



REQUEST FOR PROPOSAL (RFP)

Security Services – Downtown Sacramento Property-based Improvement District

Downtown Sacramento Partnership (DSP), a private non-profit, is seeking proposals from qualified safety and security providers for district-wide patrol and safety management. Interested parties should submit proposals outlining what they feel is necessary to provide to manage the downtown core.

Contract terms will run for 12 months, beginning January 1, 2026, through December 31, 2026.

CONTRACT GOALS

The goal of this security services contract is to develop and implement a holistic strategy for managing safety and security within the downtown district, emphasizing data-driven results, innovative programming, daily on-street patrol, and intelligence-based technology solutions. The selected contractor will play a key role in supporting the district's mission to build value downtown through fostering a vibrant, safe, and inclusive downtown by providing reliable, community-minded security services that build trust with businesses, residents, visitors, and public partners.

ABOUT THE ORGANIZATION

The DSP is a private, non-profit property-based improvement district (PBID) dedicated to the revitalization of the central business district. The property owner-funded district provides safety, maintenance, and business development services for property owners and businesses located within the 102-block zone – spanning roughly from the Sacramento River to 16th Street, and H Street to O Street.

The organization, originally established in 1996, is predominately funded through a secured tax levy authorized through the end of 2035. DSP has an in-office administrative staff of 20 and a 30-person field staff team who provide supplemental services in addition to publicly funded programs and services. For more information on the Downtown Sacramento Partnership, visit www.downtownsac.org.

TIMELINE

Applications Open	October 21, 2025
Written Applicant Questions Due	October 31, 2025
RFP's Due	November 7, 2025
Applicant Interviews Close	November 14, 2025
Selection Committee Review	November 21, 2025
Negotiation Period Ends	December 19, 2025
Contract begins	January 1, 2026

PROPOSAL REQUIREMENTS

The following is required to submit a reviewable proposal:

- Contact information including name, number, email, and website for all roles that would be a point of contact
- Summary of company background and experience
- Proof of required licenses and insurance (Ref. A)
- Preliminary strategies to holistically managing a safe public environment, taking into consideration identified high-risk and high-traffic areas of each downtown zone, as well as Management District Plan requirements* (Ref. B and Ref. C)
- Strategies to provide security and an increased level of safety in those areas and specific hours of response and surveillance.
- Equipment and programming suggestions and needs
- Staff size, qualifications, staffing plan, supervision structure and required trainings or certifications
- Technology and reporting systems including reporting software, real-time dashboards, radios, GPS-enables patrols, etc.
- Protocols including dispatch, internal communication and with whom, staffing, and performance reporting
- Detailed, itemized cost proposal with breakdowns including general service, overtime and holiday pay, and any other associated costs (gas and milage, repairs, equipment, subscriptions, etc.)
- Minimum of 3 professional references for similar-sized contracts
- *Applying contractors must maintain a Private Patrol Permit through the City of Sacramento*

*In accordance with PBID law, property owners in each outlined zone pay a pre-sanctioned percentage of their total annual dues to certain services. Submitted proposals should consider the different levels of service provided to reach zone.

SELECTION PROCESS

A subcommittee approved by DSP's Board of Directors will oversee application review, evaluation, and selection. Evaluation will be based on weighted criteria, including but not limited to the factors listed below:

- Relevant **experience** with similar programs and proposals, with positive references
- **Innovative programming** and data-driven problem solving
- Evaluation of proposed **utilization of intelligence-based security solutions** and **technology tools** to maximize efficiencies and effectiveness in service delivery model
- Positive **relationships** with public partners, including Sacramento Police Department
- **Adequate staff**, turnover rate and availability
- Evaluation of a holistic approach to maintaining a safe environment for visitors, residents, businesses, and employees, including proposed days/hours of coverage
- Thorough communication strategy when on-duty, including identified partners
- **Proof of required insurance coverage** and demonstrated history of maintaining good standing with insurance providers
- Thorough **understanding of downtown Sacramento public space and security needs**, consideration of Management District Plan requirements and regulations, and demonstrated commitment to Downtown Sacramento's economic and community development
- Transparent, competitive pricing aligned with measurable performance outcomes

Questions regarding the application process and requirements should be sent to:

Madelyn Bussola, Downtown Sacramento Partnership

MBussola@DowntownSac.org

We appreciate your interest and ongoing support of downtown Sacramento!



