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REQUEST FOR PROPOSALS (RFP)

Contract Law Enforcement Services for the City of Electric City, Washington

RFP Number: EC-PD-2026-01

Issue Date: 07/15/2026

Proposal Due Date: 08/15/2026

Contract Term: November 3, 2026 – December 31, 2028

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1. INTRODUCTION

The City of Electric City, Washington ("City"), is soliciting proposals from qualified law enforcement agencies to provide comprehensive police services under a contractual agreement beginning November 3, 2026, and continuing through December 31, 2028.

The City seeks a professional law enforcement partner capable of delivering responsive, community-oriented policing services while maintaining a visible presence within the City and supporting the City's public safety goals.

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2. BACKGROUND

Electric City is committed to maintaining a safe environment for residents, businesses, and visitors. The City seeks proposals from agencies with the experience, personnel, equipment, and resources necessary to provide a full range of law enforcement services and community engagement activities.

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3. SCOPE OF SERVICES

The successful proposer shall provide, at a minimum, the following services:

3.1 Patrol Presence

The contractor shall provide either:

- A minimum of twenty-five percent (25%) of total patrol time within the City of Electric City; **or**

- A dedicated patrol officer assigned to Electric City for a minimum of forty (40) hours per week.

The proposer shall clearly describe in its proposal which service model will be provided and how compliance with the selected model will be documented and reported to the City.

3.2 Council Meeting Attendance and Reporting

- Attend monthly City Council meetings.
- Provide a detailed monthly law enforcement activity report for presentation to the City Council.

3.3 Daily Activity Logs

- Provide daily law enforcement activity logs utilizing formats developed or approved by the City.

3.4 General Law Enforcement Services

Provide and conduct:

- Traffic control and traffic enforcement.
- Routine police patrols.
- Criminal investigations.
- Vehicular patrols.
- Foot patrols.
- Park patrols.
- Residential vacation checks.
- Courtesy safety inspections.
- Agency referrals.
- Business security checks.

3.5 Municipal Code Enforcement

- Enforce applicable Electric City Municipal Codes.
- Issue citations, infractions, and notices as appropriate.
- Provide legal service of municipal and court-related documents associated with code enforcement activities.

3.6 Emergency Response

- Provide twenty-four (24) hour per day, seven (7) day per week response to all 911 emergency calls originating within Electric City.

3.7 Personnel, Equipment, and Administrative Support

The contractor shall furnish all personnel, vehicles, equipment, supplies, and administrative support necessary to provide the required services, including but not limited to:

- Police vehicles.
- Vehicle fuel and maintenance.
- Uniforms and equipment.
- Training and professional development.
- Evidence processing.
- Subpoena management.
- Accounting and payroll administration.
- Labor and media relations.
- Radio maintenance.
- Internal investigations.
- Contract and grant administration.
- Records management.
- Data entry and maintenance within applicable records systems, including Spillman and/or successor systems.
- Costs associated with dispatch and communications services.

3.8 Community Event Participation

- Attend and participate in City-sponsored community events, including but not limited to community barbecues, festivals, and similar public gatherings.

3.9 Community Engagement Event

- Conduct at least one Electric City based public engagement event annually to allow residents to interact with law enforcement personnel and provide feedback regarding policing services and community safety concerns.

3.10 Agency Supervisor Access

- Provide the City with twenty-four (24) hour access to a designated law enforcement representative for consultation regarding law enforcement matters affecting Electric City.

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4. PROPOSAL REQUIREMENTS

Proposals shall include the following information:

A. Agency Qualifications

- Agency history and organizational overview.
- Relevant experience providing contracted law enforcement services.
- References from current or former contract clients.

B. Staffing Plan

- Proposed staffing model.
- Patrol coverage plan.
- Supervisory structure.
- Response protocols.

C. Service Delivery Plan

- Description of how all Scope of Services requirements will be met.
- Community engagement strategy.
- Reporting and communication procedures.

D. Equipment and Resources

- Description of vehicles, equipment, technology systems, and support services available for contract performance.

E. Cost Proposal

- Detailed annual contract cost.
- Breakdown of personnel, equipment, administrative, and overhead costs.
- Any anticipated cost adjustments during the contract term.

F. Insurance and Legal Requirements

- Proof of insurance coverage.
- Description of liability coverage.
- Confirmation of compliance with all applicable federal, state, and local laws.

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5. EVALUATION CRITERIA

Proposals may be evaluated based on the following factors:

Criteria	Weight
Ability to Meet Service Requirements	35%
Experience and Qualifications	20%
Community Policing and Engagement Approach	15%
Staffing and Operational Plan	15%

Criteria	Weight
Cost Effectiveness	15%

The City reserves the right to modify evaluation criteria, request interviews, conduct negotiations, and select the proposal determined to be in the City's best interest.

6. CONTRACT AWARD

The City intends to award a contract to the proposer whose submission best meets the needs of Electric City. The City reserves the right to reject any or all proposals and to negotiate contract terms with the selected proposer.

7. SUBMISSION INSTRUCTIONS

Proposals must be received no later than:

Submission Deadline: 08/15/2026 by 5:00 PM

Submit proposals to: **City of Electric City**

10 Stevens Ave Electric City, WA 99123 or PO Box 130 Electric City, WA 99123

ecclerk@electriccity.us 509-633-0513

Questions regarding this RFP shall be directed to:

Blake A Martin, Mayor

mayor@electriccity.us 509-631-1501

8. RESERVATION OF RIGHTS

The City reserves the right to:

- Reject any or all proposals.
- Waive minor irregularities in submissions.
- Request additional information from proposers.
- Negotiate terms and conditions with selected proposers.
- Cancel this solicitation at any time if deemed in the City's best interest.

END OF REQUEST FOR PROPOSALS