



OFFICE OF THE CITY MANAGER
205 South Willowbrook Avenue, Compton, CA 90220

REQUEST FOR PROPOSAL:
ARMED AND/OR UNARMED SECURITY GUARD SERVICES

AJA L. BROWN
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February 26, 2020

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February 26, 2020

CITY OF COMPTON
REQUEST FOR PROPOSALS (RFP) – ARMED AND/OR UNARMED SECURITY GUARD SERVICES

I. INTRODUCTION

The City of Compton (“City”), California invites experienced and qualified security firms to submit written proposals to provide ARMED AND/OR UNARMED SECURITY GUARD SERVICES—CITY’S PUBLIC PARKS AND RECREATIONAL BUILDINGS. A formal Request for Proposal (RFP) is accessible from the City’s website at <http://www.comptoncity.org/officials/clerk/bids/>.

—Please, submit responses in accordance with the instructions set forth in this RFP—

II. PROPOSAL DUE DATE AND LOCATION

All proposals are due on or before **5:00 p.m., Thursday, March 26, 2020**. Written proposal responses must submit one (1) original unbound and three (3) copies of your proposal. There is absolutely no consideration for responses received after the specified date and time. The City accepts all written proposals to provide the services described for a period of ninety-(90) days from the time of submittal.

Please address proposals in a sealed envelope to the;

Office of the City Clerk

City of Compton

205 South Willowbrook Avenue

Compton CA 90220

Attention: PROPOSAL TO PROVIDE SECURITY GUARD SERVICES - CITY’S PUBLIC PARKS AND RECREATIONAL BUILDINGS

III. POINT OF CONTACT

All inquiries relating to this RFP process shall be submitted to Dean L. Jones, Sr. Economic Development Specialist, Office of the City Manager, City of Compton, 205 South Willowbrook Avenue, Compton, CA 90220. For telephone inquiries, call (310) 761-1474, and/or e-mail inquiries to DLJones@comptoncity.org.

IV. BACKGROUND AND OBJECTIVE

A. BACKGROUND

The City of Compton, hereinafter referred to as “City”, is requesting proposals from **Security Guard Service Firms**, hereinafter referred to as “Contractor”, with qualified personnel having previous experience with municipal agencies in providing **Armed and/or Unarmed** security guard services to the City’s parks and public facilities.

B. OBJECTIVE

The City objective is to select a professional security service firm with armed and unarmed personnel to patrol secure and protect the employees, guests, visitors, facilities, equipment, supplies and structures from vandalism, theft, and harm.

Prior to entering into a contractual agreement for project implementation, an agreed upon scope of work and project pricing will require separate City Council approval.

V. SCOPE OF WORK

The scope of work is to safeguard 71.69 acres of the City’s public parks and recreational buildings. The City views the contract security services as an extension of the City’s public safety services.

The City anticipates the contract security company to provide professional and high quality service at a reasonable cost. The contracted services require high visibility, significant public relations skills, effective communication, alertness and strong problem solving abilities. The following summarizes the City parks and facilities described by this scope of work.

Burrell-Macdonald Park	Par 3 Golf Course	Gonzales Park
<ul style="list-style-type: none"> • 5.0 acres • 217,800 sq. ft. • Community Banquet Room with Stage • Baseball Diamond • Multipurpose Field • Picnic Area • Recreation Rooms • Outdoor Basketball Court • Kids & Toddler Playground 	<ul style="list-style-type: none"> • 13.4 acres • 587,186.83 sq. ft. • Par-3 Golf Course • Fully Stocked Pro Shop • Snack Bar w/food, beer & other beverages • Small Parking lot & Off-street 	<ul style="list-style-type: none"> • 14.06 acres • 609,840 sq. ft. • Community Banquet Room • Baseball Diamond • Jackie Robinson Baseball Stadium • Multipurpose Field • Picnic Area • Recreation Rooms • Gymnasium • Aquatic Center • Kids & Toddler Playground
Kelly Park	Lueders Park	Wilson Park
<ul style="list-style-type: none"> • 3.8 acres • 165,528 sq. ft. • Community Banquet Room with Stage • Baseball Diamond • Multipurpose Field • Picnic Area • Recreation Rooms • Outdoor Basketball Courts • Kids & Toddler Playground 	<ul style="list-style-type: none"> • 6.0 acres • 261,360 sq. ft. • Community Banquet Room • Picnic Area • Gymnasium • Aquatic Center • Tennis Courts • Kids & Toddler Playground 	<ul style="list-style-type: none"> • 3.9 acres • 169,884 sq. ft. • Community Banquet Room with Stage • Picnic Area • Recreation Rooms • Gymnasium • Skate Park • Kids & Toddler Playground • Street Parking • Open Area, No Fencing

