



REQUEST FOR PROPOSAL
RFP# 2023-02

Uniformed Security Guard Services

Proposals must be received by: **March 10, 2023**
2:00 p.m. CST

Proposals should be addressed to:

Black River Technical College
Uniformed Security Guard Services
Attn: Rhonda Stone
P O Box 468
1410 Hwy 304 E
Pocahontas, AR 72455

Black River Technical College invites you to submit a sealed proposal for uniformed security guard services. Failure to comply with the instructions, terms, conditions and specifications of this RFP may result in your proposal being classified as unresponsive. Proposals must be submitted to the above address no later than the time and date specified above.

Proposals must be submitted in a sealed envelope with the outside clearly marked RFP# 2023-02.

Number of Copies to Submit: Original and two copies.

Proposal Questions Should Be Directed To:

Rhonda Stone
Black River Technical College
P O Box 468
1410 Hwy 304 E
Phone 870.248.4031
E-Mail rhonda.stone@blackrivertech.edu

The award of any contract or issuance of a purchase order for uniformed security guard services will be determined by a proposal evaluation committee utilizing the specified criteria and values.

Notice of Anticipation of Award

After complete evaluation of the bid or proposal, the anticipated award will be posted on the BRTC website (<https://blackrivertech.org/about/invitation-to-bid/>). The purpose of the posting is to establish a specific time in which vendors and agencies are aware of the anticipated award. The bid result will be posted for a period of 7 calendar days prior to the issuance of any award.

**Black River Technical College
General Terms and Conditions**

RFP 2023-02

1. **COMPLIANCE:** Failure to comply with all of the following terms and conditions may subject proposals to rejection. The successful proposing party shall agree to and comply with the Terms and Conditions, Evaluation Form and Vendor Data Form.
2. **DELIVERY OF PROPOSAL:** All proposals shall be sealed, addressed and delivered to: **Black River Technical College, Uniformed Security Guard Services, Attn: Rhonda Stone, P.O. Box 468, 1410 Hwy 304 E, Pocahontas, AR 72455.** Proposal must be received by **2:00 PM CST on March 10, 2023.**
3. **PRICE:** Each proposing party is to submit his/her proposal price on the form provided by Black River Technical College. Quote FOB destination. Bid unit price on quantity and unit of measure specified. In case of errors in extension, unit prices shall govern. Prices are firm and not subject to escalation, unless otherwise specified in the RFP. Unless otherwise specified, bid must be firm for acceptance for thirty (30) days from bid opening.
4. **TAX & TRADE DISCOUNTS:** All prices shall exclude applicable sales or gross receipts taxes. Trade discounts should be deducted from the unit price and the net price shown on the bid.
5. **SPECIFICATIONS:** The attached proposal specifications indicate a minimum standard of quality, performance or other pertinent characteristics of the items being proposed. All options, variations or exceptions to specifications must be clearly listed by the contractors.
6. **SIGNATURE:** For a proposal to be considered, it must bear the original signature of the proposing party.
7. **CLARIFICATIONS:** Any clarification of instructions, terms and conditions, insurance, bonds or quote preparation shall be made only by the persons shown on the cover sheet of this RFP.
8. **NUMBER OF COPIES:** Submit the number of copies of your proposal and all supporting documents stated on the cover sheet. Failure to submit the required number of copies may result in your proposal being considered non-responsive.

