Insurance
 - i. Retirement programs if any.

2.3 Security Firm Security Guard Minimum Qualifications, Knowledge, and Ability and Assignment Responsibilities

- 1. The Security Services Firm shall demonstrate compliance with Bureau of Security and Investigative Services (BSIS) requirements:
 - a. A Private Patrol Operator (PPO) and Guard Cards that confirm that each guard has passed the mandated training and BSIS required background checks for unarmed security guards. This requirement must be met prior to security guard assignments on college campus's.
 - 1. A copy of each of the Guard Cards for the assigned guards shall be provided to the District prior to the guard working on college campus's.
- 2. The Security Firm shall conduct a thorough vetting process to investigate and verify that all security guards have detailed background checks completed beyond the minimum Bureau of Security and Investigative Services (BSIS) requirements with screening for drug use, professional conduct, or complaints. No security guards shall be allowed to work on the college campus locations that have a criminal background that includes violent actions, robbery, theft, illegal drug use, sexual misconduct, or that resulted in a felony.
- 3. The Security Firm shall complete all required initial safety and security guard training. This requirement must be met prior to security guard assignments on college campus's.
- 4. The Security Firm shall complete an English Competence Training and Testing that is documented with an online class or software application for each guard.
- 5. The Security Firm shall completely train all security guards in all areas of their responsibilities before they begin working on the College Campus's. This training shall include at least BSIS Private Patrol Operator training, and at least 40 hours of other training as outlined in this RFP and per the Security Firm's normal training plans for each Security Firm before each guard can begin work at the Colleges. This 40 hours minimum initial training shall be in addition to the BSIS and English Language and on campus access key locking and unlocking and walking inspections and driving through the campus requirements. Each month all security guards shall receive at least an additional 8 hours of training and refresher training on various areas of responsibility. All training

shall be documented and submitted to the District for review.

6. Security Guards shall be on the assigned college campus property during their entire shifts unless an there is an exception that is granted to perform the required services for the College. The Security Firm shall use technology - real-time updates or GPS-enable guard tracking technology, or remote managing tools that can be documented and shared with the District in real time.
7. Security Guards shall have at six months of proven history of higher ed or closely related institutional or large public agency or commercial entity experience prior to being assigned to work as a security guard at the college campus's.
8. The Security Firm shall train guards to provide any handcuff or restraint training and certification - training in the use of restraints, reasonable and necessary force to make a citizens arrest under CA Penal Code 837
9. The Security Firm shall train guards on higher ed specific issues such as FERPA, and Clery Act. The security guards shall be responsible to provide detailed documentation and reporting by qualified staff at the Security Firm that has experience with generating Clery Act reports for Colleges in California.
10. The Security Firm shall train the security guard to complete and document campus security vehicles drive through the campus at least four times every 8-hour work shift. These security inspection drives through the campus shall include all roadways on the campus and shall be completed in an assigned security vehicle with the security bar flashing lights ON.
11. The Security Firm shall train security guards to complete building access control locking and unlocking services with District provided keys. It is critical that all doors are properly locked each night and on weekends. The Security Firm Supervisor shall conduct lockdown checks of all building doors at least weekly at all campus locations and provide documentation to the District of these checks. Multiple security guards will need to be trained at each campus location to ensure that there are not any gaps in these services.
12. The Security Firm shall train security guards to walk the campus at least four (4) times during each 8 hour work shift. These inspection walks shall be documented. A perimeter check around all buildings is required during the inspection walks of the campus's. The Security Firm may use either a GPS Application on a Cell phone to document these inspection walks or a recording wand swipe and electronic download system, or another technology that will properly document the time date and the location of the guard during the campus inspection walks..
13. The Security Firm shall train and document that the security guard understands all District / College rules and procedures, policies associated with their work.
14. The Security Firm shall provide security well-maintained uniforms that include three sets of shirts, pants, hats, and one jacket/coat that is in good condition and clean and is specifically assigned to each guard. Guards shall not be sharing the same jacket from shift to shift.
15. The Security Firm shall ensure that the guard on duty will have a Security Firm cell phone in good working order that maintains it's charge and has all required tracking applications and Catapult EMS application.
16. The Security Firm shall ensure that the guard is trained on how to monitor and use the Catapult Emergency Messaging System that the District uses and follow District policy and procedures regarding all messaging.
17. The Security Firm shall ensure that Security Guards shall not use illegal drugs, alcoholic

beverages, or smoke or vape tobacco or marijuana products on College Campus properties. This also applies to pharmaceutical drugs that are prescribed that can affect security guard performance or operating of a motorized vehicle. Regularly scheduled quarterly security guard testing is required. If a security guard is involved in a traffic accident or is demonstrating possible performance influence of a drug or alcoholic beverage, then, the security guard shall be promptly tested per the Security Firm's normal process and procedures.

18. The Security Firm Supervisor shall check-in regularly for at least every 2 hours to verify that the Security Guard is not sleeping at night, is on campus, and is not playing games or surfing on the internet on their cell phones.
19. The Security Firm Supervisor shall ensure that the Security Guard has a valid California drivers license and follows all driving and parking regulations on College Campus's.
20. The Security Firm shall train and ensure that the Security Guard provides standardized electronic daily activity reports, weekly activity reports, daily incident reports, and properly notifies and reports immediately all emergency type emergent issues or crisis events.
21. The Security Firm shall train and ensure that the Security Guards understand how and when to use criminal deterrence and de-escalation best practices.
22. The Security Firm shall ensure that security guards have the physical ability to perform the required services.

All of the above training shall be documented either electronically or in writing for each guard prior to them working on college campus locations. Documentation shall be made available through a shared link or folder, a cell phone application, or other technology to the District Director of Safety and Risk Management before the security guard begins working on college campus's. All of the above qualifications, testing, and training shall be documented and provided to the District Director or Safety and Risk Management for review and approval. If approved, then, the Security Services Firm can assign the Guard to work at the College Campus locations. New Guards will need to follow this strict requirement also before beginning work at the College Campus's.

If a Security Guard fails to demonstrate adequate English Language reading, writing, and speaking competencies while working at the College Campus's, then, the District can require that the security guard be immediately removed and replaced. Any security guard that cannot demonstrate adequate English Language skills and abilities shall be immediately removed from service at the College campus's at the expense of the Security Services provider. It is critical that the Security Guard be able to properly communicate with the proper use of the English Language using written, verbal, and reading skills and ability.