Neighborhood Parks			
<i>Ellerman Park</i>	<i>Fig Oleander Park</i>	<i>Oaks Parks</i>	<i>Raymond St. Park</i>
<ul style="list-style-type: none"> • 1.8 acres • 78,408 sq. ft. • Kids & Toddler Playground • Multipurpose Field 	<ul style="list-style-type: none"> • 0.8 acres • Children's Playground Apparatus 	<ul style="list-style-type: none"> • 2.4 acres • 104,544 sq. ft. • Kids & Toddler Playground • Multipurpose Field Outdoor • Basketball Court 	<ul style="list-style-type: none"> • 2.5 acres • 108,900 sq. ft. • Kids & Toddler Playground • Baseball Diamond
<i>Sibrie Park</i>	<i>South Park</i>	<i>Tragniew Park</i>	<i>Walter Tucker Park</i>
<ul style="list-style-type: none"> • 3.8 acres • 165,528 sq. ft. • Kids & Toddler Playground • Baseball Diamond • Multipurpose Field 	<ul style="list-style-type: none"> • 4.83 acres • 210,395 sq. ft. • Baseball Diamond • Multipurpose Field 	<ul style="list-style-type: none"> • 4.5 acres • 196,020 sq. ft. • Outdoor Basketball Court • Multipurpose Field • Tennis Courts • Kids & Toddler Playground 	<ul style="list-style-type: none"> • 4.9 acres • 213,222 sq. ft. • Kids & Toddler Playground • Multipurpose Field • Recreation • Meeting Rooms

A. MINIMUM QUALIFICATIONS

Please note that responses to this RFP are encouraged to come from interested firms in providing armed and unarmed security guard services who meet the following minimum requirements:

1. Provide an hourly rate schedule on the attached quote sheet for Security Officer(s), including an overtime/holiday/emergency rate. Contract Security Company shall provide all labor, equipment, vehicle(s), and supplies for the assigned Security Officers for their performance of security services to the City. The costs for said labor—equipment, vehicles and supplies—are included in the hourly fee charged by the Company for the various services.
2. All personnel assigned by the contractor to perform work for the City of Compton shall:
 - i. Must be a minimum of 21 years of age,
 - ii. Must not have an active probation record (other than minor traffic violations),
 - iii. Must be physically capable of performing all duties as assigned,
 - iv. Must present a professional appearance acceptable to the City, and
 - v. Must have a current, State-issued guard card and California State Driver's License, as well as authorization to carry fire arms, where required.

3. Security officer(s) shall perform their duties in an efficient, conscientious manner, and shall be courteous and helpful to all persons on City of Compton property. Discourtesy, rudeness, or the use of profanity will constitute grounds for immediate removal of the offending employee(s).
4. All assigned Security Guards will serve as a visual and physical deterrent to crime and respond to calls for assistance to support the Sheriff or other emergency response as circumstances warrant. Security Guards are required to adhere to the applicable sections of the Los Angeles County Sheriff Department's Rules and Regulations.
5. All assigned Security Guards will serve as the eyes and ears of the City and ambassadors of goodwill to all people in the City. Primary responsibilities of Security Guards are observing and reporting suspicious or unusual incidents to the appropriate authorities and documented by written Incident Reports (i.e. burglary, robbery).
6. The contract Security Company shall provide a daily activity log and have Security Guards complete incident reports, in a form approved by the City.
7. Security Guards shall have a standard uniform provided by the security company and approved by the City. The City expects well fitting, clean and pressed uniforms that have no rips or tears. The City specifically reserves the right to remove any individual due to unsatisfactory appearance.
8. The City reserved the right to approve the contracted Security Company's vehicle(s) used to patrol City facilities, including;
 - i. Vehicle(s) are to be in good working order and appearance,
 - ii. Vehicle(s) must have current registration,
 - iii. Vehicle(s) must have proof of insurance,
 - iv. Vehicle(s) must have an amber light installed on its roof,
 - v. Vehicle(s) must be clearly marked as a security patrol vehicle with Security Company's name and/or logo.
9. The City staff members shall have direct access to a contractor manager or shift supervisor, on duty, 24-hours a day, and seven-days per week. Contract Security Company shall provide emergency phone numbers to City staff.
10. Contractor is responsible to train, counsel, inspect and evaluate Security Guards. The Contract Security Company supervisor shall make frequent unscheduled inspections of personnel, and report monthly written reports to the City.
11. Security Guards shall receive training from contract Security Company's trainers until they are proficient in the performance of their duties. Contract Security Company's staff including shift supervisor shall receive an orientation from City staff.
12. City staff shall communicate with and work through contract security company's managers and shift supervisors for any service needed.

