



Request for Proposal Opportunity

The City of Gatlinburg is accepting proposals on providing Security Services for certain events at Gatlinburg Convention Center and W.L. Mills Conference Center. The terms of the contract will be for two (2) years with option to renew for two (2) additional years.

For questions concerning the Bid Documents, Bidders may contact City of Gatlinburg, Delea Patterson, AP/Purchasing at 865-436-1409 or Fax 865-436-6464 or deleap@gatlinburgtn.gov.

Questions about the specifications need to be directed to the Gatlinburg Convention Center, Scott Murphy at 865-430-1036.

Any questions regarding security needs/expectations at the Convention Center should be directed to Building Manager Debbie Orsburn at 865-436-0521 or to Facility Engineer Scott Murphy at 865-430-1036. The specifications can also be downloaded from our website, www.gatlinburgtn.gov under "Out for Bid" tab.

Please submit your proposal by December 7, 2017 at 2:30PM. Please indicate on your bid to be submitted "**Proposal for Security Services.**" The proposal should be in a sealed envelope and mailed or delivered to Robert L. Holt at the above address.

To arrange a physical site inspection, contact Scott Murphy (865) 430-1036 before providing a proposal. Security suppliers who have not provided security services for our facility in the past will be required to have an on-site visit before their proposal will be considered.

No bidder will be permitted to withdraw their bid for a period of thirty (30) days following the date of the bid opening.

The City of Gatlinburg reserves the right to waive any informalities in or to reject any or all bids and to accept the bid deemed favorable to the interest of the City of Gatlinburg.

GENERAL PROVISIONS

Please read ALL of these provisions carefully as not complying with applicable provisions may disqualify bids/proposals from being considered.

Prices quoted shall not include Federal or State taxes, if any are applicable. The successful bidder shall furnish tax exemption forms, if required, with their invoices.

The prices quoted are that for which the materials or services will be delivered F.O.B. Gatlinburg, Tennessee.

Any additions, deletions, or variations from the following specifications must be noted.

Inspection of the materials or equipment will be made by an agent of the City of Gatlinburg, and if found defective or fails in any way to meet the terms of this agreement, it will be rejected. Rejected materials or equipment will be replaced at the expense of the bidder.

All technical specifications must accompany bid.

The City of Gatlinburg reserves the right to extend this agreement for two (2) additional years after the completion of the first 2 year agreement. The City of Gatlinburg reserves the right to defer payment for thirty (30) days after delivery. The City of Gatlinburg also reserves the right to reject any and/or all bids.

The bidder agrees to indemnify the City of Gatlinburg from any and all liability; loss or damage the City may suffer as a result of claims, demands, costs, or judgments against it arising from any and all work under this agreement.

The bidder agrees to notify the City, in writing, within thirty (30) days, by registered mail, at the City's address as stated in this agreement, of any claim against the bidder on the obligations indemnified against.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, contractor certifies and warrants it will comply with this policy.

SPECIFICATIONS FOR SECURITY SERVICES

Prospective Security Suppliers will need to provide, at a minimum, the following information about your company for our review:

Company Overview:

1. Legal name of the company, address, phone number, website.
2. Officers/Principal Owners of the Company.
3. Length of time the company has been in the private security business.
4. Good sample of current client list, particularly Sevier County area.
5. References - minimum of three (3)

Qualifications: List the name(s) and qualifications of the management team that would be responsible for providing security for Gatlinburg facilities.

Fee Structure: Describe clearly the Fee Structure that you will offer the City of Gatlinburg. Please be specific regarding hourly rates or other fees associated with the agreement.

Insurance

Requirements: Winning Vendor must obtain a \$1 Million per incident insurance policy naming the City of Gatlinburg as insured.

City of Gatlinburg must also be named as additional insured on liability insurance policy.

Proof of Insurance must be provided showing that Worker's Compensation Insurance is in force, insuring company, and the term of insurance.

Should the Liability or Worker's Compensation Insurances lapse, contract will be terminated.

These insurance requirements will need to be met before contract is signed by City of Gatlinburg representative.

Other:

1. All Security personnel dispatched to City of Gatlinburg facilities must meet all state and local requirements necessary for bonded security personnel.
2. The Security company will be responsible for all payroll, payroll taxes, workman's comp and other payroll expenses required by the State of Tennessee.
3. The Security Company must have a stated Equal Opportunity Employer Policy.
4. The Security Company must have a stated and implemented drug-free workplace policy.
5. All Security Personnel must be attired in uniform approved by the City of Gatlinburg.

Delea Patterson, AP/Purchasing
Gatlinburg City Hall
1230 East Parkway
Gatlinburg, TN 37738

RE: Proposal for Security Services

Supplier can provide pricing information in their format, but please state the following pricing in space provided below:

Pricing for **Security Services** at Gatlinburg Convention Center and Mills Auditorium.

\$ _____
Hourly Rate per employee

Any Deviations from the specifications are listed below:
DEVIATIONS YES___ NO___

VENDOR INFORMATION

Signed/

Date

Name (Print)

Telephone Number

Company Name

Fax Number

Address

Email

City State Zip

SECURITY PROVIDER LIST
(Project is open to all qualified providers)

Red Hawk Security
Attn: Jason Bennett
2116 Berry Clark Dr.
Gatlinburg, TN 37738
865-850-1272
redhawksecurity@hotmail.com

Securitas Security services
517 Callahan Dr.
Knoxville, TN 37912
Sara.vittetoe@securitasinc.com
865-689-4773

Walden Security
408 N Cedar Bluff Rd
Knoxville TN 37923
Jeff.smith@waldensecurity.com
865-470-2248