



June 5, 2026

**City of Lacey
Public Works – Parks Maintenance
Request for Proposals**

Security Services for Opening and Closing Parks Facilities

SUMMARY

The City of Lacey is seeking a qualified service provider for daily gate and restroom opening and closing services at various park locations. The service provider will be asked to lock and unlock park facilities daily and educate and communicate with park patrons, as needed, in a positive and professional manner.

Proposals will be evaluated based on the company's experience providing services of this type, ability and capacity to perform work, qualifications of personnel available, and estimated services budget. Interested companies should submit a services approach and identify those individuals, along with their expertise, that will be assigned to the services. Examples of relevant work are required, and should showcase the quality, breadth, and approach used in prior services provided.

Proposals, prepared according to the following detailed instructions, must be received by email at Jamie.Oakland@cityoflacey.org no later than **5:00 p.m. Pacific Standard Time, Friday, July 3rd, 2026**. No later submittals will be accepted.

All questions relating to this RFP should be submitted by email no later than 5:00 p.m. on June 22, 2026. All answers to questions, which in the opinion of the City warrant a written reply or RFP addendum, will be furnished to all parties receiving this RFP. The City will not respond to questions received after the deadline.

The City of Lacey assumes no obligations of any kind for expenses incurred by any respondent to this solicitation.

It is the City of Lacey's policy to assure nondiscrimination in any contract entered into pursuant to this advertisement. Companies will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award as provided by Title VI of the Civil Rights Act of 1964.

For additional information, contact:

Jamie Oakland, Parks Maintenance Supervisor
City of Lacey Public Works
Jamie.Oakland@cityoflacey.org

GENERAL INFORMATION

The City of Lacey operates one of the finest park systems in Washington State with 51 park, trail or facility properties totaling over 1200 acres. Thirty-seven of the Parks are developed, 11 of which contain restrooms and/or gates that require locking and unlocking daily.

The City relies on various contracted services for the operation of the park system, and needs a company to provide the daily opening and closing of park gates and restrooms. Although the service provider does need to interact with local law enforcement agencies from time to time, the service provided is not to be interpreted as a formal police enforcement program.

The City has a high level of customer service standard, and since the company will be required to interact with park patrons on behalf of the City of Lacey, it is important that the employees of the companies evaluated have the experience and communication skills to interact with and educate members of the public in a positive and effective way.

The selected Service provider will begin services January 1, 2027. Service provider will commit to services through December 31, 2030.

SCOPE OF EFFORT

Objective: To contract private security services for daily opening and closing of listed park facilities. Scope of services are not to be interpreted as a formal police enforcement program.

1. Opening and Closing of Parks

1.1. Gates:

- There are 10 park locations that require daily locking and unlocking of gates.
- All gates must be open by 7:00 a.m. Gates will not be opened before 5:00 a.m.
- Park rules specify that Lacey's parks are closed at dark. Gates will be closed and locked as soon as possible after dark each day. Astronomical twilight will be considered dark.
- Occasional public events may require the gates and/or restrooms to remain open. The City will notify the service provider in advance if the gates at a particular site are to remain open or closed.
- Vehicles, including RVs, are not permitted to stay overnight in Lacey's parks. If a vehicle is in a parking lot at the time of closure:
 - Notify the driver, if available, of posted park hours and ask to leave. Close and lock the gates once the vehicle has left the park.
 - If a driver is not with the vehicle, perform a cursory search to locate the driver. If unable to locate the driver, place a warning slip (to be provided by the City) on the windshield and lock the vehicle in.
 - If a vehicle is locked in at a park, immediately email a photo and description of the vehicle, including a license plate number to the Park Maintenance Supervisor.

- If the service provider experiences issues getting patrons out of the park when trying to close, they will contact dispatch for assistance from the police. The service provider will notify the Parks Maintenance Supervisor any time there are issues getting people to vacate the parks.

1.2. Restrooms:

- Restrooms must be open by 7:00 a.m. but not before 5:00 a.m. Restrooms will be closed as soon as possible after dark.
- When all restrooms are open, there are 66 restrooms that require daily locking and unlocking. From October 1st to March 1st, many restrooms will be winterized and remain locked for the season. The City will provide the service provider with a list of the restroom status at each park at seasonal changes.
- The City will notify the service provider if the restrooms at a particular site are to remain locked or unlocked outside of the general schedule.
- Procedures for locking restrooms.
 - Check to see if anyone is inside. If so, please inform them of the posted Park hours and ask them to leave. Once each bathroom is empty, lock the deadbolt.
 - If bathroom occupants refuse to leave, call dispatch to get assistance from the police.
 - If a restroom is vandalized, not operational (plugged toilet, etc.) or tagged with graffiti the service provider will document with pictures and email to the Parks Maintenance Supervisor by 7:00 a.m.
- Service provider will leave vandalized or un-operational bathrooms locked the following morning. Bathrooms with offensive, obscene or vulgar graffiti will also remain locked until the graffiti is removed. Bathrooms with graffiti that is not offensive, obscene or vulgar (for example someone's name) may be re-opened the following morning.