13. Each Security Guard/Officer shall be required to have active certification to carry a baton, pepper spray, and handcuffs (firearm where required). Contract Security Company shall be responsible for training their officers in arrest and control tactics and self-defense. Security officer(s) must have successfully completed PC 832 Training, CPR and First Aid Training.

14. Security Company shall provide assigned personnel with cellular phones with “direct connect” type capabilities.

VI. Period of Performance

The City expects the prescribed services is scheduled for a one-year period.

A. COMPENSATION

The City expects that the Contract’s proposed compensation will follow the Preliminary Scope of Work for this project. For this project, the City will be compensating the selected Contract through a federal grants program.

B. PERSONNEL

Any change in staff persons identified in the contract is subject to the approval of the City Manager. Removal by the contractors’ assigned employees without written consent of the City Manager are subject to a material breach of contract.

C. SECURITY SERVICE SCHEDULE

The City is requesting services of both armed and unarmed security officers to provide coverage as deemed appropriate.

- Basic unarmed guard per hour.
- Basic armed guard per hour.
- Unarmed guard with advanced skills and experience per hour.
- Armed guard with advanced skills and experience per hour.

A sample schedule is as follows.

Officer	Hours Per Week	Shift
(1) Officer – Armed / Unarmed		
(1) Officer – Armed / Unarmed		
(1) Officer – Armed / Unarmed		
(1) Officer – Armed / Unarmed		
(1) Officer – Armed / Unarmed		
(1) Officer – Armed / Unarmed		
(1) Officer – Armed / Unarmed		
(1) Officer – Armed / Unarmed		
(1) Officer – Armed / Unarmed		
(1) Officer – Armed / Unarmed		
Total Hours Per Week	/hours	

VII. PROPOSAL SUBMISSION DATE AND FORMAT

This Request for Proposals represents the requirements for an open, competitive, and timely process. Interested firms must submit one (1) original unbound and three (3) copies of your proposal to the City Clerk's office no later than **5:00 p.m., Thursday, March 26, 2020**. Any proposal received after this date and time disqualifies the proposal from consideration.

An official agent or representative of the company submitting the proposal must sign all proposals. Postmarks and copies sent via facsimile disqualifies the proposal from consideration.

All proposed pricing must be all-inclusive thereby identifying any outsourced or contracted work or other costs. Any proposals, which call for outsourcing or contracting work, must include a name and description of the proposed contracted organizations.

All proposed pricing should have an itemized table that explains the fees and costs. All contractual terms and conditions will be subject to review by the Office of the City Manager and will include scope, budget, schedule, and other necessary items pertaining to the project.

If you have any questions regarding this RFP, please contact Dean L. Jones, (310) 761-1474, or by email at DLJones@comptoncity.org. Please send two copies of your firm's Proposals (one unbound) to:

**Office of the City Clerk
City of Compton
205 South Willowbrook Avenue
Compton CA 90220
Attention: PROPOSAL TO PROVIDE SECURITY GUARD SERVICES -
CITY'S PUBLIC PARKS AND RECREATIONAL BUILDINGS**

Proposal content and completeness are most important. Clarity is essential consideration in the review process in assessing the proposing company's capabilities.

Written responses should be one sided, not exceed 25 pages (not including table of contents, cover letter, or sample contracts/agreements). Please provide the following:

A. TRANSMITTAL LETTER

Proposals must include a transmittal letter signed by an official authorized employee to solicit business and enter into contracts for the firm and the name and telephone number of a contact person, if different from the signature.

B. TITLE PAGE

Proposals must include a title page that includes the RFP subject, the name of the contractor's firm, local address, telephone number, name of contact person, and the date.

C. TABLE OF CONTENTS

Proposals must include a table of contents that includes a clear identification of the material by section and page number.