9. **FAILURE TO RESPOND:** Black River Technical College reserves the right to remove from its bidder list the names of vendors who do not respond to Requests for Proposal.
10. **IRREGULARITIES:** Black River Technical College reserves the right to waive technical irregularities in the form of the proposal which do not alter price, quality or quantity and to reject any or all proposals when it is in the best interest of the College to do so.
11. **INVOICING:** The contractor shall be paid upon the completion of all of the following: (1) submission of an original itemized invoice showing the purchase order number, (2) delivery of services, (3) fulfillment of any specified conditional fee arrangement and (4) proper and legal processing of the invoice by all necessary state agencies. Invoices must be sent to the "Invoice To" point shown on the purchase order.
12. **STATE PROPERTY:** Any specifications, drawings, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the proposing party hereunder or in contemplation hereof or developed by the proposing party for use hereunder shall remain property of the state, be kept confidential, be used only as expressly authorized and returned at the proposing party's expense to the FOB point properly identifying what is being returned.
13. **PATENTS OR COPYRIGHTS:** The proposing party agrees to indemnify and hold the State and Black River Technical College harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
14. **ASSIGNMENT:** Any contract entered into pursuant to this invitation for proposal is not assignable nor the duties hereunder delegable by either party without the written consent of the other party of the contract.
15. **OTHER REMEDIES:** In addition to the remedies outlined herein, the proposing party and the state have the right to pursue any other remedy permitted by law or in equity.
16. **LACK OF FUNDS:** The state may cancel this contract to the extent funds are no longer legally available for expenditures under this contract. Any delivered but unpaid for goods will be returned in normal condition to the contractor by the state. If the state is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the contractor may file a claim with the Arkansas Claims Commission. If the contractor has provided services and there are no longer funds legally available to pay for the services, the contractor may file a claim.

17. **DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977, relating to unfair employment practices, a Contractor agrees that: (a) the Contractor shall not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; (b) in all solicitations or advertisements for employees, the Contractor shall state that all qualified applicants shall receive consideration without regard to race, color, sex, age, religion, handicap, or national origin; (c) the Contractor will furnish such relevant information and reports as requested by the Human Resources Commission for the purpose of determining compliance with the statute; (d) failure of the Contractor to comply with the statute, the rules and regulations promulgated thereunder and this nondiscrimination clause shall be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part; (e) the Contractor shall include the provisions of above items (a) through (d) in every subcontract so that such provisions shall be binding upon such subcontractor or Contractor.
18. **CONTINGENT FEE:** The proposing party guarantees that he has not retained a person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the proposing party for the purpose of securing business.
19. **ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this request for proposal, the proposing party, acting herein by the authorized individual or its duly authorized agent, hereby assigns, sells and transfers to the State of Arkansas all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this state for price fixing, which causes of action have accrued prior to the date of this assignment and which relate solely to the particular goods or services purchased or produced by this State pursuant to this contract.
20. **DISCLOSURE:** Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.
21. **EMPLOYMENT OF ILLEGAL IMMIGRANTS:** Prior to award of a contract, the vendor must certify that they do not employ or contract with any illegal immigrant.
22. **INTERGOVERNMENTAL/COOPERATIVE USE OF PROPOSAL AND**

CONTRACT: Pursuant to Ark. Code Ann. § 19-11-249, any state agency will be eligible to acquire from the successful purchaser or bidder goods or services that are the subject of this procurement, on all of the terms and conditions contained in any contract issued under this Request for Proposal.

- 23. **STANDARD TERMS AND CONDITIONS AND FORMS:** Standard Terms and Conditions and all forms required to be completed are found on our website at <https://blackrivertech.org/about/invitation-to-bid>
- 24. **VENDOR PERFORMANCE STANDARDS:** These vendor performance standards will apply to this RFP.

| Service Criteria | Acceptable Performance | Compensation/Damages |
|---|---|--|
| Adherence to College Requirements | Reference all articles of RFP | Termination of Contract: Reference sections General Terms and Conditions and Specifications of RFP, This termination clause will apply for the insufficient performance of services by vendor at the sole discretion of the Black River Technical College |
| Adherence to Commitments in Service Level Agreement | Reference Sections General Terms and Conditions and Specifications of RFP | Termination of Contract: Reference sections General Terms and Conditions and Specifications of RFP, This termination clause will apply for the insufficient performance of services by vendor at the sole discretion of the Black River Technical College |

**Black River Technical College
RFP 2023-02**

**Specifications for:
Uniformed Security Guard Services**

BID BOND:

A bid bond equal to 5% of the bid must be submitted with the response to this RFP. Forfeiture of the bond will result if the successful bidder does not provide services, documentation, and assurances called for in this RFP and the resulting contract at the time of the effective date of the contract. The bond shall be made payable to the Black River Technical College.

