



Request for Quotations

Unarmed Security Guard & Patrol Services
*Ensuring the safety of children and families at the
Lighthouse for Children Facility.*

Quotations must be submitted electronically by:
Wednesday, March 25, 2020 at 5:00 p.m.

First 5 Fresno County
2405 Tulare Street, Suite 200
Fresno, CA 93721
(559) 558-4900 www.first5fresno.org

Overview of Request for Quotations

The Children and Families Commission of Fresno or First 5 Fresno County (F5FC) desires to solicit qualified quotations for unarmed security guard and patrol services at the Lighthouse for Children (LFC) facility in accordance with a Request for Quotations (RFQ).

Intent of RFQ

The purpose of this RFQ is to contract unarmed security services for the LFC, from a certified, bonded contractor. The LFC facility has a total square footage of approximately 43,300 square feet of indoor space, 10,000 square foot outdoor playground, an adjacent parking lot and exterior common spaces. F5FC reserves the right to either add or omit locations, square footage and/or frequency of service(s).

Contract Period

The contract for these services will be awarded for a one (1) year period, from an agreed upon start date, with the option for renewal based on performance, as determined by F5FC.

F5FC reserves the right to negotiate the proposed activities and/or budget of any proposed activities or components of said contract.

Eligibility

Experienced certified, bonded contractors interested in providing these services are encouraged to submit a quotation as detailed in this document.

Timeline

February 21, 2020	Release of Request for Quotations
March 11, 2020* - 10:00 a.m.	Pre-Submission Site Visit (attendance is optional)
March 24, 2020	Deadline to submit questions
February 27 & March 5, 12, 19, 25	Responses to submitted questions posted on the F5FC website
March 25, 2020 - 5:00 p.m.	SUBMISSION DEADLINE
April 2020	Notification to quotations
April & May 2020	Scope of work and budget development
April or May 2020	Recommended agency presented for approval
July 1, 2020	Contract start date

***Pre-Submission Site Visit:** There will be a pre-bid site visit on Wednesday, March 11, 2020 at 10:00 a.m. to 10:00 a.m. at the LFC building site located at **2405 Tulare Street, Fresno, California, 93721**. Bidders will be provided this opportunity to view the project site to become familiar with the facility. **Bidders shall meet at the main entrance, on the first floor of the facility at 9:50 am to be a part of the site visit.** Bidders are NOT REQUIRED to attend in order to provide a quotation.

Unarmed Security Guard and Patrol Services

Request for Quotations (RFQ)

ABOUT

At First 5 Fresno County (F5FC), we know that children thrive when their families thrive. We envision a future where all children and their families are healthy, loved and nurtured. We run after this vision by partnering with our community to create a seamless system of quality, accessible services that support the well-being of every child and family. The First 5 Fresno County Commission was created in 1998 when voters passed Proposition 10, which added a 50-cent sales tax to every pack of cigarettes or tobacco product sold in California. The State of California collects the money and distributes it to each county based on birthrate. F5FC is responsible for developing a strategic plan to guide local funding decisions that are consistent with the purpose of Proposition 10, which is to promote, support and improve the early development of children from the prenatal stage to five years of age.

In 2015, F5FC created the Lighthouse for Children, a space where Fresno County families can access services and receive resources and information on how to support the transformative first 5 years of their child's life. First 5 Fresno County manages the three-story building which houses a Child Development Center, the Community Learning Center, office and meeting spaces for community agencies, and First 5 Fresno County's administrative offices.

INTENT

The purpose of this RFQ is to contract unarmed security guard and patrol services at the LFC facility, from a certified, bonded contractor. The LFC facility has a total square footage to be serviced of approximately 43,300 square feet of indoor space, 10,000 square foot outdoor playground, adjacent parking lot and exterior common space areas. F5FC reserves the right to either add or omit locations, square footage and/or frequency of service(s). The successful contractor will be required to provide quality service with minimal service call backs.

