

**Lauderdale County Board of Supervisors
410 Constitution Ave, 11th Floor
Meridian, Mississippi 39301
601-482-9746 Main
601-482-9744 Fax**

**RFP NO. 105-2022: ARMED SECURITY GUARDS
LAUDERDALE COUNTY COURTHOUSE, DHS & CPS BUILDINGS**

**THIS RFP CONTAINS OPPORTUNITIES FOR SERVICES AT TWO (2) SEPARATE SITES
PROPOSALS CAN BE SUBMITTED FOR ONE OR BOTH OPTIONS**

PACKET INCLUDES THE FOLLOWING:

- Legal Advertisement
- General Information
- Bid Information: Option #1
- Bid Information: Option #2
- Other Information
- Proposal Form: Option #1
- Proposal Form: Option #2
- Vendor Data Sheet
- Non-Collusion Affidavit of Bidder
- Professional Reference Sheet

RESPONSE DUE BY TUESDAY, JUNE 21, 2022, NOT LATER THAN 9:00 A.M.

ALL QUALIFIED RESPONSES WILL BE OPENED PUBLICLY AT 10:00 A.M.

NO LATE RESPONSES WILL BE ACCEPTED

Firm Name

LEGAL NOTICE
ADVERTISEMENT FOR PROPOSALS

NOTICE is hereby given that the Board of Supervisors of Lauderdale County, Mississippi, will receive sealed proposals until **9:00 a.m. on Tuesday, June 21, 2022**, for the following:

ARMED SECURITY GUARDS - LAUDERDALE COUNTY COURTHOUSE, DHS & CPS BUILDINGS

The above shall be proposed per detailed specification on file in the Office of the Purchase Clerk, 410 Constitution Ave, 11th Floor, Meridian, MS 39301, (601) 482-9747, which may be obtained upon request or by visiting either the website of Lauderdale County Board of Supervisors at www.lauderdalecounty.org or Central Bidding at www.centralbidding.com.

Electronic Proposals can be submitted via Central Bidding at www.centralbidding.com.

Sealed Proposals can be submitted by mail via USPS, by courier service i.e., FedEx or by hand to the Lauderdale County Purchasing Department, 410 Constitution Ave, 11th Floor, Meridian, MS 39301, Monday thru Friday between the hours of 8:00 a.m. to 5:00 p.m. Envelopes must be received by the acceptance date and time listed above.

Each proposal must be received in a sealed envelope which is marked in the lower left-hand corner with the words "PROPOSAL FOR ARMED SECURITY GUARDS – LAUDERDALE COUNTY COURTHOUSE, DHS & CPS BUILDINGS", "RFP #105-2022", and the "DATE OF THE PROPOSAL OPENING". Adherence to the proposal specifications is strongly recommended, as alternate proposals will not be considered.

From the proposals submitted, the Board of Supervisors shall select the most qualified based on price, and other relevant factors, negotiate and enter into a contract, all pursuant to Section 31-7-13, Mississippi Code of 1972, as amended. All proposals offered will be read aloud. All proposals will be accepted and evaluated by the Lauderdale County staff.

The board reserves the right to reject any and all proposals received and to waive informalities.

By: Jonathan Wells, Board President

SUBMITTED:

**MERIDIAN STAR:
PUBLISHED THE ABOVE LEGAL
ADVERTISEMENT ON May 26th, 2022 and June 02nd, 2022**

PROOF OF PUBLICATION TO:

Stephanie Jackson
Lauderdale County Board of Supervisors
410 Constitution Ave, 11th Floor
Meridian, MS 39301
Phone: 601-482-9735

RFP NO. 105-2022 ARMED SECURITY GUARDS – LAUDERDALE COUNTY COURTHOUSE, DHS & CPS BUILDINGS

I. GENERAL INFORMATION

A. RECEIPT AND OPENING OF PROPOSAL:

Lauderdale County, Mississippi, (the “County”) hereby invites and will receive proposals on the forms attached hereto. Proposals will be received at Raymond P. Davis Courthouse Annex Building at 410 Constitution Avenue, 11th Floor in Meridian, Mississippi, until **9:00 a.m. on Tuesday, June 21, 2022**. Each proposal will be publicly opened, read aloud on the aforesaid date and taken under advisement for evaluation. The envelopes containing the proposals must be sealed and plainly marked “Proposal for Armed Security Guards - Lauderdale County Courthouse, DHS & CPS Buildings”. Any proposals may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof.

Any proposal received after the time and date specified shall not be considered.

B. INTENT:

It is the intent of these specifications, terms, and conditions to describe the armed security guard services required for both Lauderdale County Courthouse and Department of Human Services, which includes the CPS Building.