REQUEST FOR PROPOSALS (RFP)

Reference Materials

Downtown Sacramento Partnership (DSP), a private non-profit, is seeking proposals from qualified safety and security providers for district-wide patrol and safety management. Interested parties should submit proposals outlining what they feel is necessary to provide to manage the downtown core.

MATERIALS – REFERENCE A

To ensure compliance with California law and to protect downtown and DSP's interests, all security firms must meet the following minimum insurance and licensing requirements. Proof of valid coverage and current licensure must be provided before the start of services and maintained throughout the contract term.

LICENSE REQUIREMENTS

Company Licenses

- Valid PPO License issued by BSIS
- City of Sacramento Private Patrol Permit
- Sacramento County General Business License
- Sacramento County Special Business License
- All must remain active and valid throughout the contract

Security Officer(s) Licenses and Requirements (if applicable, depending on proposed services)

- BSIS Guard Card
- BSIS Baton License
- BSIS Exposed Firearm License
- Chemical Agents Certification
- Taser/EMD Certification
- CPR & First Aid Certification
- Full up-to-date background checks on all employees

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance
 - Minimum: \$2,000,000 per occurrence and \$2,000,000 aggregate
 - Coverage must include: Premises/Operations, Products/Completed Operations, Contractual Liability, and Personal & Advertising Injury
 - Must be primary and non-contributory
2. Commercial Automobile Liability Insurance
 - Minimum: \$1,000,000 Combined Single Limit per accident
 - Coverage must include owned, non-owned, and hired vehicles (5 years or newer)
3. Workers' Compensation Insurance
 - Statutory coverage as required by the State of California
 - Includes Employer's Liability coverage of \$1,000,000 per accident or disease
 - Waiver of Subrogation in favor of district must be included

MATERIALS – REFERENCE A (cont.)

