

REQUEST FOR PROPOSALS

To provide Security Guard Services for a period of Two (2) years at various locations throughout the Parish of Jefferson for the Jefferson Parish Department of Safety and Security



RFP No.: **0494**

Proposal Receipt Date: **December 3, 2024**

Proposal Receipt Time: **3:30 p.m.**

Jefferson Parish
Department of Purchasing
200 Derbigny Street, Suite 4400
Gretna, LA 70053

(504) 364-2678

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REQUEST FOR PROPOSALS FOR PROVIDING SECURITY GUARD SERVICES FOR A PERIOD OF TWO (2) YEARS AT VARIOUS LOCATIONS THROUGHOUT THE PARISH OF JEFFERSON FOR THE JEFFERSON PARISH DEPARTMENT OF SAFETY AND SECURITY.

1.1 Background - Locations and Times for Services

The locations of these services are to be performed at various Jefferson Parish properties/facilities throughout Jefferson Parish (except for the towns of Grand Isle and Jean Lafitte) on an as-needed basis at the direction of the Director of the Department of Safety & Security. Services will be needed at certain locations on a regular day and time schedule and/or on as needed basis for special events from time to time where events require guard services. We are unable to provide a complete list of facilities where these services may be needed but a list of facilities where services have been needed in the past are located in Section 2.5 below under the title Location.

1.2 Purpose

The purpose of this Request for Proposals (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Code of Ordinances Section 2-895 et. seq. from qualified Proposers who are interested in providing the services outlined in the Scope of Work as defined in Part II hereof. By submitting a proposal, Proposer agrees to comply with all provisions of Louisiana law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards, and Jefferson Parish (hereinafter sometimes referred to as the "Parish") standard terms and conditions as adopted by Jefferson Parish Council Resolution.

1.3 Goals and Objectives

The Department of Safety & Security desires to receive proposals from firms who wish to furnish security guard services for two (2) years beginning upon execution of the contract, for various locations throughout the Parish of Jefferson. Jefferson Parish reserves the right to extend this contract for an additional two years, through two, one (1) year extensions with Jefferson Parish Council approval. These options may be exercised upon mutual consent of the PARTIES and shall be memorialized by written amendment approved by resolution of the Jefferson Parish Council and signed by both parties.

1.4 Proposer Minimum Requirements

The proposer shall be experienced in providing services similar in nature and complexity to the project outlined in this Request for Proposals (RFP).

The proposer shall provide with its proposal written proof that the proposer has been in business for at least five (5) years consecutively prior to the date of this RFP.

The proposer shall provide with its proposal written proof or a narrative description of its in-house security guard training program or the extraneous training required of its employees.

The proposer must be licensed and bonded as required by law. Copies of licenses must be submitted with the proposal. **See Sections 1.14, 1.15 and 1.16 for Proposal Guarantee, Performance and Fidelity bonding requirements, respectively.**

All guards providing services to Jefferson Parish shall be certified by the Louisiana Board of Private Security Examiners, which is set forth by the Louisiana legislature to license security officers through the regulations found in Part LIX (Private Security Officers) of the Title 46 (Professional and Occupational Standards) of the Louisiana Administrative Code and the statutes found in Chapter 47 (Private Contract Security Companies) of Title 37 (Professional and Occupations) of the Louisiana Revised Statutes. License requirements **may not** be satisfied through the use of a subcontractor.

Please also note that all security guards assigned to the Jefferson Parish Government's various locations shall be certified by the Louisiana State Board of Private Security Examiners, having completed the state-mandated training, **BEFORE** being released to stand a post at any of the parish locations. **The proposer must be able to provide proof of this information before any guard is assigned to a post and upon request of Jefferson Parish at any time during the duration of the contract.** If the vendor fails to provide this information, Jefferson Parish will not pay for the services provided by these personnel, and repeat occurrences will result in canceling of this contract.

References:

Proposers must provide a minimum of three (3) references (governmental and/or private) for whom an equal or larger scope of services are either currently being provided or have been provided within the most recent two-year period. Contact person(s), addresses, and telephone numbers for each reference shall be included.

1.5 Schedule of Events

	<u>Date</u>	<u>Time (CST)</u>
A. RFP posted online @ www.jeffparishbids.net	10/30/24	At least 30 days prior to the last day that proposals will be accepted
B. Pre-Proposal Conference (if required)		N/A
C. Deadline to receive written inquiries	11/19/2024	4:00 p.m.
D. Proposal Receipt Date and Time	12/03/2024	3:30 p.m.
E. RFP Evaluation Committee Meeting	TBD	

Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally, proposers may check for meeting information posted on the Jefferson Parish website, www.jeffparish.gov

F. Council Selection via resolution To be scheduled

G. Contract Ratification via resolution To be scheduled

NOTE: The Parish of Jefferson reserves the right to deviate from these dates.

1.6 Proposal Submittal

All proposals in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances shall be received by the Jefferson Parish Purchasing Department **no later than date and time shown in the Schedule of Events in order to be considered responsive.**

Important – Clearly mark outside of electronic envelope, with the following information and format:

- Proposal Name: **To provide Security Guard Services for a period of Two (2) years at various locations throughout the Parish of Jefferson for the Jefferson Parish Department of Safety and Security**
- Proposal No. **0494**
- Proposal Receipt Date and Time: **December 3, 2024 3:30 p.m.**

Proposals will only be received online through the Jefferson Parish e-Procurement site, Central Bidding. Central Bidding can be accessed by visiting either www.jeffparishbids.net or www.centralbidding.com. Registration is required and free for Jefferson Parish Proposers by accessing the following link: www.centrauctionhouse.com/registration.php.

The proposer is solely responsible for the **timely submission** of its proposal. Late proposals will not be accepted.

Price Proposals and/or price schedules shall be submitted in a **SEPARATE** electronic sealed envelope notated on the Central Bidding page as **“Pricing Attachments.”** Price Proposals will remain sealed and shall not be read until the scoring of the Technical Proposal Evaluation is completed during the RFP Evaluation Committee Meeting. Once read, the Price Proposals will be evaluated and scored per Section 1.31. Price Proposals shall be worth twenty-five percent (25%) of the total scoring points assigned.

RFP Evaluation Committee Meetings are open to the public.