MINORITY BUSINESS POLICY:

Minority participation is encouraged in this and all other procurements by state agencies. Minority is defined by Arkansas Code Annotated §1-2-503 as “Black or African American, Hispanic American, American Indian or Native American, Asian, Pacific Islander, Disabled Veterans, and Women-Owned.” The Division of Minority Business Enterprise of the Department of Economic Development conducts a certification process for minority businesses. Bidders unable to include minority-owned businesses as subcontractors “may explain the circumstances preventing minority inclusion.”

REJECTION OF PROPOSALS:

The College reserves the right to reject any and all responses received as a result of this request for proposal. Failure to furnish all information may disqualify a respondent.

OVERVIEW AND PURPOSE:

The College seeks to contract for security guard services for both its campus located at 1410 Hwy 304 E in Pocahontas, AR, and at 1 Black River Drive in Paragould, AR. The College anticipates needing contracted security guards providing approximately 3,750 hours of coverage per year in Pocahontas, and approximately 1,850 hours of coverage per year in Paragould. If an additional security guard(s) is needed, the security company shall provide them at a price mutually agreed upon by the agency and the contractor, not to exceed the hourly rate set by your response to this request for proposal.

Furnish all labor, materials, equipment, and supplies needed to provide security guard services as described in this RFP.

Duties:

The security personnel will perform the following minimal duties:

- Watch for students, college personnel, and visitors being in areas of the buildings where they do not belong.
- Check all doors on arrival and coordinate with custodial regarding the securing of all doors.
- Stay aware of parking lot activity.
- Patrol parking lots for unauthorized vehicles and parking violations.
- Watch for equipment that is not authorized for removal from buildings.
- Coordinate with custodial to secure all buildings and insure lights are off.
- Check each room and building on the campus for any activities which are in violation of the law or in violation of college policy.
- Assist students, college personnel, and visitors in assuring them of personal wellbeing, which may involve escorting persons, upon request, to their vehicles when they feel insecure or assisting them in times of need.
- Maintain contact with College's personnel by provided radio.
- May monitor video equipment.
- Maintain security logs of security activities on the campus.
- Provide logs and written reports to the college daily or upon demand by the college and assist with the gathering of data for the annual Clery Security Report.
- Work with college personnel in security services for special events sponsored by the College during the hours that the College specifies.
- Security coverage must be continuous and uninterrupted during the established duty hours.
- Other duties as assigned.

The contractor shall provide security personnel on the Black River Technical College campus sites for each day of the contract period during the approximate hours listed below, with the exceptions of the College's legal holidays and other variations of regular class schedules:

Duty Schedule - Pocahontas

Fall and Spring Semesters: Monday through Thursday 7:00 a.m. to 10:00 p.m., Friday 7:00 a.m. to 8:30 p.m.

Summer Terms: Monday through Thursday 7:00 a.m. to 5:00 p.m

Periods when classes are not in session but the College is open: Monday through Friday 7:00 a.m. to 5:00 p.m.

Duty Schedule - Paragould

Fall and Spring Semesters: Monday through Thursday 3:30 p.m. to 10:00 p.m., Friday 3:30 p.m. to 8:30 p.m. Saturdays as needed.

Summer Terms: Monday through Thursday 7:00 a.m. to 5:00 p.m. Friday or Saturday as needed.

Periods when classes are not in session but the College is open: Monday through Friday 7:00 a.m. to 5:00 p.m.

A daily activity report is to be maintained and furnished to the College's designee.

Legal Holidays:

- Labor Day
- Independence Day
- New Year's Day
- Martin Luther King, Jr. Birthday
- Thanksgiving and the Day after Thanksgiving
- Memorial Day
- Christmas Break (designated by the President)

Security services are not required during periods when the College is closed for inclement weather.

CHANGES IN NUMBER OF PERSONNEL

Given a forty-eight (48) hour notice, the contractor shall provide security personnel on the Black River Technical College campus for special events, as requested.

HOUR ADJUSTMENTS

BRTC reserves the right to increase or decrease the hours worked. The contractor's representative will document changes in writing. The charges will be adjusted according to the unit price in the original RFP. No claims or relief due to increased labor costs or materials will be accepted.

QUALIFICATIONS AND CONTRACTOR RESPONSIBILITIES

The contractor must meet the following qualifications:

1. Must have been a duly licensed security company with the State of Arkansas for a minimum of five years.
2. Must have a clean record of compliance with the State of Arkansas Board of Private Investigators and Security agencies.
3. Must have an established office in Arkansas.

4. Must have a resident manager duly licensed with the State of Arkansas.
5. Must have proof of operation supervisory personnel on duty or on call twenty-four hours a day, seven days a week.

A. Supervision

The contractor shall provide all supervision to the personnel performing the work specified in this RFP. The contractor agrees to replace any personnel who become incompatible with the Black River Technical College, and BRTC will be the sole judge of the incompatibility.

Supervisors shall be competent in their knowledge of security procedures, aggressive in solving problems, and provide quality control. The contractor agrees to provide all necessary liaisons with the College contact person.

B. Site Supervisor

Guard on duty at the campus site shall function as site supervisor. The site supervisor writes reports and forwards information reported to the designated personnel. The site supervisor receives information from the designated personnel and forwards to his supervisor.

C. Off-Site Supervisor

At least one duty supervisor shall be on duty 24 hours per day, 7 days per week. Should a duty supervisor be performing his duties from a vehicle, said vehicle shall be equipped with a radio or other means of communication capable of direct two-way voice communication with the contractor's base headquarters. The duty supervisor is responsible for the personnel on all shifts in operation during his duty period.

A supervisor shall visit each shift at least once per month, at which time he will make written notice of the visit.

D. Employee Qualifications

All employees assigned by the contractor shall:

1. Meet all requirements for private security guards as established by law or regulation prior to assignment.
2. Be at least 21 years of age.
3. Possess a high school diploma, GED or equivalent training.
4. Be able to read, write and verbally communicate effectively in English, particularly in emergency situations.
5. Be exempt of all criminal convictions.
6. Have no history of unsatisfactory performance in a similar work assignment.
7. Possess binocular vision, correctable to 20/30.
8. Able to perform normal to emergency duties requiring moderate to arduous physical exertion such as:
 - a. Standing or working for an entire shift.

- b. Climbing stairs and ladders.
- c. Lifting or carrying objects weighing up to 30 pounds.
- d. Successfully pass a drug test designed to detect the following elements: marijuana, Cocaine, Opiates, Amphetamines to include methamphetamine and PCP.

E. Training

The training of all such employees prior to placement at the College's facilities shall include but not be limited to:

- 1. The satisfactory completion of, at minimum, an eight hour off-job security course in compliance with Arkansas Code Annotated 17-40-101 ET seq.
- 2. Legal restrictions on arrest, search, and seizure.
- 3. Training in appearance, attitude, conduct, and discipline.
- 4. Safety on the job.
- 5. Report writing.
- 6. Responding to bomb threats.
- 7. Radio-Telephone techniques.

Each employee shall have on-the-job instruction a minimum of four hours including but not limited to:

- 1. Performance of post assignments.
- 2. Performance of special assignments.
- 3. Emergency procedures.
- 4. Proper use of emergency equipment, i.e., fire extinguishers, fire equipment, gas masks, respirators, etc.
- 5. Public Relations

All training is to be conducted by contractor's administrative supervisory staff and furnished without charge to the College. The contractor's administrative staff will keep adequate training records and must provide same upon request.

F. Security Check

The contractor must perform a background investigation of each employee prior to being assigned to BRTC, keep the information on file, and provide same to BRTC upon request.

- 1. Employee Identification:

The contractor shall furnish all employees with identification containing the names of the contractor and the employee.

- 2. Weapons restriction:

Guards shall carry firearms at all times while on duty and may possess them within a vehicle or other mode of transportation while on BRTC property.
Campus police are currently armed on the BRTC campus.

3. Compliance with Building Regulations:

Employees shall comply with regulations for control of persons entering or leaving buildings. Such regulations will be furnished to the contractor by BRTC.

