



1225 Air Base Blvd. • Post Office 10048
Montgomery, Al. 36108
(334) 420-4200

REQUEST FOR PROPOSALS

CAMPUS SAFETY AND SECURITY

RFP# 2018-19-001

H. Council Trenholm State Community College (TSCC) will receive sealed proposals in its Business Office until **9:00 a.m. August 30, 2019**, for the items described in the RFP. Proposals will be publicly opened and evaluated for the best value proposal as soon thereafter as practical. All proposals received by TSCC are subject to approval of purchase by the Alabama Community College Board of Trustees.

Submit proposal to:

Trenholm State Community College
Attn: Business Office
Post Office Box 10048 *(US Mail)*
Montgomery, Al. 36108

or

Trenholm State Community College
Attn: Business Office
1225 Air Base Blvd. *(other carriers)*
Montgomery, Al. 36108

All signed and notarized certificates and completed and signed forms and statements must be returned with bid. Alabama Law (Act 2001-955) requires us to have on file a Disclosure Statement from vendors for bids and contracts in excess of \$5,000 during a year.

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GENERAL CONDITIONS AND INSTRUCTIONS TO CONTRACTORS

In accordance with Act No. 2001-637, when state funds are used to fund a contract, preference must be given to resident contractors. Resident contractors must be granted preference to nonresidents in awarding contracts in the same manner as the states of nonresident contractors.

1. All proposals are to be in sealed envelopes with the above RFP number and opening date on the outside of the envelope. All forms should be completed and included in the sealed envelope. **Mark your response to the attention of the Business Office.**
2. Only written modifications to proposals will be accepted.
3. It should be noted that TSCC does not have a loading dock and items too heavy or bulky to be handled by one person manually should be placed on a truck with a lift-gate. This cost must be included into the bid.
4. The college reserves the right to accept or reject any bid or part thereof and waive informalities that may be deemed in the best interest of the College.
5. Any and all damages caused to Trenholm State Community College by the successful bidder will be repaired promptly at no cost to Trenholm State Community.
6. Trenholm is a State sponsored educational non-profit organization and as such is tax exempt. Bid prices are not to include tax. Tax exemption certificates furnished upon request.
7. No bid may be withdrawn after the scheduled closing time for receipt of bids for a period of thirty (30) days.
8. This proposal is to be made without connection with any other person, company, or parties making a bid or proposal and is to be in all respects fair and in good faith, without collusion or fraud.
9. The contractor must comply with all federal, state, and city laws regarding license fees and agreements.
10. Bidder must submit a completed and signed Disclosure Statement and W-9 Form, included in packet, with Bid.
11. All State of Alabama business entities must submit their E-verify MOU and Certification Statement prior to award.
12. The College hereby notifies all proposers that it will affirmatively ensure that minority business enterprises will be afforded full opportunity to submit in response to this invitation and will not be discriminated against on the grounds of age, race, color, sex, creed, national origin, or disabling condition.
13. The purpose also agrees that whoever is awarded this contract, they will not discriminate against any person who performs work there under because of age, race, color, sex, creed, national origin, or disabling condition.
14. The parties hereto expressly agree and understand that the providers are not employees or agents of the College, the State of Alabama, (hereinafter to as the State) in any sense but are

solely independent providers.

15. The providers will be responsible to pay all required Federal, State, and local taxes or contributions imposed or required under Unemployment Insurance, social security, Income tax laws, and Worker's Compensation law with respect to this agreement.
16. The providers shall not enter into any subcontracts for any of the work contemplated under this contract without prior written authorization of the College.
17. This agreement may be terminated for cause without notice if the party fails to perform in accordance with the terms of this agreement. This agreement may be terminated by either party at any time upon (60) sixty days written notice or termination. These agreements shall remain in full force and effect until terminated as provided herein.
18. Administrative, contractual, and/or legal remedies as determined by the College will be implemented if it appears the provider has breached or defaulted on the contract.

General Specifications for Security Guard Services

CONTRACT SPECIFICATION

The College is interested in contracting this service for 24 hours per day, seven days per week on the Trenholm Campus and 24 hours per day, seven days per week on the Patterson Campus. Additionally provide 24 hours per day, seven days a week at the library and security at JDEC and Cosmetology during the duty days for faculty for a twelve-month period.

