



MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

Security Services for Macon-Bibb County

RFP 24-024-LH

99046

MACON-BIBB COUNTY

ISSUE DATE: May 1, 2024

DUE DATE: June 6, 2024

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Cherise Stephens, Small Business Affairs at (478) 300-2297 or cstephens@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposal for Security Services (1 original **plus 3 copies and 1 Flash Drive**) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, June 6, 2024**, for **Security Services** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, June 6, 2024**, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street, Suite 308, Macon, Ga 31201.

The deadline for submitting questions will be May 17, 2024, at 3:00 p.m. (EST).
All questions to be submitted via email only to Lhardwick@maconbibb.us

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory

Errors and Omission: \$1,000,000

General Liability: \$1,000,000

Any other applicable insurance required by law to provide security guard services.

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

"RFP #24-024-LH – Security Services"
Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on

date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

F. Responsiveness

To be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

G. Responsibility

To be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Seven (7) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein

H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Nonresponsive submissions will not be reviewed for potential award.

II. MINIMUM REQUIREMENTS

To be considered as “responsive”, all Proposers must provide documentation for the minimum requirements listed below.

1. Provide all appropriate Licenses and Certifications required in the State of Georgia to provide the goods and/or perform the Services stated in this RFP.
2. Have a minimum of seven (7) years’ experience in providing security guard services described in this RFP.
3. Financially and legally responsible to perform the services included herein.

III. SCOPE OF SERVICES

Macon-Bibb County is seeking proposals from qualified security Contractors that can provide a range of security services for multiple complexes.

1. The Contractor's security guards will carry out principal responsibilities to implement Macon-Bibb security procedures into practice and must maintain knowledge of the security rules, regulations, and procedures.
2. Patrol premises to maintain order and establish presence.
3. Security guards will make appointed documented rounds hourly for predesignated locations in the complex of Macon-Bibb County facilities.
4. Security Guards shall report any building issues by email or emergency number depending on the severity of the issue. Report on any incident involving the breach in security of facilities being surveilled.
5. Security Guards must have the ability to face situations firmly, tactfully, and with respect to other rights.
6. Documentation of rounds will be recorded electronically with program such as Track Tik, Track Force or similar platform provided by the Contractor's. Reports of rounds to be sent weekly to Macon-Bibb County designated personnel.
7. Security guards will be required to have constant communication source provided by the contractor due to the potential emergency nature of services.
8. Contractor to deploy and coordinate the security guards on 24 hours duty for Macon-Bibb County premises.
9. The Contractor shall provide uniforms and equipment necessary for their personnel to perform services. Security guards shall be in uniform when on duty and provide a professional appearance.
10. Security guards shall be adequately trained and experience to perform services as described in this RFP.
11. Macon-Bibb County reserves the right to review the credentials, and result of background check, of any assigned security guard. The County also reserves the right to reject security personnel that are deemed negligent in performing their duties.

IV. REQUIREMENTS

Vendors submitting proposals must meet the following requirements:

1. Experience in providing security services for local and/or state government facilities.
2. Provide a list of employees and all employees that will require background checks. (Background checks will be completed by Macon-Bibb/BSO).
3. Security guards to have a minimum of one (1) year of employment.
4. Familiarity with report writing.
5. Provide a standard drug screening policy for security guards.

V. PROPOSAL SUBMISSION

- Company background and experience
- A Statement of Qualifications on the company's history with similar projects

VI. SUBMITTAL FORMAT AND REQUIREMENTS

The requested proposal documentation should be submitted on 8-1/2" x 11 soft bound sheets. Include one (1) original and three (3) printed copies. In addition, submit one (1) flash drive of the entire proposal. **Each proposal must be submitted in separate envelopes when submitting bids:**

- Technical Proposal
- Cost Proposal

Submissions must be organized in a manner to display the required information in easily accessible tabs labeled:

Firm's History / Background

- Letter of Interest
- History of the Firm (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.)
- Structure of the firm (include principal(s), project team, if applicable)

Experience

- Resume(s)
- Reference list
- List of projects with similar scope and size

Price Proposal

- Provide prices on the forms included

VII. SCORING (total possible number of points = 100)

Experience /Qualifications	25 pts
Compliance with Requirements and Objectives	25 pts
Technical Capabilities	20 pts
Pricing	30 pts

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications of the vendor.
- Compliance with requirements and specifications outlined in this RFP.
- Technical capabilities
- Pricing to include coverage hours for the following:
 - Monday through Friday from 6:30 p.m. to 6:30 a.m.
 - Saturday through Sunday 24 hours
 - Holidays 24 hours (Macon-Bibb Holiday schedules), which equates to total weekly hours 108 holidays.

:

VIII. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.

**BID FORM COST PROPOSAL
SECURITY GUARDS FOR MACON-BIBB COUNTY**

Description	Hourly Rate
Monday -Friday (6pm – 6 am)	
Saturday -Sunday (24 hours)	
Holidays (24 hours)	

ACKNOWLEDGMENT OF ADDENDUM

The undersigned Proposer acknowledged receipt of the following addendum, if issued, to the RPS. If none received, write “None Received.”

Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:

Firm	
Signature	
Print Name	
Title	
Date	