D. COMPANY/FIRM INFORMATION

Proposals must provide the name of the business entity (including any fictitious business names), details of the entity's business structure (i.e. corporation, partnership, LLC), organization chart for the business entity, statement(s) on financial integrity of all entities related to the company/firm or joint venture that will be involved in the contract, the location of offices located within the counties identified, and the number of licensed contractors and agents/salespersons employed by company/firm in this region.

E. QUALIFICATIONS AND REFERENCES

QUALIFYING EXPERIENCE:

- i. Professionals - Provide the name and title of the Managing Principal representative for the coordination and execution of the described work, and any other professionals that will be assigned to this contract including résumés (not exceeding 2 pages) of education, experience and qualifications related to experience.

REFERENCES:

- i. Business References - Provide detailed projects for any two (2) California public agencies for which the responding firm provided related work.
- ii. Litigation - Provide a list of any outstanding litigation in which the proposed respondent is a named party for a related study or audit.

F. CONFLICT OF INTEREST

Full disclosure of any potential conflicts of interest as they relate to any/specific transactions must be identified to the City.

G. PROPOSAL EVALUATION

- i. The City will coordinate a review panel and conduct an initial review of the proposals for general responsiveness and inclusion of the items requested. Contractors failing to meet the minimum qualifications will not be considered responsive and will not be evaluated.
- ii. Any proposal that does not include enough information to permit the evaluators to rate the proposal in any one of the evaluation factors listed below will be considered non-responsive and will not be evaluated.
- iii. Verification of minimum qualifications and review for general responsiveness. A proposal that fails to include one or more items requested may be considered responsive, if evaluation in every criterion is possible. The City reserves the right to request additional information from responsive contractors prior to evaluation.
- iv. The City reserves the right to accept or reject all proposals submitted, waive minor irregularities, request additional information or revisions to offers, and negotiates with any or all contractors.

H. EVALUATION CRITERIA

Disclaimer: The City may select any firm and makes use of the following criterion for internal staff purposes only, and is not the sole determination factor or criteria for selecting a firm.

I. WEIGHTED AREAS OF IMPORTANCE

The following is the City's evaluation criteria and the relative importance is displayed as percentage (%) weights.

- i. 25%—Experience with municipal agencies providing security guard services (sufficient response capacity and support/back-up...)
- ii. 20%—Pricing (i.e. rates, financial solvency, savings approach...)
- iii. 15%—Municipal agency reference(s) in the general geographical region
- iv. 15%—License, credentials, insurance
- v. 15%—Project Team & Management Structure (i.e. technology, training, management reports, ...),
- vi. 10%—Local Hire and/or Local Business Enterprise.

“The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans and veterans of the Vietnam era, set forth in 41 CFR 60-250.4, the affirmative action clause for handicapped workers, set forth in 41 CFR 60-741.4, and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in this request for proposals.

A Contractor's acceptance of an agreement with the City certifies that the Contractor complies with the authorities cited above and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60-1.8.”

VIII. GENERAL CONDITIONS

A. LIMITATIONS

This RFP does not commit the City to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

The City reserves the right to accept or reject all proposals submitted, waive minor irregularities, request additional information, or revisions to offers, and negotiates with any or all contractors.

B. AWARD AND CONTRACT TERM

All finalists may be required to participate in negotiations and to submit such price, technical, or other revisions of their proposals as may result from negotiations. The City also reserves the right to award the contract without discussion, based upon the initial proposals. Proposal submission implies the most favorable terms from a price and a technical viewpoint. Any award made will be to the contractor(s) whose proposal is most advantageous to the City based on the evaluation criteria outlined above.

C. BINDING OFFER

A signed proposal submitted to the City in response to this RFP shall constitute a binding offer from contractor(s) to contract with the City according to the terms of the proposal for a period of ninety-(90) days after its date of submission, which shall be the proposal due date.

D. RIGHT TO WAIVE INFORMALITIES

The City has the right to waive informalities or irregularities in any Proposal, provided said informalities or irregularities do not materially affect the RFP.

