



## Request for Quotations Unarmed Security Guard & Patrol Services

*Ensuring the safety of children, families and employees at the Lighthouse for Children facility.*

**RFQ amended on March 4th, 2026 – See Appendix A for the RFQ Document Revision Log.**

**Deadline to submit quotations via email to [funding@first5fresno.org](mailto:funding@first5fresno.org):**

**Amended RFQ submission deadline:**

**New deadline: by 12:00 p.m. on March 16, 2026**

## APPENDIX A – RFQ DOCUMENT REVISION LOG

Revisions to the RFQ document are indicated throughout the document in **red** font and are summarized below.

RFQ Document Revision Log		
Revision Date	Revision Description	Revised Page(s)
February 26, 2026	<u>Revised Cover Sheet</u> - Amended deadline for RFQ submissions to March 16, 2026 by 12:00 p.m. (previously showed deadline for submissions as 12:00 p.m. on February 20, 2026).	1
	<u>Revised the Timeline</u> - Added revised deadline from February 17, 2026 to March 9, 2026, for submitters to submit questions regarding the RFQ.	2
	<u>Revised the Timeline</u> - added March 11, 2026 as the date last responses to questions would be posted on the F5FC website.	2
	<u>Revised the Timeline</u> - Amended RFQ Submission deadline to March 16, 2026 by 12:00 p.m. (previously showed February 20, 2026) .	2
	<u>Revised the Timeline</u> - Notification to vendors of selection date amended from March 13, 2026 to April 3, 2026.	2
	<u>Revised “Background Check and Drug Screening” header</u> - Removed the word “Drug” in the header as the section does not refer to drug testing.	5
	<u>Submission Deadline Section</u> - Amended deadline for RFQ submissions to “... no later than 12:00 p.m. on March 16, 2026.”	10
	<u>Questions Section</u> - Revised the deadline for submitters to submit questions regarding the RFQ to March 9, 2026.	10
	<u>Questions Section</u> - Revised the last date responses to questions will be posted to March 11, 2026.	10
	<u>Review Process and Notification Section</u> - Amended the date all submitters will be notified to April 3, 2026.	10
<u>Submission Requirements Section</u> - Amended deadline for RFQ submissions to “... no later than 12:00 p.m. on Monday, March 16, 2026.”	10	
	Added ‘RFQ Document Revisions’ section.	12
March 4, 2026	Added additional Pre-Submission Site Visit on March 9, 2026 at 10:00am	3
March 4, 2026	Revised text regarding Pre-Submission Site Visit to include March 9, 2026	3
March 4, 2026	Revised the Pre-Submission Site Visit section to include “two” and “March 9, 2026”	11

## Overview of Request for Quotations

The Children and Families Commission of Fresno County, referenced within this document as First 5 Fresno County (F5FC), is soliciting quotations for qualified unarmed security guard and patrol services at the Lighthouse for Children (LFC) facility in accordance with a Request for Quotations (RFQ).

## Intent of RFQ

The purpose of this RFQ is to solicit quotations for unarmed security services at the LFC, from a certified, bonded contractor. The LFC facility (<https://lfcfresno.org/about-us/>), located in downtown Fresno, has a total square footage of approximately 43,300 square feet of indoor space, 10,000 square foot outdoor playground, an adjacent parking lot and exterior common spaces.

## Contract Period

The contract for these services will be awarded for a one (1) year period, from an agreed upon start date, with the option for renewal based on performance, as determined by F5FC.

F5FC reserves the right to negotiate any and all terms of the contract, including but not limited to the proposed activities and/or budget of any contract awarded by F5FC.

## Eligibility

Experienced, certified, bonded contractors (sometimes referred to herein as ‘company’) interested in providing these services are encouraged to submit a quotation as detailed in this RFQ.