G. Employee Dress Code:

The contractor shall provide two or more complete uniforms including trousers, belt, shirts or blouse, winter coat, lightweight jacket, caps, rainwear and severe cold weather gear.

H. Security Post:

Contractor shall keep the designated post orderly, clean, sanitary, odorless and free from hazards.

I. Equipment Provided by Contractor

The contractor shall provide the following list of equipment:

- Flashlights, batteries and bulbs
- Report Forms, log books
- Notebook containing post orders
- Computer driven tour confirmation system

(System must be able to generate multiple daily reports as well as store data for long term reports. The contractor shall provide software, upkeep and maintenance of the system at no cost to BRTC. Replacement of the probe shall be within 24 hours at no cost to BRTC.)

At the time service commences the contractor shall collaborate with BRTC and shall prepare and provide for BRTC a copy of post orders which shall govern duties and performance levels for security guards and site supervisors assigned. Mutual agreement by BRTC and the contractor shall determine the final form and content of the post orders.

One notebook containing the post orders shall be provided to the post and one to the College liaison.

J. Protection of Work and Property:

The contractor shall take all precautions necessary to prevent the theft or pilferage of materials, tools, equipment, fixtures, furnishings, and any other items from the facility.

The contractor shall also be responsible for any loss or damage to the State's property and to the property of others due to the contractor's personnel, and shall make good, at own expense, such as loss or damage.

Security personnel must be uniformed but shall be permitted to carry guns as authorized by BRTC; they shall be expected to diplomatically request that laws, College policy, and College procedure be observed; they shall follow College procedure in reporting violations of the law, College policy, and College procedure.

The security service shall provide for all security personnel, personnel costs, and other costs including, but not limited to salaries, insurance, vacation and sick time, holidays, uniforms, logs, supplies, equipment, and all other matters and materials relating to the function of college security.

Security personnel must be trained and licensed according to statutory requirements of the State of Arkansas, and evidence of this must be provided to the College in the RFP response; Security personnel must be bonded, and the contractor must carry one million dollar aggregate per occurrence to cover the following: bodily injury, property damage, personal injury (false arrest, false imprisonment, detention, libel and slander, malicious prosecution, invasion of privacy, wrongful eviction or wrongful entry, mental injury, mental anguish, shock, defamation of character), Independent Contractor's Protective Liability, client property coverage, blanket contractual coverage, errors and omissions coverage, comprehensive automobile liability, worker's compensation and excess liability policy (in a minimum of a five million dollar umbrella); minimal education requirement of all security personnel is a high school diploma or equivalency; they must be in good health and have vision corrected to 20/30 in both eyes.

All assigned security guards shall be licensed by the Arkansas State Police, will be trained, and will be familiarized with the grounds prior to being placed on the job.

INDEMNIFICATION OF STATE

The security agency shall defend any and all suits against the State by an employee or other person (whether employed by the security agency or not) for damage to property and/or injury to persons (including death) to the extent caused by negligence of the performance by the security agency of the work and shall indemnify and hold harmless the State from and against any and all claims arising out of the work to the extent caused by negligence on the part of the security agency; also, the security agency shall pay, liquidate, and discharge any and all claims and demands for bodily injury (including death) and/or loss or damage to any and all property caused by, growing out of or incidental to, to the extent caused by the negligent performance of the work performed by the security agency including damage to the building and other property.

BIDDER FINANCIAL & EQUIPMENT

Bidder shall, upon request, furnish satisfactory evidence of his financial resources, experience, organization, and equipment available for the performance of the contract. The contractor shall provide a financial statement or annual report to demonstrate financial stability; the college must have evidence of performance bond in the amount of the total contract awarded to guarantee performance with the following clause: In the event that any of the provisions of the contract are violated by the Contractor, the college may serve written notice upon the Contractor and his surety, such violations or any delay shall cease and satisfactory arrangements for corrections be made by the Contractor or his surety; the contract shall, upon expiration of said 24 hours, cease and terminate, and the college may take over the work and the Contractor and his surety shall be liable to the college for any excess cost occasioned by the college and thereby, in such event, the college may take possession of and utilize in completing the work such materials and equipment as may be required on the site. The contractor must provide and assure an adequate supervisory schedule in response to this RFP and in the resulting contract.

