



Sacramento Regional Fire/EMS Communications Center

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Request for Formal Proposal (RFP) – Board Up Services

Issued October 26, 2026

1. Purpose and Background

The Sacramento Regional Fire/EMS Communications Center ("SRFECC") is soliciting qualifications and proposals from licensed contractors to serve as Program Participants in the SRFECC Board-Up Program. Program Participants provide board up and related emergency services to the residents and businesses served by the regional partners.

The regional partners are the Sacramento Metropolitan Fire District, Sacramento City Fire Department, Folsom Fire Department, Cosumnes Community Services District, and several smaller departments in the southern end of Sacramento County. Together they respond to approximately 200,000 incidents a year and cover close to 1,000 square miles.

SRFECC intends to select the most qualified contractors, typically four (4) to six (6), and place them on a rotational call-out list (the "LIST") as described in the General Procedures for the Use of Contractors to Perform Emergency Repairs to Damaged Buildings (the "General Procedures"), which are part of this RFP.

2. Scope of Services

A Program Participant works with and at the direction of the on-scene Incident Commander to prevent further deterioration of buildings involved in fires or other emergencies, to stabilize them structurally, and to perform water removal and salvage operations. A Program Participant must arrive at the scene within sixty (60) minutes of notification by SRFECC. Services include:

- **Board up:** plywood cover-up of all openings such as doors, windows, vent holes, and fire openings, and securing the property, per the specifications in the General Procedures.
- **Structural stabilization** using technical shoring and heavy equipment.
- **Roof covering:** plastic and tarp cover-up of roof and ceiling openings to prevent weather damage.
- **Electrical restoration:** identify hazardous circuits and restore power when and as required.
- **Plumbing restoration:** capping of broken water lines, sprinkler systems, sewage lines, and gas lines.
- **Water removal and structural drying.**
- **Debris removal:** cleanup of debris, including from adjacent properties, streets, and sidewalks.
- **Winterization, contents care, temporary fencing, and deodorization.**
- **Permits:** if lane closures are necessary, the Program Participant obtains the permits and equipment at no charge to SRFECC or the regional partners. Lane closures are not allowed without proper safety precautions.

Program Participants must be current with new technology and industry-standard practices and must carry the minimum tools and supplies listed in Attachment A of the General Procedures to every assignment. Work assigned under the Program is to be performed by the Program Participant's own personnel; it may not be subcontracted (General Procedures, Section A.7).

3. Minimum Qualifications (Pass/Fail)

Proposals are screened for the following before they are scored. A proposal that does not meet every item will not be evaluated.

1. A valid California Class B (General Building) contractor's license in good standing, issued by the Contractors State License Board, with a copy provided.
2. At least two (2) years of experience within the last five (5) years working as a licensed B General Contractor.

3. A valid business license issued by a city in Sacramento County or by the County of Sacramento.
4. The ability to maintain the insurance and bond required by Section D of the General Procedures.
5. The ability to respond to assignments within sixty (60) minutes, 24 hours a day, during on-call periods.

4. Proposal Requirements

Proposals that omit required elements or deviate from the format below may be deemed non-responsive and eliminated from further consideration. Organize the proposal using the numbered headings below.

1. **Cover letter** signed by an officer of the firm, or by another person with authority to act on behalf of and bind the firm. Identify the contact person(s).
2. **Firm information:** number of employees, years in business, owner name(s), home office location, local office location (if different), licenses held (include CSLB license number, class, and expiration; and business license), primary business types, and market areas.
3. **History and experience:** a brief summary of the firm's history and experience.
4. **Philosophy and approach:** a narrative of how the firm will translate SRFECC's requirements into a complete and deliverable package, including how the firm staffs 24-hour, 14-day on-call periods (supervisors on call, after-hours response, crew availability).
5. **Key personnel:** resumes of key individuals who will work on SRFECC board up assignments, including owners, supervisors, and crew leads.
6. **Similar projects:** a list and description of similar board up projects and contracts currently held with other public agencies.
7. **References:** reference contacts for each project listed in item 6.
8. **Minimizing delays:** the firm's approach to minimizing response and performance delays.
9. **Equipment and materials:** the vehicles, storage locations, and materials the firm will use to carry the minimums in Attachment A to every assignment.
10. **Insurance and bond:** evidence of workers' compensation, automobile liability, and general liability coverage meeting Section D of the General Procedures (amounts and carriers), and a letter from a California-admitted surety or broker confirming the firm can furnish the required \$25,000 performance bond.
11. **Past performance record.** If any of the following has occurred, describe the circumstances of each occurrence in detail: (a) failure to enter into a contract once selected; (b) withdrawal of a proposal as a result of an error; (c) termination or failure to complete a contract; (d) suspension or debarment by any municipal, county, state, federal, or local agency; (e) involvement in litigation, arbitration, or mediation with a public client in California within the last five (5) years; (f) conviction of the firm or its principals for violating a state or federal anti-trust law by bid rigging, collusion, or restrictive competition between proposers, or for violating any other federal or state law related to bidding or contract performance; (g) falsification of information or submission of deceptive or fraudulent statements in connection with a contract. Information regarding any of these may be deemed to indicate an unsatisfactory record of performance.
12. **Financial information:** (a) a current report from a commercial credit rating service such as Dun & Bradstreet or Experian; and (b) a letter from a financial institution stating a current line of credit.
13. **Comments or objections** to the Agreement and General Procedures. SRFECC will not consider substantive changes to the Agreement or General Procedures that are not submitted on or before the proposal due date.

