

CITY OF PAWTUCKET

REQUEST FOR PROPOSALS



11-001

Security Guard Services - Library

SUBMITTAL DEADLINE
September 2nd, 2011 @ 10:00 AM

City of Pawtucket, RI

Request for Proposal

11-001 - Security Guard Services - Library

Specifications and Requirements

Schedule

The City of Pawtucket expects security guard services to begin approximately September 26, 2011.

Questions End

August 30, 2011 at 10:00 AM

PO Submission Deadline

September 2nd, 2011 at 10:00 AM

Overview

The City of Pawtucket is seeking a company to provide security guard services at the Pawtucket Public Library located at 13 Summer Street, Pawtucket, RI based on the schedule provided by the City of Pawtucket.

Scope of Work

One (1) security guard will be required during the schedule listed below. The City will not pay for a second security guard, such as an apprentice.

Monday 4 to 8

Tuesday 4 to 8

Wednesday 4 to 8

Thursday 4 to 8

* Except on City of Pawtucket Holidays or if notified 48 hours in advance.

The responsibilities of the security guards are as follows:

1. Patrol the library building
2. Warns library users about violations of library policies
3. Enforces library behavioral policy when necessary
4. Protects library property from theft and vandalism
5. Checks non public areas of the library to make sure they are secure

It is of utmost importance that security officers must be able to work tactfully with library users of all ages and work cooperatively with library staff and Pawtucket police.

The responsibilities of the security contractor are as follows:

1. Provide security guards who:
 - a. Have a least one year of experience as a guard or similar experience.
 - b. Must be interviewed and approved in advance by library director.
 - c. Provide a personal history form on guards before interview, which includes and up-to-date criminal background check.
 - d. Must be in good general health and must possess reasonably good vision and be able to discriminate among colors, capable of hearing ordinary conversation, able to perform normal or emergency duties requiring moderate to laborious physical exertion such as: standing or walking for an entire shift, climbing stairs and ladders, lifting or carrying objects of reasonable weight, running for short distances, and be able to defend themselves.
 - e. Must be literate to the extent of reading and understanding printed regulation, written orders, instructions, and training instructions and must be able to compose reports, which convey complete information. They must also possess the capacity to acquire a good working knowledge of all the duty requirements of a security guard for a library.
 - f. Must wear uniforms that are cleaned and pressed with the name of the security company clearly visible.
 - g. Must not work more than twelve (12) hours during a 24-hour period or more than forty-eight (48) during a workweek.
 - h. Must read the 55 page book by Warren Graham titled the "Black Belt Librarian". The book maybe read at the library during quiet times. It gives very good information about how to handle security situations in a library. Mr. Graham was the Security and Safety Manager for the Public Library of Charlotte and Mecklenburg County.
2. Security guards must receive at least eight (8) hours of classroom training from contractor and pass with a grade of 70% or better. Training should cover:
 - a. Legal aspects on civil liability, library law, jurisdiction, use of force and other similar topics.
 - b. Security policies, rules, regulations, procedures, post orders and the library's general orders.
 - c. Security report writing methods and techniques
 - d. Procedure to be followed in reporting a violation of the law to a duly constituted law enforcement agency and general interaction with local police officers.
 - e. Training in appearance, attitude, conduct, and the lines of reporting authority as required by the library.
 - f. How to use a walkie talkie.
 - g. Library will provide copies of their policies.
3. Contractor consents to authorize representatives of the library to act in a supervisory capacity over contractor's guard personnel. The library will provide a list of the names of each individual authorized to perform supervisory duties and the night they act in this capacity.
4. Billing for security services should be weekly based on hours worked.
5. Security Services provider must provide liability insurance for their officers.
6. The library can change hours covered by security personnel with two weeks' notice.
7. The Security Service must indemnify the Pawtucket Public Library and the City of Pawtucket from damages or losses in relation to the performance of duties of the security officers.

8. Security Services are needed during the school year. The City can reduce the length of the contract as the result of budget issues.
9. Upon the occurrence of any of the acts or omissions listed below, there shall be an equitable downward adjustment of the Contractor's charges to fairly reflect the reduced value of the services provided. This downward adjustment shall be determined by mutual agreement of the contracting parties. Pending final agreement on the amount of such downward adjustment, the library may deduct from the billing the sum of fifty (\$50.00) dollars for each occurrence per day per incident. If no mutual agreement is reached within two (2) months after deduction, the amount actually deducted by the library shall be deemed acceptable to both parties. In every instance, the security guard contractor will be provided advance written notification of intent to make a penalty deduction. This section will apply to the following acts of omissions:
 - a. Failure to provide a guard for a shift
 - b. Failure to assign a trained substitute for a shift.
 - c. Allowing a guard to work in excess of twelve (12) hours in any twenty-four (24) hour period or more than fort-eight (48) hours in a workweek without the written consent of the library director.
 - d. Failure to maintain complete records of all hours worked by each employee assigned.
 - e. Failure to produce documentation concerning pre-employment screening and investigation prior to assignment
 - f. Failure to assign a correctly dressed guard.
 - g. Failure to replace any employee within eight (8) hours of request.
 - h. Failure to perform the required training of guards before being assigned to the library.
 - i. Failure of the guard to read the assigned book.
10. In emergencies situations additional guards up to two (2) in number must be provide within four (4) hours of notification. These guards do not have to be specially trained or interviewed in advance by the library director but must meet a high level of responsibility as their job will be to protect library property.
11. Services can be canceled by either party with two weeks written notice.