The County intends to award a three-year contract (with option to renew) to the bidder selected as the most responsible bidder(s) whose response conforms to the RFP and meets the County’s requirements.

Lauderdale County will not consider any proposal not prepared and submitted in accordance with the provisions hereof and Lauderdale County reserves the right to reject any and all proposals.

II. BID INFORMATION – OPTION #1: LAUDERDALE COUNTY COURTHOUSE

C. DESCRIPTION OF SERVICES:

The Bidder shall provide all manpower, material, supplies and equipment (except as otherwise provided by Lauderdale County) and shall plan, schedule, coordinate, and insure the effective performance of all services described herein.

The Bidder shall provide one (1) armed security guard for protection at the following location:

Lauderdale County Courthouse
500 Constitution Avenue
Meridian, MS 39301

The armed security protection of property shall be provided Monday thru Friday between the hours of 7:45 a.m. and 5:15 p.m. CST.

D. SCOPE OF WORK:

Protection of property include the following:

- a. Provide a visible deterrent for property crimes and crime against Lauderdale County to include criminal mischief, graffiti, larceny, burglary, criminal tampering, trespass, criminal trespass, and misapplication of property.
- b. Alerting the proper law enforcement authority of the incident immediately.
- c. Operating the courthouse metal detection equipment.
- d. Assist Lauderdale County Sheriff's Department with any other security related function that is requested for the courthouse.

III. BID INFORMATION – OPTION #2: LAUDERDALE COUNTY DHS & CPS BUILDINGS

E. DESCRIPTION OF SERVICES:

The Bidder shall provide all manpower, material, supplies and equipment (except as otherwise provided by Lauderdale County) and shall plan, schedule, coordinate, and insure the effective performance of all services described herein.

The Bidder shall provide one (1) armed security guard for protection at the following location:

Lauderdale County Department of Human Services Building
5224 Valley Street
Meridian, MS 39301

The armed security protection of property shall be provided Monday thru Friday between the hours of 8:00 a.m. and 5:00 p.m. CST.

F. SCOPE OF WORK:

Typical duties to be performed at both locations include, but not limited to the following:

- a. Open and close the facility as scheduled by Lauderdale County Site Management.
- b. Operate and enforce a system of personnel identification and a package inspection and movement procedure.
- c. Roving security patrol to provide a visible deterrent for property crimes and crime against Lauderdale County to include criminal mischief, graffiti, larceny, burglary, criminal tampering, trespass, criminal trespass, and misapplication of property.
- d. Discover and detain persons attempting to gain unauthorized access to the property.
- e. Prepare and submit required reports on accidents, fires, bomb threats, unusual incidents, and unlawful acts.
- f. Respond to emergency situations as required by established procedures.
- g. Observe and report safety hazards as required by established procedures.
- h. Monitor alarm panels located in the facility and respond to and investigate alarms as they are received during hours of operation.

In addition to those hours detailed above, Bidder may be required to schedule coverage for vacations, holidays, unscheduled absences, or other unplanned occurrences. It is expected that the Bidder will be able to respond to most additional requirements at a straight time rate.

IV. OTHER INFORMATION

G. BIDDER & PERSONNEL QUALIFICATIONS:

Lauderdale County is seeking bidders with the following minimum qualifications:

- a. Bidder shall be regularly and continuously engaged in the business of providing armed security guard services for the last five years as verified through references submitted within bid response.
- b. Bidder shall possess all permits, licenses and professional credentials necessary to perform services as specified under this RFP, as well as the following:
 - (1) Personnel who are licensed by the State of Mississippi, have been subject to a comprehensive background investigation, submitted to fingerprint screening, screened for sex offender status, DOC check, pre-employment drug screening, etc.
 - (2) Any armed security guard(s) assigned to the County shall have a minimum of three (3) years' experience working as an armed security guard.
- c. The Bidder is required to ensure training for all Security Officers in CPR and First Aid. Officers shall receive this training annually.
- d. The Bidder shall assume that Officers may be acting as first responders while assigned to Lauderdale County facilities. They will be compliant with the consequent legal requirements, including OSHA's blood- borne pathogen standard, to include offering all officers the option of taking the Hepatitis B series of shots.
- e. The Bidder shall provide ongoing training to Officers after their initial Security Post training, to ensure that any new policies and procedures are learned.

H. INSURANCE REQUIREMENTS:

The vendor will be insured for protection against known and recognizable risks, whereby these risks are assumed directly by the Bidder.