5. Submission and Questions

Item	Requirement
Format	Electronic submission only, as a single PDF.
Submit to	info@srfec.ca.gov. Use the subject line "Board Up RFP – [Firm Name]."
Due date	Monday, November 9, 2026, 12:00 p.m. Pacific
Questions	Written email only, to mgingery@srfec.ca.gov, by Thursday, October 29, 2026, 5:00 p.m. Pacific. Verbal inquiries will not be permitted.

Item	Requirement
Answers	Answers will be posted as an addendum on the SRFECC website by Monday, November 2, 2026. SRFECC will not respond individually to questions.
No contact	From release of this RFP until award, proposers must not contact SRFECC board members, member agency personnel, or evaluation panel members about this RFP. All communication goes through the contact above. Violation may result in disqualification.

6. Selection Process

SRFECC will use a qualifications-based selection process to choose the firms best able to serve the regional partners.

1. **Screening.** SRFECC staff will check each proposal for completeness and the minimum qualifications in Section 3.
2. **Written evaluation.** As provided in the General Procedures (Section B.2.c), each member agency fire chief appoints a designee to the review panel. Panel members will be briefed on the process, will disclose any conflict of interest, and will score each proposal independently using the criteria and weights below.
3. **Interviews.** SRFECC may interview as many of the highest-scoring firms as it deems appropriate. Interviews are scored by the panel using a standard oral interview form.
4. **Selection.** The panel, by majority vote, selects the firms deemed most qualified and capable, taking the written and interview scores into account. The LIST is then presented to the SRFECC Governing Board for information, and the initial order of the LIST is established by lot.

Evaluation criteria and weights

Criterion	Points	Considers
Experience with similar projects and/or performance as a previous SRFECC Board Up contractor	30	Items 2, 3, 6, 7
Qualifications and experience of the proposed project team	20	Items 2, 4, 5
Proposed methods and capability to accomplish the work in a timely and competent manner within SRFECC constraints (24/7 coverage, 60-minute response, equipment and materials)	30	Items 4, 8, 9
Past performance record, references, and financial, insurance, and bonding capacity	10	Items 10, 11, 12
Conformance to the specified format; organization, presentation, and content	10	Overall proposal
Total	100	

Written and interview scores are combined, weighted equally, to rank the firms before the panel's final vote.

Other selection terms

- Proposals will be opened privately to preserve confidentiality and avoid disclosure of contents to competing respondents before and during review. To the extent proposals are public records, they may be released if specifically requested under the California Public Records Act.
- SRFECC may request additional information it considers necessary to assure that a firm's competence, number of qualified employees, business organization, and financial resources are adequate.
- SRFECC reserves the right to select the firm(s) that, in its sole judgment, best meet its needs.

7. Schedule

Milestone	Date
RFP released	Monday, October 26, 2026
Written questions due	Thursday, October 29, 2026, 5:00 p.m.
Answers/addendum posted	Monday, November 2, 2026
Proposals due	Monday, November 9, 2026, 12:00 p.m.
Written evaluation	November 13–24, 2026
Interview notifications	By Wednesday, November 25, 2026
Interviews	December 7–11, 2026
Selection and notification	December 14–16, 2026
Agreements and required documents due	Friday, January 8, 2027
First on-call rotation begins	Monday, March 8, 2027

SRFECC may adjust these dates by addendum.

8. Interviews and Agreement

- Applicants selected for interviews will be advised of the participants and format when notified.
- Successful firms will pay an Administrative Fee of \$75.00 per call out.
- Successful firms must enter into the Agreement, including the General Procedures, and deliver the required insurance certificates, endorsements, bond, and employee list by the date in the schedule. Insurance must be approved before a firm is eligible for assignments.
- The term for successful firms is three (3) years. SRFECC may terminate or remove a firm before expiration with or without cause as set forth in the General Procedures.
- On-call status is 24 hours per day for 14 consecutive days on a rotating basis, as described in the General Procedures.
- If SRFECC cannot satisfactorily resolve substantive changes requested by a firm, it may terminate negotiations with that firm.

9. General Information and Special Conditions

1. **Amendments.** SRFECC may cancel or revise this RFP in whole or in part and may extend the date that responses are due.
2. **Non-discrimination.** SRFECC does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other characteristic protected by law, of any person in consideration for award of a contract.
3. **Costs.** Costs of preparing a response and negotiating any contract, whether or not successful, are solely the responsibility of the responding firm.
4. **Limitations.** This RFP does not commit SRFECC to award any contract, to pay any costs incurred in preparing a response, or to procure or contract for the work described.

Attachments

General Procedures for the Use of Contractors to Perform Emergency Repairs to Damaged Buildings, including Attachment A (Minimum Tool and Supply Requirements), Attachment B (Board-Up Specifications), Attachment C (City of Sacramento Resolution 84-097), and Attachment D (Program Participant Agreement).