## Timeline

January 6, 2026	Release of RFQ
January 28, 2026 - 10 a.m.	Pre-Submission Site Visit (attendance is optional)*
February 17, 2026	Deadline to submit questions
<b>March 9, 2026 - 10:00 a.m.</b>	<b>2<sup>nd</sup> Pre-Submission Site Visit (attendance is optional)*</b>
<b>March 9, 2026</b>	<b>Revised deadline to submit questions</b>
January 14, 21, 28, February 4, 11, 18	Responses to submitted questions posted on the F5FC website
<b>March 11, 2026</b>	<b>Additional date for responses to submitted questions posted</b>
<b>March 16, 2026 - 12:00 p.m.</b> <del>February 20, 2026</del>	<b>Revised SUBMISSION DEADLINE</b>
<b>April 3, 2026</b> <del>March 13, 2026</del>	<b>Revised date for Notification of selection</b>
April - June, 2026	Contract development and finalization
June 15, 2026	Estimated contract start date

\*Pre-Submission Site Visits: There will be ~~one~~ **two**, one-hour optional pre-submission site visit at 10:00 a.m. on Wednesday, January 28, 2026 **or Monday, March 9, 2026**, at the LFC building site located at **2405 Tulare Street, Fresno, California, 93721**. Bidders will be provided with this opportunity to view the project site to become familiar with the facility. Bidders shall meet at the main entrance, on the first floor of the facility at **9:50 a.m.** to be a part of the site visit. Bidders are NOT REQUIRED to attend in order to provide a quotation.

## *Unarmed Security Guard and Patrol Services*

### Request for Quotations (RFQ)

#### ABOUT

At First 5 Fresno County (F5FC), we know that children thrive when their families thrive. We envision a future where young children and their families are healthy, loved and nurtured. We pursue this vision by partnering with, advocating for, and investing in our community to create a seamless system of quality, accessible services that support the well-being of every child and family.

In 1998 California voters passed Proposition 10, increasing the state's tax on tobacco products and creating an initiative called "The Children and Families Act." The legislation established First 5 (the California Children and Families Commission), and it was charged with implementing an integrated system of services to support the optimal development of children from the prenatal stage to age five, so they are ready to succeed in school and life. The Commission is responsible for developing a strategic plan to guide local funding decisions that are consistent with the purpose of Proposition 10, which is to promote, support and improve the early development of children from the prenatal stage to five years of age.

In 2015, F5FC created the Lighthouse for Children facility, a space in the heart of downtown Fresno, where Fresno County families can access services and receive resources and information on how to support the transformative first five years of their child's life. F5FC owns and manages a three-story building which houses an all-day child care facility called the Child Development Center, a Community Learning Center, tenant office space, meeting spaces, and First 5 Fresno County's administrative offices.

#### INTENT

The purpose of this RFQ is to solicit quotations for unarmed security guard and patrol services at the LFC facility, from a certified, bonded contractor. The LFC facility has a total square footage to be serviced of approximately 43,300 square feet of indoor space, 10,000 square foot outdoor playground, adjacent parking lot and exterior common space areas. F5FC reserves the right to either add or omit locations, square footage and/or frequency of service(s). The successful contractor will be required to provide quality service with minimal service call backs.

Experienced and qualified contractors interested in providing these services at the LFC facility are encouraged to submit a quotation. The contractor selected will have demonstrated understanding in providing similar services and must be exceptionally capable of producing the desired services in a highly professional, timely and cost-conscious manner.

#### CONTRACT PERIOD

The contract period will run from an agreed start date (estimated: June 15, 2026) through one fiscal year (Jul-June). Based on performance of the contractor in the initial contract period, at F5FC's sole discretion, F5FC shall have the option of up to four one (1)-year renewals. These renewals will be determined by F5FC in its sole discretion based on performance and availability of funds.

Note: F5FC reserves the right to negotiate the proposed activities and/or budget of any proposed activities or components

## ELIGIBILITY

Experienced and qualified contractors interested in providing these services at the LFC facility are encouraged to submit a quotation. The submitters must demonstrate 1) an understanding of the service details and the unique nature of the security service needs at the LFC facility; 2) experience in providing similar services; and 3) must be exceptionally capable of producing the desired services in a highly professional, timely and cost-conscious manner.

## MINIMUM QUALIFICATIONS

The following are the minimum qualifications for vendors submitting a proposal for this project. The submitter:

- Shall have no less than five (5) years of professional experience in providing and managing security services and providing these or similar services in similar settings such as the LFC.
- Must have trained and certified security guards with at least three (3) years of professional experience.
- Must have adequate staff of trained security guard professionals to meet the demand.
- Must have all appropriate licenses and certificates required in the state of California.
- Must have certificate of insurance with letter of endorsement.