1.7 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

Technical Proposals:

- A. Cover Letter: Containing summary of proposer's ability to perform the services described in the RFP and confirms that proposer is willing to perform those services and negotiate a contract with the Parish. The letter shall be signed by a person having authority to negotiate and to commit the proposer to a contract. If proposer is a sole-proprietorship, proposer must include a statement that the company is a sole-proprietorship signed by the owner. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, **and provide** satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal. A sample corporate resolution may be downloaded from the Purchasing Department webpage of the Jefferson Parish website.

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished. Proposers are advised that except as otherwise provided by law, all documents submitted to the Parish under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq., and may be released when a public records request is made in accordance with the law.

- B. Table of Contents: Organized in the order cited in the format contained herein.
- C. Technical Proposal Elements: Illustrating and describing compliance with the RFP requirements defined in the Scope of Work/Services (Part II) and Proposer Qualifications. (See Section 2.7.A for further details.)
- D. Proposer Qualifications and Experience: History and background of Proposer, including but not limited to status with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc. (See Section 2.7.B for further details.)
- E. Financial Profile: Proposers shall submit documentation from the past three (3) years demonstrating the Proposer's financial stability. Documentation may include audited financial statements, including balance sheets and income statements, as well as documentation regarding retained earnings, assets, liabilities, etc. Such information should be included in the technical

portion of the proposal submission and MUST NOT be included with the cost proposals and/or price schedules.

Jefferson Parish will not enter non-disclosure agreements (NDA). Items submitted in support of an RFP are subject to public records requests under the laws of the State of Louisiana. Items submitted supporting an RFP may be considered confidential and proprietary and should be marked as such following Louisiana Revised Statutes. LA R.S. 44.3.2 requires persons seeking confidentiality for otherwise public records to request confidentiality in writing. Any such request must include solid reasons for granting confidentiality; a simple request will not suffice. See in particular LA R.S. 44.3.2 D indicating that the coversheet should contain the statement that the "DOCUMENT CONTAINS CONFIDENTIAL PROPRIETARY OR TRADE SECRET INFORMATION."

Price Proposal:

Proposer's fees and other costs shall be submitted **in a separate electronic envelope (named "Pricing Attachments")** with the proposal submission. This Price Proposal shall include all costs the Proposer wishes to have considered in the proposed contractual arrangement with the Parish of Jefferson. The Price Proposal shall be worth twenty-five percent (25%) of the total scoring points assigned. The maximum price proposal points shall be calculated by multiplying the number of price proposal points assigned to the price in the evaluation criterion multiplied by the number of evaluators scoring the proposal. Evaluation of the Price Proposal shall take place after the Technical Proposal Evaluation has been completed. Proposers are required to submit their Pricing Attachments on the Price Proposal sheet provided to each proposer and are not to add any additional line items on the proposal that are not requested by the Parish on the Price Proposal sheet.

1.8 Number of Response Copies

Each Proposer shall submit one (1) original **electronic** signed proposal. PDF files are preferred. Price Proposals **shall not** be included in the Technical Proposal of the proposal.

1.9 Legibility/Clarity

Proposals submitted in response to the requirements of this RFP in the requested formats are desirable, with all questions answered in as much detail as practicable. The proposal shall demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the Proposer's ability to meet the requirements of the RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.10 Pre-proposal Conference (N/A)

There will be no pre-proposal conference for this RFP.

1.11 Written Inquiries

The Parish shall only consider written and timely communications from Prospective Proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any Parish employee or Parish consultant. Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all Prospective Proposers.

1.12 Inquiry Periods

An initial inquiry period is hereby firmly set for all Prospective Proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. **Without exception, all questions MUST be in writing** and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Initial inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and Prospective Proposers to conduct their in-depth proposal review and submit initial inquiries in a timely manner.

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than 3:30 p.m., three (3) full business days from the date the addendum is posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period.

Said written inquiries submitted by the Prospective Proposer shall clearly cross-reference the relevant RFP section. The Parish shall only respond to those inquiries received by the established deadline. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all Prospective Proposers.

Inquiries in accordance with this section may be delivered by e-mail or **posted on the Central Bidding site:**

Purchasing Specialist III Phone: **(504) 364-2680**

Purchasing Specialist III Email: **shanna.folse@jeffparish.gov**

Purchasing Specialist III Name: **Shanna Folse**

1.13 Required Signed and Notarized Affidavits

Affidavits must be completed, signed, properly notarized and submitted in its original format prior to contract approval in accordance with Section 2-895 et. seq. of the Jefferson Parish Code of Ordinances. For the convenience of proposers, these affidavits have been combined into one form entitled, *Request for Proposals Affidavit*.

1.14 Proposal Guarantee

Each proposal shall be accompanied by a Proposal Guarantee in the form of an electronic bond from an electronic surety bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid Solicitation on Central Bidding and licensed to conduct business in the State of Louisiana payable to Jefferson Parish in the amount of (\$20,000.00) Twenty Thousand Dollars. A Proposal Guarantee may be forfeited for failure on the part of the Selected Proposer to execute the proposed contract thirty (30) days after such proposed contract is submitted to Selected Proposer in conformity with the terms, conditions, and specifications of this RFP. A Proposal Guarantee, not otherwise forfeited herein under shall be returned to Proposer(s) upon the award of a contract.

When an Electronic Bond is required it must be submitted through www.centralbidding.com. To access the bonding companies on Central Bidding, hover over the “Central Bidding” link at the top of the page and select the “Bid Bonds” link. The electronic bond number is to be placed in the required section listed on the standard envelope. Scanned copies of bonds will not be accepted with your submission.

1.15 Performance Bond

The Selected Proposer shall be required to provide a Performance (surety) Bond in the amount of one hundred thousand dollars (\$100,000.00) to insure the successful performance of the contract in accordance with the negotiated terms and conditions of the parties. The Selected Proposer acknowledges and agrees that the Performance Bond may be forfeited for Selected Proposer's failure to fully and faithfully perform its obligations in accordance with the negotiated and executed contract.

1.16 Fidelity Bond Requirements

The Selected Proposer shall be required to provide a Fidelity Bond in the amount of one hundred thousand dollars (\$100,000.00) to ensure that the Parish is protected from fraudulent acts performed by the successful proposer and/or its employees or subcontractors. The Selected Proposer acknowledges and agrees that the Fidelity Bond may be forfeited for losses that are incurred as a result of fraudulent acts by the Selected Proposer and/or its employees or subcontractors.