The selected vendor will be required to sign in and out daily, at the beginning and ending of shifts.

The selected company must show that personnel that will be working at the library have completed training needed to do the work required. An outline of this training should be included in the bid submission.

The City will not pay miscellaneous charges such as equipment, travel, mileage, etc.

Any individual that the selected company expects to be working at the Library will be required to have BCI checks; this is to include supervisors that may occasionally perform inspection visits. This background check will be paid by the security company. The City, for any reason, reserves the right to reject individuals performing, or scheduled to perform, security services under the resulting contract.

Proposal Content and Organization

Pricing must include all costs as specified in the section "Scope of Work". Pricing for this proposal must be indicated in the section "Bid Form".

All bid forms must be signed.

Vendors must include on the Bid Form a list of at least four (4) references with whom they have contracted to do similar work by including the company name, telephone number and a contact person. Preferably, references should be municipalities which are of approximate size as the City of Pawtucket, and a website address should be included if available.

Respondents must also include an overview of their company's experience including, but not limited to, the number of years the company has been providing these services, the size of the company (including the number of employees and locations), other municipalities that similar work has been performed, and a description of work undertaken that is similar to what is being requested in this RFP.

Four (4) copies of your proposal, one (1) original and three (3) copies, must be submitted at the time of submission. Proposals must be in the following format:

Bid Form

Company overview

Length of time your firm has been in business

Length of time at current address

All licensing (List types and business license number(s)), certification and permits as required in the Scope of Work.

Is your firm a sole proprietorship doing business under a different name? If yes, please indicate sole proprietorship, a name, and the name you are doing business under.

Is your firm incorporated?

Name and remittance address that will appear on invoices.

Physical address.

Please state any and all Additions, Deletions, and Exceptions, if any, that you are taking to any portion of this proposal. If not addressed specifically, the City of Pawtucket assumes that the vendor will adhere to all terms and conditions listed in this RFP.

Evaluation Criteria

Proposals will be evaluated based on:

- Completeness of the response to this Request for Proposal.
- Scope of services provided.
- Credentials of the company to undertake this project.
- Price.

Requests for Further Information

Requests for information or clarification must be made electronically to the attention of:

David Clemente,
Purchasing Agent

E-mail: dclemente@pawtucketri.com

Deadline for information and clarification will be August 30, 2011 at 10:00 AM.

Response Submittal and Evaluation

Respondents are to submit one (1) original and three (3) copies of their proposal in a sealed envelope, clearly marked:

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to the attention of:

David Clemente,
Purchasing Agent
Pawtucket City Hall
137 Roosevelt Avenue
Pawtucket, RI 02860

Deadline for submittals is 10 AM, Friday, September 2, 2011.
Late submittals will not be considered.

The evaluation of proposals will be conducted in a time frame convenient to the City.

In the event that the City requires further information and/or a demonstration of any equipment or process offered in any proposal, all vendors asked for same will do so at no cost to the City.

The city reserves the right to accept or reject any and all proposals, and to waive irregularities it may deem minor in its consideration of proposals.

The vendor has full responsibility to ensure that the proposal arrives at the Purchasing Division Office prior to the deadline set out herein. The City assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Postmarking by the due date will not substitute for actual receipt of response by the due date. Proposals arriving after the deadline may be returned, unopened, to the vendor, or may simply be declared non-responsive and not subject to evaluation, at the sole discretion of the Purchasing Agent.

The City will evaluate proposals using the criteria set forth herein. The successful respondent will be selected on, but not limited to the following items:

- Company Qualifications
- Price
- References

The City will make a determination based on its best interests, and reserves the right, in its sole discretion, to accept or reject any and all proposals.

There is no official, public opening of proposals. The City asks that companies refrain from requesting proposal information concerning other respondents until an intention to award is determined, as a measure to best protect the solicitation process, particularly in the event of a cancellation or re-solicitation. Proposal materials become public information only after a contract is awarded.

Offer prices and costs in vendor submittal must remain valid for a period of 90 days from the stated deadline date. Should any vendor object to this condition, the vendor must provide objection through a question and/or complaint to the Purchasing Agent prior to the proposal deadline.

The City will not be liable for any costs incurred by the vendor in the preparation and presentation of proposals submitted in response to this RFP, including, but not limited to, costs incurred in connection with the vendor's participation in demonstration and/or a pre-proposal teleconference.

It is the vendor's responsibility to examine all specifications and conditions thoroughly, and comply fully with specifications and all attached terms and conditions. Vendors must comply with all Federal, State, and City laws, ordinances and regulations, and meet any and all registration requirements where required for contractors as set forth by the State of Rhode Island.

Prior to the proposal deadline established for this RFP, changes may be made to a proposal already received by the City if that vendor makes a request to the Purchasing Agent, in writing, to do so. No changes to a proposal shall be made after the proposal closing deadline.