1.3. Site Specific Instructions:

- **Greg Cuoio Park, 2720 Carpenter Rd NE:** Open/close the entrance/exit gates at the parking lot. Check parking lot.
- **Homann Park, 1301 Carpenter Rd SE:** Open/close the entrance gate, check parking lot and unlock/lock up to 4 restrooms.
- **Huntamer Park, 720 Woodland Square Lp SE:** Open/close up to 6 restrooms when open. Restrooms are usually open seasonally June through August.
- **Lacey Depot, 5555 Pacific Ave SE:** Unlock/lock 2 restrooms (on West side of building) and gate at Clearbrook Dr year-round. Open/close 2 sets of sliding barn doors (one set on North side, one set on South side of building) when seasonally open (typically April through October).
- **Long Lake Park, 2790 Carpenter Rd SE:** Open/close the entrance gate, check parking lots and unlock/lock up to 4 restrooms.
- **Meridian Park, 8855 Campus Glen Dr NE:** Open/close entrance gate, check the parking lot and unlock/lock up to 4 restrooms.
- **Rainier Vista Community Park, 5475 45th Ave SE:** Open/close both entrance/exit gates, check parking lot, unlock/lock up to 8 restrooms, and verify gates at Maintenance shop are secure.

- **Regional Athletic Complex (RAC), 8345 Steilacoom Rd SE:** Open/close both entrance/exit gates, check parking lots, unlock/lock restroom buildings located adjacent to the parking lot (up to 14 restrooms), and verify Maintenance gate and area are secure.
 - Fields at the RAC contain field lighting so park use is regularly scheduled past dark. The City will provide the service provider with a preferred closing time for weeknights. The time varies, but is normally around 11:30 p.m.
 - City staff will notify the service provider in advance when weekend field use is expected past midnight.
 - Overnight RV parking is not permitted at the RAC. If that policy changes, security will be notified of the policy change and clear expectations will be provided.
 - If cars are charging at the EV chargers when the service provider is attempting to close the park, the service provider will instruct the driver to re-locate to the charging station at Woodland Creek Park.
- **Wanschers Community Park: 2606 Hicks Lake Rd SE:** Open/close the entrance gate and check the parking lot.
- **Wonderwood Park, 5304 32nd Ave SE:** Check all 3 entrances and open/close all four gates. Lock/unlock the restrooms, up to 12 total, at the Stikes, Brentwood, and the Sunset entrances.
- **Woodland Creek Community Park, 6729 Pacific Ave SE:** Open/close the gate, check parking lot and unlock/lock both restroom buildings, up to 12 restrooms.

2. Communication

- It is expected that the service provider will open and close park gates and restrooms every day. There may be circumstances that warrant leaving a park site locked or unlocked due to inclement weather or other types of emergencies. If inclement weather is forecasted, the Parks Maintenance Supervisor will notify the service provider of any intended changes to the daily locking and unlocking duties.
- The City reserves the right to make changes in the schedule as outlined to accommodate use of park and recreation facilities. With exception of emergencies, the City must provide an 8-hour notice of the schedule change.
- If in their best judgement, the service provider decides to leave a park or restroom building closed due to emergency or hazardous conditions, they will email the Parks Maintenance Supervisor or Parks, Culture and Recreation Director immediately to notify them of the closure. Potential reasons for not opening parks include:
 - Unable to physically get to the site to lock or unlock.
 - Public access will be difficult or hazardous (for example, snow or wind event).
 - It is judged there is high potential for property damage, accident or injury.
- The service provider will notify the Parks Maintenance Supervisor of any vandalism that was discovered when locking or unlocking gates and restrooms by 7:00 a.m.
- The service provider will provide a daily log to the Parks Maintenance Supervisor recording what time gates were locked and unlocked at each site.
- The service provider will request keys or padlocks from the City as needed to provide services, and will inform the City if keys are stolen or missing.

3. Personnel

- All Security personnel must have completed and passed all state and local requirements pertaining to private security work and have current certifications.
- All company personnel working on City property must be at least 18 years of age and have completed and passed a City of Lacey background check.
- All Security personnel must be in uniform when on duty and be in clearly marked vehicles.
- All Security personnel must have a set of park rules and regulations immediately available.

