**Request for Qualification**

March 3, 2021

City of Griffin

100 South Hill Street

Griffin, GA 30223

Dear Sir/Madam,

The City of Griffin, having an office at 100 South Hill Street, Griffin, GA 30223 (hereafter called “Client”),

is accepting proposals from Organizations to provide Security Officers with such equipment as shall be mutually agreed upon by Client and Organization on terms and conditions set forth. Accordingly, each agree mutually as follows:

1. Security Officers – Furnish Client with armed Security Officers at The City of Griffin Service Center. Officer(s) shall be equipped with badges and such uniforms and equipment as requested by the Client appropriate to each employees’ tasks and station.
2. Rates and Coverage – Provide approximately 55 hours per week coverage at the facility indicated above. These hours may be amended at the discretion of Client upon reasonable notice.

Provide Armed Security Officer’s Rate per hour:

Weekly cost:

Annual Cost:

1. Invoices – The Organization will invoice Client weekly. Invoices will be mailed or delivered to such office as Client may direct and are payable within thirty days at the address specified on

the invoice.

1. Employees – Officers are employees of (Organization), an independent contractor, and will exercise complete control over their conduct, including the manner and method of their performance, and will pay all wages and all applicable Federal Social Security taxes. All employees will be approved through E-Verify. It is agreed that (this Organization) is not an employment agency in that the service it renders is made possible only by a substantial investment in advertising, recruiting, screening, testing, and training personnel to be effective employees. Therefore, in consideration of the monies (this organization) has invested in these employees, it is agreed that the Client will not actively solicit to employ any (organization’s) employee working at the Client’s facility during the term of this Agreement. (The Organization) agrees it shall not actively solicit to employ any of the Client’s employees during the term of this Agreement.
2. Limits of Liability – Client acknowledges that (the Organization) is not an insurer. The amounts payable to the Organization under this Agreement are based upon the value of services rendered and are unrelated to the value of Client’s property or the property of others located in, or about the Client’s premises. (The Organization) shall be liable to Client and third parties for personal injury and/or property damage, to include theft of vehicles, resulting from negligence during the performance of the services rendered by all employees, agents, and representatives under this agreement, and shall be insured at all times with coverage no less than the following.
   1. Statutory Worker’s Compensation insurance covering Security Officers engaged in the furnishing of services under this Agreement, including Employer’s Liability as required by the State of Georgia. Vehicles are fully covered with Bodily Injury Limits and Property Damage to $500,000 combined single limit. Comprehensive General Liability Coverage with a $1,000,000 combined single limit. (The Organization) shall furnish Client with proof of insurance prior to Client’s execution of this Agreement or at any time upon request of Client. (The Organization’s) insurance shall be primary to any insurance carried by the Client.
3. Management – (the Organization) shall be responsible for the direct management of all Officers through designated representatives who will be available at reasonable times to consult with Client or its designated representatives.
4. Services – The services to be rendered under this Agreement shall be in conformity with operating procedures mutually agreed upon and shall include protection of all Client confidential and proprietary information that becomes known to (the organization) or its employees. An Officer will immediately be removed from the client’s service who, in client’s sole judgement, is not performing the work assigned to Client’s satisfaction.
5. Term – This agreement shall commence on or about April 1, 2021 and will continue for one year with an automatic renewal unless mutually modified or negotiated otherwise. This agreement may be terminated by either party at any time upon a 6 month notice without cause, 60 days written notice with cause.
6. Entire Agreement – This agreement shall be governed by the laws of Georgia and represents the whole and entire Agreement between the parties. This Agreement may be altered, modified, or amended only in writing, properly executed by authorized representatives. Failure to enforce any rights hereunder shall not operate as a waiver of such rights. Any determination that any part of this Agreement is not enforceable shall not affect the enforceability of the remainder of this Agreement.
7. Email to contact with questions should be directed to:

Rita Bagwell

City of Griffin

Customer Service Manager

[rbagwell@cityofgriffin.com](mailto:rbagwell@cityofgriffin.com)

770-233-2920

Or

Sherri Huggins

City of Griffin

Purchasing Coordinator

[shuggins@cityofgriffin.com](mailto:shuggins@cityofgriffin.com)

770-229-6621