



**REQUEST
FOR
PROPOSALS**

May 12, 2016

Unarmed Security Services

Project 2015-2016

**Due 10:00 AM CST/CDT
Monday, June 6, 2016**

Company Name:

Contact Information:

Printed Name & Title

Address, City, State

Phone Number

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

*Please mark the outside of your return envelope:

TO: EAST CENTRAL COLLEGE
1964 Prairie Dell Road, Union MO 63084
Email: melissa.popp@eastcentral.edu
PH: (636) 583-6703 FAX: (636) 584-8602

BID: Unarmed Security Services

DUE: 10:00 AM, June 6, 2016

Questions concerning this Request for Proposals must be received by fax or email no later than
10:00 AM. May 27 2016

Proposals must be received June 6, 2016, No later than 10:00 AM CST/CDT.

DIRECT CONTACT WITH EAST CENTRAL COLLEGE BOARD OF TRUSTEES IS PROHIBITED.

INSTRUCTIONS AND CONDITIONS: Please quote the lowest net price at which you agree to furnish the service listed. Please send 3 copies of this bid response sheet and descriptive folders giving trade names, specifications, and related information on items bid. Samples may be sent to further describe the merchandise in question.

VERIFY YOUR PROPOSAL BEFORE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED. The College is exempt from the Missouri State Tax. The College is a state funded institution and requires all bids to be submitted as prevailing wage. Franklin County is listed under section 36 in the Missouri Statute. East Central College is not responsible for Request for Proposals lost in transit or received after time of quotation closing. It is the vendor's responsibility to confirm receipt of their proposal by the Purchasing Department.

WE WILL ACCEPT ONLY SEALED WRITTEN BIDS; VERBAL QUOTES OR BIDS SUBMITTED VIA FAX, E-MAIL, OR ANY OTHER MEANS WILL NOT BE ACCEPTED.

ALL PRODUCT DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING ASSOCIATED WITH THIS SERVICE MUST BE DETAILED IN THE BID. EAST CENTRAL COLLEGE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, WAVE MINOR IRREGULARITIES, CONSIDER MINOR VARIATIONS TO SPECIFICATIONS THAT ARE CLEARLY DETAILED, AND ACCEPT THE LOWEST BID WHICH APPEARS TO BE IN THE BEST INTEREST OF THE COLLEGE.

Item#	Qty	Description	Total Cost
1	1	Unarmed Security Services	

***Return this form to East Central College Purchasing Department with Unit Price and Extension Total indicated.**

East Central College reserves the right to purchase by individual item. All prices quoted shall be F.O.B. East Central College, Union, Missouri or to any East Central College off-campus location when indicated. All prices quoted shall be valid for a minimum of 90 days from closing date of request for proposal.

We agree to furnish the above material and service for delivery as specified, at prices shown opposite each item. This form must be completely filled out and signed, or it will not be accepted.

IT IS REQUIRED THAT THE VENDOR READ AND FOLLOW ALL INSTRUCTIONS ON THIS FORM. FAILURE TO DO SO IS SUFFICIENT CAUSE FOR REJECTION.

THIS IS NOT AN ORDER

Date: _____

Name of Firm

Signature & Title

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PROJECT TIMELINE

May 18, 2016	Request for Proposals released to public
May 18, 2016 & May 21 – 22, 2016	Invitation to Issue Request for Proposals advertise
May 27, 2016	Questions and inquiries concerning this Request for Proposals must be submitted not later than 10:00 AM: Fax: 636-584-8602 Email: melissaa.popp@eastcentral.edu
June 6, 2016	Bids due by 10:00 AM, CST/CDT to: Melissa Popp, Purchasing Manager 1964 Prairie Dell Road Union, MO 63084 Attn: Unarmed Security Services <i>Mail an original and two copies of the bid.</i>
June 6, 2016	RFP's publicly opened and read aloud, 10:05 AM, Buescher Hall, 2 nd Floor, Room 262
June 20, 2016	Recommendations submitted to the College Board of Trustees for Approval and Award.

It is the responsibility of each vendor to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. All inquiries and questions deemed to be substantive in nature must be in writing and submitted as stated in timeline. *Please provide business name, contact, telephone number, email address and fax number on inquires.* A copy of all queries and the respective responses will be provided in the form of an addendum to all vendors who have indicated an interest in responding to this solicitation. Your signature on the proposal cover sheet certifies that you fully understand all facets of this solicitation. Questions may be sent by FAX to **636-584-8602** or email to melissa.popp@eastcentral.edu.

ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING
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Overview

The intent of this request for proposal is to obtain the services of a qualified firm to provide unarmed personnel who will act as a security presence and information resource serving the East Central College campuses in Union, Rolla, and Warrenton, Missouri (see Scope of Services). The firm shall provide for the safety of the occupants and visitors to the college's buildings and grounds, and for the protection of personal property at the campus.

Contract

A contract will be awarded by East Central College for the period indicated and in accordance with the provisions and conditions of this RFP. The initial term of the contract shall be for one year. Options to extend for four one-year terms, subject to annual approval by the Board of Trustees, shall be included in contract.

Term/Option to Extend

Initial contract period: July 1, 2016 through June 30, 2017. This contract will extend on each anniversary date, subject to approval by the Board of Trustees, unless either party elects otherwise as allowed in the contract. The extension may be less than, but will not exceed four (4) additional one-year periods. If the firm elects not to extend on the anniversary date, the firm must notify East Central College in writing 90 days prior to the anniversary date.

Price Escalation

Hourly rates (or other cost structure, as submitted with the RFP) shall remain firm during the three years of the contract. The firm may request to negotiate an increase in hourly rates prior to any renewal period after the third year. Any increases will be subject to board approval.