1.17 Proposal Validity

All proposals shall be irrevocable and considered valid from the receipt date for acceptance until such time a contract is executed.

1.18 Revisions, Withdrawals, Protest Procedures

Changes or revisions may be made to submitted proposals, prior to the Proposal Receipt Date and Time, through the Jefferson Parish e-Procurement System. All addenda and changes must cross-reference the relevant RFP section.

Proposer(s) request(s) for withdrawal of proposal(s) to this RFP must be submitted in writing and received prior to the Proposal Receipt Date and Time as set forth in Section 1.5, Schedule of Events.

Any Proposer that submitted a proposal in response to this Request for Proposals may protest in writing to the Director of Purchasing within 48 hours of the evaluation committee meeting. The Purchasing Director will review the complaint in conjunction with the Parish Attorney's Office, who will then respond, as soon as possible in writing to the Proposer.

1.19 Cost of Offer Preparation

All proposals submitted in response to this RFP shall be at the sole cost and expense of the Proposer and shall not be subject to reimbursement by the Parish of Jefferson.

1.20 Acceptance of Proposal Content

Proposer's submission to this RFP shall be construed as an acceptance to be bound by the terms and conditions stated herein. Any action in contradiction of this acceptance may result in rejection by the Council.

1.21 Written or Oral Discussions/Presentations

The Parish may conduct written or oral discussions with Proposer(s) to clarify and/or enhance the Parish's understanding of submitted material. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract. Conversely, the Parish may make awards based on initial offers. Neither negotiations nor changes to proposals will be allowed during these discussions.

1.22 Standard Terms and Conditions and Non-negotiable Contract Terms

- A.** The standard general terms and conditions used by the Parish of Jefferson may be found in Resolution No. 136353. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, (504) 364-2626. A copy of the resolution may also be

downloaded by viewing the Purchasing Department webpage of Jefferson Parish's website, www.jeffparish.gov/466/Document-Library .

- B. Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, including ethics statements, claims or controversies, and termination based on contingency of appropriation of funds.
- C. **Inspector General:** It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

1.23 Taxes

Jefferson Parish is exempt from paying sales taxes under Louisiana State Revised Statute 47:301(8)(c). All prices for purchases of supplies and materials by Jefferson Parish shall be quoted exclusive of State and Parish taxes.

1.24 Selected Proposer's Responsibilities

The Selected Proposer shall be required to provide all items and services offered in their proposal. The Selected Proposer shall be the sole point of contact for all contractual matters, including payment of any and all charges resulting under the contract.

1.25 Sub-Contractor Requirements

Subcontractor labor is not allowed for this service.

1.26 Insurance Requirements

Selected Proposer shall furnish the Parish with certificates of insurance evidencing mandated coverage(s) pursuant to Resolution No. 136353, as amended, and Attachment "A". A copy of Resolution No. 136353 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.gov/466/Document-Library .

1.27 Subcontractor Insurance

Not required for this RFP- Subcontractors not allowed for this contract

1.28 No Guarantee of Quantities

The Parish of Jefferson does not guaranty quantity or services required in the Scope of Work defined in Part II. The Proposer shall provide all materials, labor, and equipment, whether specified or not, to provide a complete working system.

The quantities of items or extent of Scope of Work are estimated values. In the event a greater or lesser quantity is required, the Parish reserves the right to increase or decrease said values in accordance with the Price Proposal.

1.29 Contract Negotiations

The Parish administration shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the Parish with the Proposer(s) selected by the Jefferson Parish Council (sometimes referred to throughout this document as the "Council") and submit the contract, in final form, to the Council for award. Contract negotiations are limited by Section 1.22(B) Non-negotiable Contract Terms in this RFP. In the event a contract cannot be successfully negotiated, the RFP Evaluation Committee shall seek authorization from the Council to negotiate a contract with another Proposer under this RFP.

1.30 Cancellation of RFP or Rejection of Proposals

In accordance with Section 2-895 of the Parish of Jefferson Code of Ordinances, the Parish, through its Council, may reject any or all proposals received in response to this RFP or cancel it prior to the proposal Receipt Date and Time if it is in the best interest of the Parish.

1.31 Evaluation and Selection

In conformity with Section 2-895 of the Jefferson Parish Code of Ordinances, all proposals will be evaluated by the RFP Evaluation Committee. Before beginning the evaluation process, the Evaluation Committee must review the RFP concerning not only the task of description, but also the qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of representative from the Department of Safety & Security, a representative from the Council Research and Budget Office, a representative from the Purchasing Department, a representative from the Finance Department and a representative from the Parish Attorney's Office, who will be a non-evaluating member and shall act as secretary of the Evaluation Committee, and is solely responsible for disseminating all information received during the review process. Also, if deemed necessary and duly authorized by Council Resolution, additional employees of Jefferson Parish may be appointed as members of the RFP Evaluation Committee. The maximum

Technical Proposal points shall be calculated by multiplying the number of Technical Proposal points assigned to the technical criterion multiplied by the number of evaluators scoring the proposal. After completion and tallying of the Technical Proposal Evaluation scores, each RFP Evaluation Committee member shall sign and date his/her individual score sheet. After the secretary of the Evaluation Committee collects all individual technical score sheets, the Purchasing Department representative and the representative of the requesting department(s) shall tally the individual scores to obtain a total Technical Proposal evaluation score for each Proposer. Following the tabulation of Technical Proposal scores, the Purchasing Department representative shall open the sealed Price Proposals, and shall read the pertinent portions of those Price Proposals aloud. To the extent necessary, the Evaluation Committee may further review and analyze the Price Proposals and/or request and receive clarification of the pricing information provided by the Proposers for submission to the Council. After discussion of all Price Proposals, the Finance Department representative shall calculate the price proposal evaluation portion of the scoring sheet, using the Price Proposals submitted by Proposers and the formula below. The Price Proposal evaluation shall constitute twenty-five percent (25%) of the total scoring points assigned. The maximum Price Proposal points shall be calculated by multiplying the number of cost points assigned to price in the evaluation criterion multiplied by the number of evaluators scoring the proposal. The Proposer with the lowest price shall receive the highest Price Proposal evaluation score.

Other Proposers will receive a cost evaluation score computed as follows:

$$CS = (LPC/PC * X)$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost submitted

PC = Proposer's cost

X = Maximum combined cost points available.

