



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

CREATION DATE : 18-MAR-14
 BID NUMBER: 7548592
 TITLE: UNARMED SECURITY SERVICES FOR URI COMMENCEMENT
 BLANKET START : 17-MAY-14
 BLANKET END : 19-MAY-14
 BID CLOSING DATE AND TIME: 08-APR-2014 11:30:00

BUYER: Melillo, Charlotte A
 PHONE #: 401-574-8110

B
I
L
L
T
O
 URI ACCOUNTS PAYABLE
 CARLOTTI ADMINISTRATION BLDG
 75 LOWER COLLEGE ROAD, SUITE 1
 KINGSTON, RI 02881
 US

S
H
I
P
T
O
 URI SPECIAL INSTRUCTIONS
 SEE BELOW
 SEE BELOW, RI N/A
 US

Requisition Number: 1359721

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>5/17/14 - 5/19/14</p> <p>UNARMED SECURITY SERVICES FOR URI COMMENCEMENT PER ATTACHED SPECIFICATIONS</p> <p>QUESTIONS REGARDING THIS RFQ SHOULD BE EMAILED TO: charlotte.melillo@purchasing.ri.gov before April 1, 2014 at 4:00 PM.</p> <p>THIS IS A NEW REQUIREMENT. THERE IS NO PRIOR PO FOR THESE SERVICES.</p> <p>RATES SHALL BE ALL-INCLUSIVE. THE HOURLY RATE SHALL CONSTITUTE THE BASIS FOR PAYMENT AND INCLUDE ALL COSTS AND CHARGES, INCLUDING ANY ADMINISTRATIVE ANND MANGEMENT COSTS.</p> <p>* Unarmed Security Services for URI Commencement on May 18, 2014. Bid a price per hour per Branch Director/Supervisor - per the attached specifications. Rates are to be all-inclusive. The hourly rate shall constitute the basis for payment and include all costs and charges, including any administrative and management costs.</p>	31.50	Hour		
2	<p>Unarmed Security Services for URI Commencement on May 18, 2014. Bid a price per hour per Security Guard - per the attached specifications.</p> <p>Rates are to be all-inclusive. The hourly rate shall constitute the basis for payment and include all costs and charges, including any administrative and management costs.</p>	570.50	Hour		

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

RFQ 7548592
ATTACHEMENT A
SCOPE OF WORK FOR
UNARMED SECURITY SERVICE FOR
UNIVERSITY OF RHODE ISLAND
Kingston, RI 02881

INTRODUCTION:

The University Of Rhode Island (URI) has a requirement to procure unarmed security guard services to increase physical security to safeguard faculty, staff, students, visitors, vendors, facilities, property and assets from loss, theft, damage, criminal acts, sabotage, and terrorism. A well-trained and equipped security guard force provides management with an effective means for implementing and monitoring the provisions of the University's Security Management Program. Security guards are required to conduct access control and screening, monitor crowd behavior and other duties as outlined in the Scope of Work (SOW), Post Orders and special instructions provided by the URI Director of Public Safety.

SCOPE OF WORK:

General scope of work shall be to provide appropriate unarmed security guard services at the University of Rhode Island (URI) Commencement Ceremonies May 18, 2014.

The Contractor must furnish all labor, supervision, materials, equipment, and management necessary to provide security guard services in accordance with the stated requirements. The Contractor must implement all necessary scheduling, personnel, and equipment control procedures to ensure a timely accomplishment of all security guard service requirements.

REQUIREMENTS OF THE CONTRACTOR

Contractor shall provide competent, fully qualified and State of Rhode Island licensed Security Guards, as well as the necessary equipment, and supervision to provide high quality Security Guard Services at the URI Commencement Ceremonies. Contractor shall provide such Security Guard Services in accordance with the particular requirements for each location as specified in the security requirement instructions for each Facility ("Post Orders") to be provided to the Contractor by the URI Director of Public Safety.

The Contractor providing Security Guard Services must meet the following specifications:

- Contractor and Security Guards must be licensed by the State of Rhode Island Attorney General's Office to conduct business in the State of Rhode Island
- The Contractor shall provide all labor, on-site supervision, equipment (including two-way radios), uniforms, and supplies necessary to perform the services
- Contractor shall be responsible for appearance, conduct and supervision of all security guards. All personnel under the responsibility of the Contractor must conduct themselves in a completely respectable manner, observe the doctrines of public servant behavior, be polite, courteous, cooperative and pleasant.

- Contractor will assure that the security guards are punctual and that the posts are staffed during the times required as listed on Exhibit (1) which provides post locations and hours
- Contractor will assure that all duties are performed per post orders and contract specifications. (The Director of Public Safety will provide the Contractor with a copy of the post orders prior to performance)
- Contractor will be responsible for providing reliefs for security guard breaks and meals as required
- The Contractor will provide supervision for all guards who will serve as a liaison between the Contractor and URI Public Safety Representative with respect to any and all issues, concerns, and relevant information including communicating policies and procedures to the other guards and enforcing those policies and procedures with respect to its guards
- The Contractor shall provide radio communication equipment to provide for direct voice communication between the security guards and the Contractor's supervisor who will be stationed at the URI Emergency Command Post
- Security guards and supervisors must sign-in and out at the URI Emergency Command Post
- Security guards will need to be equipped with uniforms that foster a professional consistent appearance. These uniforms must clearly identify the name of the security Contractor and the name of the individual security guard, in conformance with Rhode Island State Law and requirements
- The guards must be trained to and capable of handling any and all incidents in a legal and professional manner. Contractor will be responsible for the training/instruction of all security guards specifically in:
 - Public Relations
 - Communications
 - Access Control
 - Crowd Control/Behavior Surveillance
- Contractor shall be responsible for conducting criminal background checks on all guards used to perform any services
- URI Director of Public Safety reserves the right, at his/her sole discretion, to require the Contractor to remove any guard for any lawful reason and request a suitable replacement from the Contractor

Security Guards are expected to be observant and provide a visible deterrence to crime and disruptions at the Commencement Ceremonies. Security Guards enforce rules and regulations, ensure access control, conduct screenings and prevent criminal activity. Security Guards create a safe, secure and professional environment by interacting with the public, vendors, client's staff & other event support staff at their assignment by employing their training and following Contractor policies and URI Public Safety Department instructions.

PERSONNEL REQUIREMENTS:

Security officers employed by the Contractor to perform work under this contract shall:

- Have a minimum of two years' experience as a security guard, or two years' experience in a branch of law enforcement or other type of protective service;
- Be able to communicate effectively in both written and oral English

- Have current certification in Emergency First Aid and/ CPR Training
- Be physically and emotionally capable of performing the assigned tasks
- Have no criminal record

PERFORMANCE DUTIES:

General performance criteria shall include but not be limited to:

- Provide assistance, directions, answer questions and otherwise serve as a central or visible source of information for staff, faculty, students, visitors and vendors
- Provide access control by ensuring that only authorized persons are permitted into facilities
- The inspection of people and property entering the facilities when deemed necessary according to URI Public Safety Department procedures
- The inspection of truck's and trailer's cargo entering secured areas according to URI policies and procedures
- Provide Parking Lot traffic access and egress control
- Notify the supervisor of any hazards, safety violations or other conditions that warrant an unsafe condition who will in turn promptly notify the URI Public Safety Representative
- Perform additional duties unique to specific posts as required by URI Public Safety Department and communicated by the Contractor's supervisor
- A majority of the duties will be stationary, but occasionally walking and/or driving a golf cart (provided by URI) may be required.
- Guards will not carry weapons of any kind

SECURITY GUARD REQUIRED DUTIES:

Specific security officer duties include but are not limited to:

- Reporting for duty at the designated starting time, and shall not leave assigned posts or property until properly relieved
- Screening all personnel at each designated entrance to the facility. Guards shall safe guard all property against fire, vandallism, and illegal entry, and also provide information and assistance to the public
- Covering an assignment at a fixed Post, or patrol an area, facility, or location for the purpose of detecting and preventing individuals or groups from committing acts which are injurious to other individuals or to property
- Visually screening packages and bags carried into facilities as per post orders
- Reporting all incidents of an emergent nature that may involve potential damage or injury to any individual within the facility immediately to a supervisor
- Patrolling interior and exterior perimeter of the facility or Location, as required
- Correct any unsafe condition, if possible, in and outside of the facility or location

- Monitoring and directing parking/traffic as directed by the supervisor or URI Public Safety Representative

All Guards and Supervisors shall:

- Be punctual; remain awake, alert, and attentive during their Work shifts, without any exception
- be responsive to special requirements as appropriately requested by the URI Public Safety Representative
- Present a businesslike demeanor at all times
- Be able to read, write, and speak English, prepare clear and concise reports, and remember facts and details concerning specific situations, and communicate effectively with the general public
- React quickly and take command of emergency situations, and use sound judgment and discretion in handling unruly members of the public
- Not accept gratuities for any reason whatsoever from staff or visitors
- Be responsible for ensuring that all articles found be submitted to the designated URI Public Safety official

CONTRACTOR ORIENTATION:

URI Public Safety will provide Contractor and designated Contractor's employees with an initial orientation prior to start of Contractor's operation. Contractor will be notified, in writing, of the orientation meeting date, time and location and the Contractor shall ensure that the appropriate personnel are in attendance. It shall be the responsibility of the Contractor to ensure that employees assigned to perform the work described in these specifications, whether or not in attendance at the initial orientation meeting, receive all information distributed at said initial orientation meeting.

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....VII
 BID STANDARD TERMS AND CONDITIONSVII
 TERMS AND CONDITIONS FOR THIS BIDVII
 AWARDVII
 PURCHASE AGREEMENT BIDVII
 RIVIP INFO - BID SUBMISSION REQUIREMENTSVII
 CHARGES PERMITTEDVII
 INSURANCE REQUIREMENTS (ADDITIONAL)VIII

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND, DIVISION OF PURCHASES

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

CHARGES PERMITTED

NO CHARGES OTHER THAN LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO

MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

INSURANCE REQUIREMENTS (ADDITIONAL)

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "BILL TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.