Minimum Requirements:

- Security Guards must exercise strong interactive personal skills when dealing with the public.
- Security Guards must be able to run up and down the stairs of a 3-story building in the event of an emergency.
- Security Guards must be in appropriate uniform and presentable at all times.
- Security Guards shall log and report (on a daily basis) all incidents to F5FC.
- Security Guards must pass a background check and have no prior criminal record.
- Security Guards must be able to read, write and communicate orally in English.

## SERVICE REQUIREMENTS

The LFC facility requires that the entity submitting a quotation under this RFQ be able to provide the requested services seven (7) days a week. An unarmed guard is required during the facility's hours of operation, which are Monday through Friday (6:30 a.m. to 7:00 p.m.). Patrol services at the facility are required Monday through Friday evening, and both day and evening patrol are required on Saturday and Sunday.

## SUBMITTER REQUIREMENTS

The requested services shall require the contractor to perform all operations of unarmed security guard services at the LFC facility and surrounding exterior spaces.

Contractor shall furnish all necessary labor, supplies, and supervision in accordance with the provisions, terms and conditions set forth in this RFQ and as negotiated in any resulting contract.

## LICENSE AND PERMITS:

Contractor and assigned personnel shall possess all licenses and permits required by the California Department of Consumer Affairs, Bureau of Security and Investigative Services. Furthermore, Contractor shall possess a valid and current business license.

#### 24-HOUR COMMUNICATIONS CAPABILITY:

Contractor shall maintain a 24-hour communications center in order to be in communications with F5FC and its facility management authorized agent(s) at all hours.

#### UNIFORMS AND EQUIPMENT:

Contractor shall provide uniforms to assigned employees at no additional expense to those employees or F5FC. Uniforms shall include proper shirts, polos, winter jackets and rain gear. Uniforms shall bear a patch identifying the Contractor. Uniforms are subject to F5FC's or authorized agent(s) approval.

Contractor shall be able to provide communication equipment (i.e., two-way radios and/or cellular phones) to assigned employees at no additional expense to those employees or F5FC. Such equipment shall always permit employees to communicate with the 24-hour communications/patrol center and F5FC and/or authorized agent(s). Additionally, proper charging devices for the aforementioned equipment is the contractor's responsibility.

Security guards must wear nametags or identification cards with picture. Contractor shall provide the nametags or identification cards at its expense. Contractor shall ensure that nametags or identification cards are properly worn and displayed while on site at the LFC facility.

F5FC will provide guards on duty with a phone to communicate with LFC facility tenants during an emergency. A laptop will be supplied to provide daily reports and access conference rooms meeting schedules.

#### BACKGROUND CHECK ~~AND DRUG~~ SCREENING:

Contractor shall certify, in a written statement, that all personnel have successfully passed a criminal background check prior to assignment to the LFC. All security guards shall pass a fingerprint check conducted by California Department of Justice (DOJ) at a minimum, administered at the Contractor's expense. Additionally, prior to a guard's placement at the site, documentation must be submitted to F5FC or F5FC's authorized agent(s) to review the personal background and conduct further security clearances on the Contractor's assigned personnel.

At no extra cost to F5FC, the Contractor will be required to provide any fill-in personnel with the same process and training prior to covering the LFC site for the regularly scheduled guard **including but not limited to when/if the following events occur:**

- Meal
- Coverage
- Vacation/ Scheduling Conflict
- Ailment
- Leave of Absence
- Last Minute Emergencies
- Resignation

#### ACCOUNT MANAGER:

Contractor must agree to assign an experienced account manager who shall be responsible for assuring that all requirements described herein are fulfilled. This person must be a proven manager, who will be able to interact effectively with F5FC management, a F5FC authorized agent(s) and line personnel. Furthermore, higher-level managers shall support the account manager. The account manager shall have access to company resources, such as electronic databases and other automated systems necessary to uphold the

contract. If the personnel in those roles change, the Contract must notify F5FC and its representatives immediately of the replacement's contacts.

**SUPERVISION:**

Supervision of assigned personnel shall be provided on a daily basis, 24 hours per day, and seven (7) days a week. Supervisors shall conduct on-site inspections of assigned personnel at least once per month. Supervisors shall have prior security experience, know and understand the operational aspect of the security business, be an appropriate role model, and have an ability to teach, guide and direct effectively. Supervisors must also be familiar with the LFC facility and its needs prior to being assigned as the regularly scheduled guard supervisor.