After the Finance Department representative completes the cost evaluation scores, the Purchasing Department representative and the department representative from Safety & Security shall each add the cost evaluation scores for each Proposer to the tabulated technical scores of each Proposer, totaling the final number of points assigned to each Proposer. The tabulated score sheet shall be signed and dated by the Purchasing Department representative, the Finance Department representative and the requesting department representative. The secretary of the Evaluation Committee shall collect all individual and tabulated score sheets and deliver them to the Council Clerk. The Evaluation Committee shall prepare and forward to the Council a memorandum identifying the qualified Proposers and explaining their rationale. Attached to the memorandum shall be copies of the Price Proposals received in accordance with the RFP, along with any analysis or clarification completed regarding those Price Proposals. A list of names of the responsive and responsible Proposers shall be submitted to the Council along with a list of the non-responsive and non-responsible Proposers. Responsibility of a Proposer shall be determined in accordance with competitive sealed bids in the Revised Statutes of the State of Louisiana. Responsiveness shall be

determined considering the materials that the Proposer has submitted and the core requirements of the RFP. Proposers are invited to attend the Evaluation Committee Meeting(s) and are encouraged to check the Jefferson Parish website, www.jeffparish.gov, for meeting details.

Upon completion of its analysis, the Council may either (i) adopt the resolution selecting the Proposer(s) to supply the non-standard item(s) or perform the statement of work or scope of services; or (ii) reject all proposals. The Council shall select the proposal which received the highest cumulative score from the Evaluation Committee; except that the Council may select a Proposer or multiple Proposers other than the highest-ranked Proposer provided that Proposer selected has been given a cumulative score by the committee that received a total maximum score of at least eighty percent (80%). There are times when selection of multiple Proposers to provide the same services in in the best interest of the Parish. If multiple Proposers are selected, the Parish administration is to negotiate favorable contract terms which are to include identical pricing for all Selected Proposers.

Award of the contract may be made without discussions after proposals are received and evaluated. Proposals should, therefore, be submitted on the most favorable terms which the Proposer can submit, from a technical standpoint; and from a price standpoint. If the Evaluation Committee determines that discussions are necessary, written submissions or oral discussions/presentations may be required from all Proposers.

1.32 Indemnification

Selected Proposer shall agree to indemnify and hold harmless the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by Selected Proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by Selected Proposer under this RFP.

Further, Selected Proposer shall agree to indemnify the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to the services required to be performed by Selected Proposer under this RFP. Selected Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.

1.33 Payment for Services

The Selected Proposer shall address and send the invoice to the requesting department pursuant to the payment terms negotiated in the contract. Payments will be made by the requesting department no earlier than thirty (30) days after receipt of a properly executed invoice and approval. Invoices shall include the contract and order number, using department and product or service purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

With each invoice submitted, the Selected Proposer holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply with this section shall result in penalties imposed upon the Selected Proposer under contract as set forth in section 2-935.1 of the Code of Ordinances for professional service providers.

1.34 Termination

The Proposer affirmatively acknowledges and agrees that the terms of any ensuing contract shall be binding upon the parties thereto until the work has been completed and accepted by the Parish; but said contract may be terminated under any or all of the following conditions:

- A. By mutual agreement and consent of the parties thereto.
- B. By the Parish as a consequence of the failure of Selected Proposer(s) to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of Selected Proposer(s) provided the Parish will give Selected Proposer(s) written notice of any such failure and ten (10) days (or more if authorized in writing by the Parish) to cure any such failure.
- C. By either party upon failure of the other party to fulfill its obligation as set forth in the contract.
- D. By the Parish for convenience by issuing Selected Proposer(s) thirty (30) days written notice.
- E. By the Parish for any act of discrimination committed by the Proposer, or failure to comply with the statutory obligations, when applicable, of Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if the veto of the Parish President reduces such appropriation to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

1.35 Assignment

The Proposer affirmatively acknowledges and agrees that any ensuing contract shall be binding upon the successors and assigns for the parties thereto. The ensuing contract being for the personal services of the Selected Proposer(s) shall not be assigned or subcontracted in whole or in part by said Selected Proposer(s) as to the services to be performed hereunder without the written consent of the Parish by Council Resolution, in the Parish's sole discretion.

1.36 EEOC and ADA Compliance

The Proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The Proposer shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

Any act of discrimination committed by the Proposer, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of the contract.

1.37 Audit of Records

- A. Proposer(s) affirmatively acknowledges and agrees that pursuant to any ensuing contract, Selected Proposer shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to the Parish. Selected Proposer(s) shall permit Parish and Parish's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during Selected Proposer(s) normal business office hours, the books and records pertaining to the services provided under the contract. Parish's right to audit, inspect, and make copies of Selected Proposer's records shall be at the sole expense of Parish.

- B. Periodic and/or Annual Reports. At any time, the Parish may request that the Selected Proposer(s) with the minimum of thirty (30) days written notice, prepare and/or produce a report of the results of operations, as it pertains to any ensuing contract, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm. (For purposes of said contract, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

1.38 Record Retention

The Selected Proposer shall maintain all records in relation to the proposed contract at its location for a period of at least five (5) years upon expiration or earlier termination of the contract or for a period stipulated by the governing State and Federal regulations, whichever is longer.

1.39 Record Ownership

The Proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the Parish of Jefferson, and shall be returned to the Parish by Proposer upon request at expiration or earlier termination of a contract.

1.40 Content of Contract/Order of Precedence

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; and, 2) the Request for Proposals (RFP) and addenda (if any); and, 3) Resolution No. 136353; and, 4) the Proposer's proposal and any amendments thereto.

1.41 Contract Changes

Upon negotiation of a bona-fide contract between the parties, no additional changes, amendments, or modifications may be completed without the prior ratification of the Council.

1.42 Substitution of Personnel

Substitution of personnel shall be approved by the Council, prior to any replacements. In addition to the foregoing, if during the term of the contract, the Selected Proposer cannot provide the personnel as stated in its proposal, Selected Proposer shall submit a written request for substitution supported by resume of qualifications and written certification that said substitution shall meet or exceed the requirements stated herein. Said substitution shall be at the Parish's sole discretion.