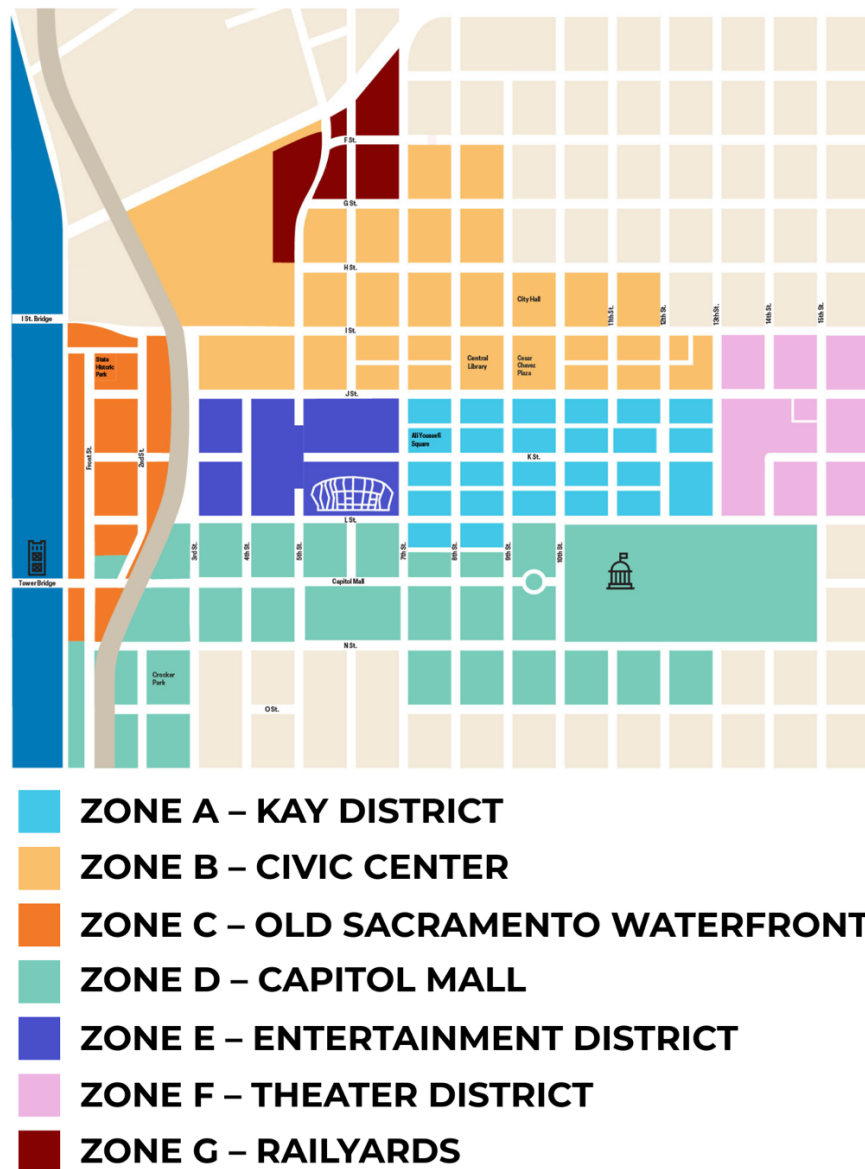
4. Umbrella/Excess Liability Insurance
 - Umbrella and Excess Coverage must be a minimum \$4,000,000 per occurrence or aggregate and follow form over General Liability, Auto Liability, and Employer's Liability
5. Additional Insurance Requirements
 - Downtown Sacramento Partnership, its board, officers, employees, and agents must be named as Additional Insureds on General and Auto Liability
 - City of Sacramento and its agents must also be named as Additional Insureds on General and Auto Liability
 - Policies must be primary and non-contributory
 - Policies must include a Waiver of Subrogation in favor of the district
 - No less than 30 days' notice of cancellation (10 days for non-payment) must be provided
 - Certificates and endorsements must be provided prior to contract start

MATERIALS – REFERENCE B

Below is a boundary map of Downtown Sacramento Property-based Improvement District, and it's seven (7) designated zones. As a Property-based Improvement District (PBID), all zones within the greater sanctioned district pay a specified percentage of their total that is directly related to the services they are provided. In the instance of safety and security, in accordance with our Management District Plan beginning January 2026, owners pay the following percentage:

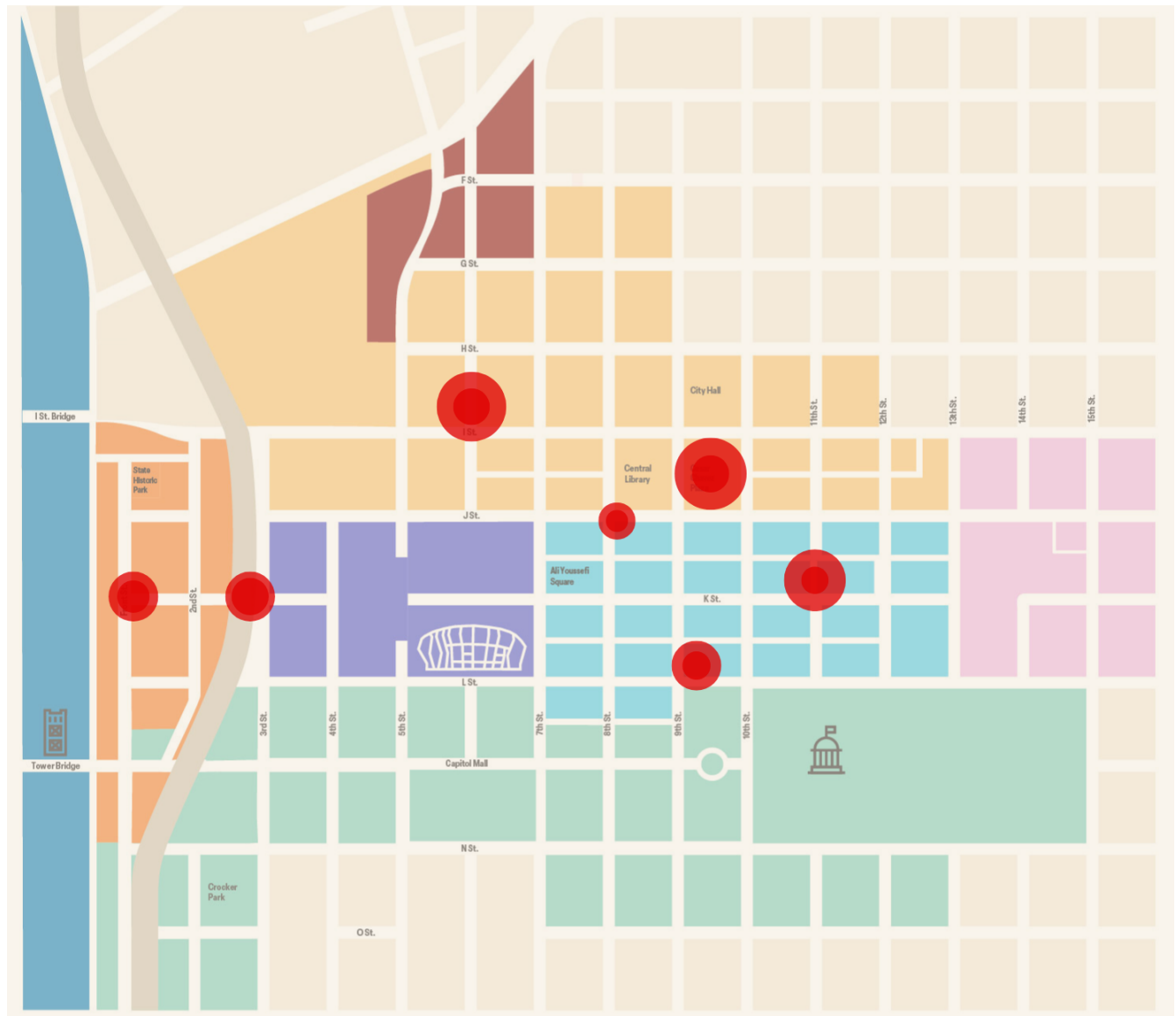
A	B	C	D	E	F	G
31%	31%	14%	1%	9%	13%	1%

Proposals submitted should have service levels in each zone that reflect the level of attention the Management District Plan has outlined, in accordance with PBID law.



HIGH IMPACT AREAS

High impact areas within the downtown core (as of October 2025) are listed below and reflect the areas that have seen an increase in public safety need within the last calendar year. Prospective candidates are encouraged to reference these hotspots when considering prescriptive but holistic approaches to creating and maintaining a safe environment downtown. Approaches should be balanced with the Management District Plan requirements and restrictions, as well as the understanding of shifting needs depending on the hour of the day, seasonal discrepancies, downtown activity, and general fluidity of practice, among others.

