

**COUNTY OF YUBA  
REQUEST FOR PROPOSAL**

***Security Guard Services***



**PROPOSAL DUE DATE:**

***Friday, October 14, 2016  
By 5:00 PM***

**Contact Person for Questions and Information:**

Andrea Armstrong

[aarmstrong@co.yuba.ca.us](mailto:aarmstrong@co.yuba.ca.us)

530-749-7882

The County of Yuba wishes to obtain unarmed, uniformed security guard services for various County facilities to maintain the safety and security of each location.

## **I. SCOPE OF WORK**

### **Services to be provided to the County include:**

This shall specify the level of services identified to be provided at the four facilities (6 work sites to include Courthouse, Superior Court Annex, Government Center, Packard Health and Human Services, Packard Child Support Services, and Packard Peach Tree Clinic). Except for brief rest room breaks, posts shall be staffed continually to the extent indicated. Requirements for substitute guards for relief periods, breaks, lunch periods, training, sickness, etc. are not reflected in the schedules that follow. The Contractor is solely responsible for determining and providing any substitute / back-up personnel as needed. County shall not agree to any variance in compensation to allow for such continuous staffing requirement. Accordingly, the determination of total hour requirements for the performance of all services herein specified is the sole responsibility of the Contractor.

The following services are to be provided at all locations in addition to any facility specific services indicated in Table A (below).

- a.) Prevent, report, and investigate criminal activity or any other disorderly conduct which would cause risk or harm to personnel or loss of property. Request law enforcement back-up as needed.
- b.) Assist visitors to the facility in locating departments and offices, both within the facility and elsewhere in the County.
- c.) In the event of an emergency, assist responsible County officials and the public in orderly evacuation of the facility.
- d.) Conduct periodic public patrols throughout the facility as specified by the facility Point of Contact or his/her designee to ensure the safety of persons and protection of property in the facility
- e.) Respond to intrusion alarms at exterior doors
- f.) Perform such other functions as may be necessary in the event of situations or occurrences, such as civil disturbances, attempts to commit sabotage, or other criminal acts adversely affecting the security and safety of the County, its employees, property and general public lawfully in the facility.
- g.) Maintain an Activity Log that documents both routine (e.g. time reporting for duty, relief guards, supervisory visits, guard tour tracking, patrol completion, opening and securing of building) and non-routine (e.g. calls for back-up or

assistance, persons denied access to the facility, weapons detected, first aid emergencies) events. The Log shall be neatly maintained and a computer copy generated by the Contractor will be provided to the applicable Point of Contact daily.

**Table A – Facility Specific Tasks / Scheduled Assignments and Requirements**

Location	# of Guards	Service Hours and Facility Specific Tasks
<b>Yuba County Courthouse</b> 215 5 <sup>th</sup> Street Marysville, CA	2	7:30 am to 5:30 pm, Monday through Friday, except for designated County holidays, and during evening public meetings in the Courthouse. Using equipment provided by the Superior Court, perform screening / x-ray scanning of public and their belongings entering the Courthouse.
<b>Superior Court Annex</b> 120 5 <sup>th</sup> Street Marysville, CA	1	8:00 am to noon and 1:00 pm to 5:00 pm, Monday through Friday, except for designated Court holidays, and during evening meetings in the Annex. Perform screening of public entering the building using metal detector and searching and their belongings by hand as necessary.
<b>Yuba County Government Center</b> 915 8 <sup>th</sup> Street Marysville, CA	1	<p>Daily perimeter patrol checking all interior doors, clearing internal areas (i.e., conference rooms, bathrooms, etc.), all exterior doors &amp; windows, and securing external gated area. 30 minute tour Monday through Friday starting after business hours or after the conclusion of any night meeting.</p> <p>A periodic mobile patrol at least twice per day evening / overnight including weekends.</p> <p>Plus provide uniformed presence in the building lobby during the following commissions and scheduled after hours' meetings:</p> <ul style="list-style-type: none"> <li>• LAFCO meetings on the first Wednesday of each month (averages 3 hours)</li> <li>• Planning Commission meetings on the third Wednesday of every month (averages 3 hours)</li> <li>• Occasional additional Planning Commission meetings on the fourth Wednesday of the month (averages 3 hours)</li> <li>• Fish &amp; Game meetings held the first Thursday of each month (averages 1 hour)</li> <li>• Scheduled Board of Supervisors meeting the first Tuesday of every month (averages 2 hours)</li> <li>• All other scheduled meetings occurring outside of normal business hours (evenings and/or weekends).</li> </ul>

<p><b>Packard Ave</b> (3 County tenants) 5730 Packard Ave Marysville, CA</p>	<p>1</p>	<p><b>Department of Child Support Services</b> - Hours for administrative hearings in the department or Department Six of the Superior Court Annex, as needed. Evening, weekend and holiday guard to be shared with Health and Human Services and Peach Tree Clinic. Additional Services may be requested by Point of Contact.</p> <p><b>Health and Human Services</b> – 7:30 am to 5:30 pm Monday through Friday, except designated County holidays, the guard will be posted inside the lobby, roaming as needed.</p> <p>Patrolling guard will be required after hours from 5:30 pm to 7:30 am and 24 hours a day on weekends and designated County Holidays. Contractor shall provide proof of guard tour. The cost for these guard hours will be shared by Health and Human Services, Department of Child Support Services and Peach Tree Clinic. Additional services may be required at the discretion of the Point of Contact.</p> <p>Guard to be posted at door between 7:30 am to 8:00 am and 5:00 pm to 5:30 pm</p> <p><b>Peach Tree Clinic</b> Evening, weekend and holiday guard to be shared with Health and Human Services and Peach Tree Clinic. Additional Services may be requested by Point of Contact.</p>
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## II. SCHEDULE OF EVENTS

Activity	Date
Release of RFP	Friday, September 16, 2016
Pre-Proposal Conference	Wednesday, September 28, 2016
Last day to submit Questions	Monday, October 10, 2016
Questions Posted to the Website	Tuesday, October 11, 2016
Proposals due no later than	Friday, October 14, 2016
Evaluation Committee Reviews Proposals	October 17 – October 20, 2016
Recommendation to County Board	Tuesday, November 8, 2016

## III. PRE-PROPOSAL CONFERENCE

This is a non-mandatory pre-proposal conference scheduled for Wednesday, September 28, 2016 at 10:00am PST at the Yuba County Government Center, 915 8<sup>th</sup> Street, Marysville Conference Room, Marysville, CA 95901.

Bidders shall send an email stating their attendance or non-attendance along with any questions to the contact person listed on the cover page by 2:00 pm PST on Tuesday, September 27, 2016 for the questions to be addressed at the conference.

Following the pre-proposal conference, bidders are welcome to visit the various facilities where services are needed. A map of the facilities and prospective services at each facility will be provided at the pre-proposal conference. While the pre-proposal conference and visiting the facilities is not required, the County anticipates that the information provided

will be very helpful and will improve proposals; therefore, interested Contractors are encouraged to participate. Bidders shall be responsible for having acquired full knowledge of the requirements and expectations. No variations or allowances will be accepted based on a lack of examination and inspection of the work to be completed.

#### **IV. STATEMENT OF QUALIFICATIONS**

All submissions should include the following information:

- A company profile outlining its history, experience, size, and affiliations.
- An outline of a minimum of three current customers/clients with similar projects in scope and size, including their contact information
- The names and qualifications of key personnel to be assigned to this project
- Proof of a private patrol operator license issued by the State of California.
- Proof of continuous Workers Compensation coverage.

#### **V. ADDITIONAL REQUIREMENTS**

- a.) Contractor must have direct experience conducting work in similar scope and implementation on at least three projects of equal or greater scope in the last 5 years of security guard services.
- b.) Contractor shall provide a communications center to provide service to our facilities 24 hours a day, 7 days a week (including holidays).
- c.) Most services shall be on a regularly scheduled guard tour; yet there will be occasional ad hoc or requested special services. It is the County's intention to schedule requests with as much notice as possible. In Exhibit D, the following pricing shall be provided for the following types of special requests:
  - Assuming a 48 hour or more prior notice to schedule a request for service.
  - Occasionally, last minute events do occur so please also provide your pricing for requests with less than 48 hour prior notice.
  - Please also provide your pricing for work occurring on weekends and holidays
  - And please provide pricing for requests that exceed an 8 hour shift in a given day when circumstances require the same guard to remain on duty (overtime rate).
- d.) Contractor shall participate in periodic performance evaluation meetings to be held monthly or at another frequency as mutually determined with the County's contract administrator / Purchasing Agent. Any of the County's Points of Contact from other County locations shall be invited to participate.

- e.) Contractor shall annually provide documentation to ensure that staff have completed the appropriate annual certifications and trainings at Contractor's cost. These requirements include but are not limited to:
  - High school graduate or possession of a GED certificate
  - No record of a felony conviction or misdemeanor conviction involving moral turpitude
  - CPR certified
  - Certified and licensed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services
  - State mandated radiation safety training (Annual X-ray machine training)
  - Satisfactory completion of an eight hour course of training in the exercise of power of arrest as required by subdivision (a) of the State of California Business and Professions Code Section 7583.6 and Section 7583.7
    - (i) Within thirty days of being assigned to duty, each security guard shall have satisfactorily completed an additional sixteen hours of training in security officer skills required by subdivision (b) of Section 7583.6 of the Business and Professions Code
    - (ii) Within six months of being assigned to duty, each security guard shall have satisfactorily completed sixteen hours of training in addition to that training required by subdivisions (a) and (b) above, for satisfactory completion of a total of forty hours of training
  - For officers staffing the x-ray scanner at the designated sites with such a unit they shall also have the 8 hour annual State certification for operation of an x-ray device.
- f.) Assigned guards shall be in physical condition sufficient to fully satisfy the demands of security services per this specification.
- g.) Able to speak English clearly and distinctively, to hear a normal speaking voice and to write legibly. Bi-lingual skills (Spanish, Hmong, or Punjabi) are preferred but not required.
- h.) All employees shall be live scanned with a DOJ and FBI level of service utilizing the County's ID number at the Contractor's expense utilizing: Contractor's own licensed and certified equipment/facility, at a certified facility (e.g. UPS Store), or at a local law enforcement agency.
- i.) The Contractor must demonstrate they have the technical expertise, experience, facilities, capabilities, and financial resources necessary to perform the work in a satisfactory manner.
- j.) Post Orders and Operating procedures. Prior to staffing an account, Contractor shall provide the following at no additional expense to the County:
  - Meet with the facility site supervisor and review current security guard post orders (duties) and operating procedures;

- Amend current post orders and operating procedures, as necessary, to the mutual agreement of both the County and Contractor, in writing;
  - Hold an orientation/training meeting with assigned personnel, at which time they shall be given a written copy;
  - Provide a written copy to the facility site supervisor and purchasing agent
  - Contractor shall establish a specific set of post orders and operating procedures for each County facility assigned. These post orders and operating procedures shall be completed within ten (10) days following the contract start date. Contractor shall not seek additional monies from County for establishing post orders and operating procedures.
  - Post orders are subject to review and approval of the Sheriff's and Court's office for the Courthouse.
- k.) Part of the selection process may include a credit check and financial evaluation of the business.
- l.) Selection will be made by a County Evaluation Team. The Evaluation Team may deem it necessary to schedule presentations and/or interview applicants and key personnel. The County retains the right to interview applicants as part of the selection process. Members of the Evaluation Team are not to be contacted by the proposers.
- m.) All work performed shall be in compliance with appropriate OSHA standards, as well as all Federal, State, County, and local ordinances and regulations. Contractor must obtain all licenses and permits required and Contractor shall bear the cost for meeting this standard for all employees.
- n.) All work performed and completed under the resulting agreement is subject to the acceptance of the County or its authorized representative.
- o.) Contractors must not have any disciplinary actions or notices in the past five years taken against their firm by their oversight state agency, the Bureau of Security and Investigative Services (BSIS), or any other government agency.
- p.) Contractor should be able to provide proof that they have had a continuous license to provide unarmed security services in California for a minimum of five years, without any delinquencies.
- q.) Contractor should be able to provide proof of continuous General Liability, Auto and Workers Compensation Insurance coverage for the last five years.
- r.) Contractors shall furnish to the County, *upon award of contract*, certificate of insurance naming the County as an additional insured party in amounts requested by County and maintain such insurance during term of contract.