Copies of insurance policies and certificates of insurance are required at the time of submission. By responding and submitting a proposal, the bidder agrees to meet the minimum insurance requirements stated in the **Error! Reference source not found.**

The minimum insurance limits, to be held by the Bidder and maintained in full force required by Lauderdale County, performing on this RFP are as follows:

Coverage

Limits of Liability

Commercial General Liability

\$ 500,000/\$ 500,000/\$ 500,000

Personal Injury Liability

\$ 1,000,000.00 each occurrence

Property Damage Liability

\$ 1,000,000.00 each occurrence

The Bidder is charged with the responsibility of identifying risks and exposures, and the implementation of a risk management program to effectively deal with them. Major emphasis should be placed upon loss prevention and loss control measures. Every effort must be made to create a safety conscious atmosphere among all employees.

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PRICE PROPOSAL FORM – OPTION #1

ARMED SECURITY GUARD: LAUDEDERDALE COUNTY COURTHOUSE

Proposal of _____,

an (individual) (partnership) (corporation) organized under the laws of the State of _____.

The undersigned, having carefully read and considered the terms and conditions does hereby offer to perform such services on behalf of the County, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Contract Documents at the rates hereinafter set forth:

PRICING FOR UNIFORMED ARMED SECURITY GUARD(S):

\$ _____ per hour rate/pricing - Regular

\$ _____ per hour rate/pricing - Overtime

SIGNATURE: _____

NAME & TITLE: _____

TELEPHONE: _____

ADDRESS: _____

EMAIL: _____

PRICE PROPOSAL FORM – OPTION #2

ARMED SECURITY GUARD: LAUDEDERDALE COUNTY DHS & CPS BUILDING

Proposal of _____,

an (individual) (partnership) (corporation) organized under the laws of the State of _____.

The undersigned, having carefully read and considered the terms and conditions does hereby offer to perform such services on behalf of the County, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Contract Documents at the rates hereinafter set forth:

PRICING FOR UNIFORMED ARMED SECURITY GUARD(S):

\$ _____ per hour rate/pricing - Regular

\$ _____ per hour rate/pricing - Overtime

SIGNATURE: _____

COMPANY NAME: _____

TELEPHONE: _____

ADDRESS: _____

EMAIL: _____

VENDOR DATA FORM

I, the undersigned, do hereby acknowledge I have read all the requests listed herein and have submitted my bid and all documentation required accordingly.

NAME OF COMPANY: _____

LEGAL ADDRESS: _____

PHONE: (____) _____ FAX: (____) _____

FEDERAL ID #: _____ (Attach Form W-9)

I hereby certify that I am authorized to sign this proposal for/or on behalf of the company.

SIGNATURE: _____ DATE: _____

(Authorized Principal)

DIRECT PHONE: (____) _____ EMAIL ADDRESS: _____

PRINTED NAME & OFFICIAL TITLE: _____

*******PLEASE PROVIDE ADDITIONAL INFORMATION BELOW IF APPLICABLE*******

AUTHORIZED REPRESENTATIVE/OR SUPERVISOR FOR THIS LOCATION ASSIGNMENT:

NAME: _____ TITLE: _____

DIRECT PHONE: (____) _____ FAX: (____) _____

CELL: (____) _____ EMAIL: _____

LOCATION ADDRESS ***(if different from above)***: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

NON-COLLUSION AFFIDAVIT OF BIDDER

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/or She is _____ of _____ the bidder
Title Company Name
that has submitted the attached proposal.

2. He/or She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.

3. Such Bid is genuine and is not a collusive or sham bid.

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham Bid in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm, or person to fix the price or prices in the attached bid or any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against Lauderdale County or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 20__.

Notary Public, State of Mississippi. My Commission Expires: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

VENDOR PROFESSIONAL REFERENCE SHEET

QUALIFICATIONS: Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Lauderdale County Board of Supervisors.

Indicate the length of time you have been in business as a company providing the type of service(s) required for this agreement. Year(s) _____ Month(s) _____

Please provide a minimum of three (3) references, which may substantiate **current** performance and experience in the type/or scope of work/service required for this contract. This should include the following: Business Name, Address, Contact Person, Length of Time of Service, Phone Number, and their email address.

1. Business Name: _____
Address: _____
Contact Person/Title: _____ Length of Time of Service: _____
Phone Number: _____ Email: _____

2. Business Name: _____
Address: _____
Contact Person/Title: _____ Length of Time of Service: _____
Phone Number: _____ Email: _____

3. Business Name: _____
Address: _____
Contact Person/Title: _____ Length of Time of Service: _____
Phone Number: _____ Email: _____

Company Name of Bidder/Vendor

Signature of Person Completing

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL