

**REQUEST FOR PROPOSALS
FOR
SECURITY SERVICES**



**CITY OF LAKELAND, TENNESSEE
10001 U.S. HIGHWAY 70
LAKELAND, TN 38002**

May 2023

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SECURITY SERVICES
CITY OF LAKELAND, TENNESSEE**

I. Purpose

The City of Lakeland, hereinafter referred to as the “City” issues this Request for Proposals (RFP) to define minimum control requirements; solicit responses; detail response requirements; and outline the City’s process for evaluating responses and selecting a contractor to provide security services at vacant City-owned facilities.

II. Scope of Services

The Contractor shall provide one (1) armed uniformed security guard for a twenty-four (24) hours a day/seven (7) days a week service as needed at vacant City-owned facilities. The contract will be an on-call basis for one (1) year with two (2) optional one (1) year extensions. Service will begin June 30, 2023. Security services shall include:

1. Surveillance of ingress and egress of the facility, grounds, and parking areas.
2. Armed guards shall have a marked vehicle with lights.
3. Security guards are expected to be accountable/responsible and meet unexpected situations in a professional manner.
4. Security guards shall possess, prior to beginning work, all current licenses, permits, ratings, certifications, accreditations, and credentials required by law, regulation, ordinance or contract specification. Contractor shall provide a list of security guards assigned to the facility along with license numbers.
5. Contractor shall not schedule a security guard under this contract to perform continuous duties at a facility without a minimum of eight (8) hours of off-duty rest time in a given twenty-four (24) hour period. In computing the eight (8) hour period a thirty (30) minute lunch or meal break will not be deducted from the time charged. During this lunch or meal break, the security guard must remain at the facility and be ready and available to render services, if needed.
6. During rounds, if any area or interaction is observed that could adversely affect the safety or security of the facility or surrounding businesses, e.g., fire hazards, criminal behavior or loitering, the security guard shall immediately report the information as follows and subsequently create an Incident Report:
 - a. Emergency circumstances shall be reported immediately to the Shelby County Sherriff’s office and an Incident Report sent to the City the following business day.

III. Proposal Requirements

The Proposal should demonstrate that the Contractor understands the intent and scope of the requested services and the specific tasks that must be performed while supplying these services. In addition, the contractor shall demonstrate it possesses the qualifications necessary to successfully provide such services. To assist in the evaluation process, please include the following information in the proposal:

A. General Qualifications and Experience

- a. Describe the number of years the Contractor has been providing armed security services.
- b. Describe the Contractor’s number of employees, client base, and location of offices.
- c. Provide a brief, descriptive statement detailing evidence of the Contractor’s ability to provide armed security services (e.g., prior experience, training, certifications, resources, program and quality management systems, etc.)

B. Technical Qualifications Experience and Approach

- a. Provide a narrative that illustrates how the Contractor will complete the scope of services, accomplish required objectives, and meet the City’s needs.
- b. Provide a narrative that illustrates through images or words a description of the uniforms that the security guards assigned to this contract will be required to wear and the vehicle that will be utilized to patrol the property.
- c. Provide a narrative that sets out Contractor’s plan of action to retain talent to maintain the qualifications of the security guards required under this contract.

C. Cost Proposal

COST ITEM DESCRIPTION	PROPOSED COST
Armed Security Guard and vehicle with lights	\$ /per hour

IV. Contractor Selection Procedure

The City will consider qualifications, experience, technical approach, and cost in the evaluation of responses and award points in each of the categories detailed below (up to the maximum evaluation points indicated) to each response deemed by the City to be responsive.

EVALUATION CATEGORY	MAXIMUM POINTS POSSIBLE
General Qualifications & Experience	30
Technical Qualifications, Experience & Approach	40
Cost Proposal	30

The evaluation process is designed to award contracts resulting from this RFP not necessarily to the Contractor(s) offering the lowest cost but rather to the Contractor(s) deemed by the City to be responsive and responsible and who offers the best combination of attributes based upon the evaluation criteria.

A Selection Committee, consisting of three (3) or more City employees, will review and score each proposal based on the evaluation categories listed above. Selection of the Contractor may be based solely on the submittal of the proposal. If the committee wishes to conduct interviews, City staff will contact each Contractor to set up a date for the interview. The interview process

will allow the Contractor to better educate city staff about their experience and qualifications. Interviews will be limited to 30 minutes. The Contractor deemed most qualified to provide the required services will be selected and the contracts will be presented to the Board of Commissioners for their approval of the contract.

The City of Lakeland reserves the right to seek clarification of any proposal submitted and to select the proposals considered to best promote the public interest of Lakeland.

All proposals become the property of the City of Lakeland upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the Contractor. The City reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the City. This solicitation of proposals in no way obligates the City to award a contract.

The City of Lakeland will not discriminate against any individual for any reason and will provide services to all citizens and contractors, both potential and current, in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

V. Insurance Requirements

The Contractor will be required to purchase and maintain during the life of the contract Comprehensive General Liability insurance and Professional Liability insurance to protect the Contractor and Owner against liability from damages because of injuries, including death suffered by persons, including employees of the Owner, and liability from damages to property arising from and growing out of the Contractor's negligent operations in connection with the performance of the contract.

	<u>LIMITS</u>
A. Worker's Compensation	Statutory
B. Comprehensive General Liability Premises/Operations Products/Completed Operations Contractual Liability	\$1,000,000 per occurrence
C. Professional Liability	\$1,000,000 per claim

Contractor shall provide Owner with certificates evidencing such insurance as outlined above prior to beginning any work under this agreement. Such certificates shall provide the thirty (30)

days advance written notice to Owner of cancellation, material change, reduction of coverage, or non-renewal, and shall list the City of Lakeland as an additional insured.

In addition, Contractor shall provide Owner with copies of insurance policies and/or policy endorsements listing the City of Lakeland as an additional insured. The City's failure to request or review such insurance certificates or policies shall not affect City's rights or Consultant's obligations hereunder.

Contractor agrees to forever indemnify the City and hold it harmless from all liability for damage to property, injury to or death to persons, including all costs, expenses, and attorney's fees incurred related thereto, arising from negligence of the Contractor.

VI. Proposal Submittal

All Contractors who wish to provide security services to the City shall submit a proposal by **Thursday, June 1, 2023 at 2:00pm** to:

Lakeland City Hall
Engineering Department
10001 U.S. Highway 70
Lakeland, TN 38002
Phone: (901)-867-5418

Proposals shall be presented in a sealed envelope and clearly marked "Proposal for Security Services". Include five (5) copies of the proposal.

If any of the above requirements are not met, the proposal may not be considered. Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted.

Questions regarding the RFP should be directed to:

Emily Harrell, P.E.
City Engineer
(901) 867-5418
eharrell@lakelandtn.org