## **VI. EVALUATION CRITERIA**

The County reserves the right to cancel this Request for Proposal for any reason without any liability to any Contractor or to waive irregularities at its discretion. This solicitation does not constitute a contract offer of employment, or offer of purchase. The County may select any Option or combination of Options outlined in the scope of work at its own discretion. The County makes no representation that any contract will be awarded to any respondent to this solicitation. The County also reserves the right to reject any and all proposals at its sole discretion.

The contract(s), if awarded, will be awarded to the Contractor whose proposal is considered the *best value* to the County. Best value will be determined based on price, responsiveness, and responsibility:

- a.) The lowest price is determined by the total cost to the County.
- b.) Responsiveness means a Contractor who has submitted a proposal that conforms to the solicitation documents in all material aspects.
- c.) A responsible Contractor shall mean a Contractor who has the capability, in all respects, to fully perform the contract requirements and the moral and business integrity and reliability that will assure good faith performance. Qualifications, interview, experience, and financial stability may all be taken into consideration.

Thus the result will not be determined based solely on price. Although price is a factor, the County will consider awarding the contract(s) to the Contractor that meets the best interest of the County as interpreted by the County.

The County reserves the right to change hours or services at any particular facility. The final determination of location, dates, times, and services provided will be incorporated into the final agreement for services (contract).

## **VII. PROPOSAL SUBMITTALS**

Please include the following with your proposal in this order:

- Statement of Qualifications as detailed above (must include all items)
- Acknowledgement of your understanding of the scope of work
- Detailed Cost Estimate
- Exhibits A through E
- Key Employee Information



## VIII. TERMS AND CONDITIONS

Proposals are subject to the following terms and conditions:

- a.) **Contract Term.** The term of the agreement resulting from this solicitation will be for three (3) years, with two one-year extensions at the County's option. The contract is expected to start in November 2016.
- b.) **Project Schedule.** Upon receipt of proposals, and suitable review, County expects to select a Contractor. Once selected, Contractor and County will complete contract and agree upon start date and work schedule. County desires for work to begin in November 2016.
- c.) **Contract Form.** The final contract(s) will incorporate the appropriate terms and conditions from this solicitation. A draft of the contract is attached.
- d.) **References.** To receive consideration, proposals must clearly and specifically address how the requirements for each item will be met. Proposal must include a Statement of Experience and three references including contact information from projects similar to ours which we may contact as references.
- e.) **Submittal Instructions:** Before submitting a proposal, Contractors shall fully inform themselves as to all conditions and limitations and shall include in the proposal a sum to cover the cost of all items. FIVE proposals must be submitted in a sealed envelope, clearly marked "**Security Guard RFP**" to:  
  
Yuba County Department of Administrative Services  
Attn: Purchasing and Contracts  
915 Eighth Street, Suite 119  
Marysville, California 95901  
  
No responsibility will attach to a County employee for the premature opening of a proposal not properly addressed and identified. Proposals will not be publicly opened and read. Proposals will be privately reviewed and evaluated by a County Evaluation Team.
- f.) **Proposal Due Date.** In order to be considered, proposals must be received at the above address not later than **Friday, October 14, 2016 at 5:00 pm**. A proposal may be withdrawn by written request received from the County prior to the time set for the closing date.
- g.) **Proposal Validity.** Proposals must be valid for a period of not less than ninety days after the solicitation closing date.

h.) **Contact Information.** Andrea Armstrong, Project Manager and Purchasing Administrator for Administrative Services, is the designated contact person for questions related to this Request for Proposal. All questions must be received in writing via email, fax, or USPS mail service. Responses will be returned in writing and only the answers in writing will constitute an amendment as the correct, accurate and binding response from the County. All questions and responses will be posted online and shared with all participants, applicants, and Contractors.