Experienced contractors interested in providing these services at the LFC facility are encouraged to submit a quotation. The contractor selected will have demonstrated understanding in providing similar services and must be exceptionally capable of producing the desired services in a highly professional, timely and cost-conscious manner.

CONTRACT PERIOD

The contract period will run from an agreed start date through one calendar year. Additionally, contractors will be awarded a contract for a one (1) year period. Based on results of the initial 12 months, at F5FC's discretion, the contractor may have the option of up to four one (1) year extensions. These extensions will be determined by F5FC based on performance and availability of funds.

Note: F5FC reserves the right to negotiate the proposed activities and/or budget of any proposed activities or components.

ELIGIBILITY

Experienced contractors interested in providing these services at the LFC facility are encouraged to submit a quotation. The respondent must have demonstrated 1) an understanding of the service details and the unique nature of the security service needs at the LFC facility, 2) experience in providing similar services and 3) must be exceptionally capable of producing the desired services in a highly professional, timely and cost-conscious manner.

MINIMUM QUALIFICATIONS

The following are the minimum qualifications for vendors submitting a proposal for this project. The Respondent:

- Shall have no less than five (5) years of professional experience in providing and managing security services and providing these or similar services in similar settings such as the LFC.
- Must have trained and certified security guards with at least three (3) years of professional experience.
- Must have adequate staff of trained security guard professionals to meet the demand.
- Must have all appropriate licenses and certificates required in the state of California.
- Must have certificate of insurance with letter of endorsement.

Minimum Requirements:

- Security Guards must exercise strong personal interactive skills when dealing with the public.
- Security Guards must be able to run up and down a 3-story building in the event of an emergency.
- Security Guards must be in appropriate uniform and presentable at all times.
- Security Guards shall log and report (on a daily basis) all incidents to F5FC.
- Security Guards must pass drug tests and be clean of criminal records.
- Security Guards must be able to read, write and communicate orally.

SERVICE REQUIREMENTS

The Lighthouse for Children facility requires that the entity, submitting a quotation under this RFQ, be able to provide the services being requested seven (7) days a week. An unarmed guard is required during the facility's hours of operation which are Monday through Friday (6:30 AM to 8:00 PM) and patrol services to the facility Monday through Friday evening and both day and evening patrol on Saturday and Sunday.

RESPONDENT REQUIREMENTS

The work covered under this contract consists of performing all operations in connection with the accomplishment of unarmed security guard services at the LFC facility and surrounding exterior spaces.

Contractor shall furnish all necessary labor, supplies, and supervision in accordance with the provisions, terms and conditions set forth in this RFQ.

LICENSE AND PERMITS:

Contractor and assigned personnel shall possess all licenses and permits required by the California Department of Consumer Affairs, Bureau of Security and Investigative Services. Furthermore, Contractor shall possess a business license.

24-HOUR COMMUNICATIONS CAPABILITY:

Contractor shall maintain a 24-hour communications center in order to be in communications with F5FC and its facility management authorized agent(s) at all hours.

UNIFORMS AND EQUIPMENT:

Contractor shall provide uniforms to assigned employees at no additional expense to those employees or F5FC. Uniforms shall include proper shirts, polos, winter jackets and rain gear. Uniforms shall bear a patch identifying the Contractor. Uniforms are subject to F5FC's agent(s) or authorized agent(s) approval.

Contractor shall be able to provide communication equipment (i.e., two-way radios and/or cellular phones) to assigned employees at no additional expense to those employees or F5FC. Such equipment shall always permit employees to communicate with the 24-hour communications/patrol center and F5FC and/or authorized agent(s). Additionally, proper charging devices for the aforementioned equipment is the contractor's responsibility.

Security guards must wear nametags or identification cards with picture. Contractor shall provide the nametags or identification cards at its expense. Contractor shall ensure that nametags or identification cards are properly worn and displayed while on site at the LFC facility.

F5FC will provide guards on duty with a phone as well as a radio to communicate with LFC facility tenants during an emergency. A laptop will be supplied to provide daily reports and access conference rooms meeting schedules.