Vendors are responsible for errors and omissions in their proposals. No such error or omission shall diminish the vendor's obligations to the City.

A submittal may be withdrawn by written request to the Purchasing Agent by the proposer prior to the stated RFP deadline.

Rejection of Proposals and Rights of Award

The City reserves the right to reject any or all proposals, or portions thereof, at any time, with no penalty. The City also has the right to waive immaterial defects and minor irregularities in any submitted proposal at its sole discretion. All material submitted in response to this RFP shall become the property of the City of Pawtucket upon delivery to the Purchasing Agent.

Miscellaneous

Respondents to this RFP shall provide a minimum of Four (4) Customer References with two (2) or more years experience with the respondent. Local and similar-size contract references are preferred.

If any subcontractors are to be used in the performance of any work contracted for under this RFP, please list their name(s), contractor license #, address and phone number, and specific description of the subcontract work to be performed.

Insurance

The vendor shall maintain and keep in force such comprehensive general liability insurance as shall protect them from claims which may arise from operations under any contract entered into with the City, whether such operations be by themselves or by anyone directly or indirectly employed by them.

The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including

accidental death. The City of Pawtucket shall be named as additional insured on the vendor's General Liability Policy.

The vendor shall maintain and keep in force of this such Workers' compensation insurance limits as required by the statutes of the State of Rhode Island, and Employer's Liability with limits no less than \$500,000.

Vendors shall at all times comply with all federal, state, and local laws, ordinances and regulations and shall defend, indemnify and save harmless the City of Pawtucket against any claims arising from the violation of any such laws, ordinances and regulations, including but not limited to challenges as to the legality of any and all vendor installations.

The City is exempt from the payment of the Rhode Island State Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph 1, as amended. Further, the City is also exempt from the payment of any excise or federal transportation taxes. The proposal prices submitted must be exclusive of same, and will be so construed.

Costs

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Date: _____

Submitted By: _____

(Include Name, Address and Telephone No.) _____

Will any of the work spelled out in this bid be outsourced? ____ Yes ____ No

If so, please explain below:

General Information

Have you or your firm been subject to suspension, debarment or criminal conviction by the City of Pawtucket, the State of Rhode Island, or any other jurisdiction?

Yes: _____ No: _____

Have the City of Pawtucket and/or the State of Rhode Island ever terminated contracts with your firm for cause?

Yes: _____ No: _____

Has your firm ever withdrawn from a contract with the City of Pawtucket and/or the State of Rhode Island during its performance?

Yes: _____ No: _____

Have you or your firm been involved in litigation against the City of Pawtucket and/or the State of Rhode Island.

Yes: _____ No: _____

If you answered yes to any of the foregoing, please explain the circumstances below. If you or your firm has been involved in litigation against the City of Pawtucket and/or the State of Rhode Island, please include the case caption, case number and status. (If more space is needed, please attach separate sheet and submit with the bid.)

Is your company bonded? Yes ____ No ____

Please describe the nature and extent of all insurance coverage:

Addenda

The following Addenda have been received. The noted modifications to the Bidding Documents have been considered and all costs are included in the Bid Sum.

Addendum #1, Dated: _____

Addendum #2, Dated: _____

Addendum #2, Dated: _____

References

Please list at least four (4) companies' with whom you have contracted to provide similar services:

Reference #1
Company Name: _____
Contact Person: _____ Telephone #: _____
Contract Dates: _____ To _____

Reference # 2
Company Name: _____
Contact Person: _____ Telephone #: _____
Contract Dates: _____ To _____

Reference # 3
Company Name: _____
Contact Person: _____ Telephone #: _____
Contract Dates: _____ To _____

Reference # 4
Company Name: _____
Contact Person: _____ Telephone #: _____
Contract Dates: _____ To _____

Pricing

11-001

Having examined bid # 11-001, we propose to enter into a contract to perform services per the bid specifications for the costs listed below:

	Cost per Hour
Security Guard Services (Cost Per Hour)	
Security Guard Services – Overtime (Cost Per Hour)	

Bid Form Signature

(Bidder Name – Please Print)

By: _____
(Signature)

Title: _____

ANTI-KICKBACK ACKNOWLEDGMENT

ALL BIDDERS/OFFERORS MUST ATTEST TO THE FOLLOWING:

The vendor acknowledges, under the pains and penalties of perjury, that he/she has not been offered, paid, or solicited for any contribution or compensation, nor has he/she been granted a gift, gratuity, or other consideration, either directly or indirectly by any officer, employee or member of the governing body of the City of Pawtucket who exercises any functions or responsibilities in connection with either the award or execution of the project to which this contract pertains.

Further, the vendor acknowledges, under the pains and penalties of perjury, that he/she has not offered, paid, or solicited by way of any contribution or compensation, nor has he/she granted a gift, gratuity or other consideration either directly or indirectly to any officer, employee, or member of the governing body of the City of Pawtucket who exercises any functions or responsibilities in connection with either the award or execution of the project to which this project or contract pertains.

SIGNATURE OF OFFEROR

DATE

TITLE

COMPANY

Title of RFP:
