

**JEFFERSON METROPOLITAN HOUSING AUTHORITY
REQUEST FOR PROPOSALS
Security Guard Services**

The Jefferson Metropolitan Housing Authority (JMHA) is currently accepting proposals for unarmed security guard services with officers licensed by the State of Ohio, to provide security guard services to its various residential properties.

Interested vendors may obtain a Proposal Packet at the following location:

Jefferson Metropolitan Housing Authority
Attention: Carolyn Swearngen
815 North 6th Avenue
Steubenville, OH 43952
(740)282-0994 ext. 18

Proposal submissions shall be received until 4:00 p.m. local time on Friday, September 9, 2016. Proposals received thereafter will not be accepted for consideration.

Submissions shall consist of one (1) original and two (2) copies of the proposal containing all materials.

JMHA reserves the right to reject any or all proposals. MBE/WBE firms are encouraged to submit proposals.

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I PURPOSE OF REQUEST FOR PROPOSALS

The Jefferson Metropolitan Housing Authority, Steubenville, Ohio, (hereafter referred to as "Jefferson Metropolitan Housing Authority" or "JMHA") requires unarmed security guard services for its various residential properties. .

In order to establish to the Jefferson Metropolitan Housing Authority's satisfaction that a contractor is duly qualified, bondable and capable of fulfilling all requirements, contractor may be required to submit additional information and materials.

II. TERMS OF CONTRACT

The contract will commence on or about September 30, 2016 or thereafter, and terminate on August 31, 2017. The contract may be renewed for three additional 1-year terms, not to exceed the total of a 5-year contract. All contract extensions must have the mutual consent of all parties and must be requested and accepted in writing. Rate increases for contract extensions may be negotiated using the Consumer Price Index (CPI) as a guide. Increases in the mandated State or Federal minimum wage may also be considered. The contractor must maintain compliance with all federal, state, local and HUD laws and regulations. The JMHA shall pay only for security guard services performed by the contractor as specified in this RFP. The contractor is responsible for payroll taxes. Neither the contractor nor their personnel are considered to be employees of the Jefferson Metropolitan Housing Authority.

III. SPECIFICATIONS AND REQUIREMENTS

1. The security contractor shall provide the services of unarmed security guards to patrol (on foot and/or vehicle) the Jefferson Metropolitan Housing Authority sites in the Cities of Steubenville, Yorkville, Tiltonsville and Toronto, Ohio.
2. Locations will include the JMHA facilities commonly known as and John F. Kennedy Apartments, including, following acquisition by the Authority, the property currently known as Bridgeview Apartments (OH014-021), Earl Rodgers Plaza, Hamann Apartments, Crabbe Boulevard, and Lovers Lane Circle (OH014-024), Gaylord Tower (OH016-01), and Michael Myers Terrace (OH014-025).
3. Service will normally consist of one eight-hour shift per day, with guard(s) posted at the JFK/Bridgeview complex, guard(s) posted at Earl Rodgers Plaza, guard(s) posted at Michael Myers Terrace, and guard(s) at Gaylord Tower. In addition, there may be a guard assigned to a motor patrol unit, which will make rounds to all sites. The motor patrol officer will act as the representative supervisor, and insure that all memos/directives issued by JMHA involving security operations are disseminated to all sites. JMHA will specify shift times and locations subject to change at the needs of JMHA. JMHA reserves the right to adjust patrol locations, the number of guards, and total hours at its discretion. All guards will operate under the direction of the JMHA Security Supervisor or Executive Director.

4. In order to provide the most effective service, to the greatest extent feasible, security guards should be assigned to JMHA sites for a period of at least thirty (30) days on each rotation before being reassigned away from JMHA. Any change of guard personnel will be replaced by new unarmed guards.
5. Security guards shall have the necessary training as specified by the State of Ohio and shall be properly registered with the State of Ohio as security guards. Security Guards shall be properly equipped to perform their duties while acting in their capacity on sites or patrol.
6. Security guards will submit written reports for each shift or tour of duty in a format prescribed by JMHA and be familiar with JMHA's Security Manual as provided.
7. The security contractor will provide the use of a suitable vehicle for motor patrol and will assume the cost of operating the motor patrol vehicle. Security personnel assigned will also make rounds at Hamann Apartments at least twice during each eight-hour shift with varied times during the shifts.
8. Security personnel should be attired in traditional police-style garb of uniform color and design. The security contractor should ensure that the color and style of uniforms is distinguishable from local law enforcement agencies, specifically, the Steubenville Police Department, the Toronto Police Department, and the Jefferson County Sheriffs Office.
9. The security contractor will provide sufficient radio communications capability for each work site and the patrol vehicle to provide adequate service under the proposed contract. In addition, the motor patrol vehicle should be equipped with a cellular telephone. Personal cellular phones may be substituted at the contractor's discretion.
10. Proposals should include the cost of service per man/hour. All costs and services described above should be included in the calculation of that hourly rate.
11. Proposals must be accompanied by a copy of the bidder's current Ohio Security License, Proof of Liability Insurance (minimum one million dollars), and Proof of Workmen's Compensation Insurance.
12. Proposals should include a description of the bidder's capacity to deliver the described services, such as experience, financial condition, personnel, equipment, etc. Bidders should also provide at least three client references.
13. Bids will be opened upon expiration of the bid deadline. Bids will be reviewed for price, qualifications, and capability of the bidder. A recommendation will be made to the JMHA Board of Commissioners for action on awarding a contract.
14. Questions should be directed to the JMHA Administrative Office at 740-282-0994, ext. 18.