Supervisors shall employ measurable performance criteria in their evaluation of employees. It is desirable to have supervisors emerge from within the ranks of those assigned to the contract. This achieves continuity and ensures that experienced security guards are at the forefront of protecting LFC employees, clients and assets.

Additionally, guards will receive direct on-site supervision from F5FC or authorized agent(s). This direct supervision will provide operational oversight of the guards at the LFC facility to execute functions properly according to the needs of the LFC facility. In turn, the F5FC or authorized agent(s) will communicate with the guards' supervisors of any actions/order taken or given and alter those as needed and deemed necessary.

**GUARD EXPERIENCE:**

Assigned personnel should have prior experience in similar security work, be persons of mature judgment and have the ability to think and act quickly in an emergency. They must also possess, at the time of assignment, a current permanent Guard Registration card, issued by the California Department of Consumer Affairs, Bureau of Security and Investigative Services, which allows them to be employed by a licensed company/agency for a two-year period. No employer or employee is exempt from this requirement. This means that the employee is registered with the State of California and has been successfully investigated by the California Department of Justice, Bureau of Criminal Identification and Information.

*RESPONDING, REPORTING, COMMUNICATION AND COMPREHENSION REQUIREMENT:*

All assigned personnel shall be able to read, speak, understand and write in the English language clearly. Specifically, assigned personnel shall be able to report emergencies to 911 and each department's designated emergency responder and write clear and legible Incident Reports to F5FC. Assigned personnel must be able to read and understand all posted warnings and danger signs of potential hazards and safety instructions.

Assigned personnel shall respond to emergencies of every variety requiring immediate action or assistance. Assigned personnel shall call for assistance (911) when necessary. Assigned personnel shall report all emergencies to the designated emergency responder(s) as instructed by F5FC and its authorized agent(s).

Contractor shall furnish a written report for each incident of injury, security or law violation. Contractor shall furnish a written report within one day of the incident to F5FC and its authorized agent(s).

### *GENERAL, PHYSICAL, AND MENTAL HEALTH QUALIFICATIONS:*

Medical examinations of guards to assure their physical fitness shall be conducted at the Contractor's expense, prior to initial request for clearance and, at minimum, annually thereafter or more frequently as determined by the Contractor's examining physician.

Guards must be able to respond to an emergency in a prompt manner and be in good health to run up and down a three (3)-story building in the event of an emergency.

Guards must be mentally alert and capable of exercising good judgment, implementing instructions and assimilating necessary specialized training. Emotional and mental stability are essential since duties normally require contact with the public and quick action under emergency situations.

Guards shall not report to work if sick as the LFC houses a full-day Child Development Center and young children are more susceptible of contracting any illnesses. The Contractor must make reasonable accommodations for the guard and provide necessary coverage in the event a guard is rendered ill.

### **TRAINING:**

Contractor shall provide the following training at no additional expense to the employee or F5FC.

- Training of newly assigned guards: Contractor will be expected to provide up to sixteen (16) hours of training to newly assigned guards. Newly assigned guards shall be taught specific post duties, including emergency procedures, patrol details specific to the LFC and the operation of the building security alarm system and lockdown software.
- Training of substitute guards: Substitute guards shall be taught the post duties of their particular assignments and should be trained prior to filling in at the LFC.
- Refresher training: Refresher training shall be provided upon request by F5FC and/or F5FC's authorized agent(s). Refresher training shall be designed to ensure that all security guards are proficient in their post duties. The refresher training shall address any issue brought to the Contractor's attention by F5FC or its authorized agent.
- Health and safety orders: Contractor shall provide safety training as required by the California Department of Industrial Relations and Cal-OSHA (California-Occupational Safety and Health Administration).
- Ongoing Training: The Contractor shall make a reasonable effort to provide continual training opportunities for guards for continued growth and ensure that the LFC is being looked over accordingly.