The College may cancel this contract on 60 day notice by sending notice of such intent by certified mail to the address of record. Failure to meet minimum bid specifications will be cause for administrative action by the College.

The College reserves the right to issue a contract for one year with the option to extend for an additional year without re-bidding.

THE REQUIREMENTS PREVIOUSLY CITED NOT WITHSTANDING; THE BIDDER SHOULD CONSIDER THE FOLLOWING:

- Security coverage where stated above are for 24 hours, seven days a week on the Trenholm, Patterson Campuses and Library throughout the 12-month period. Daytime security at JDEC and Cosmetology. Holiday and weekend coverage only applies to the Trenholm and Patterson Campus.
- The college may request additional staffing to assist during special events. On those occasions, the company shall be compensated at the hourly rate established in the contract.

Security guard must meet the following minimum standards:

- **Must be in good physical condition walk and stand for extended periods of time.**
- **Must be able to climb stairs while making rounds and be able to do some heavy lifting at times (50 pounds).**
- **Must have the ability to write clear, concise, accurate, and detailed reports;**
- **Cannot be armed at any time on college property.**
- Minimum education - High School diploma or GED*
- Have the ability to read, understand and apply printed rules, detailed orders, instructions, and training materials;
- No record of felony convictions.
- No history of alcoholic or narcotics dependency or addiction.
- Must be a citizen of the United States or a properly authorized resident alien.

- Must have a job history showing stability for security work.
- Must be capable of reasonable physical exertion and withstand exposure to inclement weather.
- Must wear a name badge identifying him/her as Trenholm State Security.
- Must have satisfactory vision.
- Must have normal hearing.
- Must be mentally alert and capable of understanding and performing the duties assigned.
- Must be able to respond to requests for services by college officials and the needs of the students.
- Must be subject to drug screening.
- Must have a valid driver's license.
- Will not be able to leave campus during assigned shifts unless temporarily replaced by another guard. Leaving a college location unguarded will be considered a breach of contract and subject to non-payment for services not provided.
- Assigned a phone for immediate/emergency contact at all three sites that assigned college personnel will have access to contact security
- On the Patterson and Trenholm Campuses the guard must have an appropriate vehicle for patrolling the campus; a golf cart will be acceptable.

The successful bidder will provide a means of tracking guard activities while on duty and provide those reports of guard activities monthly. Those reports should include building checks, time and result of vehicle patrols through the campuses, and guard making the patrol. All incident/accident reports shall be submitted to the Security Coordinator or Director of Physical Plant within **two** hours of an incident.

H. Councill Trenholm State Community College is a postsecondary education institution with many students and instructors. One of our primary missions outside of education is the protection of our students, faculty/staff, and college resources. All officers assigned to work at the College must be neat, presentable, act in a professional manner, and have a broad presence throughout the campus location assigned.

Security officers will be permanently assigned to the Trenholm campuses for the duration of the contract and must be screened for character, reputation, previous employment, military and criminal record by the contractor and the documented results of such screening must be provided to the Director of Physical Plant and the Security Coordinator prior to the individual starting work. The Director of Physical Plant and the Security Coordinator has the right and responsibility to determine the fit and adequacy of security guards. Any additional assignments issued to officers assigned to Trenholm State must be coordinated with the Director of Physical Plant and Security Coordinator. The contractor must certify to the College in writing that the above criteria have been satisfactorily met by each security officer assigned to the College. Bidders must be equal opportunity employers and must comply with all Federal, State, and Local Codes, Regulations, and the Occupational Health and Safety Act of 1970, and amendments.

TRAINING

Each firm bidding this proposal shall certify in writing that each guard assigned to the college has been trained in the following areas prior to assignment.

Conduct, job performance, good work ethics, interpersonal skills, emergency procedures, personal appearance, traffic control to include issuance of traffic violations and booting of vehicles, assisting with fire and tornado drills, telephone courtesy, patrolling, safeguarding of keys, legal authority, fire protection, bomb threats, drug abuse, general safety, first aid, crowd control, report writing to include all accidents, (reports must be legible and of good composition). **Further, guards must be capable of providing security without a weapon. Additionally, each guard must be familiar with the Campus Safety/Security Manual.** Security Officers must immediately notify the Director of Physical Plant and Security Coordinator regarding all incidents, threats, or acts of violence, etc.