1.43 Force Majeure

The Selected Proposer or Parish of Jefferson shall be exempted from performance under the terms and conditions of the negotiated contract if the Selected Proposer or Parish is prevented from performing any services in whole or in part as a result of any act of God, strike, war, civil disturbance, or court order; provided the Selected Proposer or Parish of Jefferson has prudently and promptly acted to undertake any and all corrective steps that the respective parties can perform. Subject to this provision, such nonperformance shall not be construed as cause or grounds for early termination of the contract.

1.44 Governing Law

All activities associated with this RFP process shall be interpreted under the laws of the State of Louisiana. All proposal submissions shall be governed in accordance with provisions of Louisiana State laws and Jefferson Parish Code of Ordinances; standard terms and conditions; Resolution No. 136353.

1.45 Claims or Controversies

Proposer, as evidenced by his/her signature, agrees that the ensuing contract shall be made in accordance with the laws of the State of Louisiana. The Proposer hereby agrees to the exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

PART II – SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

We extend this proposal to enter into a contract to furnish **unarmed**, uniformed, security guard services for a period of two (2) years, with the option for two, one (1) year extensions, for various locations throughout the Parish of Jefferson excluding the Towns of Grand Isle and Jean Lafitte. Specific locations and shifts will be assigned to the proposer awarded the contract by the Department of Safety and Security Director. The Director of Safety and Security or his appointed designee(s) shall be the point of contact for daily operations.

Proposers must be able to provide/comply with the following:

- Any vendor personnel operating an automobile as part of the services required for this RFP must possess a valid Louisiana Driver's License at all times during this contract.
- Successful vendor shall provide written assurance in its proposal that all of its employees that would be assigned to work on this contract shall meet the following requirements:

- a. Ability to meet and deal with the general public.
 - b. An ability to proficiently read, write, speak and understand the English language, and apply rules and detailed orders, instructions, and training materials.
 - c. An ability to maintain poise and self-control under stress.
 - d. An ability to construct and write clear, concise, accurate, and detailed reports.
- All personnel assigned must be drug—and alcohol-free while on duty at Jefferson Parish sites. Upon the successful award of the contract the successful vendor shall provide documentation stating that all employees working at a Jefferson Parish facility have passed a drug test. Drug Test Documentation shall also be provided upon request for all new employees assigned to this contract during the contract period.
 - Guards must be neat in appearance, alert, trained in security, and use all equipment required to perform each phase of the job effectively at all times. Any equipment needed to perform the job (flashlights, radios, etc.) must be provided by the proposer. The proposer will also be responsible for the servicing and upkeep of these items. No golf carts or bicycles are allowed. An automobile will be solely for the use of the proposer; Jefferson Parish personnel will NOT operate or use said automobile.
 - Security personnel shall be physically fit to perform necessary security functions. Physical fitness and readiness will be specific to each site and require the security personnel to be in adequate health and physically able to perform the duties needed for the job.
 - The security firm must have an in-house 24-hour, 7-day-per-week, 365-day-per-year dispatching office. An answering service is not acceptable. Dispatch must contact vendor personnel utilizing vendor-owned two-way radios or other communications required under this contract. The location of this dispatching office does not need to be in Jefferson Parish or the State of Louisiana.
 - The proposer awarded the contract shall provide field supervisors, whose names shall be on file with the Department of Safety & Security.

Unscheduled inspections of security personnel shall be conducted at each location where security guards are stationed. All personnel shall be individually trained on-site for their particular post (duty station). Retraining at the site will be required as site specifics change. The supervisor will document supervision and training, which shall be kept on file for inspection by either the Director of Safety & Security or his appointed designee(s).

All administrative supervision shall be at no additional cost to the Parish of Jefferson. This cost shall be included in hourly charges for security guards. A minimum of one (1) account supervisor is assigned to this contract and dedicated solely to Jefferson Parish. Account supervisors shall not be utilized to fill vacant shifts. Account supervisors shall

regularly visit all sites and conduct regular and consistent inspections and training. The account supervisor will document site visits and inspections, and the documentation shall be kept on file for inspection by either the Director of Safety & Security or his appointed designee(s)

Security personnel, under no circumstances, shall carry, display, or use weapons of deadly force. Incidents requiring such force will be turned over to the Jefferson Parish Sheriff's Office or proper authorities for resolution. Security personnel shall cooperate fully with all local, state, and federal law enforcement agencies. Incidents involving suspected criminal conduct shall be immediately reported to the Director of Safety & Security.

The Parish reserves the right to require immediate removal of any security personnel from their post if, in the discretion of the Director of Safety & Security, they are deemed unfit for any reason.

Unauthorized use of property may result in a request for immediate removal from Parish sites. All phone calls are to be local and for business purposes only. No personal calls are allowed.

Proposer's personnel shall not use any computer or other office equipment unless express permission has been obtained from a Jefferson Parish supervisor.

The Parish must give the proposer a minimum of twenty-four (24) hours' notice for security guard services required. Jefferson Parish will give a minimum of twenty-four (24) hours' notice to the guard service company in the event additional guard services are needed at a new location not listed in this Request for Proposals (RFP).

Attire:

All of the proposer's employees will be properly attired in a parish-approved uniform at all times while on Parish property. Uniform styles will be designated for each post or site. Uniform shall:

1. Always keep neat, clean, and in good repair.
2. Bear one (1) patch or emblem depicting the proposer's business name.
3. Include a badge that is unique to the proposer.
4. Include an employee identification badge no smaller than four square inches.

The badge shall have the following printed on it:

- a. Company name
- b. Company logo
- c. Photo of employee
- d. Employee name
- e. Date issued

The security firm is responsible for providing uniform attire for its employees. Additionally, at the discretion of the Parish, blazer ensembles may be requested at specified sites.

The security firm must provide foul-weather attire for sites where working outside is part of the post at no extra cost to Jefferson Parish.

Flashlights should be provided as part of the employee's uniform and at no extra cost to Jefferson Parish.

Proposer shall supply company owned/controlled two-way communications or other means of communications for guards while on duty at parish sites at no extra charge to Jefferson Parish.

Training:

Every employee assigned to this contract shall have the requisite training in the following areas:

1. Certified by the LA Board of Private Security Examiners
2. First Aid – The ability, through professional and proper training, to administer emergency treatment (CPR, triage, wound care, etc.) to an injured or sick person before professional medical care is available.
3. Louisiana Driver's License (for guards who will operate automobiles)

The successful proposer shall provide documented proof of training for all employees assigned to this contract upon request of the Director of Safety & Security.