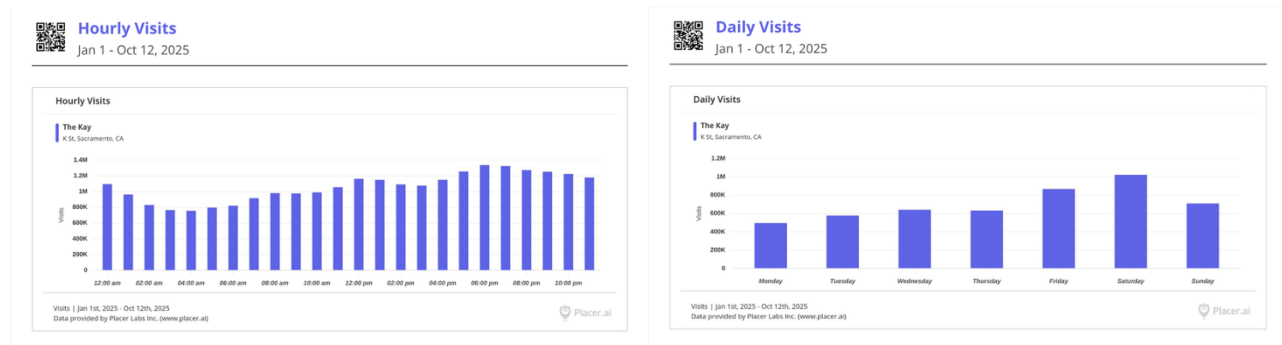


MATERIALS – REFERENCE C (cont.)

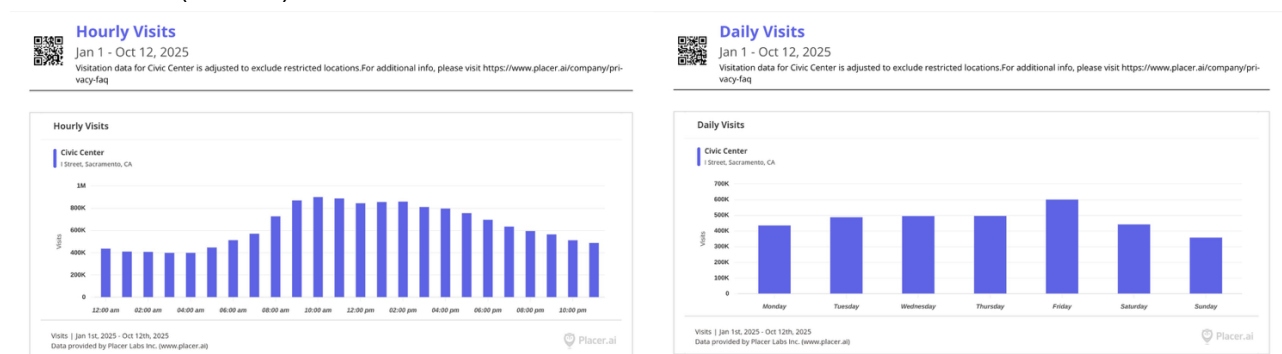
HIGH TRAFFIC AREAS

Tangential to high impact areas, candidates are encouraged to reference days and hours where downtown zones are impacted by the highest and lowest pedestrian traffic. Zones are broken down below:

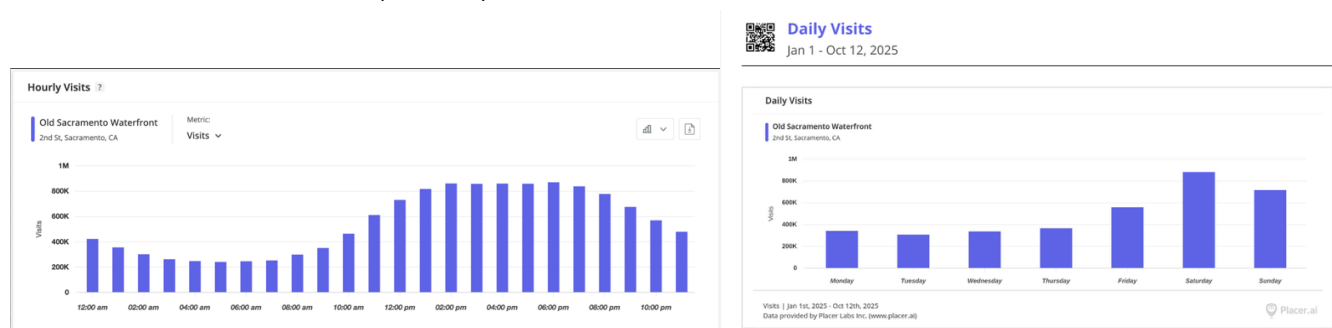
Key District (Zone A):



