

COUNTY OF YUBA
REQUEST FOR PROPOSAL

Security Guard Services



PROPOSAL DUE DATE:

Friday, June 18, 2010
By 5:00 PM

The County of Yuba wishes to attain security guard services for various County facilities to maintain the safety and security of each location. Proposals should indicate the fee per hour for each facility location.

I. SCOPE OF WORK

Services to be provided to the County include:

The following services are to be provided at each location in addition to facility specific services indicated in Table A.

- a.) Prevent, report and investigate criminal activity or any other disorderly conduct which would cause 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, 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 generated copy will be provided to the applicable Point of Contact daily.

Table A

Location	# of Guards	Times
<p>Courthouse 215 5th Street Marysville, CA</p>	<p>3</p>	<p>7:30 am to 5:30 pm, Monday through Friday, except for designated County holidays, and during evening public meetings in the Courthouse.</p>
<p>Superior Court Annex 215 5th Street Marysville, CA</p>	<p>1</p>	<p>8:00 am to noon and the hours of 1:00 pm to 5:00 pm, Monday through Friday, except for designated Court holidays, and during evening meetings in the Annex. Scheduled evening meetings include Monday 6:00 pm to 9:00pm and Wednesday 6:00pm to 8:30pm, less court holidays.</p>
<p>One Stop Center 1114 Yuba Street Marysville, CA</p>	<p>1</p>	<p>7:30 am to 6:00 pm, Monday through Thursday, and between the hours of 7:30 am to 5:30 pm on Friday, except for designated holidays. Additional hours may be added as staff hours are changed to provide evening services to customers at the One Stop Center.</p>
<p>Government Center 915 8th Street Marysville, CA</p>	<p>1</p>	<p>8:00 am to 6:00 pm, Monday through Friday, except for designated County holidays, and during evening public meetings in the Government Center. Includes 5:30 pm to 9:00 pm on the first Tuesday of each month for Board meetings, and the same hours on the first Wednesday of each month for LAFCO meetings and the third Wednesday of each month for Planning Commission. Additionally, the second and fourth Mondays of each month from 5:00 pm to 7:30 pm for the Youth Commission meetings.</p>
<p>Packard Ave 5730 Packard Ave Marysville, CA</p>	<p>1</p>	<p>Department of Child Support Services. 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>Health and Human Services – 7:30am 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. 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>Peach Tree Clinic 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>

II. 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.

III. 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.
- b.) Contractor should be able to provide an adequate number of staff to receive phone calls and provide service to our facilities 24 hours a day, 7 days a week (including holidays).
- c.) Contractor must demonstrate appropriate certification and training for key personnel including but 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
 - 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
- d.) In physical condition sufficient to fully satisfy the demands of security services per this specification.
- e.) Able to speak English clearly and distinctively, to hear a normal speaking voice and to write legibly.

- f.) All employees shall be subject to a background security investigation annually at the Contractor's cost.
- g.) The Contractor must demonstrate they have the technical expertise, experience, facilities, capabilities, and financial resources necessary to perform the work in a satisfactory manner.
- h.) Part of the selection process will include a credit check and financial evaluation of the business.
- i.) 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.
- j.) 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.
- k.) All work performed and completed under the resulting agreement is subject to the acceptance of the County or its authorized representative.
- l.) Contractors must not have any disciplinary actions 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.
- m.) 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.
- n.) Contractor should be able to provide proof of continuous General Liability, Auto and Workers Compensation Insurance coverage for the last five years.
- o.) 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.

IV. 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 remove 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).

V. PRE-PROPOSAL CONFERENCE

A pre-proposal conference and discussion will take place on Friday, June 11, 2010 beginning at 10:00am:

Date & Time: Friday, June 11, 2010 10:00am
Location: Meet at the Yuba County Government Center
915 8th Street, Conference Room 2
Marysville, CA 95901

Prospective Contractors must send an email RSVP and submit written questions to the contact person listed by 2:00pm PST on Wednesday, June 9, 2010.

Following the June 11th information session, you 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.

VI. PROPOSAL SUBMITTALS

Please include the following with your proposal in this order:

- Statement of Qualifications
- Scope of Work
- Detailed Cost Estimate
- Attached Proposal Form
- Workers Compensation History
- Key Employee Information

VII. 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 annual, with two one year extensions at the County's option. The contract is expected to start in July 2010.
- 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 July 2010.
- c.) **Contract Form.** The final contract(s) will incorporate the appropriate terms and conditions from this solicitation.
- 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, June 18, 2010 at 5:00pm**. 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.

Contact Information. Andrea Armstrong, Contracts and Purchasing Administrator for Administrative Services, aarmstrong@co.yuba.ca.us, 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 and shared with all participants, applicants and Contractors.

All questions received in writing must be received by Wednesday, June 16, 2010 and will be responded to in the same form as received.

**COUNTY OF YUBA
PRICE PROPOSAL FORM**

(This form should be included with your Proposal along with a Detailed Cost Estimate)

The undersigned has carefully checked all figures in his/her proposal and understands the County of Yuba will not be responsible for any errors or omissions in preparing this proposal. The proposal shall remain valid for any and all services provided for a period of sixty days.

SECURITY GUARD SERVICES

RFP NAME: _____

FIRM NAME: _____

CONTACT NAME: _____

ADDRESS OF FIRM: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

FEDERAL ID NUMBER: _____

DUNS NUMBER: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

OPTION 1: TOTAL BID \$ _____

OPTION 2: HOURLY RATE FOR ADDITIONAL GUARDS \$ _____

OPTION 3: EMERGENCY CALL OUT – EVENING/WEEKEND/HOLIDAY \$ _____ PER HOUR

OPTION 4: MOBILE PATROL – DAY/EVENING/WEEKEND/HOLIDAY \$ _____ PER HOUR

PLEASE LIST 3 REFERENCES WITH LOCATION AND TELEPHONE NUMBER:

Insurance Requirements for Contractors/Consultants

Contractor shall produce and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors. If Contractor fails to maintain the Insurance provided herein, County may secure such insurance and deduct the cost thereof from any funds owing to Contractor.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
2. Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code 1 (any auto).
3. Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance.

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- | | | |
|--|---|--|
| 1. General Liability: (including operations, products and completed operations.) | \$1,000,000 | per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. |
| 2. Automobile Liability: | \$1,000,000 | per accident for bodily injury and property damage. |
| 3. Workers' Compensation: | As required by the State of California. | |
| 4. Employer's Liability: | \$1,000,000 | each accident, \$1,000,000 policy limit bodily injury by disease, \$1,000,000 each employee bodily injury by disease. |

If the contractor maintains higher limits than the minimums shown above, the County shall be entitled to coverage for the higher limits maintained by the contractors.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall provide a

financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The County, its officers, officials, employees, and volunteers are to be covered as insured's with respect to liability arising out of automobile's owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or equivalent) to the contractor's insurance policy, or as a separate owner's policy.
2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) day's prior written notice has been provided to the County.

Waiver of Subrogation

Contractor hereby agrees to waive subrogation which any insurer of contractor may acquire from contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the County for all worked performed by the contractor, its employees, agents and subcontractors.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating if no less than A:VII unless otherwise acceptable to the County.

Verification of Coverage

Contractor shall furnish the County with original certificates and endorsements effecting coverage required by this clause. The endorsements should be forms provided by the County or on other than the County's forms, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by the County before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.