### **POST ORDERS (DUTIES) AND OPERATING PROCEDURES:**

Prior to staffing the account, Contractor shall provide the following at no additional expense to F5FC:

- Meet with F5FC and/or its authorized agent(s) and review current security guard post orders (duties) and operating procedures.
- Amend current post orders and operating procedures, as necessary, to the mutual agreement of both parties, in writing.

- Hold an orientation/training meeting with assigned personnel, at which time they shall be given a written copy of the post duties, and.
- Provide an electronic, written copy to F5FC and its authorized agent(s).

Contractor shall maintain written post orders and operating procedures for the LFC facility. These post orders and operating procedures shall be reviewed and updated within ten (10) days following the contract start date. Contractor shall not seek additional monies from F5FC for establishing the post orders and operating procedures.

Contractor shall review the security guard post orders, operating procedures, and performance of security guards on a quarterly basis (sooner if requested by F5FC). Post orders and operating procedures shall be updated as necessary to ensure an optimum level of service and documentation of post orders and procedures. Any revisions shall also be clearly conveyed to assigned personnel, and they shall each receive a revised written copy along with an in-person overview of the updates. F5FC shall also receive a revised written copy electronically.

#### **GUARD DUTIES:**

Typical duties of the security guards at the LFC facility include, **but are not limited to, the following:**

- Monitoring admittance of personnel and authorized visitors to the LFC facilities
- Making inspection rounds to determine that fences, gates, doors and windows are properly closed and/or locked or otherwise properly secured
- Turn lights and alarm systems ON and OFF
- Investigating unusual or suspicious conditions
- Preventing trespassing on, damage to, or theft of LFC or F5FC property.
- Inspecting parking areas
- Enforcing facility parking policies
- Enforcing security regulations
- Interacting in a professional manner with the public
- Assisting visitors and clients with directions
- Be a visible presence in the reception area
- Operating telephones and transmitter/receiver radios, cameras, and automated security system equipment
- Responding to emergencies and/or alarms
- Escorting F5FC personnel to or from their automobiles in darkness - early morning, evening or night
- Screening and documenting F5FC property leaving or entering LFC premises as directed
- Notifying appropriate personnel and local authorities when emergencies occur
- Reporting any dishonest or criminal act committed on or near LFC premises
- Enforcing "No Smoking" ordinance
- Observing employees arriving or leaving the facility in darkness - early morning, evening, or night
- Responding to requests by F5FC and its authorized agent(s)
- Greeting visitors
- Reporting any unsafe or dangerous conditions or circumstance to the F5FC Management
- Communicate with F5FC staff of anything of note to the safety and wellbeing of the building and people

#### **PATROL DUTIES:**

Typical duties of patrol at the LFC facility include, **but are not limited to, the following:**

- Relieving unarmed guard during the weekdays for their breaks (Provided at no cost to F5FC as is required by law)
- Monitoring admittance of personnel and authorized visitors to the LFC facilities
- Making inspection rounds to determine that fences, gates, doors and windows are properly closed and/or locked or otherwise properly secured
- Investigating unusual or suspicious conditions
- Preventing trespass on, damage to, or theft of F5FC property.
- Inspecting parking areas
- Enforcing security regulations
- Interacting in a professional manner with the public
- Operating telephones and transmitter/receiver radios, cameras, and automated security system equipment
- Responding to emergencies and/or alarms
- Notifying appropriate personnel and local authorities when emergencies occur
- Reporting any dishonest or criminal act committed on or near LFC premises
- Enforcing "No Smoking" ordinance
- Responding to requests by F5FC and its authorized agent(s)
- Reporting any unsafe or dangerous conditions or circumstance to the F5FC Management

#### **COOPERATION WITH LAW ENFORCEMENT OFFICERS:**

Contractor and assigned personnel shall cooperate and comply with law enforcement officers from the City of Fresno and the County of Fresno. For example, assigned personnel may assist with crowd control, if appropriate, in event of an incident at the LFC facility.

#### **DAILY FIELD ACTIVITY REPORT:**

One security guard on each shift shall maintain a daily field activity report, summarizing the significant events that occurred during that shift. A copy of such report shall be delivered to the F5FC and its authorized agent(s) daily.

#### **EXCESSIVE TURNOVER:**

Excessive turnover of guards will not be tolerated and may be cause for termination of the contract. Turnover of assigned personnel at the LFC shall not exceed one hundred percent (100%) in 30 to 90 days. Contractor shall provide a list of all personnel assigned at the start of the contract, and shall provide semi-annually, an updated list specifically identifying the personnel that have been added and personnel that have been removed from the LFC site.