BACKGROUND CHECK AND DRUG SCREENING:

Contractor shall certify that all personnel have successfully passed a criminal background check prior to assignment to the LFC. All security guards shall pass a fingerprint check conducted by California Department of Justice (DOJ) as a minimum. Additionally, prior to placement at the site, all documentation must be submitted to F5FC or F5FC's authorized agent(s) to review the personal background and conduct further security clearances on the Contractor's assigned personnel.

All prospective guards must pass a drug test administered at the Contractor's expense. At the minimum, the screen shall include testing of urine samples for marijuana, amphetamines, methamphetamines, cocaine and opiates.

At no time shall a guard who failed a background check or drug test be permitted to enter the LFC premises.

Contractor will be required to provide any fill-in personnel with the same process and training prior to covering the LFC site for the regularly scheduled guard **including but not limited to when/if the following events occur:**

- Meal
- Coverage
- Vacation
- Ailment
- Leave of Absence
- Last Minute Emergencies
- Resignation

ACCOUNT MANAGER:

Contractor must agree to assign an experienced account manager who shall be responsible for assuring that all requirements described herein are fulfilled. This person must be a proven manager, who will be able to interact effectively with F5FC management, a F5FC authorized agent(s) and line personnel. Furthermore, higher-level managers shall support the account manager. The account manager shall have access to company resources, such as electronic databases and other automated systems necessary to uphold the contract.

SUPERVISION:

Supervision of assigned personnel shall be provided on a daily basis, 24 hours per day, and 5 days a week. Supervisors shall conduct on-site inspections of assigned personnel at least once per month. Supervisors shall have prior security experience, know and understand the operational aspect of the security business, be an appropriate role model, and have an ability to teach, guide and direct effectively. Supervisors must also be familiar with the LFC facility and its needs prior to being assigned as the regularly scheduled guard supervisor.

Supervisors shall employ measurable performance criteria in their evaluation of employees. It is desirable to have supervisors emerge from within the ranks of those assigned to the contract. This achieves continuity and assures that experienced security guards are at the forefront of protecting LFC employees, clients and assets.

Additionally, guards will receive direct on-site supervision from F5FC's agent(s) or authorized agent(s). This direct supervision will provide operational oversight of the guards at the LFC facility to execute functions properly according to the needs of the LFC facility. In turn, the F5FC agent(s) or authorized agent(s) will communicate with the guards' supervisors of any actions/order taken or given and alter those as needed and deemed necessary.

GUARD EXPERIENCE:

Assigned personnel should have prior experience in similar security work, be persons of mature judgment and be able to think and act quickly in an emergency. They must also possess, at the time of assignment, a current permanent Guard Registration card, issued by the California Department of Consumer Affairs, Bureau of Security and Investigative Services, which allows them to be employed by a licensed agency for a two-year

period. No employer or employee is exempt from this requirement. This means that the employee is registered with the State of California and has been successfully investigated by the California Department of Justice, Bureau of Criminal Identification and Information.

RESPONDING, REPORTING, COMMUNICATION AND COMPREHENSION REQUIREMENT:

All assigned personnel shall be able to read, speak, understand and write clearly. Specifically, assigned personnel shall be able to report emergencies to 911 and each department's designated emergency responder and write clear and legible Incident Reports to F5FC. Assigned personnel must be able to read and understand all posted warning and danger signs of potential hazards and safety instructions.

Assigned personnel shall respond to emergencies of every variety requiring immediate action or assistance. Assigned personnel shall call for assistance (911) when necessary. Assigned personnel shall report all emergencies to the designated emergency responder(s) as instructed by F5FC and its authorized agent(s).

Contractor shall furnish a written report for each incident of injury, security or law violation. Contractor shall furnish a written report within one day of the incident to F5FC and its authorized agent(s).

GENERAL, PHYSICAL, AND MENTAL HEALTH QUALIFICATIONS:

Medical examinations of guards to assure their physical fitness shall be conducted at the Contractor's expense, prior to initial request for clearance and, at minimum, annually thereafter or more frequently as determined by the Contractor's examining physician.