2.4 Monthly Reporting and Monthly Progress Payments (Invoices)

The Security Firm shall provide comprehensive monthly reports with progress payment invoices. Monthly reports shall include the following:

1. Guard work history with dates and hours of each work shift.
2. Daily tracking of each guards walk-around inspections and drive through the campus inspections on each work shift.
3. Daily and Weekly activity reports with all incidents properly documented.

4. Daily unlocking and locking of doors on all buildings at each campus with dates, times, and weekly Supervisor verifications.
5. All monthly training records for each guard.
6. Clery Act reporting information.
7. Outstanding unresolved issues that require District Director of Safety and Risk Management support.
8. Documented guard performance issues and actions taken to correct performance. Provide follow-up actions and document them in the next monthly report.
9. Recommendations (if any) to improve services.
10. Progress payments (invoices) will not be processed for payment without proper and approved above documentation. It is the sole responsibility of the Security Services Firm to provide prompt and complete monthly documentation to meet the requirements of the District.
11. The District pays it's invoices as a NET 30 agency. So, it is important to provide complete support documentation with each monthly invoice to avoid payment delays.
12. All invoices shall be submitted to:
 1. Lane Garbini: lgarbini@yccd.edu
 2. Accountspayable@yccd.edu

2.5 Every Other Week (2 x Month) Online Security Services Check-in Meeting with District

The Security Firm designated College supervisors and Security Firm Manager shall participate in a up to 1-hour online Zoom or Teams check-in meeting with the District Director of Safety and Risk Management and any other College or District representatives as appropriate, to review the current quality and overall performance of the provided security services at each College location. The District Director of Safety and Risk Management will generate the meeting agenda and send invitations to meetings. These meetings will be recorded by the District and transcripts and recordings will be shared. This is a requirement of the contract and shall not be cancelled or rescheduled unless approved by the District Director of Safety and Risk Management. The Security Firm shall send a confirming email of all action items that will be followed up within 24 hours after the meeting.

2.6 Security Firm Maintains Complete and Accurate Records of Work Performed and District Right to Audit at Anytime

The Security Firm shall maintain complete and accurate records of all work performed, including quantities of labor, equipment, materials, and supplies used or consumed in the performance of the work and a job cost report recording costs incurred in the performance of the work. Unless otherwise stated in above sections of this RFP, the Security Firm shall make its records of the work performed available for inspection and provide electronic access within 24 hours of District email or electronic request and provide written copies if requested by the District within 5 (five) days after receiving a written notice.

2.7 Security Firm Required Security Guard Schedule of Hours

The normal operation schedule of hours will be determined by the District’s Director of Safety and Risk Management and may change based on a variety of factors. The schedules may be adjusted during non-semester periods. The minimum hours of coverage are described below for each campus within the District (the hours are provided to get an estimate; however, the actual coverage may change based on the District’s final needs):

Staff Positions			
Campus	Address	Hours/Year	Schedule
Yuba College, Marysville Campus	2088 N. Beale Rd. Marysville, CA, 95901	8,760	24 hours per day/7 days/week (including holidays)
Yuba College, Marysville Campus	2088 N. Beale Rd. Marysville, CA, 95901	2,920	And an additional 8 hours per day/7 days/week (including holidays)
Yuba College, Sutter County Center	3301 E. Onstott Rd. Yuba City, CA, 95991	3,824	16 hours per day/5 days/week (261-22=239) (excluding holidays)
Woodland Community College, Woodland Campus	2300 E. Gibson Rd. Woodland, CA, 95776	8,760	24 hours per day/ 7 days /week (including holidays)
Woodland Community College, Lake County Campus	15880 Dam Road Extension Clearlake, CA, 95422	8,760	24 hours per day/ 7 days/ week (including holidays)

Schedules may be adjusted, as determined by the District. The District will provide the Security Firm 72 hours’ notice of any change in schedules. The District may ask the firm to provide a proposal for additional locations in the future based on this proposal.

Additional hours may be requested for events, emergency situations, or increased presence needs based on issues or incidents that have or may occur.

Hours assigned for holidays during the semester may be reduced, as determined by the District.

The Security Service Firm shall provide qualified staffing capacity to cover all gaps associated with employees taking leave of absence of any type including sick leave, vacation, medical leave, FMLA, or other leave of absence.

2.8 Security Firm’s Comprehensive Training Program for all Security Guards

Provide detailed information regarding the security Firms comprehensive training program for all security

guards participating in this proposal. All Security Firm supervisors and managers shall also complete all security guard training and provide documentation of this training.

2.9 Security Firm Proposal Periods

The Security Firm shall provide a multiple year proposal that can be renewed at the discretion of the District during the following time periods:

- A. First Year: April 17, 2026 through June 30, 2026
 - a. The contract will likely be awarded by April 17, 2026.
 - b. Due to required hiring and training hours, security guard services will need to begin no later than June 1, 2026 at all locations.
- B. Second Year: July 1, 2026 through June 30, 2027
- C. Third Year: July 1, 2027 through June 30, 2028
- D. Fourth Year: July 1, 2028 through June 30, 2029
- E. Fifth Year: July 1, 2029 through June 30, 2030

The District will award the First-Year proposal amount initially.

The District has intentions to eventually directly hire security guards to provide the security guard services. This process may take multiple years to complete. This process will not likely begin until sometime during the second half of the second service year. There is always a chance that the District will change it's direction in this matter and not pursue directly hiring security guards. In the spirit of transparency, this information is being shared so that it will not be a surprise if it does occur.

3.0 District Staff Contacts during the Proposal process:

Firms interested in submitting a Proposal are directed **not** to make personal contact with the Board of Trustees, District staff, or members of the evaluation committee. Any contact shall constitute grounds for disqualification from consideration.

Two Points of Contact during the Proposal Preparation Process:

Kuldeep Kaur
Vice Chancellor, Administrative Services
3301 E. Onstott Road (Second Floor)
Yuba City, California, 95991
Phone: 530-741-6723
Email: kkaur@yccd.edu

David Willis, Director
3301 E. Onstott Road (Second Floor)
Yuba City, California, 95991
Phone: 916-747-4262
Email: dwillis@yccd.edu

Commented [TL1]: Is there the opportunity to submit questions? If so what is the timeframe to do so? Can they tour the campuses prior to submission?

No changes can be made to the scope without authorization in writing by Kuldeep Kaur.