Personnel:

Proposer shall have the appropriate number of personnel available to perform the required security guard services at the locations listed and for the time periods listed in addition to being able to provide personnel for additional locations and times as needed.

The contract will require two (2) levels of personnel as follows:

Security Guards/Officers:

Duties shall include, but are not limited to, the following:

- permitting only authorized persons to enter the premises and maintaining proper control of visitors and vendors
- recognizing and reporting all safety hazards and security exposures
- respond to all emergencies, as training dictates, and enter all incidents into officer reports
- enforcing all safety and security regulations as defined in the post orders
- completing all security patrol tours
- respond to and answer all alarms
- operate and monitor close circuit television equipment
- maintain security shift log

- provide telephone response, including emergency phone
- contact local agencies in the event of emergency
- verify license plate numbers when necessary
- maintain a valid driver's license
- operate all security systems designated including CCTV, access control, and x-ray and magnetometers
- act as initial customer interface for security service

Field Supervisors:

All field supervisors shall meet the standards outlined in this RFP. In addition, the duties of field supervisors include, but are not limited to, the following:

- Inspection of security guards
- Implement progressive discipline
- Site training of officers
- Operation of a Control Center, including the monitoring of status and condition alarms, access control, CCTV systems, communication systems, dispatch, and other duties as directed
- Investigate and write detailed reports
- Be able to determine reasonable responses to circumstances not covered by instruction.

Personnel must be carefully selected based on a thorough background check, criminal records check, drug testing, and a doctor's physical. A complete background report shall be required upon demand by the Parish. In addition, a criminal records check shall be required, and a credit check may be required at the discretion of the Parish. This information shall be on file before a guard is placed at a post. The security firm will be responsible for documenting background reports, etc., of security firm personnel.

The security firm shall provide the telephone numbers of managers, supervisors, and executive personnel. This information is to be updated as needed, affording the Parish continuous contact throughout the contract term.

Special Instructions:

Payment for services rendered will be made on a monthly basis upon receipt of each invoice. The names of security personnel who worked and how many hours worked at each site will be indicated on the invoices. Invoices are to be submitted to the department responsible for the site of service.

Proposer shall submit the firm's annual scheduled holidays with their proposal.

No security guard shall work more than twelve (12) hours in each sixteen (16) hour period.

Late arrivals for shifts will not be tolerated. To ensure proper protection of the Parish facilities, the following formula will be utilized to ensure promptness:

- No show up to 1 quarter (15 minutes) of an hour after the beginning of a shift – Deduction of one-half (1/2) hour of hourly rate from shift
- No show from 16 minutes to 30 minutes after the beginning of a shift – Deduction of one (1) hour of hourly rate from shift
- No show from 31 minutes to 60 minutes after the beginning of a shift – Deduction of two (2) hours of hourly rate from shift
- No show from 61 minutes or longer after the beginning of a shift – Deduction of entire shift, eight (8) hours of hourly rate

To ensure that guards are alert and properly protecting parish facilities, parish personnel will routinely visit all sites. Should any guard be found out of uniform, sleeping on duty or unfit for duty due to physical condition, the Parish will deduct the entire shift of that security officer for that day. This is because the Parish cannot determine how long the shift was not covered. The security guard committing the offense must be interviewed and a written report must be submitted to the Director of Safety & Security.

The Parish reserves the right to expand the contract to include other buildings and locations at any time during the duration of the contract under the terms, agreements, and stipulations in the contract. Additionally, the Parish reserves the right to delete sites manned by guards at any time during the duration of the contract.

The proposer shall provide with its proposal written proof that proposer has been in business for at least five (5) years consecutively from the date of this RFP.

The Parish reserves the right to inspect all documentation regarding this contract from the proposer.

The successful proposer shall employ all personnel assigned to this contract.

No sub-contractors will be allowed.

The proposer must be licensed and bonded as required by law and must possess current State and Jefferson Parish Licenses, as applicable. **Copies of licenses must be submitted with proposal.**

All guards shall be certified by the Louisiana State Board of Private Security Examiners as set forth by the Louisiana legislature to license security officers through the regulations found in Part LIX (Private Security Officers) of the Title 46 (Professional and occupational Standards) of the Louisiana Administrative Code and the statutes found in Chapter 47 (Private Contract Security Companies) of title 37 (Professional and Occupations) of the Louisiana Revised Statutes. **After the award of the contract resulting from this RFP, and at any time during the contract period, a copy of the required individual license of any guard/officer shall be furnished to the Director of the Department of Safety**

& Security upon request. If the vendor fails to provide this information in a timely manner, Jefferson Parish will not pay for the services provided by these personnel, and repeat occurrences will result in canceling of this contract.

Jefferson Parish enforces a “no-tolerance” drug abuse policy.

Firearms or any other intermediate weapons, such as pepper spray, batons, and electronic incapacitation devices, **ARE NOT ALLOWED TO BE USED OR CARRIED** by security guards while at parish sites.

Project Schedule

After the vendor is issued a “Notice to Proceed” by the Director of Safety & Security, the following schedule shall be followed:

- Week 1
 - a. A meeting with corporate officers and Jefferson Parish personnel shall be conducted.
 - b. Selection and introduction of Vendor’s account supervisor to Jefferson Parish.
 - c. Formulation of customized training program and organizational structure.
 - d. Review copies of any existing post orders, security surveys, threat assessments, and other security site specifics.
- Week 2
 - a. Vendor’s account supervisor commences revision of post orders and emergency response procedures.
 - b. Commencement of testing and training of selected qualified personnel (if any).
 - c. Interface with Jefferson Parish by Vendor’s account supervisor and corporate officers for progress update and presentation of revised post orders and emergency response procedures, if necessary.
- Week 3
 - a. Vendor’s account supervisor meets with Vendor management for update.
 - b. Vendor’s account supervisor will submit for Jefferson Parish review, forms for use in daily operations.
 - c. Completion of revised post orders and emergency procedures, if necessary.

- Week 4
 - a. Completion of administrative start-up procedures, including accounting practices.
 - b. Completion of orientation/training of selected personnel; Pre-Start-up with Jefferson Parish.