Guards must be able to respond to an emergency in a prompt manner and be in good health to run up and down a three (3)-story building in the event of an emergency.

Guards must be mentally alert and capable of exercising good judgment, implementing instructions and assimilating necessary specialized training. Emotional and mental stability are essential since duties normally require contact with the public and quick action under emergency situations.

Guards shall not report to work if sick as the LFC houses a full-day Child Development Center and young children are more susceptible of contracting any illnesses. The Contractor must make reasonable accommodations for the guard and provide necessary coverage in the event a guard is rendered ill.

TRAINING:

Contractor shall provide the following training at no additional expense to the employee or F5FC.

- Training of newly assigned guards: Contractor will be expected to provide up to sixteen (16) hours of training to newly assigned guards. Newly assigned guards shall be taught specific post duties, including emergency procedures, patrol details specific to the LFC and the operation of the building security alarm system and lockdown software.
- Training of substitute guards: Substitute guards shall be taught the post duties of their particular assignments and should be trained prior to filling in at the LFC.

- Refresher training: Refresher training shall be provided upon request by F5FC and/or F5FC's authorized agent(s). Refresher training shall be designed to ensure that all security guards are proficient at their post duties. The refresher training shall address any issue brought to the Contractor's attention by F5FC or its authorized agent.
- Health and safety orders: Contractor shall provide safety training as required by the California Department of Industrial Relations and Cal-OSHA (California-Occupational Safety and Health Administration).
- Ongoing Training: The Contractor shall make a reasonable effort to provide continual training opportunities for guards for continued growth and ensuring that the LFC is being looked over accordingly.

POST ORDERS (DUTIES) AND OPERATING PROCEDURES:

Prior to staffing the account, Contractor shall provide the following at no additional expense to F5FC:

- Meet with F5FC and/or its authorized agent(s) 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 parties, in writing;
- Hold an orientation/training meeting with assigned personnel, at which time they shall be given a written copy of the post duties; and;
- Provide an electronic, written copy to F5FC and its authorized agent(s).

Contractor shall maintain written post orders and operating procedures for the LFC facility. These post orders and operating procedures shall be reviewed and updated within ten (10) days following the contract start date. Contractor shall not seek additional monies from F5FC for establishing the post orders and operating procedures.

Contractor shall review the security guard post orders, operating procedures, and performance of security guards on a quarterly basis (sooner if requested by F5FC). Post orders and operating procedures shall be updated as necessary to ensure an optimum level of service and documentation of post orders and procedures. Any revisions shall also be clearly conveyed to assigned personnel, and they shall each receive a revised written copy along with an in-person overview of the updates. F5FC shall also receive a revised written copy electronically.

GUARD DUTIES:

Typical duties of the security guards at the LFC facility include, **but are not limited to, the following:**

- Monitoring admittance of personnel and authorized visitors to the LFC facilities

- Making inspection rounds to determine that fences, gates, doors and windows are properly closed and/or locked or otherwise properly secured
- Turn lights and alarm systems ON and OFF
- Investigating unusual or suspicious conditions
- Preventing trespass on, damage to, or theft of LFC or F5FC property.
- Inspecting parking areas
- Enforcing facility parking policies
- Enforcing security regulations
- Interacting in a professional manner with the public
- Assisting visitors and clients with directions
- Be a visible presence in the reception area
- Operating telephones and transmitter/receiver radios, cameras, and automated security system equipment
- Responding to emergencies and/or alarms
- Escorting F5FC personnel to or from their automobiles at darkness - early morning, evening or night
- Screening and documenting F5FC property leaving or entering LFC premises as directed
- Notifying appropriate personnel and local authorities when emergencies occur
- Reporting any dishonest or criminal act committed on or near LFC premises
- Enforcing "No Smoking" ordinance
- Observing employees arriving or leaving the facility at darkness - early morning, evening, or night
- Responding to requests by F5FC and its authorized agent(s)
- Greeting visitors by maintaining a visitors' log & distributing visitor passes
- Reporting any unsafe or dangerous conditions or circumstance to the F5FC Management