All situations requiring security will be directed to Campus Security. Events requiring intervention of the Montgomery Police Department will be handled by Campus Security as directed by the Director of Physical Plant and/or Security Coordinator.

Security Officers will be required to record faculty/staff access to offices outside of regular office hours.

An ongoing training program must be provided for security officers both on-site and off-site of the Trenholm Campus. Each bidder must provide its written rules, regulations and a written program for training in the stated areas and must certify that each guard assigned to this site has satisfactorily met the aforementioned requirements and has completed the referenced training program. All personnel assigned to the College are subject to the College's approval or rejection.

SUPERVISION

Field Supervision Visits: Each officer assigned to a job site will be visited by a Supervisor at least once a week. This supervisor must provide Trenholm a timely written report of his findings.

Field Supervisor On-site Training: Field Supervisor will conduct on-site training and follow-up training in all basic security subjects.

Field Supervisor/Client: Field Supervisor, when requested, will meet with a Trenholm representative to assist in carrying out regular and special orders.

Incident reports: Field Supervisors must respond to Security Officer's request for assistance, and must appear on-site each time an incident report is made. A report of action taken must be left on-site.

A company manager must be available to meet with a Trenholm representative at least quarterly to discuss quality of service and improvements or changes to improve quality of service. Company supervision must be available during the hours service is provided. The Company will be responsible for damage to or missing property due to negligence or the behavior of its employees.

INSURANCE

A certificate of insurance must be submitted with the bid. Required minimum insurance coverage must include the following at industry accepted levels:

General liability	_____
Automotive liability	_____
Third party liability	_____
Employee dishonesty	_____
Workman's Compensations	_____

SUPPLEMENTAL INFORMATION

It is required that a listing of at least three (3) references of present clients be submitted with the bid.

HOLIDAYS

For informational purposes, the College observes the following State and National holidays and spring break:

New Year's Day
Martin Luther King's birthday
National Memorial Day
Independence Day
Labor Day
Thanksgiving Day (2 days)
Christmas (5 to 10 days)

Additionally, there will be a need for one officer on each shift during periods of recess between semesters and during the five day spring break.

The contractor is expected to provide security service during Holidays on the Trenholm and Patterson Campus.

Questions or concerns about this RFP should be directed to:

Robert C. Allen, Jr.
Director of Physical Plant
Phone: 334-420-4266
Fax: 334-420-4482
Email: rallen@trenholmstate.edu

FORMS

BID CERTIFICATE

I hereby affirm I have not been in any agreement or collusion among bidders or in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

Firm or Company Name

Address

City, State and Zip Code

Telephone Number

Signatures of Company Representative

BID CERTIFICATE MUST BE NOTARIZED

Sworn and subscribed before me this the ____ day of _____, 20_____.

Notary Public

Date my commission expires

Nonresident Bidder Information

Act Number 2001-637 of the 2001 Alabama Legislature, which became effective on May 21, 2001, and is codified as Code of Alabama, Section 39-3-5, provides as follows:

Section 1: In the letting of public contracts in which any state, county or municipal funds are utilized, except those contracts funded in whole or in part with funds received from a federal agency, preferences shall be given to resident contractors, and a non-resident bidder domiciled in a state having laws granting preference to local contractors shall be awarded Alabama public contracts only on the same basis as the nonresident bidder's state awards contract to Alabama contractors bidding under similar circumstances; and resident contractors in Alabama, as defined in Section 39-2-12, be they corporate, individuals or partnerships, are to be granted preference over nonresidents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state domicile of the nonresident.

Section 2: A summary of this law shall be made a part of the advertised specifications of all projects affected by this law.

CERTIFICATION PURSUANT TO ACT NUM. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND / OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. **BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557. THEY** ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

Firm or Company Name

Address

City, State and Zip Code

Telephone Number

Signatures of Company Representative

CERTIFICATE MUST BE NOTARIZED

Sworn and subscribed before me this the ____ day of _____, 20_____.

Notary Public

Date my commission expires