4. Other Requirements

4.1. Insurance

The awardee must carry at a minimum, the following insurance, in such forms and with such carriers who have a rating, which is satisfactory to the City:

- Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington;
- Commercial general liability insurance with sponsors and property owners listed as additional insured of \$1,000,000 (per occurrence) general liability.
- Automobile liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage to cover transportation.
- The City shall be named as additional insured on all such insurance policies, with the exception of workers' compensation coverage(s). Contractor shall provide a certificate of insurance and a copy of additional insured endorsement concurrent with the execution of a contract with the City, evidence such coverage and, at City's request, furnish the City with copies of all insurance policies and with evidence of payment of premiums or fees of such policies.

4.2. Payment Requirements

- The awarded vendor will be required to register through the City's vendor payment system, PaymentWorks.
- A Lacey Business License and Current W-9 must be submitted before initiating the project.

PROPOSAL FORMAT:

Service providers are asked to express their interest in this work by offering a proposal which demonstrates their ability and capacity to provide the services described.

1. **Number of Copies and Due Date** – Interested applicants shall submit an electronic copy of their proposal via e-mail to Jamie.Oakland@cityoflacey.org so they are **received no later than 5:00 p.m. Pacific Standard Time, Friday, July 3rd, 2026**. Proposals received after the deadline will not be reviewed.
2. **Format** – Each proposal will be limited to no more than 10 pages, including the cover. A printed side constitutes one page. Printed means any printing of any kind except for the phrase “this page intentionally left blank.” Pages must be on 8.5” x 11” paper. Margins will

be at least 1" top, bottom, left and right. Font type must be 11 point or larger at standard spacing.

3. **Cover Letter** – A cover letter, which *does* count as part of the 10-page limit, should establish the service provider's interest in this project and may not exceed one page. The letter must be signed by an individual capable of committing the resources of the proposing company.
4. **References** - Provide 3 or more references regarding your work including:
Company/organization, contact person, address, phone number and e-mail. This is not included in the 10-page limit.

PROPOSAL CONTENT:

Proposed Overview of Operation:

- Describe how your company will meet the City of Lacey's needs using elements listed in the "Scope of Work" as guidance.

Ability and Capacity:

- Please describe your company's ability and capacity to perform the work.
- Please describe your company's experience with municipal, state and federal government clients.
- Provide a description of your previous experiences in performing similar work, addressing the elements listed under "Scope of Work".

Qualifications:

- Identify and describe the relevant experience and qualifications of the pertinent individuals who would serve as the business owner or manager for this agreement.
- Identify other staff members that will contribute to the work, and their relevant experience.

Project Budget:

- Provide an estimated monthly and annual cost for services that meet the scope and justification for how the cost was calculated. Cost proposals should take into consideration that the initial contract year will not cover all 12 months. Also include an additional hourly rate for any work outside of the normal work covered in the scope of this contract as there may be situations where the City would need to temporarily extend services.

Compensation:

- Provide your anticipated payment schedule.

References:

- Provide descriptions and references for 3 or more comparable jobs that your company has previously performed. Include contact names, addresses, and telephone numbers for each.

SELECTION PROCESS

Staff in the Public Works Department and Parks, Culture and Recreation Departments will review all proposals. Each staff member on the evaluation panel will rate the criteria on a scale from 1 to 5 (Poor, Below Average, Average, Above Average, and Excellent), and scores will be added to help determine the most qualified service providers.

Proposals will be rated based on the following criteria:

- Responsiveness: The City will consider the materials submitted by the proposer to determine whether the proposer complies with the RFP – 10%

- Ability and capacity to perform work, including relevant experience – 45%
- Qualifications of key personnel – 25%
- Proposed cost – 20%

Note: Points may be deducted for proposals that do not follow prescribed format

INTENDED CONSULTANT SELECTION SCHEDULE

Proposals due	by 5:00 p.m., Friday, July 3rd, 2026
Interviews (if needed)	July-August 2026
Negotiations with Finalist	August 2026
Finalize Contract	Late 2026

GENERAL CONDITIONS

Equal Opportunity:

The City of Lacey is an equal opportunity employer. The city does not discriminate against any employee or contractor, or applicant for employment or contracting, on the grounds of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability; provided that the prohibition against discrimination in employment or contracting because of handicap shall not apply if the particular disability prevents the proper performance of the particular worker or contractor involved.

Such nondiscrimination practice includes, but is not limited to: employment, upgrading, demotion or transfers, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The city shall take such action as may be required to ensure full compliance with Chapter 49.60 of the Revised Code of Washington: Law Against Discrimination.

Reasonable Accommodations:

The City of Lacey offers reasonable accommodations to persons with disabilities. We invite any person with special needs to contact the City Clerk at (360) 491-3214 to discuss any necessary accommodations. Citizens with hearing impairment may call the TDD line at (800) 833-6388.

Veteran-Owned Business Enterprise:

The City of Lacey strongly encourages participation of veteran-owned businesses enterprises.

