

Bay Area Security Vendor RFP Template

A practical RFP template for property managers, business owners, and procurement officers bidding out security vendors in 2026

SECTION 1 — PROPERTY OR ORGANIZATION OVERVIEW

Organization name: _____

Property name / address: _____

Primary contact (name, title, email, phone): _____

Procurement contact (if different): _____

Property type (commercial / residential / industrial / retail / mixed-use): _____

Approximate property size (sq ft): _____

Number of tenants / occupants: _____

Current security vendor (if any): _____

Reason for issuing this RFP (new property / dissatisfaction / cost review / other): _____

RFP submission deadline: _____

Expected coverage start date: _____

SECTION 2 — COVERAGE REQUIREMENTS

- Hours of coverage required (specify days of week, start/end times):

- Number of officers required per shift:

- Armed or unarmed (or mix — specify locations/shifts):

- Static posts and locations (lobby, gate, loading dock, etc.):

- Mobile patrol requirements (frequency, route, vehicle requirements):

- Specific compliance requirements (BSIS, DCC, BCC, insurance carrier mandates):

- Special event or surge coverage anticipated:

- Holiday and weekend coverage requirements:

- Emergency / after-hours response expectations:

- Reporting cadence (Daily Activity Reports, weekly summaries, monthly reviews):

SECTION 3 — VENDOR QUALIFICATIONS (VENDOR TO COMPLETE)

- California BSIS Private Patrol Operator (PPO) license number and verification URL:

- Years in business under current entity name:

- Total number of W-2 licensed officers on payroll (not contractors):

- General liability insurance coverage limits (\$1M / \$5M / other):

- Workers' compensation policy in force? (yes/no):

- Umbrella coverage limits:

- Ability to name our property as additional insured? (yes/no):

- Number of officers who will be dedicated to our account:
- Officer training program description (initial + ongoing):
- Use-of-force policy (provide written copy):
- Standard Operating Procedure documentation process:
- Daily Activity Report format (provide sample):
- Escalation protocol for incidents:
- Dispatch availability (24/7 / business hours / other):
- Three professional references from comparable Bay Area accounts:
- Sample Certificate of Insurance (attach):
- Sample contract or master service agreement (attach):

SECTION 4 — PRICING (VENDOR TO COMPLETE)

Coverage Item	Hourly Rate	Monthly Total (if applicable)	Minimum Hours
Unarmed officer — standard daytime	\$ _____	\$ _____	_____
Unarmed officer — overnight/weekend	\$ _____	\$ _____	_____
Armed officer — standard	\$ _____	\$ _____	_____
Armed officer — overnight/weekend	\$ _____	\$ _____	_____
Mobile patrol (per stop or hourly)	\$ _____	\$ _____	_____
Event / surge coverage (per event)	\$ _____	n/a	_____
Specialty / armed transit (if required)	\$ _____	n/a	_____

Additional one-time or non-recurring costs (uniforms, equipment, vehicle, setup):

Total estimated annual cost (vendor to compute based on the coverage requirements specified in Section 2):

SECTION 5 — CONTRACT TERMS (VENDOR TO PROPOSE)

- Proposed initial contract term (months):
- Auto-renewal terms (length and notice period required for non-renewal):
- Early termination notice required (calendar days):
- Early termination fee or penalty (if any):
- Rate review and adjustment provisions:
- Guard substitution policy (named officers / pool / unlimited):
- Indemnification language proposed (vendor to client; client to vendor):
- Limitation of liability cap:
- Confidentiality and non-solicitation provisions:
- Termination for cause clauses:

SECTION 6 — EVALUATION CRITERIA (USED BY PROPERTY)

Each respondent will be scored against the following weighted criteria. Highest total score wins the contract.

Criterion	Weight
Licensing and insurance compliance (Section 3)	25%
Pricing competitiveness (Section 4)	20%
Officer staffing model and continuity (Section 3)	15%
Reporting cadence and documentation (Sections 2 + 3)	10%
References from comparable accounts (Section 3)	15%
Contract terms favorable to property (Section 5)	10%
Site-walk and proposal quality (in-person)	5%

SECTION 7 — SUBMISSION INSTRUCTIONS

- Email responses to: _____
- Or mail to: _____
- Format: PDF (preferred) or printed proposal binder
- Required attachments: COI, license verification, sample DAR, sample contract, three references with contact info

- Questions/clarification window: _____ days from issue date — submit to the contact in Section 1
- Selected vendor will be notified within 14 days of submission deadline; site walk required before contract execution

Prepared with input from Surefire Security | California PPO 121780 | Fremont, CA
(510) 789-6304 | info@surefiresecurity.com | surefiresecurity.com

Free to adapt for your specific property or organization. We're happy to bid on RFPs built with this template.