4 Proposal Content and Format

4.1 Proposal Format Organization

The Firm is requested to use the following proposal format:

4.2 Proposal Delivery, Content, and Format:

Proposals should provide straightforward, concise information that satisfies the requirements noted in this RFP. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the District's instructions, selection criteria of this RFP, and completeness and clarity of content. Each Respondent's proposal should clearly and accurately demonstrate the specialized knowledge and experience required for consideration.

In a sealed box or envelope (clearly marked "A"), submit the following:

- **One (1) flash memory stick containing** the complete proposal and supporting documentation;
- One (1) original signed copy in paper form of the proposal, which consists of a Proposal Letter and responses to the proposal requirements of this RFP.

There is no page limit.

Insurance requirements as listed below:

CONTRACTOR shall, at its own cost and expense, procure and maintain in force, throughout the term of this Agreement, insurance as follows:

- 1. Commercial General Liability insurance, with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for personal injury, bodily injury, death, and property and other damage, including coverages for contractual liability, personal injury, broad form property damage, independent contractors, products and completed operations (required from all contractors);**
- 2. Commercial Automobile Liability insurance, with limits not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including coverages for owned, non-owned, and hired vehicles for all activities of CONTRACTOR arising out of or in connection with the work to be performed under this Agreement. If CONTRACTOR or Contractor's employees, officers, agents, consultants, or subcontractors will use personal automobiles in any way to perform the Services, CONTRACTOR shall obtain evidence of personal automobile liability coverage for each such person.**
- 3. Workers' Compensation coverage in the amount required by law, and Employers' Liability insurance with limits not less than \$1,000,000 each accident, \$1,000,000 employee and \$1,000,000 each disease, provided that CONTRACTOR has employees as defined by the California Labor Code (applicable only if the CONTRACTOR plans to employ workers in carrying out the scope of work). In addition, CONTRACTOR shall require any and every subcontractor to procure and maintain Workers' Compensation and Employer's Liability Insurance in the limits described above.**

4. Professional Liability insurance, with limits not less than \$1,000,000 each claim and \$2,000,000 aggregate, with respect to coverage for errors and omissions arising from professional services rendered under this Agreement by CONTRACTOR or any of Contractor's employees, officers, agents, consultants, or subcontractors, and with any deductible not to exceed \$25,000 each claim.

Firms must comply with the provisions of these instructions for completion and submission of the Proposal. The failure of a Firm to comply with the Proposal Instructions and Requirements will likely result (at the sole discretion of the District) in rejection of the Proposal for non-responsiveness.

Proposal Section	Format
1. Cover Letter	PDF
2. Table of Contents	PDF
3. Narrative	PDF
Appendices (See Table of Contents for each one) Submit a response to each Appendix that requires Security Services Firm information. Please submit responses to Appendices A, B, C, D, E, F, G, H, I. Appendix J is for informational only.	PDF

Proposal General Information Contents:

Cover Letter

The Proposal shall include a Cover Letter on Respondent's official business letterhead, which shall be signed by an individual authorized to legally bind Respondent. The Cover Letter shall also identify the name, telephone number, and email of a person who may be contacted during the Proposal evaluation process.

Table of Contents

Provide a Table of Contents that outlines in sequential order the major sections and sub-sections of the Proposal. Use **tabs** to allow information to be more easily located.

5. Proposal Evaluation and Contract Award

5.1 Selection of Firm Services Provider

The process of "Firm" selection is based upon the complete responsiveness of the RFP and the criteria as outlined in the RFP.

The District Project Evaluation Team will read the written proposals. The District Evaluation Team will discuss the proposals and verify that the "Basis of Award" information below and information submitted in response to the RFP are complete and responsive.

The District reserves the right to reject any or all submittals, to amend the RFP process, and to discontinue or re-open the process at any time. The District reserves the right to request clarifications to RFP responses and to negotiate the terms of the agreement.

5.2 Basis of Award

This project will be awarded based on the following criteria:

- 1) Refer to section 10 of the RFP.

6. Non-Discrimination

The District does not discriminate with regard to race, color, gender, national origin, disability, or any other protected or other classification in the awarding of contracts/agreements. The District welcomes all Qualified Firms to participate in the project Request for Qualification/Proposal process.

The District encourages firms that are women or minority owned, emerging small businesses, veteran owned firms, disabled person owned firms, and all other qualified firms to participate in the proposal process.

The District encourages the submission of proposals from all Firms that can meet the stated requirements set for this RFP.

7. Responses to RFP

Sealed responses to this RFP must be clearly marked:

"RFP No. 25-14 YCCD District-Wide Unarmed Security Services"

Responses shall be mailed to or hand-delivered to the following address:

Yuba Community College District, District Offices

Attn.: Kuldeep Kaur

Vice Chancellor, Administrative Services

Envelope/Box Marked:

"RFP No. 25-14 YCCD District-Wide Unarmed Security Services"

Address: Sutter County Center, Second Floor, District Offices, Room 218, Attention: Kuldeep Kaur, 3301 East Onstott Road, Yuba City, California 95991.

Note: Completely seal your proposals in an envelope/box and make sure it gets date/time stamped when delivering proposal. **Firms are 100% responsible** for making sure proposals that are mailed using a carrier such as UPS, FED Ex, etc. are received and date/time stamped by District personnel prior to the proposal due date/time. No proposals will be considered if they are late, even if it is only 5 minutes late. Please make sure your proposals are delivered and received promptly prior to the due date/time. There will be a public proposal opening at the due date/time.

Do NOT email your proposals. Emailed proposals are not accepted.

8. Requests for Information (RFI)

Requests for Information concerning the RFP must be in writing and may be submitted via email no later than the date shown below. Please direct all questions to Kuldeep Kaur, email: kkaur@yccd.edu.

Following the RFI deadline, all questions and answers will be summarized and posted on the District's website: <https://www.yccd.edu/district-services/>, then, click on the "Requests for Proposals / Quotes" tab on the right-hand side of this web page. It is anticipated that responses to inquiries received by the required time and date will be provided within 5 business days and posted on the District's website or responded to per the dates listed in the RFP for addendum publishing. Should more time be needed by the District to answer and/ or respond to RFIs, this information will also be posted on the above website.

- **Include the following in the subject matter field on emails when requesting information: "RFP 25-14", RFI.**

9. Proposal Schedule

Important Dates and Times:

January 27, 2026: Release of Request for Proposal

Pre-Bid Meeting is Optional.