PATROL DUTIES:

Typical duties of patrol at the LFC facility include, **but are not limited to, the following:**

- Relieving unarmed guard during the weekdays for their breaks (Provided at no cost to F5FC as is required by law)
- Monitoring admittance of personnel and authorized visitors to the LFC facilities
- Making inspection rounds to determine that fences, gates, doors and windows are properly closed and/or locked or otherwise properly secured
- Investigating unusual or suspicious conditions
- Preventing trespass on, damage to, or theft of F5FC property.
- Inspecting parking areas
- Enforcing security regulations
- Interacting in a professional manner with the public
- Operating telephones and transmitter/receiver radios, cameras, and automated security system equipment
- Responding to emergencies and/or alarms
- Notifying appropriate personnel and local authorities when emergencies occur
- Reporting any dishonest or criminal act committed on or near LFC premises
- Enforcing "No Smoking" ordinance
- Responding to requests by F5FC and its authorized agent(s)
- Reporting any unsafe or dangerous conditions or circumstance to the F5FC Management

COOPERATION WITH LAW ENFORCEMENT OFFICERS:

Contractor and assigned personnel shall cooperate and comply with law enforcement officers from the City of Fresno and the County of Fresno. For example, assigned personnel may assist with crowd control, if appropriate, in event of an incident at the LFC facility.

DAILY FIELD ACTIVITY REPORT:

One security guard on each shift shall maintain a daily field activity report, summarizing the significant events that occurred during that shift. A copy of such report shall be delivered to the F5FC and its authorized agent(s) daily.

EXCESSIVE TURNOVER:

Excessive turnover of guards will not be tolerated and may be cause for termination of the contract. Turnover of assigned personnel at the LFC shall not exceed one hundred percent (100%) in 30 to 90 days. Contractor shall provide a list of all personnel assigned at the start of the contract, and shall provide semi-annually, an updated list specifically identifying the personnel that have been added and personnel that have been removed from the LFC site.

CONTRACT DEVELOPMENT DETAILS

During the development of the scope of work for this particular contract items that were not discussed in this RFQ will be discussed in the development of the contract between the chosen agency and F5FC. Items to expect to be covered but are not limited to the following:

- Guard Uniforms and Equipment
- Guard Appearance and Grooming
- Guard Coverage
- Registered Personnel Documentation
- Assigned Schedule
- Recognized Holidays
- Schedule Changes
- Double Shifts
- Overtime
- Over-fills & Short-fills
- Short-falls
- Double Banking
- Use of County Equipment
- Performance
- Service Credits
- Default by Contractor

RFQ PROCESS

Pre-Submission Site Visit

There will be a **pre-bid site visit on Wednesday, March 11, 2020 at 10:00 a.m. to 11:00 a.m.** at the LFC building site located at **2405 Tulare Street, Fresno, California, 93721**. Bidders will be provided this opportunity to view the project site to become familiar with the facility. **Bidders shall meet at the main entrance, on the first floor of the facility at 9:50 a.m. am to be a part of the site visit.** Bidders are NOT REQUIRED to attend in order to provide a quotation.

Questions

Any questions about this RFQ must be submitted via email to funding@first5fresno.org with the subject line: “**Question RFQ – Unarmed Security Guard Services.**” Questions will be accepted until **Tuesday, March 24, 2020**. If questions are received, responses will be posted on the funding page (www.first5fresno.org/funding) of the F5FC website by 5:00 p.m. every Thursday beginning February 27, 2020 through Tuesday, March 24, 2020.

Submission Deadline

Completed quotations **must** be submitted via the F5FC website (www.first5fresno.org/funding) by no later than **5:00 p.m. on Wednesday, March 25, 2020**. Respondents are responsible for ensuring that submissions are received by F5FC on time. Late proposals will not be accepted.

Review Process and Notification

A Community Review Committee will evaluate and score each submission that complies with the purpose and requirements of this RFQ. Following the review process, F5FC will work with the recommended agencies to develop and finalize a contract agreement, including scope of work and budget, that will be presented to the F5FC Board, known as the Commission, for consideration and ultimate approval for funding.