#### **CONTRACT DEVELOPMENT DETAILS**

During the development of the scope of work for this particular contract items that were not discussed in this RFQ will be discussed in the development of the contract between the chosen company and F5FC.

Items to expect to be covered but are not limited to the following:

- |                                      |                            |
|--------------------------------------|----------------------------|
| • Guard Uniforms and Equipment       | • Recognized Holidays      |
| • Guard Appearance and Grooming      | • Schedule Changes         |
| • Guard Coverage                     | • Double Shifts            |
| • Registered Personnel Documentation | • Overtime                 |
| • Assigned Schedule                  | • Over-fills & Short-fills |

- Short-falls
- Double Banking
- Use of County Equipment
- Performance
- Service Credits
- Default by Contractor

## RFQ PROCESS

### Pre-Submission Site Visit

There will be ~~one~~ **two**, one (1)-hour optional **pre-submission site visit at 10:00 a.m. on Wednesday, January 28, 2026 or Monday, March 9, 2026**, at the LFC building site located at **2405 Tulare Street, Fresno, California, 93721**. Bidders will be provided with this opportunity to view the project site to become familiar with the facility in order to make a full and comprehensive bid. **Bidders shall meet at the main entrance, on the first floor of the facility at 9:50 a.m. to be a part of the site visit.** Bidders are NOT REQUIRED to attend in order to provide a quotation.

### Questions

Any questions about this RFQ must be submitted via email to **funding@first5fresno.org** with the subject line: **“Question RFQ – Unarmed Security Guard Services.”** Questions will be accepted until ~~Tuesday, February 17, 2026~~ **Monday, March 9, 2026**. If questions are received, responses will be posted at [www.first5fresno.org/funding](http://www.first5fresno.org/funding) of the F5FC website by 5:00 p.m. every Wednesday beginning January 14, 2026 through ~~February 18, 2026~~ **March 11, 2026**.

### Submission Deadline

Completed quotations **must** be submitted via email to **funding@first5fresno.org** by no later than **12:00 p.m. on Friday, February 20, 2026 **March 16, 2026**. Submitters are responsible for ensuring that submissions are completed and received by F5FC on time. Late proposals will not be accepted.**

### Review Process and Notification

A Community Review Committee will evaluate and score each submission that complies with the purpose and requirements of this RFQ. Following the review process, F5FC will work with the recommended contractors to develop and finalize a contract agreement, including scope of work and budget, that will be presented to the F5FC Board, known as the Commission, for consideration and ultimate approval for funding.

The contact person for each submission will be notified via email of F5FC’s decision. All submitters, including the recommended contractor, will be notified by ~~March 13, 2026~~ **April 3, 2026**, of the status of their submission. Upon notification, the selected entity will be contacted by F5FC to confirm requirements prior to approval consideration by the F5FC Commission.

## SUBMISSION REQUIREMENTS

All proposals must be submitted via email to **funding@first5fresno.org** **by no later than 12:00 p.m. on Friday, Friday, February 20, 2026 **Monday, March 16, 2026**. All materials received in response to this RFQ will become the property of F5FC and will not be returned to the bidder. The content of each vendor’s quotation shall become public information once a contract has been awarded.**

To complete the submission process, email [funding@first5fresno.org](mailto:funding@first5fresno.org) with Form A, Form B, and the attachments listed below. All documents must be submitted in PDF form. Form B is available as an individual file on the F5FC website for use.

Please note, after emailing submission, proposers will receive an email from [funding@first5fresno.org](mailto:funding@first5fresno.org) as proof of submission with the submission documents attached. Please verify all required documents were submitted. If the proposer identifies an error, they may resubmit using the same process. Only the most recent submission will be accepted.

Submitting agencies should add [funding@first5fresno.org](mailto:funding@first5fresno.org) to their approved contact list to avoid interference from spam filters. If the submitter does not receive an email or experiences any technical difficulties, please contact [funding@first5fresno.org](mailto:funding@first5fresno.org) or call 559-558-4900. Proposers are responsible for ensuring that submissions are received on time. Late proposals will not be accepted.