February 09, 2026: 1:00pm to 2:00pm **Optional ZOOM Pre-Bid Meeting**

Join Zoom Meeting:

<https://yccd-edu.zoom.us/j/88369243150>

Meeting ID: 883 6924 3150

One tap mobile: +16694449171,,88369243150# US

February 24, 2026: 1:00pm, All questions and requests for information must be submitted to Kuldeep Kaur at: kkaur@yccd.edu AND David Willis at: dwillis@yccd.edu

February 25, 2026 5:00 PM, Addendum Issued if needed.

March 3, 2026: **Proposals due at 1:00 PM SHARP**, Yuba Community College District, Sutter County Center, District Offices, Second Floor, Room 218, Attention: Kuldeep Kaur, 3301 East Onstott Road, Yuba City, California, 95991. There will be a public bid opening on this RFP.

10. Award of Contract

All materials submitted in response to the RFP shall be on 8-1/2"x11" paper, preferably in Portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Content shall be tabbed and numbered per the items included in the Submittal Requirements. All Proposals will be reviewed and evaluated by a District Selection Committee. The District at its sole discretion may interview finalists or select a firm or firms to perform work based solely on the evaluation of the Proposal. There is no page limit.

All Proposals become the sole property of the District and the content will be held confidential.

- A. The Contract will be awarded to a District Qualified Unarmed Security Services Firm that is capable to do the work, and with the "Best Value" proposal, that is most responsive and complete, conforming to the request for proposal and associated addendums, will be most advantageous to the District. "
- a. The District may not award the unarmed security services to the lowest cost bidder.
 - b. The District will award based on "Best Value" criteria.
 - i. Best Value Criteria Includes
 - 1. The Qualifications of the Firm
 - 2. The Reference Check of the Firm by the District
 - 3. The Capability of the Firm to perform required services.
 - 4. The Experience of the Firm in providing Clery Act reporting services.
 - 5. The Overall Training and Reporting program and commitment of the Firm.
 - 6. The Total Cost of the Services
 - 7. The Experience of the Firm in providing multiple campus unarmed security services.
 - 8. The Firms measurement, testing, and documentation of the Security Guards English Language writing, speaking, and reading competency.
 - 9. The Completeness of the Firms proposal information in meeting all of the Scope of Services requirements in section 2 of the RFP.
 - 10. The Security Firm's ability to provide an relatively quick start-up after the services are awarded., not to exceed 45 days for all campus locations.
 - 11. The Commitment of the Security Firm in providing Monthly Reports and documentation with progress payment invoices.
 - 12. The Commitment of the Security Firm to responding to requests from the District Director of Safety and Risk Management regarding issues and problems with security guards performance and ability to meet performance expectations. It will be important to know how quickly issues will be resolved and verified to meet District requirements.
- B. The District reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.
- C. The District reserves the right to reject any or all proposals or any part of the proposal and to waive informalities and minor irregularities in the proposals received.
- D. The RFP, its addendums, any follow-up clarifying information, and the proposal of the selected Firm will become part of any contract initiated by the District.

- E. A formal contract shall be signed by the successful proposer and Yuba Community College District to perform this service.
- F. The District reserves the right to enter into discussions with anyone or all of the Responders after Proposals have been initially reviewed. Such responses shall be subject to all provisions, terms and conditions as set forth in the RFP, unless otherwise modified.
- G. The District intends to award a single RFP Responder.
- H. Failure to acknowledge all of the addendums, provide the items listed in the RFP, may render the proposal unresponsive at the discretion of the District. Items listed in the RFP become part of the contract unless the Security Services Firm provides an exception in the proposal. Security Services Firm exceptions, depending on the magnitude, may render the proposal unresponsive, at the discretion of the District.
- I. The District reserves the right to request clarification of proposal content during the review and evaluation process.
- J. The District reserves the right to negotiate the terms of the agreement to align with budgetary considerations.

11. Reservation of Rights

The District reserves the right to:

- Reject any or all submittals at its sole discretion.
- Cancel the Request for Proposal (RFP), without cause.
- Modify any requirements contained within the RFP and request a revised submission from all Providers.
- Establish other evaluation criteria determined to be in the best interest of the District.
- Contract with any of the firms responding to the RFP based solely upon its judgment of the qualifications and capabilities of the firm.
- Clarify the content of any proposal to verify that the requirements of the RFP are included.
- Waive "minor" proposal inconsistencies that do not change the scope of work as outlined in the RFP.
- Request an alternative Superintendent, Supervisor, or Security Lead Person if the initially assigned employee is not performing well, not meeting security service requirements, not working well with college staff and students, not applying best practice safety methods, **OR** not following College/District guidance regarding project approach. If the owner is the Superintendent or Security Employee, and has been replaced, the owner may visit the project briefly (less than 1 hour per day up to 2 times per week) to coordinate with the replacement Employee.
- The District will not allow or tolerate verbal abuse or any other type of abuse by the Security Services Firm toward any College or District personnel or students or Contracted professional service providers. Abuse, defined solely by the District as verbal or physical, or written, may lead to a "Stop Work" order by the District until it can be resolved, and steps taken to ensure abuse is not repeated. If abuse occurs again, the District may issue a final "Stop Work" order, require the Security Services Firm to leave the College/District project site and process a Performance Bond claim to complete the work. All costs associated with District "Stop Orders" are 100% the responsibility of the Firm.
- Disqualify a Security Services Firm after reviewing the proposal and finding concerning performance information in references, inadequate or incomplete proposal information.

This RFP does not commit the District to award or negotiate a contract. The District will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFP or in completing any of the work specified.

Commented [TL2]: Same comment as previous. I would rewrite and include any abuse toward students.

Commented [TL3]: Since this is a first go around, except for some part-time security in the past few months, it the "historically poor performance" comment necessary.

12. Security Firm Breach of Contract Performance Criteria

The following performance criteria is critical to this service agreement and failure of the Security Firm to meet expectations regarding the above RFP described services may, at the Discretion of the District, result in termination of the contract:

1. Section 2.1 Scope of Work.
2. Section 2.2 Security Firm List of Responsibilities
3. Section 2.3 **Security Firm Security Guard Minimum Qualifications, Knowledge, and Ability and Assignment Responsibilities**
4. **Section 2.4 Monthly Reporting and Monthly Progress Payments (Invoices)**
5. **Section 2.5 Every Other Week (2 x Month) Online Security Services Check-in Meeting with District**
6. **Section 2.6 Security Firm Maintains Complete and Accurate Records of Work Performed and District Right to Audit at Anytime**
7. **Section 2.7 Security Firm Required Security Guard Schedule of Hours**
8. **Section 2.8 Security Firm's Comprehensive Training Program for all Security Guards**
9. **Multiple inappropriate guard responses to emergency or urgent crisis events.**
10. Other items as described in this RFP and required to perform the Security Services and documentation for the District.