The contact person for each submission will be notified via email of F5FC’s decision. All submitters, including the recommended agency, will be notified by **April 2020** of the status of their submission. Upon notification, the selected entity will be contacted by F5FC to confirm requirements prior to consideration by the F5FC Commission.

SUBMISSION REQUIREMENTS

All proposals must be submitted via the **F5FC website** (www.first5fresno.org/funding) **by no later than 5:00 p.m. on Wednesday, March 25, 2020**. All material received in response to this RFQ will become the property of F5FC and will not be returned to the bidder. Regardless of the entity selected, F5FC reserves the right to use any information presented in a quotation. The content of each vendor’s quotation shall become public information once a contract has been awarded.

To complete the submission process, follow the steps on the website to enter all required information and upload the required forms and attachments listed below. All documents must be submitted in PDF form. Each form is available as an individual PDF file on the F5FC website.

- A. Narrative (70 total points) – FORM A:** Please submit, in writing, the requested narrative information outlined in the attached Form A in brief, narrative form and, to the extent possible, organize the narrative using headers (**no more than 10 typewritten pages**). Font size must be **11-point** size for legibility.
- B. Scope of Work and Budget (30 total points) – FORM B:** Complete Form B to describe anticipated cost and services, as detailed as possible, as defined in the RFQ.

C. Attachments (not a part of the narrative page limit) (5 points) – Submissions must include the following:

- a. Agency Organizational Chart
- b. All job descriptions for personnel included in FORM B, the Scope of Work and Budget
- c. Patrol Operator’s License
- d. Business License
- e. W-9 Form or IRS Tax Exempt Letter

Please note, after completing the submission on the F5FC website, proposers will receive an email from funding@first5fresno.org as proof of submission with the submission documents attached. Please verify all required documents were submitted. If the proposer identifies an error, they may resubmit using the same process. Only the most recent submission will be accepted.

Submitting agencies should add funding@first5fresno.org to their approved contact list to avoid interference from spam filters. If the submitter does not receive an email or experiences any technical difficulties please contact funding@first5fresno.org. Proposers are responsible for ensuring that submissions are received on time. **Late proposals will not be accepted.**

OTHER IMPORTANT INFORMATION

Protest Process

Upon notice by F5FC of a proposed award, any proposer may file a formal written protest regarding a potential or recent procurement by F5FC. The protest shall be filed with the Executive Director no less than forty-eight (48) hours before the day of the meeting at which F5FC Commission is scheduled to award the relevant contract. The protest shall be in writing addressed to and filed with the Executive Director and contain the exact basis for the protest, and proof that the protestor is a viable and responsible provider of the services sought. The protest should provide evidence that the award violated F5FC’s procurement procedures or State law. Mere disagreement with F5FC or the Executive Director’s decision shall not be the basis for a successful protest.

Confidentiality of Responses

F5FC cannot guarantee the confidentiality of information submitted by the organization/agency. In the event that F5FC receives a request for records or court order that F5FC reasonably determines compels its disclosure of the submission, F5FC shall provide such records as it deems appropriate. All materials submitted as part of a proposer’s response to this RFQ become the property of F5FC.

Communication

As of the issue date of this RFQ and continuing through the public notification of the award, agencies submitting qualifications are specifically directed not to hold any meetings, conferences, or technical discussions regarding this RFQ with F5FC staff, Commissioners or the Community Review Committee. “Off the record” contacts can potentially taint F5FC’s decision-making process. Interested agencies may only submit inquiries through the **fundings@first5fresno.org** email address in response to any matter pertaining to the RFQ. Any prohibited contact may result in disqualification of the potential contractor’s submission.

Contracts

Issuance of this RFQ does not constitute a commitment by F5FC to award a contract. F5FC reserves the right to reject any or all submissions received in response to this RFQ, or to cancel this RFQ if F5FC deems that it is in the best interest of F5FC to do so. In addition, F5FC staff reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.

