

INVITATION FOR BID

FOR
Security Services
For
Macon-Bibb County

25-010-LH

93620
95820



MACON BIBB COUNTY, GEORGIA

ISSUED: September 24, 2024

BIDS DUE NO LATER THAN 12:00 NOON ON THURSDAY, **OCTOBER 17, 2024**

Macon-Bibb County Procurement Department
(Attn: Laura Hardwick)
700 Poplar Street Suite 308
Macon, Georgia 31201

GENERAL

A. Invitation

1. Notice is hereby given that Macon-Bibb County will receive sealed bids (Original Bid and Flash Drive) in the Macon Bibb County Procurement Department, 700 Poplar Street – Suite 308, Macon, Georgia 31201, until **12:00 noon on Thursday, October 17, 2024, for Security Services** for the Macon-Bibb County Government.

NO BIDS WILL BE ACCEPTED AFTER THE ABOVE TIME.

2. The deadline to submit questions is **Friday, October 4, 2024, by 3:00 p.m.** All questions must be submitted via email only to Lhardwick@maconbibb.us
3. The primary intent of this Invitation to Bid is to identify a single source to provide all of the needed goods and/or services; however, Macon Bibb County reserves the right to make split awards.
4. Bids will be publicly opened and read in the Macon Bibb Procurement Conference Room, Suite 308, located on the 3rd floor of City Hall, 700 Poplar Street, Macon, Georgia, on **Thursday, October 17, 2024**, starting at 2:00 pm.
5. 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 subcontractors where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Small Business Affairs at (478) 300-2297 or via email cstephens2@maconbibb.us ; contact person name is Charise Stephens.

B. Bid Documents

6. Bid documents will be made available at the Macon-Bibb County Procurement Department, City Hall, 700 Poplar Street. Suite 308, Macon, GA 31201, (478) 803-0554 or www.maconbibb.us/procurement under active solicitations.

C. Sealed Bids

SEALED Bids shall be delivered or mailed to:

Macon-Bibb County Procurement Department

Attn: Laura Hardwick

700 Poplar Street, Suite 308

Macon, GA 31201

Lhardwick@maconbibb.us

Mark the outside of the envelope “Bid # 25-010-LH – “Security Services”

D. Forms

1. The enclosed Macon-Bibb County bid form shall be used. Use of other bid documents may deem the bid to be non-responsive.
2. "Attachment A" must be completed and included with the bid; failure to include. completed, signed, and notarized forms (as applicable) may deem the bid non-responsive. Any "Attachment A" documents which are not applicable to a vendor shall be marked "Not applicable" and submitted with all other "Attachment A". For example, an automobile dealership which does not intend to use subcontractors shall mark the "List of Subcontractors" form in the "Attachment A" documents "Not applicable" and submit that document with the other "Attachment A" documents.

E. Validity

1. No bid may be withdrawn for a period of sixty (60) days after time has been called on date of bid opening.
2. All prices shall be Delivered prices, FOB Destination, after deducting all non-applicable taxes, delivered to each requesting department or office. Vehicles shall be ready to use.

F. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within 5% (five percent) of the lowest responsive and responsible bid which conforms to the Invitation to Bid.

G. Reservations

1. Macon-Bibb County reserves full freedom (in addition to the right to reject any and all bids) in awarding bids to consider all available factors including, but not limited to, price, the provision of needed and unneeded features, usefulness to the using department and prior Macon-Bibb County experience. Hence, Macon-Bibb County may award bids to other than the lowest bidder if in the judgment of the Board of Commissioners the interest of the County will be best served by award to another. Any required information not submitted with bids shall deem bid non-responsive.

H. Insurance

Insurance Requirements

All deductibles shall be paid for by the Bidder.

Required Insurance Coverages. The Bidder also agrees to purchase and have the authorized agent state on the insurance certificate that the Bidder has purchased the following types of insurance coverages, consistent with the policies and requirements of O.C.G.A. 50-21-37.