SITE VISIT

The contractor may, at its discretion, visit the site of the proposed work and acquaint himself with conditions to be encountered. Contact person: Rhonda Stone, 870-248-4031 or rhonda.stone@blackrivertech.edu.

INSURANCE

Contractor agrees to provide, prior to contract award issuance, an approved "Certificate of Insurance" executed by an Insurance Company licensed to do business in the State of Arkansas and must keep the insurance in force throughout the contract period and all extensions. Upon each extension, the contractor shall provide documentation that the "Certificate of Insurance" is still in force. The certificate may not be modified without the College's approval.

The following is a list of minimum liability limits.

- A. Workers Compensation and Employee Liability Policy
 - Workers Compensation: Statutory Limits
 - Employer Liability: \$100,000.00 each accident

- B. Comprehensive General Liability Policy
 - Premises and Operations
 - Contractual Insurance
 - Personal Injury

Each item listed in Section B must have:

- Bodily Injury \$250,000.00 each person
- \$500,000.00 each occurrence
- Property Damage \$100,000.00 each occurrence
- \$100,000.00 aggregate

In addition to other insurance regarding employment activities that the contractor is bound to maintain by law, the contractor shall during the entire term hereof, maintain and keep force and effect a policy of casualty insurance insuring against loss of life, personal injury, or damage to property. The insurance shall be carried with an insurance company, in good standing with the Arkansas Insurance Department. Insurance shall be in an amount approved by both the principal and the contractor. The contractor shall make principal an additional insured on the policy and shall deliver the insurance certificate to the principal at least five (5) working days prior to the dates specified or prior to the beginning date of the contract.

INVOICE PROCEDURE

The contractor shall submit an invoice to Black River Technical College on the first day of the month following each month's service. The contractor shall also submit a list of the employees' names and the hours billed to the College. Invoices should be mailed to:

Accounts Payable
Black River Technical College
P O Box 468
Pocahontas, AR 72455

EXTENSION OF CONTRACT

The successful contractor shall provide Security Services as detailed for the period specified. If mutually agreed on by the Black River Technical College and the successful contractor, in writing, this contract may be extended on a yearly basis up to six (6) years. The College shall notify the contractor at least sixty (60) days prior to the end of the contract period or extension thereof if the College intends to renew the contract. If notification is not made, the contract will terminate at the end of the contract period or current extension thereof.

In the event that the anticipated term of this contract extends beyond the current biennial period, the contract will be terminable on the part of the College without cause, at the end of the current biennial period. However, the state may agree to continue the contract but in no case will any renewal, automatic or otherwise, cause the contract to continue beyond a biennial period for which the contract is renewed.

Any services or products on contract accepted by the College must be paid for but this does not obligate the College to continue the contract beyond the end of a biennial period. The term of the contract shall be for a period of one (1) year with the dates determined upon agreement, and may be renewed annually for up to six subsequent years.

PRICES

All prices must remain firm through the original term (first year) of the contract. If, however, both parties agree to extend the contract, price adjustments may be considered for the term of the extension of the renewal time.

Price adjustments will be considered only for the amount of the increase in cost passed on to the contractor from the manufacturer(s) on contract items or components thereof, as documented and provided to the College.

In the event of a manufacturer's price increase, the contractor may request cost adjustment but must furnish a written request including all documentation to support the cost increase. Price adjustments, which are approved, will become effective within ten (10) working days after date of written authorization from the College. Any price adjustment will remain firm for the remainder of the contract period. In the event the manufacturer announces a cost reduction substantiated by documentation obtained by the College, the contractor will be given written notice ten (10) working days prior to the date new unit prices take effect.

THIRD PARTY CAUSE OF ACTION

Notwithstanding anything herein to the contrary, the services provided under this agreement shall not give rise to, nor shall be deemed to or construed so as to confer any rights on any other party as a third party beneficiary or otherwise.