If applicable, F5FC staff reserves the right to approve all subcontractors proposed by the primary contractor. Approval is based on the subcontractor contract language and budget with the primary contractor.

Any contract awarded by F5FC will contain various terms and conditions that will not be negotiable, including, but not limited to, proposer’s obligation to indemnify, defend, and hold F5FC harmless from and against proposer’s negligence and willful actions, insurance requirements as determined by F5FC, and compliance with various F5FC policies.

The contact person for each quotation, whether selected for award or denied, will be notified in writing of the decision. Upon notification of an award, representatives of the firm will meet with staff to finalize a detailed scope of work and budget.

Supplanting

No F5FC funds shall be used to supplant (i.e., take the place of or replace) state or local General Fund money for any purpose. This prohibition does not apply to federally funded or privately funded programs.

Conflicts of Interest

Proposers must adhere to F5FC’s Conflicts of Interest Policy and Conflicts of Interest Code, as amended, as applicable. No Commissioner or designated staff may make, participate in making, or use their official position to influence the making of any governmental decision which may have a direct or indirect foreseeable material financial effect on the Commissioner or designated staff person. Therefore, no entity in which a Commissioner or designated staff person has a material financial interest may submit a proposal to F5FC.

Additionally, under no circumstances, may a financial dependent of a F5FC Commissioner or staff respond to this RFQ. Relatives (which shall include, but not be limited to, adult children, siblings, aunts and uncles) of F5FC Commissioners or staff who are not dependents are discouraged from submitting.

MISCELLANEOUS INFORMATION:

- By submitting a quotation, bidders authorize F5FC staff to verify any or all information and/or references given in the quotation.
- Insurance. On or before the Effective Date of any agreement, Contractor shall furnish to F5FC satisfactory proof of the required insurance (Certificates of Insurance), which shall include a commitment by Contractor's insurers that they will mail notice of any cancellation or reduction of coverage below the amounts herein required by F5FC, at least thirty (30) days prior to the effective date of such cancellation or change. Such required insurance shall include General Liability, Automobile Liability, and Workers' Compensation.



FORM A - NARRATIVE
Unarmed Security Guard and Patrol Services RFQ

Please provide a brief narrative for the following questions and, to the extent possible, organize using headers. The narrative should not exceed **10 pages**. Please do not use a font size smaller than **11-point** size for legibility.

1. Share about your agency's mission and history of service and how it related to the proposed LFC setting/environment with the intended services.
2. Based on the RFQ requirements, describe your agency's proposed service(s) to the facility and agency. Please include the following:
 - Provide an overview of your firm's services and management approach. The narrative should demonstrate the bidder's ability to customize services to the client's needs and express how the bidder is qualified and capable to provide services at the LFC.
 - Describe your relevant experience and background in unarmed security guard and patrol services.
 - Identify the key staff to be assigned to this facility and provide a background of each staff member's relevant experience.
 - Provide three (3) references in which similar services were delivered, including contact name, address, and phone. Please briefly describe the nature of the work performed and the relevant parallels to the LFC needs.
 - If applicable, provide a list of public sector clients, including state agencies, authorities, and municipalities. Include at least one such client on your reference list.
3. Describe anticipated services to be delivered in as much detail as possible.
4. Share and describe how assigned personnel to the LFC facility will be 1) evaluated on performance and delivery of services and 2) be provided ongoing training opportunities as mentioned in this RFQ.



FORM B - SCOPE OF WORK AND BUDGET
Unarmed Security Guard and Patrol Services RFQ

Complete the following table with estimated numbers and dollar amounts for one year of service. Please note, the below information is an estimate only. Multiple rows for deliverables were included, but agencies may leave rows blank if there are no more activities to list or duplicate this page to add rows. Bidder must detail and itemize services. Please note: A final scope of work and budget will be developed between F5FC and the identified contractor upon recommendation for funding.

Annual Scope of Work Deliverables				
Name of Service	Brief Description of Services Being Provided	Hourly Rate	Monthly Rate	Annual Rate
Total Annual Cost				