



## CITY OF RANCHO SANTA MARGARITA

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May 3, 2018

### RE: NOTICE INVITING BIDS FOR SCHOOL CROSSING GUARD SERVICES

Dear Bidders:

The City of Rancho Santa Margarita is inviting qualified and experienced companies to submit bids for Crossing Guard Services for a proposed term of three (3) years commencing July 1, 2018. Police Services staff will administer the proposed Contract Services Agreement.

To be considered responsive, qualified Bidders must submit a written bid in accordance with the requirements, specifications, conditions, and provisions as described and set forth herein. The successful Bidder will satisfy all of the objectives and work requirements specified in the Scope of Work. This procurement will be let by the formal procedures set forth in Rancho Santa Margarita Municipal Code ("RSMCM") Section 3.07.060 – Competitive formal bidding procedures for non-professional services. The contract will be awarded by the City Council to the lowest responsible bidder consistent with the best vendor selection criteria set forth in RSMCM Section 3.07.111.

### BIDS ARE DUE BEFORE: 2:00 P.M. ON MAY 24, 2018

The City Council is not obligated to award a contract and reserves the right to reject all bids. If City Council determines to award a contract, it is not obligated to make the award to the lowest bidder. Other factors will be considered by the City Council, such as performance under other contracts, qualifications of personnel, financial condition, and such other evidence as might convince City Council that a particular bidder would provide the most effective, economic and reliable service to the City

The City will evaluate the information submitted. The evaluation will consider but not be limited to the following criteria:

1. Approach
2. Method.
3. Experience.
4. References.
5. Agreement to all terms of the Contract Agreement.
6. Fee.

The City of Rancho Santa Margarita reserves the right to accept or reject any or all bids and to waive any defects or irregularities in the bids.

Thank you for your interest.

Lt. John McCulloch  
Chief of Police Services, City of Rancho Santa Margarita

**Mayor**  
Michael Vaughn

**Mayor Pro Tempore**  
Jerry Holloway

**Council Member**  
L. Anthony Beall

**Council Member**  
Carol A. Gamble

**Council Member**  
Bradley J. McGirr

**City Manager**  
Jennifer M. Cervantez