CONTRACT CANCELLATION

This contract may be cancelled by either party by providing a 30 day written notice; however, in the event of unsatisfactory performance by the contractor, the College will give written notice to the contractor. If after 7 days their performance is still unsatisfactory, the College will cancel this contract without providing a 30 day notice.

**Black River Technical College
RFP 2023-02**

FORM OF PROPOSAL

EXECUTIVE SUMMARY/COVER LETTER

Provide a signed cover letter that specifically proposes to provide the services described in this RFP. The letter must confirm that all elements of the RFP have been reviewed and understood. The letter may explain the reasons why the contractor is best suited for this project and include other information deemed important. The letter must be signed by an officer of the company with authority to make such a proposal to the College.

BUSINESS QUALIFICATIONS

Company information. Type of organization (e.g., individual/sole proprietorship, partnership, corporation, etc.) Name of parent company, if any.

Principals to contact. List not more than two principals who are authorized to bind the contractor contractually with respect to this RFP. Provide name, title, location, telephone, fax, and e-mail address.

Location of primary (and secondary if applicable) offices that will be providing service under this contract. The number of years that office has been in operation. The number of principals and trained, licensed, security supervisors, and security force employees in contractor's workforce at these sites. Contractor's method of recruitment and retention. Turnover rate. Employee benefits and incentives.

Contractor's current workload providing the same or similar type of security services to other entities in Arkansas. Contractor's ability to properly support the College's requirements in addition to Contractor's other clients.

A description of contractor's loss prevention and risk management program.

A description of Contractor's payroll system with particular emphasis on the methods/procedures used to ensure that hours billed are hours actually worked for the customer.

TECHNICAL PROPOSAL

This section should address the requirements of the RFP.

Describe the organizational structure (chain of command) that would provide day-to-day security services to the College. Provide names, qualifications and experience of key employees who would be responsible for operational management of these services.

Itemize and enumerate positions by title (e.g., senior supervisor, shift supervisor, dispatcher, etc.)

Describe how contractor fills-in for unscheduled employee absence due to illness, family emergency, etc.

Describe your ability to provide security for the College in the event a natural disaster such as a tornado causes widespread property destruction, utility outages, and the like in the Pocahontas or Paragould areas.

Describe the background checks and training that will be provided to any security force employees that would be assigned to the College.

Describe contractor's company policy pertaining to uniform allowances or stipends provided to security force employees for acquisition and maintenance of personal uniforms. What equipment does contractor provide to security force employee as "standard issue?"

Describe contractor's ability to provide and maintain standing orders and post orders specific to operational conditions at the College.

Describe contractor's quality assurance plan program such as periodic inspections of the service area by senior management staff, meetings with customer management, and the like.

Provide any additional relevant information about the Company or security force employees not already discussed.

REFERENCES

Provide a list of clients in Arkansas (company, point of contact, telephone number) for whom the contractor has provided similar services within the last three years.

Preference will be given to contractors who have performed similar work at higher education institutions.

COST

This section will include contractor's proposed labor rates for security personnel assigned to the College. Labor rates shall be fully inclusive of direct labor, payroll taxes, burden (overhead), profit and the like. Provide hourly rates for straight time, overtime, and/or holiday time. If holiday time rates are proposed, provide an explanation of your company definition of "holiday" time and what periods such rates would be applicable to services provided. If overtime or holiday time rates are not proposed, it will be assumed that they do not apply and that services will only be billed at straight time.

EXCEPTIONS

Describe exceptions or proposed modifications to requirements, terms, and conditions of this Request for Proposal.

ADDITIONAL SERVICES

Please describe any additional services or support that contractor could provide that are not listed in the RFP and which the College may wish to consider when evaluating proposals. Examples of such services might be: Security systems, consulting or design services, visitor and vehicle control for special events such as graduation, courier services, and document destruction, etc.