Civic Center (Zone B):

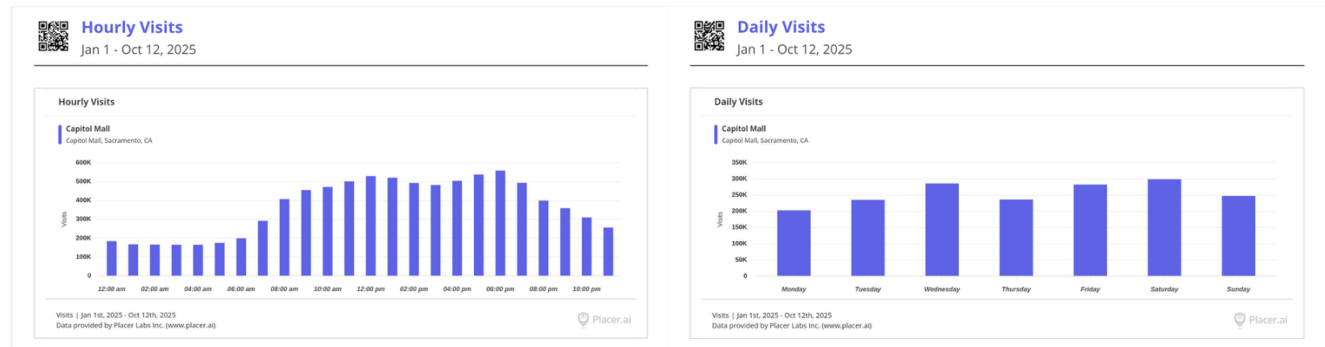


Old Sacramento Waterfront (Zone C):

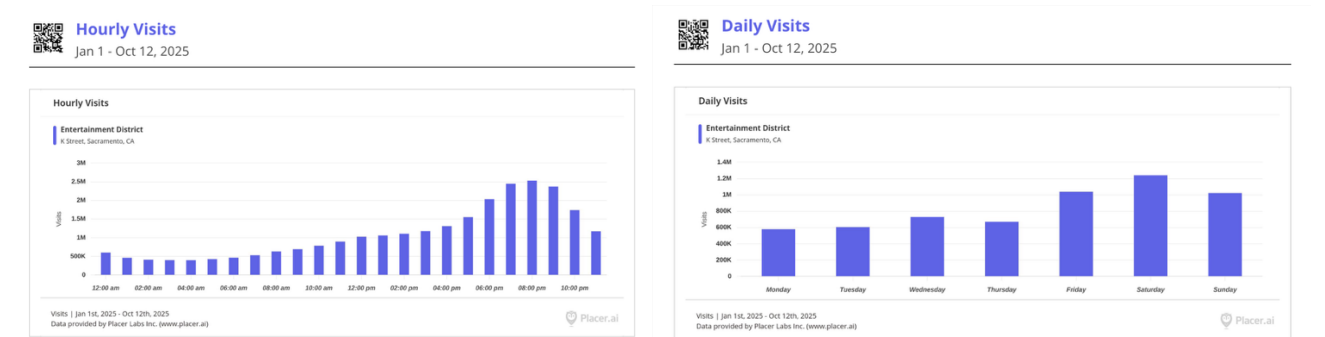


MATERIALS – REFERENCE C (cont.)

Capitol Mall (Zone D):



Entertainment District (Zone E):



Theater District (Zone F):