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Scope of Services

1. Perform routine patrols in all visitor, faculty, and student parking lots at intervals to be determined and mutually agreed. Such patrols shall monitor that students and faculty are, in fact, parked in spaces specifically designated i.e., students are not allowed to park in spaces designated for faculty member and vice-versa. Such patrols shall include visual inspection of vehicles to determine validity of college-issued parking permits and enforcement of parking restrictions/prohibition in fire lanes, no parking zones, and/or "handicapped" parking spaces, as applicable. Issuance of citations shall be as directed by policy. Assigned officers are specifically prohibited from having vehicles that are illegally parked, towed away. The college reserves the right to modify parking regulations and the enforcement thereof; any modification of said regulations will be clearly communicated to the security firm.
2. Assigned officers shall be required to inspect all installed fire extinguishers and emergency lighting units at least once each month and report any evidence of tampering or unserviceable equipment as prescribed by the Director of Facilities & Grounds.
3. Assigned officers shall be required to monitor all exterior lighting and/or security lighting on a day-by-day and shift-by-shift basis to insure proper lighting in all outside areas are maintained. Officers will be required to report all burned out exterior lights and/or damages to fixtures installed.
4. Assigned officers shall be required to make foot patrols of the premises at intervals and to specific locations as prescribed by the Director of Facilities & Grounds. Such patrols shall include regular visits to specified areas considered to be "high risk" areas. These patrols shall be at irregular intervals and via irregular routes to preclude establishing definite patterns and prescribed times. Such foot patrols shall include a physical check of all exterior doors and windows which can be opened. Any duty or situation which precludes any prescribed foot patrols not being performed will require fully justified substantiating remarks in the activities log to be maintained.
5. Assigned officers shall be required to maintain a daily activity log in which all significant events/activities are recorded. In addition, the college may require assigned officers to maintain a sign-in/sign-out register whereby all visitors to the college during hours when the college is closed are required to sign in and out and positive identification of all such persons is required.
6. Officers shall be required to perform other functions as assigned (and mutually agreed) and to make recommendations which continually enhance and upgrade the Safety and security posture of East Central College.

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Scope of Services cont'd

7. **Contract Period and Hours:** Hourly rates are locked in for a period of (3) three years with annual approvals from East Central's board of directors. Contract shall begin and end based on East Central's fiscal year, July 1 through June 30 each year. Contract may be cancelled by either party with cause or a thirty day written cancellation.
8. **Hours of Service:** Monday through Thursday from 11:00 pm until 7:00 am each day. Friday through Monday from 3:00 pm Friday until 7:00 am on Monday.
9. Security vehicle(s) are to be provided and maintained by the firm, at no expense to the college. Said vehicle(s) will be clearly identified as "Security" in a manner acceptable to the college.
10. Extra officers will be used on an as-needed basis. The rate of pay for the extra officers will be the same as regular officers.

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Proposal Specifications

The following specific criteria will be evaluated and must be addressed in the proposal:

1. **Company History**
Provide a brief company history, mission statement and organizational summary. Explain ownership (private or public) and include brief biographical information regarding the personnel who would be directly responsible for the management and local supervision of this project.
2. **Management**
Describe in detail how your firm will be organized to manage this project. Indicate by position or title the person who will have the overall responsibility for the East Central College account. Bidder must supply an Organization Chart depicting the structure of the local servicing office and regional support.
3. **Personnel Selection Process**
Describe how recruitment and selection of security officers is accomplished. All personnel and supervision provided under this RFP must be thoroughly trained, experience and qualified to perform the work to which they are assigned. Bidder shall have a documented employment process which shall include application, interview, and drug testing and background check phases. A written description of the Bidder's employment process and qualifications is to be included in the response.
4. **Training Programs**
Describe in detail the training programs in place to support this project. Include the following:
 - Pre-Assignment Training
 - Job and Task Specific Training (OJT)
 - Formal Continuous Training
 - Annual Retraining and Recertification
 - Supervisory Development Training (Describe any program that your company utilizes that leads to a professional credential for supervisors.)

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Proposal Specifications cont'd

5. Insurance

The successful bidder shall carry and maintain, with respect to any work or service to be performed at ECC facilities, insurance written by a responsible insurance company, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance
- Automobile Liability
- Excess-umbrella Insurance, including terrorism coverage.

Include a sample Certificate of Insurance including limits with the response. All policies and certificates shall provide for thirty (30) days notification to ECC in the event of cancellation, reduction in limits or changes in coverage.

6. Benefits Program

Describe in detail all benefits offered to employees. Include health care insurance, life insurance, holiday pay, vacations and any other benefits offered. Cite specific plans offered and employee cost sharing arrangements (payroll deduction). Please include the following:

- Medical/health insurance (indicate costs for a PPO program including coverage options for employee, employee and spouse and employee and family.)
- Dental (Include monthly premium and annual limits.)
- Life insurance (indicate amount provided at no cost to employee and any optional coverages available.)

7. Employee Recognition Programs

Outline any specific incentive and recognition programs made available to employees and explain how these programs are managed.

8. Transition Plan

Submit a projected Transition Plan for implementation if awarded the contract to include tasks and time frames. Include a list of all individuals assigned to your transition team with current contact information, telephone numbers and email addresses.

9. References

Provide at least three (3) client references whose facilities are comparable in size, profile and security service hours to East Central College. Include company/organization name, address, contact person, telephone number, and e-mail address (if available). References from educational institutions and/or tax supported (public) entities are preferred, if available.

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10. Cost Proposal

Provide a detailed cost proposal for the services described. Proposals must include overtime policies, holiday policies and rates, and any additional costs not included in the basic cost for services (hourly or annual lump sum).