The minimum required coverages and liability limits are as follows:

Workers' Compensation Insurance. The Bidder agrees to provide, at a minimum, Workers' Compensation coverage in accordance with the statutory limits as established by the General Assembly of the State of Georgia. A group insurer must submit a certificate of authority from the Insurance Commissioner approving the group insurance plan. A self-insurer must submit a certificate from the Georgia Board of Workers' compensation stating the contractor qualifies to pay its own workers' compensation claims.

Employers' Liability Insurance. The Bidder shall also maintain Employer's Liability Insurance Coverage with limits of at least:

- | | | |
|-------|---------------------------------|----------------------------|
| (i) | Bodily Injury by Accident | \$1,000,000 each accident |
| (ii) | Bodily Injury by Disease | \$1,000,000 each employee; |
| | and | |
| (iii) | Bodily Injury/Disease Aggregate | \$1,000,000 each accident |

Commercial General Liability Insurance. The Bidder shall provide Commercial General Liability Insurance (2001 ISO Occurrence Form or equivalent) that shall include, but need not be limited to, coverage for bodily injury and property damage arising from premises and operations liability, products and completed operations liability, personal injury liability and contractual liability. The CGL policy must include separate aggregate limits per Project and shall provide at a minimum the following limits:

Coverage	Limits
1. Premises and Operations	\$1,000,000 per Occurrence
2. Products and completed Operations	\$1,000,000 per Occurrence
3. Personal Injury	\$1,000,000 per Occurrence
4. Contractual	\$1,000,000 per Occurrence
5. General Aggregate	\$2,000,000 per Project

Additional Requirements for Commercial General Liability Insurance are as follows:

Commercial business Automobile Liability Insurance. The Bidder shall provide commercial business Automobile Liability Insurance that shall include coverage for bodily injury and property damage arising from the operation of any owned, non-owned, or hired automobile. The commercial business Automobile Liability Insurance Policy shall provide not less than \$1,000,000 combined Single Limits for each accident.

Disposition of Insurance Documents. One original certificate of insurance with all endorsements attached must be deposited with Owner for each insurance policy required.

Failure of Insurers. The Bidder is responsible for any delay resulting from the failure of his insurance carriers to furnish proof of proper coverage in the prescribed form.

Additional Insured: Bidder shall add Owner as an additional insured and list bid name and number under the commercial general and automobile policies.

Scope of Services

Macon-Bibb County is seeking proposals from qualified Contractors that can provide personnel for safety patrols at the Bibb County Courthouse complex.

1. The Contractor's personnel will carry out principal responsibilities to implement Macon-Bibb security and safety procedures into practice and must maintain knowledge of the security rules, regulations, and procedures.
2. Personnel will make appointed documented rounds hourly for predesignated locations in the complex of Macon-Bibb County facilities visualize any issues and establish presence.
3. Personnel shall report any building issues by email or emergency number depending on the severity of the issue. Personnel is to contact Sherriffs office for anyone attempting to enter or damage premises unlawfully
4. Personnel must always act responsible and respect rights of others.
5. Contractor will develop and carryout patrol reports of rounds and send weekly to Macon-Bibb County designated personnel.
6. Personnel will be required to have constant communication source provided by the contractor due to the potential emergency nature of services.
7. Contractor to deploy and coordinate the security guards on 24 hours duty for Macon-Bibb County premises.
8. The Contractor shall provide uniforms and equipment necessary for their personnel to perform services. Contractor personnel shall be in uniform when on duty and provide a professional appearance.
9. Personnel be adequately trained and experience to perform services as described in this bid.
10. 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.

Requirements

Vendors submitting proposals must meet the following requirements:

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

ACKNOWLEDGMENT OF ADDENDUM

The undersigned Contractor acknowledged receipt of the following addendum, if issued, to the Invitation for Bid. 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	

Bid Proposal

Hourly Rate \$ _____

Coverage Hours

Monday-Fridays 6:30 PM to 6:30 AM

Sat- Sun 24 Hours

Holidays 24 Hours (Macon-Bibb scheduled Holidays)

Total weekly Hours 108 Plus Holidays

The pricing quoted must be inclusive of, but not limited to the following:

All required labor

All required overhead

All required equipment and materials

All required business license, permits, fees, etc.

Any and all other costs associated with performing the services described in this solicitation