Andrea's contact info is: [aarmstrong@co.yuba.ca.us](mailto:aarmstrong@co.yuba.ca.us) or fax 530-749-7884

**EXHIBIT A – BIDDERS STATEMENT**

By submitting a bid, the bidder acknowledges that he/she has acquainted themselves with the terms, scope, and requirements of the project based on the information contained in this RFP and any addendums. Any failure by the bidder to acquaint him or herself with available information will not relieve them from the responsibility of estimating properly the difficulty or cost of successfully performing the work. The County is not responsible for any conclusions or interpretations made by the bidder on the basis of the information made available by the County.

The following addendums have been acknowledged and are included in our proposal. RFPs that do not acknowledge addendums may be rejected.

Addendum#	Initials

\_\_\_\_\_  
Complete Legal Name of Company

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Printed Name Of Authorized Agent (Title)

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal Identification Number

\_\_\_\_\_  
Duns Number

**THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.**

**EXHIBIT B – LIST OF SUBCONTRACTORS**

**Mark one of the boxes below:**

- BIDDER does not propose to subcontract the work.
  
- BIDDER proposes to subcontract certain portions of the work to the individuals / firms listed below:

Name:	Type Of Work:
Address:	
	License #:
Phone:	

Name:	Type Of Work:
Address:	
	License #:
Phone:	

Name:	Type Of Work:
Address:	
	License #:
Phone:	

Name:	Type Of Work:
Address:	
	License #:
Phone:	

Name:	Type Of Work:
Address:	
	License #:
Phone:	

Name:	Type Of Work:
Address:	
	License #:
Phone:	

Name of Individual / Firm Submitting Bid: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED BY THE CONTRACTOR AND INCLUDED IN THE BID.**

**EXHIBIT C - LIST OF REFERENCES**

The following are the names, addresses, and telephone numbers of three (3) references for which BIDDER has performed similar work within the past three years. Public Agencies are preferred.

1. \_\_\_\_\_  
Name and Address of Owner

\_\_\_\_\_

Name and Telephone Number of Person Familiar with Project

_____	_____	_____
Contract Amount	Type of Work	Date Completed

2. \_\_\_\_\_  
Name and Address of Owner

\_\_\_\_\_

Name and Telephone Number of Person Familiar with Project

_____	_____	_____
Contract Amount	Type of Work	Date Completed

3. \_\_\_\_\_  
Name and Address of Owner

\_\_\_\_\_

Name and Telephone Number of Person Familiar with Project

_____	_____	_____
Contract Amount	Type of Work	Date Completed

**THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.**

**EXHIBIT D – PRICE PROPOSAL**

Pricing for each type of rate is required. If there are additional rates, this should be included in the box below.

Description	Amount
Monthly Costs for All Scheduled Assignments as described in Table A	\$
Hourly Rate for Scheduled Guards	\$ /per hour
Overtime Rate (>8 hours per shift for same guard)	\$ /per hour
Emergency Call Out (<48 hour notice)	\$ /per hour
Evening / Weekend / Holiday	\$ /per hour
Mobile Patrol – Day / Evening / Weekend / Holiday	\$ /per hour

**Detail here or attach additional information regarding Bidder’s pricing structure.**

**THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.**

**EXHIBIT E - PRICE PROPOSAL**

**NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY  
BIDDER AND SUBMITTED WITH BID**

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

STATE OF CALIFORNIA )  
COUNTY OF YUBA )

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is  
(Name)

\_\_\_\_\_  
(Position Title)

\_\_\_\_\_  
(The Bidder/Contractor)

the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation, that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price or any other bidder, or to fix any overhead profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract that all statements contained in the bid are true and, further, that the bidder has not directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
(Person signing for Bidder)

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by the person named above, proved to me on the basis of satisfactory evidence to be the person(s) who  
appeared before me.

(Notarial Seal)

\_\_\_\_\_  
(Notary Public)