Definitions:

- **Security Guard-** Any company personnel at a parish site who shall provide security services.
- **Field Supervisor-** A company supervisor who shall visit multiple sites at various times. This employee will not be permitted to fill shifts.

Vehicles:

The basis of the need for marked vehicles will be solely for the use of unarmed security guard services at various parish locations. It is not used for supervisory personnel and is not an item which will be required for each and every job site. All vehicles shall be marked company vehicles with flashing light(s). Bicycles will not be needed for this RFP. Marked vehicles will be used to conduct mobile patrols during the course of their services.

After receiving the “Notice to Proceed”, the proposer shall, within five (5) days of its receipt, provide a letter to Jefferson Parish which shall include the following information:

- Name of all personnel (guards, managers, supervisors, executive personnel, etc.) who will be stationed at parish facilities.
- Company organizational chart.
- Contact name, phone number, and e-mail address of all managers, supervisors and executive personnel.
- Indicate all personnel who are listed and will be involved with this contract are in good standing with the company’s policies and procedures and meet all requirements stated in these specifications.
- This letter shall be updated when there are any personnel changes involving this contract affording the Parish continuous contact throughout the term of the contract.

The security service company will be responsible for water, rain gear, and flashlights at all sites.

The Parish of Jefferson maintains the right to visit the training facilities of the contractor prior to the consummation of the contract and at any time throughout the term of the contract.

2.2 Period of Agreement

The term of any resulting contract shall be for two (2) years commencing on the date of execution and shall expire at midnight on the day immediately preceding the second anniversary thereof. The scope of services is as-needed with no guaranteed minimum quantities. The services shall not begin until a Notice to Proceed is issued by the Department of Safety & Security setting forth each specific assignment, and the successful vendor shall commence the services within the timeframe specified on such notification.

Jefferson Parish reserves the right to extend this agreement for two additional years, through two, one (1) year options, if agreed upon in writing by the successful proposer and authorized by resolution of the Jefferson Parish Council in the form of an amendment to the contract.

2.3 Price Proposal (Price Schedule)

Price proposals and/or price schedules shall be submitted in a separate electronic sealed envelope as notated on the Central Bidding page as “**Price Attachment**”. Price Proposals will remain sealed and shall not be read until the completion of the scoring of the Technical Proposal Evaluation during the RFP Evaluation Committee Meeting. Price Proposals shall not be included in the Technical Proposal evaluation criteria. Once read, the Price Proposals will be evaluated and scored in accordance with Section 1.31. Price Proposals shall be worth twenty-five percent (25%) of the total scoring points assigned.

Pricing **must** be submitted on the Price Proposal (Price Schedule) furnished in Attachment “B”. All proposed pricing shall be inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.

2.4 Deliverables – See Section 1.4 above.

2.5 Location

The locations of these services are to be performed at various Jefferson Parish properties/facilities throughout Jefferson Parish (except for the towns of Grand Isle and Jean Lafitte) on an as needed basis at the direction of the Director of Security. Services will be needed at certain locations on a regular day and time schedule or on an as needed basis for special events from time to time, including situations where events require guard services. Due to the fluid demand for security guard services, we are unable to provide an extensive physical listing of all parish facilities where services may be potentially required but all areas are within the Parish of Jefferson, State of Louisiana. Locations based upon recent history where security guards have been required include but are not limited to the following:

Jefferson Parish East Bank Health Unit, Jefferson Parish Juvenile Court (Front Door), Jefferson Parish Landfill, Jefferson Parish West Bank Health Unit, Jefferson Parish Juvenile Court (Back Door Entrance), Jefferson Parish Juvenile Court (Hearing Officer), Jefferson Parish Juvenile Court – East Bank DIS, Jefferson Parish East Bank Regional Library, Jefferson Parish Lakeshore Library, Jefferson Parish North Kenner Library, Jefferson Parish Old Metairie Library, Jefferson Parish Terrytown Library, Jefferson Parish Westwego Library, Jefferson Parish Belle Terre Library, and Jefferson Parish Rosedale Library.

2.6 Financial Profile

Proposers are requested to submit documentation from the past three (3) years demonstrating proposer's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc.

Proposer must include information demonstrating the proposer's financial stability and ability to obtain and maintain bonding and insurance requirements in order to be eligible to be assigned a higher score. Proposals which lack the description of the proposer's financial status or the required certification of bonding and insurance requirements may be assigned a lower score.

2.7 Technical Proposal Elements

A. Technical

1. Each Proposer shall address how the Proposer will achieve/meet the Scope of Work as stated in Section 2.1. Technical approach shall detail the following: Plans and/or schedule of implementation, orientation, and/or installation, etc. (whichever is relevant to the RFP requirements).
2. Plans for necessary training, where applicable. Information demonstrating an affirmative statement shall be required that the Proposer has reviewed the Scope of Work, understands the nature thereof and is willing and capable of providing the services thereof.
3. Proposer shall likewise include any information concerning any innovative concepts pursuant to this RFP and terms and conditions that the proposer desires consideration by the Parish.
4. Security guards must be certified by the LA Board of Private Security Examiners, having successfully completed the required state mandated training.

B. Qualifications and Experience

1. Proposers shall provide a detailed statement of related services to government entities or private entities which identifies customer satisfaction, demonstrated volume of merchants, etc. Proposer must provide a detailed description of customer service capabilities, including resumes of personnel assigned, total number of personnel and timeline of customer inquiries and complaints, as applicable.
2. Proposer shall provide resumes for account manager(s), designated customer service representative(s) and any and all key personnel anticipated to be assigned to this project.

PART III – FEDERAL CONTRACT PROVISIONS

3.1 Federal Contract Provisions

NOT APPLICABLE

PART IV – EVALUATION

4.1 Evaluation Criteria

The proposed evaluation criteria shall be looked upon as standards which measure how well a Proposer's approach meets desired performance requirements, and which permit an evaluation of the differences between desired performance characteristics and what the Proposer proposes to do.

The proposed evaluation criteria shall measure how well a Proposer's approach meets desired minimum performance standards defined in the RFP, and shall allow for the quantification of the differences between those stated minimum standards and what the Proposer intends to do. In accordance with Section 2-895 of the Code of Ordinances for Jefferson Parish a scoring system must be devised and impartially applied to each proposal to assure objectivity and thoroughness in comparative analysis.

Price Proposal Evaluation shall constitute twenty-five percent (25%) of the total scoring points assigned. Price Proposal Evaluation shall take place after Technical Proposal Evaluation has been completed.