Appendix A: Proposal Base Bid Form:

No.	Description	Unburdened Hourly Rate	Burdened Hourly Rate	Annual Cost
1	Yuba College Coverage (24 hours/day, 7 days/week including holidays). Include hourly rate and total annual cost – estimated annual hours 8,760	\$	\$	\$
2	Yuba College Coverage (8 hours/day, 5 days/week including holidays). Include hourly rate and total annual cost – estimated annual hours 2,920	\$	\$	\$
3	Yuba College Security Firm Vehicle	\$	\$	\$
4	Woodland Community College Coverage (24 hours/day, 7 days/week including holidays). Include hourly rate and total annual cost – estimated annual hours 8,760	\$	\$	\$
5	Woodland Community College Security Firm Vehicle	\$	\$	\$
6	Lake County Campus Coverage (24 hours/day, 7 days/week including holidays). Include hourly rate and total annual cost – estimated annual hours 8,760	\$	\$	\$
7	Lake County Campus Security Firm Vehicle	\$	\$	\$
8	Sutter County Center Coverage (16 hours/day, 5 days/week excluding holidays, 261-22=239 days). Include hourly rate and total annual cost – estimated annual hours 3,824	\$	\$	\$
9	Sutter County Center Security Firm Vehicle	\$	\$	\$
10	Other			
11	Other	\$	\$	\$
12	Sub-Total Cost:	\$	\$	\$
13	Total Costs:	\$	\$	\$

Only one guard is required per work shift at all locations in the table above.

The Security Firm shall compensate all security guards at a minimum of \$22.00 per hour at an unburdened rate plus any other benefits and costs.

- A. The Security Firm shall list any of the following security guard benefits that apply:
- B. Paid vacation
- C. Paid sick leave

- D. Paid holidays
- E. Other paid leave
- F. Paid training
- G. Paid stipends if any
- H. Medical, Dental, Vision Insurance
- I. Retirement programs if any.

Security Guard Services are not required to compensate security guards at prevailing wage rates in the State of California per:

Section 16000 of Title 8 of the California Code of Regulations specifically identifies two exceptions to the requirement that maintenance projects are subject to prevailing wage requirements:

- Exception: 1: Janitorial or custodial services of a routine, recurring or usual nature is excluded.
- **Exception: 2: Protection of the sort provided by guards, watchmen, or other security forces is excluded.** (8 CCR § 16000, emphasis added.)

Section 2.8.4 of the [DIR's Public Works Manual](#) confirms this exclusion by identifying specifically defined categories of work that are excluded from prevailing wage requirements, including the following:

- The "maintenance" definition also excludes from the prevailing wage requirements protection of the sort provided by guards, watchmen, or other security forces." (8 CCR § 16000.)
- Security services contractors therefore are NOT subject to prevailing wage requirements, unless their services are expanded to include installation, construction, repair, or similar work.

Provide price proposals (Appendix A) for unarmed security personnel for regular, overtime, and holiday coverage. Explain in detail your company's overtime pay; i.e. what is considered overtime pay and how is it calculated? Explain in detail your company's holiday pay; i.e. how it is calculated?

A list of the types of employees and their hourly burdened wage rates shall be provided.

Appendix B: Statement of Qualifications Form

This is the first step in the proposal evaluation process. If Firms are not pre-qualified at the sole discretion of the District, then, the rest of the proposal will not be considered. It is critical that the Security Firm provide as much information as possible to give the District the best possible information in determining if the Firm is qualified and has the capability to perform all of the required unarmed security services as outlined in this RFP.

The Firm shall furnish the following information. Failure to comply with this requirement will not allow the Firm to be qualified and will render the proposal as incomplete and unresponsive. If information provided is not accurate, complete, and truthful then, the Firm will automatically be rendered unresponsive and not qualified at the sole discretion of the District. Only District qualified Firms will have their proposals considered.

Additional sheets may be attached if necessary.

Questions 1 through 16 are general base level information that is required for pre-qualification:

- 1. Firm Name: _____
- 2. Primary Address: _____
- 3. Firm's Contact Person and Title: _____
- 4. Telephone: _____ Facsimile: _____
- 5. Email Address: _____
- 6. License No.: _____ Class: _____
- Responsible Managing Employee/Officer: _____

7. Names and titles of two officers of the Firm:

NAME	TITLE
_____	_____
_____	_____

8. Specific type of Ownership (Check one)

- Individual
- Partnership
-

Corporation; If a corporation, state the following:

State of incorporation: _____

Date of incorporation: _____ President/CEO:

- Joint Venture
 Other (Specify) _____

9. Taxpayer Identification No.: _____

10. List annual gross income for last three (3) years:

Year: _____ \$ _____

Year: _____ \$ _____

Year: _____ \$ _____

11. Number of years Firm has been in business: _____

If less than 5 years, please describe:

12. Number of years Firm has conducted business under the present name:

13. Has the Firm ever been licensed under a different name or different license number?

Yes/No _____. If Yes, give name(s) and license number(s) and dates of operation under that name(s) and license number(s) (attach separate sheets if necessary): _____

14. Number of years' experience in California Community College, University or educational entities _____.

15. Do you now or have you ever had any direct or indirect business, financial or other connection with any official, or employee of the District? _____

If Yes, please elaborate: _____

16. Has the Firm ever completed any work at the Yuba Community College District?
_____ If Yes, please elaborate: _____

Potentially Disqualifying Questions 17 through 24(District may immediately disqualify Firm if its answer to any of Questions 17 through 21 is "Yes" or if its answer to Questions 22 through 24 is "No"):

17. Has the Firm been defaulted or terminated (other than for convenience) by any California school district, community college district or other California public agency on any Security Services Contract within the past 5 years? Yes/No

If yes, identify agency and details: _____

18. Has the Firm or any of its owners, officers, or partners, or security guards ever been convicted of a crime, or found guilty in a criminal action, involving fraud, theft, making any false claim or material representation to a public agency, or involving any federal, state, or local law, rule, or regulation related to security services agreements or contracts awarded to the firm? Yes/No _____

If yes, explain, identify the agency, and provide case name and number. _

19. Has the Firm been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited from performing Security Services work or bidding on work for any California school district, community college district, or other California public agency within the past five years? Yes/No _____

If yes, identify agency and details: _____

20. Has the Firm been in litigation (whether in court or arbitration) with any California school district, community college district, or other California public agency on an issue pertaining to any Security Services contract during the past five years? Yes/No: _____

If yes, explain, identify the agency, and provide case name and number. _____

21. Is the Firm currently or has the Firm been in a state of "Bankruptcy" in the past five years? Yes/No: _____

If yes, please explain. _____

22. Does the Firm have a liability insurance policy (project) limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate?