Minority and Women’s Business Enterprises (MWBE):

The City of Lacey strongly encourages participation of minority- and women-owned business enterprises.

Terms and Conditions:











The City reserves the right to reject any and all submissions; to negotiate with any respondent to this Request for Statements of Qualifications; to extend the submission deadline; to amend the terms of this Request for Statements of Qualifications through circulation of addenda; or to

cancel this Request for Statements of Qualifications in part or in entirety. The City reserves the right to request clarification of information submitted, and to request additional information from any respondent.

Public Information:

All proposals and information included therein or attached thereto submitted in response to this RFP shall become public record upon receipt by the city and will be available for review upon request. The City will disclose those parts of records the proposal has marked “proprietary information” only to authorized persons unless: (a) the City discloses the records in response to a public disclosure request or (b) the proposer has given the City express advance written permission to disclose the records. “Authorized persons” means those City officers and employees for whom the proprietary information is necessary to evaluate proposal and to perform their duties or obligations to the City. If the City receives a public disclosure request for records that the proposer has marked “proprietary information”, the City may promptly notify the proposer of the request. The City may postpone disclosing these records for thirty (30) business days after it has sent notification to the proposer, in order to allow the proposer to file a lawsuit to enjoin disclosure. If the City has notified the proposer of a public disclosure request, and the proposer has not obtained an injunction and served the City with notice of that injunction by the close of business on the tenth business day after the City sent notice, the City will then disclose the record.

PARK AMENITIES

	PICNIC SHELTERS		PICNIC TABLES (UNSHeltered)	RESTROOM	PARKING LOT	FREE STANDING GRILLS	CHILDREN'S PLAY EQUIPMENT			SWINGS			WALKING		TRAIL ACCESS	DOGS ON LEASH	BASEBALL/SOFTBALL FIELDS	SOCCER/FOOTBALL/ RUGBY FIELDS	BASKETBALL COURTS	PICKLEBALL COURTS	TENNIS COURTS	SAND VOLLEYBALL COURTS	SKATEPARK	DISC GOLF	SWIMMING	FISHING	EVENT AREA	EVENT BUILDING	OUTDOOR PERFORMANCES/EVENTS	UNDEVELOPED
	PICNIC SHELTERS	RESERVABLE PICNIC SHELTERS					INCLUSIVE PLAY EQUIPMENT (ADA)	2-5 YEAR OLD PLAYGROUND	5-12 YEAR OLD PLAYGROUND	INCLUSIVE SWING (ADA ACCESSIBLE)	TODDLER SWING	YOUTH SWINGS	NATURAL SURFACE	PAVED SURFACE																
																														
1. Avonlea Park	■		■			■		■			■					■		■												
2. Brooks Park					■											■														
3. Civic Plaza					■										■	■														
4. Homann Park			■	■	■		■				■	■		■		■	■		■											
5. Horizon Pointe Park	■		■			■		■								■		■	■											
6. Huntamer Park			■	■				■								■											■		■	
7. I-5 Park & Trail					■								■		■	■														
8. Jacob Smith House					■																							■	■	
9. Lacey Community Center					■											■												■	■	
10. Lacey Depot Park	■	■	■	■	■			■							■	■												■	■	
11. Lacey Museum					■																							■	■	
12. Lake Lois Habitat Reserve			■										■			■										■				
13. Lake Lois Park			■		■								■			■										■				
14. Lakepointe Park			■				■	■								■	■	■	■	■	■									
15. Long Lake Park			■	■	■								■			■							■		■					
16. McAllister Community Park																■														■
17. Meridian Neighborhood Park	■		■	■	■	■		■	■		■	■		■	■	■		■	■	■	■	■	■	■	■	■	■	■	■	
18. Mullen Road Habitat Reserve													■																	
19. Pleasant Glade Park			■													■														■
20. Rainier Vista Park	■	■	■	■	■	■		■	■				■		■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
21. Regional Athletic Complex	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
22. Thornbury Park	■		■			■		■	■		■	■				■		■	■	■	■	■	■	■	■	■	■	■	■	
23. Virgil S. Clarkson Senior Center					■																						■	■		
24. Wanschers Community Park			■		■								■	■		■										■				
25. William A. Bush Park	■		■			■		■	■		■	■				■		■												
26. William Ives Trail													■			■														
27. Wonderwood Park	■		■	■	■	■	■	■	■	■		■	■		■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
28. Woodland Creek Community Park	■	■	■	■	■	■		■	■		■	■	■	■	■	■				■	■	■		■		■				
29. Karen Fraser Woodland Trail													■		■															

* Dog prohibited on beach and swim area



LACEY PARKS

CULTURE & RECREATION

PARKS MAP