## RFQ SUBMISSION COMPONENTS

- A. Narrative- FORM A (70 total points):** Please submit, in writing, the requested narrative information outlined in the attached Form A in brief, narrative form and, to the extent possible, organize the narrative using headers (**no more than 10 typewritten pages**). Font size must be **11-point** size for legibility.
- B. Scope of Work and Budget- FORM B (30 total points):** Complete Form B to describe anticipated cost and services, as detailed as possible, as defined in the RFQ. Provide proposed fees and cost information for all services and supplies. Include the following:
- Submitters should review the RFQ requirements and address all services in the fee schedule that might reasonably be expected to support the request. The submitter should provide a comprehensive, itemized annual fee schedule including staffing rates per hour, supplies (as outlined in this RFQ) and other expenses or costs associated with the performance of this work.
    - This information should be detailed and broken down by type of service and units of work or other applicable measures, separately.

*Note: The fee quotation submitted along with the proposed approach will be used as a basis for any contract negotiations. The actual scope of work and fees included in the contract may be negotiated and may vary to satisfy First 5 Fresno County's needs. First 5 Fresno County reserves the right to not include compensation for items not addressed in the submitted quote.*

- C. Attachments (not a part of the narrative page limit) (5 points) –** Submissions must include the following:
- a. Company's Organizational Chart - showing required positions
  - b. All job descriptions for personnel included in FORM B, the Scope of Work and Budget
  - c. Patrol Operator's License & Business License
  - d. W-9 Form

## OTHER IMPORTANT INFORMATION

### **RFQ Document Revisions** *(updated 02/26/26)*

Any addendums/revisions to this RFQ document will be noted in the Question & Answers document posted weekly on the funding page (<https://first5fresno.org/what-we-do/#funding-opportunities>) of the First 5 Fresno website (see the Questions section on page 10) and revisions will be noted in **Appendix A**.

### **Protest Process**

Upon notice by F5FC of a proposed award, any proposer may file a formal written protest regarding a potential or recent procurement by F5FC. The protest shall be filed with the Executive Director no less than forty-eight (48) hours before the day of the meeting at which F5FC Commission is scheduled to award the relevant contract. The protest shall be in writing addressed to and filed with the Executive Director and contain the exact basis for the protest, and proof that the protestor is a viable and responsible provider of the services sought. The protest should provide evidence that the award violated F5FC's procurement procedures or State law. Mere disagreement with F5FC or the Executive Director's decision shall not be the basis for a successful protest.

### **Confidentiality of Responses**

F5FC cannot guarantee the confidentiality of information submitted by the company. In the event that F5FC receives a request for records or court order that F5FC reasonably determines compels its disclosure of the submission, F5FC shall provide such records as it deems appropriate. All materials submitted as part of a proposer's response to this RFQ become the property of F5FC.

### **Communication**

As for the issue date of this RFQ and continuing through the public notification of the award, agencies submitting qualifications are specifically directed not to hold any meetings, conferences, or technical discussions regarding this RFQ with F5FC staff, Commissioners or the Community Review Committee. "Off the record" contacts can potentially taint F5FC's decision-making process. Interested agencies may only submit inquiries through the **[funding@first5fresno.org](mailto:funding@first5fresno.org)** email address in response to any matter pertaining to the RFQ. Any prohibited contact may result in disqualification of the potential contractor's submission.

### **Contracts**

Issuance of this RFQ does not constitute a commitment by F5FC to award a contract. F5FC reserves the right to reject any or all submissions received in response to this RFQ, or to cancel this RFQ if F5FC deems that it is in the best interest of F5FC to do so. In addition, F5FC staff reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.

If applicable, F5FC staff reserves the right to approve all subcontractors proposed by the primary contractor. Approval is based on the subcontractor contract language and budget with the primary contractor.

Any contract awarded by F5FC will contain various terms and conditions that will not be negotiable, including, but not limited to, proposer's obligation to indemnify, defend, and hold F5FC harmless from and against proposer's negligence and willful actions, insurance requirements as determined by F5FC, and compliance with various F5FC policies.

The contact person for each quotation, whether selected for award or denied, will be notified in writing of the decision. Upon notification of an award, representatives of the company will meet with staff to finalize a detailed scope of work and budget.