A. TECHNICAL PROPOSAL (Maximum of 75 Points per Evaluator)

The following criteria shall measure the qualifications, technical capabilities and core competency of the proposers and their submissions:

- i. Scope of Services **15**
- ii. Training Program Details **10**
- iii. Specific Experience – similar or larger scope of services currently being provided **10**
- iv. Personnel- experience of management staff, experience in similar projects, etc. **10**
- v. Service Capabilities– amount of available full-time, part-time or temporary employees, etc. **10**
- vi. Financial Profile of Company **10**
- vii. Responsiveness to the RFP **5**
- 2. Project Schedule **5**

B. PRICE PROPOSAL

The proposer with the lowest price shall receive the highest Price Proposal Evaluation score (twenty-five (25) points per member)
Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC * X)$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost submitted

PC = Proposer's cost

X = Maximum combined cost points available

Maximum # of
Points 25 per
Evaluator

TOTAL MAXIMUM POINTS FOR THIS RFP IS 100 POINTS PER EVALUATOR.

PART V – PERFORMANCE STANDARDS

5.1 Performance Requirements

Proposer shall meet or exceed all requirements as stated in this RFP/Contract at all times. All license, reports, training and guard services shall be of the most professional manner at all times.

5.2 Performance Measurement/Evaluation

Proposer shall provide, with every invoice a questionnaire for evaluation purposes. This questionnaire shall be reviewed by the proposer and respond to any negative response with three (3) working days.

PART VI - APPENDICIES

ATTACHMENT "A"

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 136353 (previously 113646).

The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 136353 (amends Resolution No. 113646), as amended.

Proposers must provide with proposal submission a current (valid) insurance certificate evidencing required coverages. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the selected proposer will be required to provide final insurance certificates to the Parish which shall name **the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish RFP solicitation number

WORKER'S COMPENSATION INSURANCE

As required by Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act. With a Waiver of Subrogation in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council, and any other entities who may require waivers by specific contract.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. sole employee of the company, then proposers must request and submit a workmen's compensation insurance declaration affidavit prior to the proposal submission date.

COMMERCIAL GENERAL LIABILITY

Limits of not less than the following: \$1,000,000.00 Combined Single Limit Per Occurrence; 2 million General Aggregate for bodily injury and property damage. With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

BUSINESS AUTOMOBILE LIABILITY

Limits of not less than the following: Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence. Liability coverage to be provided for Any Auto or for ALL Owned Autos and Hired and Non-owned Autos. With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish

of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

DEDUCTIBLES

The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions, until further notice.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements. Certificate of Insurance must state which coverage the Umbrella sits over.

ATTACHMENT "B" –Price Proposal

Firm Name: _____

The undersigned having carefully read and considered the terms and conditions of the RFP Documents to provide guard services, does hereby offer to perform such services on behalf of the Parish, of the type and quality and conditions set forth in the RFP Documents at the rates (expressed in words and figures) hereinafter set forth:

Based on historical events, we would anticipate needing 147,000 hours for unarmed uniformed security guards, 14,000 hours for a marked automobile, 17,000 hours for stationed supervisors, 25 hours for unarmed uniformed security guards at a holiday rate, 1 hour for a stationed supervisor at a holiday rate. **These estimated hours are annual estimates to be used for evaluation purposes - DO NOT CHANGE THE ESTIMATED HOURS.** Please include overtime costs and other associated costs into one estimated hourly rate.

Service	Estimated Hours per year (Hrs)	Hourly Rate (Hrly Rate)	Estimated Total (Estimated Hrs x Hrly Rate)
Unarmed Uniformed Security Officer	147,000		
TOTAL			

Service	Estimated Hours per year (Hrs)	Hourly Rate (Hrly Rate)	Estimated Total (Estimated Hrs x Hrly Rate)
Marked Automobile*	14,000		
TOTAL			

Service	Estimated Hours per year (Hrs)	Hourly Rate (Hrly Rate)	Estimated Total (Estimated Hrs x Hrly Rate)
Field Supervisor	17,000		
TOTAL			

Service	Estimated Hours per year (Hrs)	Hourly Rate (Hrly Rate)	Estimated Total (Estimated Hrs x Hrly Rate)
Unarmed Uniformed Security Officer – Holiday Rate	25		
Field Supervisor – Holiday Rate	1		
TOTAL			
Grand Total			

Signed: _____

* See Scope of Work for explanation of intended use of marked vehicles.

Request for Proposals #0494

To provide Security Guard Services for a period of Two (2) years at various locations throughout the Parish of Jefferson for the Jefferson Parish Department of Safety and Security

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP’S) from qualified proposers who are interested in providing **Security Guard Services for a period of Two (2) years at various locations throughout the Parish of Jefferson** for the Jefferson Parish Department of **Safety and Security**.

Request for Proposals will be received until 3:30 p.m. Local Time on: _____, _____, 2024.

Acknowledge Receipt of Addenda:	Number: _____
	Number: _____
	Number: _____
	Number: _____
	Number: _____
	Number: _____

Name of Proposer: _____

Address: _____

Phone Number: _____ Fax Number _____

Type Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Signature of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED.
IT WAS:

RESOLVED THAT _____, BE AND IS
HEREBY APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND
ATTORNEY-IN-FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY
TO ACT ON BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING,
CONCERNS AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF
ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT
LIMITED TO, THE EXECUTION OF ALL PROPOSALS, PAPERS, DOCUMENTS,
AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE ALL
PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF
ANY SUCH PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A
TRUE AND CORRECT COPY OF AN EXCERPT
OF THE MINUTES OF THE ABOVE DATED
MEETING OF THE BOARD OF DIRECTORS OF
SAID CORPORATION, AND THE SAME HAS NOT
BEEN REVOKED OR RESCINDED.

SECRETARY-TREASURER

DATE

Request for Proposals Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to ensure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the Council acts on the matter.**
- **RFP Affidavit must be submitted in its original format prior to approval in accordance with Sec. 2-895(b) of the Jefferson Parish Code of Ordinances.**

Instruction sheet may be omitted when submitting the affidavit.

Request for Proposal

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that he/she
is the fully authorized _____ of _____ (Entity), the party
who submitted a proposal in response to RFP Number _____, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B _____ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B _____ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.