If no, please explain. _____

23. Does the Firm have a current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code Sections 3700 et seq.?

If no, please explain. _____

24. Has this Firm every completed any similar Security Services work at Yuba Community College District? Yes/No
If no, please explain. _____

Note: Firms with historically poor Security Services performance at Yuba Community College or at other locations identified through reference checks will be disqualified from consideration. Poor Security Services performance is defined as but not limited to; poor English language writing, reading, and speaking abilities by the security guards, supervisors, and managers; inconsistent and unreliable security services during assigned shifts and days, irregular or incomplete reporting and documentation, argumentative or difficult working relationships, unprofessional conduct, poorly qualified staff and services not meeting minimum standards, inadequate training of security staff, delayed or inadequate responses to emergency incidents, lack of complete and timely communications, poor quality uniforms and vehicles for security staff, and late, inconsistent, incomplete and undocumented progress payments for security services. Other criteria as referenced in this RFP also applies.

Questions 25-32: These questions are rated/scored questions. The Security Firm is strongly encouraged to provide as much information as possible to clearly and completely give the District the specific information requested to allow the best possible evaluation of the Security Firm:

25. Does the bidder's principal staff (Service Providing Managers and Supervisors) have a minimum of five years' experience relevant to the work described herein. Provide examples. Up to 25 points

26. Does the bidder's established corporation or company have a minimum of five years' experience relevant to the work described herein for "like" sized clients as demonstrated in the list of references. Up to 25 points

27. Does the Bidder hold licensing as a security guard agency/private patrol operator per the State of California? Provide a copy of the license and other credentials. Up to 25 points.

28. Does the Bidder have a minimum of two years' experience in a higher education or K-12 or other large public agency environment in California? Provide examples with details and add to references list. Up to 25 points

29. Provide specific information regarding Security Services provided at various large clients in the Northern California region. Up to 450 points

- A. Large Public entity or Commercial entity examples of 7 days, 24 hours per day Security Services: Up to 100 points
 - B. Examples of full-service Security Services, including Cleary Act reporting, incident reporting, emergency response and incident command first responder training and services and reporting, and other similar examples of services provided. Up to 100 points
 - C. Provide ten (10) references with similar Security Services provided in the past five (5) years to K-16 institutions, or public entities, or large commercial entities. Up to 100 points
 - D. Information regarding qualified staff (Manager, Supervisors, possibly security guards) that will be assigned to provide services on this agreement. Include credentials, experience, and work histories of security services staff. Up to 50 points
-
-
-

E. Does the Security Firm have experience with processing and generating annual Cleary Act Reports in California? If so, please provide several examples at College or University institutions in California. If not, how will the Security Firm provide these required services? 100 points

30. Qualifications of Bidder (200 points)

Evidence of meeting the following Preferred Qualifications must be included with the submittal:

1. The bidder's principal staff members (Manager and Supervisors) are required to have a minimum of five years' experience relevant to the work described herein.
2. Bidder's established corporation or company must have a minimum of five years' experience relevant to the work described herein.
3. Bidder must hold licensing as a security guard agency/private patrol operator per the State of California. Submit copies of all credentials of the Security Firm.
4. Bidder is required to have a minimum of two years' experience in a higher education environment in Northern California.
5. Bidder is required to have a minimum of 2 years' experience providing "like" unarmed security guard services at a multi-location or multi-campus educational or commercial entity in Northern California. This experience must be listed in the provided work references list.

31. Experience and Reference Information (max 200 points)

Proposals will be considered from experienced Firms who can demonstrate the capacity to meet all of the needs stated in this RFP. The successful bidder shall be an organization that has an excellent record as a provider of the type and scope of work detailed in this RFP. To illustrate this, bidders must provide as part of their response to the RFP:

1. Name and address of operating firm, names of owners or principals of firm. Also include a completed W-9, Request for Taxpayer Identification Number and Certification. List of at least 5 references with current contact information for the Firm in the past 5 years.
2. List and describe any claims or lawsuits that have been made against Vendor for non-performance or inadequate performance.
3. Insurance requirements as listed in section 3.
4. Provide historical background of the company.

5. Organizational Chart

6. Resumes of key individuals who will be directly involved with this contract, if awarded. Resumes should be no longer than one page in length per employee. Include the contract manager, supervisors, and employees you intend to assign. Include employee hire date, time in service, guard card number and issuance/expiration dates. Include evidence that minimum training standards have been satisfied, including annual in-service training certification.
7. A portfolio of relevant; similar work.
8. Identify proposed project director or point person for coordinating the services for the district.
9. Describe the uniforms worn by your employees.
10. Describe how meal and break periods will be addressed while ensuring continued coverage and how shift plans will be coordinated to ensure the District receives all hours of sought services, including during an unexpected absence of the primary campus security personnel.

11. Describe the Security Services Firm's invoicing process. This process must also meet the District's requirements as outlined in section 2.4 of the RFP.
12. Describe the training standards you require of employees assigned to service this contract.
13. Describe in detail your company's vehicle use policy; i.e. use of personal vehicle or campus vehicle, travel/mileage to/from location, paid more for the operation of, etc.
14. Describe your company's recruiting process; i.e. do you hire from the local surrounding community where security services are provided?

32. Price Proposal (200 points)

The rates proposed shall include all support services in effect for all district security services and campus locations including, but not limited to, training, benefits, licensing, certifications, dispatching, administration, overhead costs, and wages.

Provide price proposals (Appendix A) for unarmed security personnel for regular, overtime, and holiday coverage. Explain in detail your company's overtime pay; i.e. what is considered overtime pay and how is it calculated? Explain in detail your company's holiday pay; i.e. how it is calculated.

A list of the types of employees and their hourly burdened wage rates shall be provided.

