

OPEN BID - PRELIMINARY CONTRACTOR SCREEN

Lacey Police Department & Training Facility

City of Lacey Public Works | 222 College Street SE, Lacey, Washington

62,000 sq. ft. Police station + training building	7 days/week Secure facility; police operates 24/7	August 7 Current listing; exact time unconfirmed	20% cost 70% capacity, experience, and personnel
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Deadline warning

The original RFP says July 31 at 5:00 PM. The July 24 Q&A extends the advertisement through Friday, August 7, and the current City listing shows August 7 - but neither source restates a submission time. Confirm the exact time before investing in the proposal.

Decision: CONDITIONAL PURSUE

Pursue only if the contractor can staff a secure 62,000-square-foot facility seven days per week, pass police screening, show comparable references, and assemble a compliant 10-page proposal immediately. This is not a match until those gates are confirmed.

Pursue only if all are true

- Seven-day staffing and active supervision are realistic.
- Every assigned worker can complete background checks, fingerprints, and annual CJIS training.
- At least three relevant references and comparable work can be documented.
- The team can price and write the proposal before the confirmed deadline.

Pass if any are uncertain

- Coverage depends on one or two people with no backup.
- Secure-facility screening or CJIS timing cannot be met.
- The 62,000-square-foot scope is above safe operating capacity.
- There is not enough information to price without the July 29 walkthrough.

What the work includes

Routine work

- Police station and training building; police operations run 24/7.
- Daily custodial service; detailed table lists most routine tasks five times weekly.
- Restrooms, offices, public areas, holding cells, and biohazard receptacles.

Periodic and specialty work

- Carpet cleaning, floor polishing, and interior/exterior window cleaning.
- Sealed and polished concrete, carpet, sheet vinyl, and ballistic glass.
- Vendor supplies and maintains equipment; consumables are billed to the City.

HOW THE BID IS WON

Price matters. Capacity matters more.

Seventy percent of the evaluation is tied to ability, experience, and personnel. The proposal should prove staffing depth, secure-facility discipline, quality control, and relevant past performance before discussing price.

Evaluation factor	Weight	Relative weight
Ability, capacity, relevant experience	45%	
Key personnel	25%	
Cost	20%	
Responsiveness	10%	

Proposal checklist

- Maximum 10 pages including the signed cover letter; references are excluded.
- Service approach and staffing plan.
- Qualifications of assigned personnel.
- Three or more references and examples of related work.
- Monthly and annual budget with pricing method.
- Extra-work hourly rate and proposed payment schedule.

Insurance and onboarding

- Washington workers' compensation coverage.
- \$1 million commercial general liability per occurrence.
- \$1 million automobile liability; additional-insured terms apply.
- Lacey business license, W-9, and PaymentWorks onboarding before start.
- No bid bond requirement was found.
- MWBE and veteran participation is encouraged; no set-aside is stated.

Confirm today

- 1) Exact August 7 submission time. 2) Contract start and mobilization window. 3) Acceptable work hours and staffing pattern.
- 4) Whether missing the nonmandatory July 29 walkthrough creates an estimating issue. 5) Background, fingerprint, and CJIS turnaround. 6) Whether updated as-built drawings exist. 7) Biohazard handling expectations.

Recommended next move

Email ProjectAdmin@cityoflacey.org and Chris.Baird@cityoflacey.org immediately to confirm the submission time and unresolved scope questions. If the City confirms enough time and the hard gates are green, assign one person to the technical narrative and one to staffing, references, and price. Otherwise pass cleanly.

Official sources

[City listing and current deadline](#)

[Request for proposals](#)

[Questions, answers, and deadline extension](#)

[Police-station drawings](#) | [Training-building drawing](#)

This brief is independent procurement research, not legal advice and not a proposal submission. The City listing, RFP, Q&A, drawings, and any later amendment control. Recheck the City listing before submitting.