IV. QUALIFICATIONS OF THE CONTRACTOR

- A. In an effort to evaluate the contractor's ability to comply with the contract specifications, the following information must be submitted with the contractor's proposal:
(Failure to provide the requested information will result in the proposal being rejected as non-responsive.)
 1. List of major stockholders
 2. List of security personnel to be utilized to fulfill the Contract, their

- certification date, and employment history in security or police services
3. List of supervisory personnel who will perform supervisory duties under this Contract.
4. List of patrons with whom the contractor has had security contracts within the last twelve (12) months, as well as current contracts
5. List of other name(s) under which contractor's organization has done business within the last three (3) years

B. The contractor shall submit evidence to the Jefferson Metropolitan Housing Authority that it meets the following qualifications as a corporation, proprietorship or partnership:

1. Has adequately established financial responsibility and stability.
2. Has been operating as a licensed provider of private, uniformed security guard services for at least three (3) consecutive years (prior to awarding of the contract).
3. Is lawfully licensed and has all necessary required permits to do business as a private security guard provider in compliance with all applicable laws of the State of Ohio.

C. DOCUMENTATION REQUIREMENTS

1. The contractor shall make available to the Jefferson Metropolitan Housing Authority auditable payroll invoices and supporting data during the term of the contract.
2. The contractor shall make available records for audit to the Jefferson Metropolitan Housing Authority and all written documentation to verify that all pre-employment screening and testing and employee training has been satisfactorily completed.
3. The contractor will prepare and maintain written guard-post orders subject to the specifications and instructions herein.

D. QUALIFICATIONS FOR CONTRACT SECURITY GUARD PERSONNEL

A pre-employment screening and evaluation shall be conducted by the contractor to assess the suitability of a prospective employee prior to assignment to a location site. The contractor shall screen all prospective employees prior to job site assignment.

V. INSURANCE

The contractor shall obtain insurance with a responsible company or companies, having a minimum rating of B+ or above, licensed to do business in the State of Ohio, as well as Ohio Workmen's Compensation Insurance coverage. The contractor or insurance carrier shall forward official insurance certificates to the JMHA. The contractor shall provide public liability, property damage, personal liability and automobile insurance

with a one million dollar (\$1,000,000) combined single limit. The JMHA shall be named as an additional insured.

PROPOSED HOURLY RATES

Cost of proposed service shall be shown as an hourly rate. This rate should reflect all costs incurred by the contractor in delivering the service, including all insurance, equipment, vehicle, and training and licensing costs. There will be no adjustment of the hourly rate for overtime or holidays. Bidders should factor these costs into their proposed annual hourly rate. A rate may be proposed for each year of the contract term, or a single rate for the two year term. Multiple rates, for example, for different ranks or employee levels, should not be included. Rate increases for contract extensions may be negotiated at the time of the extension, using the Consumer Price Index (CPI) and the State and Federal mandated minimum wage as guidelines.

EVALUATION CRITERIA

A. COST OF PROPOSAL (40 points)

Extent to which proposed security guard services meet the budgetary requirements of the JMHA. Contractor shall provide a rate per man-hour of service. This rate shall be an all-inclusive rate for services provided under this contract.

B. BACKGROUND AND EXPERIENCE (25 points)

Evidence of contractor's previous experience in handling a similar project in a satisfactory manner. Include nature and scope of services provided, contact person and telephone numbers. Include background and experience of key personnel who will be working under the proposed contract.

1. Experience in security of housing communities or apartment complexes must be provided.
2. The contractor must provide documentation of previous public safety experience.
3. The contractor must provide documentation of background investigations, training expertise, certifications, licenses and commissions of all safety personnel.
4. Information on the reputation of the contractor. A list of past contract work references must be provided.

C. MANAGEMENT PLAN AND/OR APPROACH (25 points)

Extent to which contractor's plan for managing this contract addresses the needs of the Authority and all issues requested in the RFP.

1. Develop plan for managing and supervising proposed contract.
2. Address safety needs for the proposed contract.

3. Discuss staffing plan for proposed contract.
4. Discuss any innovations or options that could reduce cost or improve performance of the contract.

D. SECTION 3, MBE/WBE CERTIFICATIONS (10 points)

Evidence that contractor qualifies as a Section 3 entity, a Minority-Owned Business Enterprise, or a Woman-Owned Business Enterprise.

END OF REQUEST FOR PROPOSALS