The above questions numbered 1 through 28 will be reviewed to verify that all needed information is provided and Firms are not disqualified. Questions 29 through 32 scores will be totaled. The District, at its sole determination and discretion will interview up to the top four (4) Firms and score them per question 33. The District may add questions and request additional clarifying information as part of the interview evaluation process.

33. Oral Interview Evaluations (260 possible points) If additional questions are added by the District they will be scored at 20 points each.

The District will determine which Firms will be interviewed. Only the top up to four (4) Firms will be interviewed.

The Oral Interview will be based on a series of pre-scripted questions below and will be evaluated and assigned points ranging from 0 – 20 for a combined total maximum of 120 possible points. The District evaluation team may ask other proposal specific follow-up questions to clarify proposal content, understanding, and approach. These questions may also be added to the overall list of questions and scored as deemed necessary by the District.

Q1: Explain hours, staffing, and ongoing basis of staffing to meet the needs of all campus locations

Q2: Recruitment process and plans for not finding anyone to service a designated location

Q3: Explain how your company will maintain compliance and training

Q4: Explain any programs or benefits that are utilized for employee retention.

Q5: Chain of command of guard with our Safety & Security Program Manager, what does it look like when we have our employee inserted into the chain of command

Q6: Explain how the Security Firm plans to meet each of the requirements in RFP section 2.3; **Security Firm Security Guard Minimum Qualifications, Knowledge, and Ability and Assignment Responsibilities**

Q7: Explain how the Security Firm plans to meet each of the requirements in RFP section 2.4; **Monthly Reporting and Monthly Progress Payments (Invoices)**

Q8: Explain how the Security Firm will cross train security guards and provide operational capacity to cover all service needs without work shift gaps.

Q9: Explain the commitment of the Security Firm to support RFP Section 2.5; **Every Other Week (2 x Month) Online Security Services Check-in Meeting with District**

Q10: Describe the Security Firm's guards overall training program and strategy with specific information.

Q11: Describe the Security Firm's guard vehicles (provide pictures, age, features such as light bar and dash cameras, GPS tracking, etc..) guard uniforms (provide pictures), guard provided cell phone and use of personal cell phone on shift, and security pants belt and security tools and equipment on the belt or part of the uniform.

Q12: **Overall Presentation: Organized, Professional, Followed scripts, participation by Firms Manager and Supervisors.**

Q13: **Firm to describe the priority of completing all of the initial steps to begin providing this service agreement before the service start date.**

It will also be important for the Firm to demonstrate how they will respectfully listen to College and District leadership to "customize", adjust and react to District/College requests, and collaborate their approach to service delivery to meet the needs of the two Colleges and the District.

Qualification Criteria:

Questions 1 through 16 are general base level information that is required for pre-qualification.

Questions 17 through 24 are possible disqualifying questions that would render the Firm "not qualified" as determined by the District.

Questions 25-32: These questions are rated/scored questions. The total possible points are: 1,050 points. The minimum score that Firms must have to be scored is 750 points to be considered for an oral interview. The District may choose to only interview up to the top four (4) Firms. Firms that do interview can score up to 260 points during the interview (unless the District adds more scoring questions). Firms must score at least 200 out of 260 points total during the interview process to be considered. The Combination of the written questions and the interviews totals up to a possible 1,310 points. Firms must score at least 950 total points to be considered. The District will inform Firms that do not qualify. The District evaluation process information is confidential. The proposals from each Firm are confidential. The list of qualified Firms will be posted on the District's web page. The District will award the agreement per the "Best Value" criteria listed in RFP section 10.

The District strongly recommends that Firms provide as much qualitative information as is needed for them to demonstrate their best opportunity to score on each of the questions in the Statement of Qualifications.

The District strongly encourages that each Firm will properly prepare for and have staff that are involved in providing the services in this RFP participate in the oral interview process.

Thank you.

The undersigned is duly authorized to execute this Statement of Qualifications under penalty of perjury on behalf of the above-identified Firm. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Statement of Qualifications and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness, and accuracy of responses to this Statement of Qualifications. The undersigned declares and certifies that the responses to this Statement of Qualifications are complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses. The above-identified Firm acknowledges and agrees that if the District determines that any response herein is false or misleading or contains misstatements of fact so as to be false or misleading, the District may find the Firm is not qualified and the District can reject the proposal for non-responsiveness, incompleteness, inaccuracies, or non-responsibility.

Executed this ___ day of _____ 20__ at _____.
(City and State)

I declare under penalty of perjury under California law that the foregoing is true and correct.

By: _____
(Signature of Firm's Authorized Officer or Representative)

(Typed or Printed Name)

Title: _____

General qualification process and comments:

- Firms that are "disqualified" by the District will not be considered for future Security Services work.

- Firms that are not “qualified” through the “Statement of Qualifications” process will not have their proposals considered.
- Security Services Firms are encouraged to provide complete and comprehensive information to support the “Statement of Qualifications” in Appendix “B” of the RFP.
- Proposals from Security Services Firms will remain confidential.
- Security Services Firms “Statement of Qualifications” process evaluation by the District Evaluation team will remain confidential.
- The District is not required to interview Security Services Firms as part of the evaluation and qualification process.

District Evaluation Process:

- 1. Appendix B “Statement of Qualifications” will first be reviewed by the District Evaluation Team.**
- 2. If Qualified, Firms proposals will be reviewed for completeness, accuracy, and responsiveness.**
- 3. References will be checked to determine if Security Firms have a recent history of providing high quality and responsive Security Services similar to that described in this RFP.**
- 4. The District will determine which Firms (up to 4) will be Interviewed and then will conduct interviews.**
- 5. The District will then complete its evaluation and make recommendations based on “Best Value” to the Board of Trustees for Authorization to award.**
- 6. The District will then proceed to award the Security Services Firm.**

Appendix C: Acknowledgement of Addenda Form

If applicable, the Firm acknowledges receipt of the following addenda from the District pursuant to the Request for Qualifications:

Acknowledgement: Yes **or** Not Applicable

Addendum No. 1: _____.

Addendum No. 2: _____.

Addendum No. 3: _____.

Addendum No. 4: _____.

Addendum No. 5: _____.

Firms are required to acknowledge all addenda's within the submitted proposal at the time of submission. Security Services Firm Proposals must both acknowledge addendums and include all items in the addendums.