**Black River Technical College
RFP 2023-02**

**REVIEW OF PROPOSALS
EVALUATION FACTORS FOR AWARD**

This is a request for proposal, not a request or invitation for sealed bid. A request for proposal differs from a bid in that the College is seeking a solution to the requirement described in this document and its attachments, if any, rather than bid or quotation on a product meeting firm specifications for the lowest price. As such, the lowest priced proposal will not guarantee an award recommendation. Proposals will be evaluated based on objective criteria formulated by the College on the most important features of a product or desired outcome of a service. Cost is only one, and not necessarily a principal, component in selection of a contractor or vendor. The proposal evaluation criteria should be viewed as standards which the College will use to measure how well a vendor's proposed product, service, method or technique meets the requirements and needs of the College.

Proposals will be read publicly to identify the names of the Proposers but will otherwise be afforded security sufficient to preclude disclosure of the contents of the proposals, including prices or other information, until such time as a contract is awarded for the goods or services requested herein.

The College will thoroughly review all proposals received. One or more contractors may be requested to provide additional information or clarify ambiguity. At the College's discretion, an award may be made without discussion on the proposals initially submitted or after discussions with those contractors which, in the College's judgment, are within a competitive range. If a competitive range is established, it will consist of the proposal or proposals which have a more reasonable chance of being selected for award than other proposals not in the competitive range. Action on proposals not in the competitive range will be deferred pending an award, and the College reserves the right to include additional proposals in the competitive range if deemed in its best interest. The College reserves the right to award or reject any and all proposals and re-solicit or temporarily or permanently abandon the procurement, as deemed in its best interest. If a contract is awarded, it will be awarded to the responsible and responsive contractor whose proposal is most advantageous to the College.

When selecting the most advantageous proposal, the College will consider the factors listed below. Submission of a proposal indicates contractor's acceptance of the College's evaluation factors and contractor's recognition that the College will make objective judgments about the merits of each proposal compared to these factors.

1. Cost to the College for the security services. 30%

2. Degree to which the College deems the contractor can provide adequate service as described in this Request for Proposal. 30%
3. The quality of references from other clients. 15%
4. Additional services, and costs thereof, that could be provided by contractor and that the College may wish to consider for inclusion in the service contract.
5%
5. Exceptions to the requirements described in the RFP which appear to impose a significant impediment to formation of a contract. 20%

**Black River Technical College
Vendor Data Form**

RFP 2023-02

Uniformed Security Guard Services

Signature of Authorized Representative: _____

Representative's Name: _____ **Title:** _____

Telephone Number _____

Date _____ **E-Mail Address** _____

Name of Firm: _____

Address: _____

City/State/Zip Code: _____

Cost:

Armed Security Guards:

Standard hourly rate to be billed to the College: _____

Overtime hourly rate to be billed to the College: _____

Holiday hourly rate to be billed to the College: _____

BID SIGNATURE / ACKNOWLEDGEMENT PAGE
RFP 2023-02

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL RESPONSE

I, the undersigned duly authorized representative of the Bidder, understand that the Proposal must be signed by the Bidder or an authorized representative of the Bidder. Further, I acknowledge that I have read and understand all the proposal instructions, specifications, terms and conditions, and agree, on behalf of myself and the Bidder to be bound by them.

Receipts of the following Addenda are hereby acknowledged: (List all / any Addenda)

ADDENDUM NO. _____

ADDENDUM NO. _____

ADDENDUM NO. _____

| |
|--|
| ILLEGAL IMMIGRANT CONFIRMATION |
| By signing and submitting a response to this solicitation, a Prospective Bidder agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Bidder certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract. |
| ISRAEL BOYCOTT RESTRICTION CONFIRMATION |
| By checking the box below, a Prospective Bidder agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract. <input type="checkbox"/> Prospective Bidder does not and will not boycott Israel. |
| SUBMITTAL ACKNOWLEDGEMENT |
| <input type="checkbox"/> Prospective Bidder acknowledges proposal includes one (1) complete copy and one (1) redacted copy. Prospective Bidder further acknowledges that if a redacted copy is not included in bid submission, bidder's complete proposal will be used in the event of a FOIA request, without further notice to the respondent. |

Name & Title

Signature

Company Name

Telephone

Address