E. CONTRACT ARRANGEMENTS, PROVISIONS, AND INSURANCE

- i. The selected contractor(s) will be required to maintain insurance coverage, during the term of the contract.
- ii. Contractor(s) agrees to provide the required certificates of insurance providing verification of the minimum insurance requirements within five (5) days of the City's notice that it is the successful contractor. (Contract execution requires an appropriate certification of insurance, an active City Business License, and IRS W-9)
- iii. Requests to change the City's insurance requirements should be submitted on or prior to the closing date for receipt of requests for clarifications/exceptions listed above. The City will review the requests and issue an addendum if material changes requested by a prospective contractor are acceptable. Objections to the City determinations on requests to change insurance requirements must be brought to the City's attention no later than the date for protesting RFP provisions previously mentioned. If such objections are not brought to the City's attention consistent with the protest provisions of this RFP, compliance with all material insurance requirements will be assumed.
- iv. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, employees or subcontractors. The cost of such insurance shall be included in Contractor's bid.
- v. Contractor shall indemnify and hold harmless City and its officers, official, employees, and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the described work, caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the City.

- vi. Contractor shall maintain limits no less than the following.
 - a) General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
 - b) If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location, or the general aggregate limit shall be twice the required occurrence limit.
 - c) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
 - d) Employers' Liability: \$1,000,000 per accident for bodily injury and property damage.
 - e) Contractor shall furnish the City with original certificates and amendatory endorsements affecting coverage required by this clause.

F. STAND ALONE OPTION

At their sole option, the City may utilize the contractor selected under this RFP on an individual City basis, at the same terms and conditions included in this RFP and, in the contractor's proposal.

G. SELECTION DISPUTES

A contractor may object to a provision of the RFP on the grounds that it is arbitrary, biased, or unduly restrictive, or to the selection of a particular contractor(s) on the grounds that the City procedures, the provisions of the RFP or applicable provisions of federal, state or local law have been violated or inaccurately or inappropriately applied by submitting to the City Manager a written explanation of the basis for the protest:

- i. No later than five (5) working days prior to the date proposals are due, for objections to RFP provisions;
- ii. No later than three (3) working days after the date the firm/team is notified that it did not meet the minimum qualifications, or was found to be non-responsive; or
- iii. No later than three (3) working days after the date on which contract award is authorized by the Administration Committee or the date notified that it was not selected, whichever is later, for objections to contractor(s) selection.

Except with regard to initial determinations of non-responsiveness or failure to meet the minimum requirements, the evaluation record shall remain confidential until the City Council approves the panel's selected firm.

Protests of recommended awards must describe the basis for the protest in a clear and specific manner in sufficient detail for the City to recommend a resolution to the City Manager.

The City Manager will respond to the protest in writing, based on the recommendation of a staff review officer. Authorization to award a contract to a particular firm by the City is conditional until the expiration of the protest period or, the actual filing of a protest, the issuance of a written response to the protest by the City Manager.

Should the contractor wish to appeal the decision of the City, it may file a written appeal with the Project Manager, no later than three (3) working days after receipt of the written response from the City Manager. The evaluation panel's decision will be the final City decision.

H. PUBLIC RECORDS

This RFP and any material submitted by a contractor in response to this RFP are subject to public inspection under the California Public Records Act (Government Code § 6250 et seq.), unless exempt by law. Proposals will remain confidential until the City Council approves until the resolution to enter into a contract with the selected contractor.

I. ADDENDUM (3/15/2020)

With this addendum, Section **V. SCOPE OF WORK**, provides for the Hours of Operation for the City parks listed below. Any neighborhood park not listed defaults to 7 days per week.

Burrell-MacDonald Park

Mon. – Thur.: 11:00 am to 7:00 pm
Friday: Closed
Saturday: 9:00 am to 6:00 pm
Sunday: Closed

Lueders Park

Mon. – Thur.: 11:00 am to 7:00 pm
Friday: Closed
Saturday: 9:00 am to 6:00 pm
Sunday: Closed

Gonzales Park

Mon. – Thur.: 11:00 am to 7:00 pm
Friday: Closed
Saturday: 9:00 am to 6:00 pm
Sunday: Closed

Wilson Park

Mon. – Thur.: 11:00 am to 7:00 pm
Friday: Closed
Saturday: 9:00 am to 6:00 pm
Sunday: Closed

Kelly Park

Mon. – Thur.: 11:00 am to 7:00 pm
Friday: Closed
Saturday: 9:00 am to 6:00 pm
Sunday: Closed

Previous Security Service Subcontractor:

- The previous Park Security Service contractor provided one staff member per shift.
- The previous Park Security Service contractor provided unarmed personnel.