Appendix D: Non-Collusion Affidavit Form

STATE OF CALIFORNIA, COUNTY OF _____ I, being first duly sworn, deposes and says that I am the _____ of _____, the party submitting the foregoing proposal ("the Proposal"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or a sham.
3. The Firm has not directly or indirectly induced or solicited another Firm to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Firm or anyone else to put in a sham proposal, or to refrain from bidding.
4. The Firm has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or that of any other Firm, or to fix any overhead, profit or cost element of the proposal price or that of any other Firm, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Firm has not, directly or indirectly, submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any person, corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Executed on this date: _____, 2026, at:

(City, County, and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature _____ Printed Name _____.

Address: _____.

Area Code & Phone Number: _____.

Note: In addition to other bid documents, bidders on public works projects are required by Public Contract Code section 7106 to submit a certification form that they have not colluded with another proposer.

Appendix E: YCCD Agreement for Services

Link: https://goyccd-my.sharepoint.com/:w:/g/personal/w0398409_yccd_edu/lQA14S_KA6BaQrwqQTfZ946tAWjaFY2OJBgcRem8a5HJi9A?e=8T59b3

This agreement is optional at the time of the proposal submission.

The successful / selected Firm will be required to provide this agreement within 7 days after requested by the District.

Appendix “F” Proposal Signature Form

The undersigned acknowledges the following:

1. Having become familiar with the specifications and requirements of the Request for Proposal, hereby offers to provide **all services** in accordance with the proposal set forth herein, including all referenced material and attachments.
2. By submitting a signed proposal in response to this solicitation, the **Firm** acknowledges that they completely understand the scope of the needed services and that the proposed services as described in the proposal will meet or exceed the needs of the District.
3. Late proposals will not be accepted (even if they are only 5 minutes late).
4. The District reserves the right to reject any and all proposals and that this proposal shall remain open and not be withdrawn for a minimum of 90 days.
5. Cancellation Clause: The District may, without cause, terminate the contract(s) or a project under the contract(s) by giving written notice of such termination to the awarded firm. In the event of such termination the District shall reimburse the firm for services performed and reasonable expenses actually incurred by the firm in relation to the terminated project prior to the firm’s receipt of such notice of termination. The cost of proposal generation, associated travel, copies, postage, etc., will not be reimbursed and is considered a typical and normal part of the bid process and is not reimbursed for any of the proposers.
6. If the prospective Firm is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and is in good standing in the state of California, and that _____, is authorized to act for and bind the corporation.

Entity Type (Select One):

Sole Owner: _____

Partnership: _____.

Corporation: _____

Other; Please specify;

7. ___Regular monthly progress payments are made using **NET 30** as a basis for payment, with Net 30 time starting after receipt of the invoice with all required support documentation, and once this information is reviewed and approved by the District.

Invoices must be emailed to the following with all support documentation:

1. District Accounts Payable Department: accountspayable@yccd.edu
2. Lane Garbini: lqarbini@yccd.edu

Certified payroll records are required to be submitted to the District prior to final payment being processed.

Signature _____ Date: _____

Position: _____

Print name _____ Title _____

Appendix "G" References Form (Example Template)

<p>Bidder shall provide a minimum of ten (10) verifiable references with current contact information, preferably from a California public educational institution and/or California public agency, representing Large Entity Comprehensive Security Service Contracts or Agreements provided in Northern California within the last 5 years. See clarification note below regarding reference requirements. All phone numbers and emails must be current (please verify). Firms can use whatever form they normally use for references.</p>	
REFERENCE #1	
NAME	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
CONTRACT AMOUNT	
DESCRIPTION OF SERVICES	
DATES OF SERVICE	
REFERENCE #2	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
CONTRACT AMOUNT	
DESCRIPTION OF SERVICES	
DATES OF SERVICE	
REFERENCE #3	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	

TELEPHONE #	
CONTACT	
CONTRACT AMOUNT	
DESCRIPTION OF SERVICES	
DATES OF SERVICE	
REFERENCE #4	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
CONTRACT AMOUNT	
DESCRIPTION OF SERVICES	
DATES OF SERVICE	
REFERENCE #5	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
CONTRACT AMOUNT	
DESCRIPTION OF SERVICES	
DATES OF SERVICE	

You may of course use the Firm's established reference template.

Appendix H: Comprehensive Description of All Security Services Included in this Proposal

Appendix I: Security Firm Information, Licenses, Credentials, and Security Services Approach.

Appendix J: YCCD Academic Calendar

Yuba Community College District
2025-26

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUMMER SESSION 2025
First 6 Weeks: 6/9 - 7/17
8 Weeks: 6/9 - 7/31

SUMMER SESSION 2026
First 6 Weeks: 6/8 - 7/16
8 Weeks: 6/8 - 7/30

FALL SEMESTER 2025
Full-Term: 8/11 - 12/10
Finals Week: 12/4 - 12/10
First 9 Weeks: 8/11 - 10/10
Last 9 Weeks: 10/13 - 12/10

SPRING SEMESTER 2026
Full-Term: 1/12 - 5/18
Finals Week: 5/12 - 5/18
First 9 Weeks: 1/12 - 3/13
Last 9 Weeks: 3/16 - 5/18
Spring Break: 3/30 - 4/3
Commencement: 5/15

CONVOCATION - CAMPUS CLOSED
2025: 8/8

PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN
(Optional Flex Activities)
2025: 8/4 - 8/7
2026: 1/6-1/9

CAMPUS CLOSED
2025: 6/6, 6/13, 6/20, 6/27, 7/4, 7/11, 7/18, 7/25
2026: 6/5, 6/12, 6/19, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31

HOLIDAYS - CAMPUS CLOSED
2025: 6/19, 7/3, 9/1, 11/11, 11/27-11/28, 12/24-12/31
2026: 1/1, 1/19, 2/13, 2/16, 3/31, 4/2, 4/3, 5/25, 6/18, 7/2

NO CLASSES - CAMPUS OPEN
2025: 6/2-6/5, 8/1, 8/4-8/7, 12/11-12/12, 12/15-12/19, 12/22-12/23
2026: 1/2, 1/5 - 1/9, 3/30, 4/1, 5/19 - 5/22, 5/26 - 29, 6/1 - 6/4

2025-26 INSTRUCTIONAL DAYS		
	Days	Weeks
Fall Semester	84 days	18
Spring Semester	83 days	17
Convocation	1 day	
Flex Days (Prof. Dev. Days)	8 days	
TOTAL	176 days	35

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Su	Mo	Tu	We	Th	Fr	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17 17 18 16 16 = 84 days

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

83 days = 16 17 17 17 16