### **Supplanting**

No F5FC funds shall be used to supplant (i.e., take the place of or replace) state or local General Fund money for any purpose. This prohibition does not apply to federally funded or privately funded programs.

### **Conflicts of Interest**

Proposers must adhere to F5FC's Conflicts of Interest Policy and Conflicts of Interest Code, as amended, as applicable. No Commissioner or designated staff may make, participate in making, or use their official position to influence the making of any governmental decision which may have a direct or indirect foreseeable material financial effect on the Commissioner or designated staff person. Therefore, no entity in which a Commissioner or designated staff person has a material financial interest may submit a proposal to F5FC.

Additionally, under no circumstances may a financial dependent of a F5FC Commissioner or staff respond to this RFQ. Relatives (which shall include, but not be limited to, adult children, siblings, aunts and uncles) of F5FC Commissioners or staff who are not dependents are discouraged from submitting.

### **MISCELLANEOUS INFORMATION:**

- By submitting a quotation, bidders authorize F5FC staff to verify any or all information and/or references given in the quotation.
- Insurance. On or before the Effective Date of any agreement, Contractor shall furnish to F5FC satisfactory proof of the required insurance (Certificates of Insurance), which shall include a commitment by Contractor's insurers that they will mail notice of any cancellation or reduction of coverage below the amounts herein required by F5FC, at least thirty (30) days prior to the effective date of such cancellation or change. Such required insurance shall include General Liability, Automobile Liability, and Workers' Compensation.



## FORM A – NARRATIVE Unarmed Security Guard and Patrol Services RFQ

Please provide a brief narrative for the following questions and, to the extent possible, organize using headers. The narrative should not exceed **10 pages**. Please do not use a font size smaller than **11-point** size for legibility.

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1. Share about your company’s mission and history of service and how it is related to the intended services within the Lighthouse for Children (LFC) setting or environment.
2. Based on the RFQ requirements, describe your company’s proposed service(s) at the facility. Please include the following:
  - Provide an overview of your company’s services and management approach. The narrative should demonstrate the bidder’s ability to customize services to the client’s needs and express how the bidder is qualified and capable of providing services at the LFC. Include the company’s relevant experience in unarmed security guard and patrol services.
  - Identify the key staff to be assigned to this facility and provide a background of each staff member’s relevant experience.
  - Provide three (3) references in which similar services were delivered, including contact name, address, and phone. Please briefly describe the nature of the work performed and the relevant parallels to the LFC needs.
  - If applicable, provide a list of public sector clients, including state agencies, authorities, and municipalities. Include at least one such client in your reference list.
3. Describe anticipated services, specifically to the LFC, to be delivered in as much detail as possible.
  - Describe the methodology for any future increases in costs of service. Include the method in which pricing adjustments will be calculated.
  - How will your company handle pay when a guard goes on sick leave, out on personal time or vacation pay?
  - Detail any equipment, technology, or uniform costs associated with service delivery, and specify whether these are included in the proposed rate or billed separately.
  - How are costs handled if First 5 Fresno County requests additional guards, extended hours, or increased patrol frequency?
4. Share and describe how assigned personnel to the LFC facility will be: 1) Evaluated on performance and delivery of services 2) Provided ongoing training opportunities as mentioned in this RFQ.



FORM B –BUDGET AND SCOPE OF WORK  
 Unarmed Security Guard and Patrol Services RFQ

FORM B is posted as a separate word document for bidder’s utilization but should be submitted as a PDF.

Utilize the following sample table, or create your own version, to capture quoted dollar amounts for one year of service. Multiple rows for deliverables were included, but agencies may leave rows blank if there are no more activities to list or duplicate this page to add rows. Bidders must detail and itemize services. Only a few rows for cost/deliverables are included in this sample, but companies should include all details requested within the RFQ to deem their submission complete. Please note: A final scope of work and budget will be developed between F5FC and the identified contractor upon recommendation for funding.

F5FC understands that costs associated with these services fluctuate based on factors like minimum wage requirements and market rate. These factors must be noted and accounted for within the provided quotation.

Annual Scope of Work Deliverables				
Name of Service	Brief Description of Services Being Provided	Hourly Rate	Monthly Rate	Annual Rate
Total Annual Cost				