



Solicitation 31518-01

Armed Security Services

Bid Designation: Public



Bid Number **31518-01**

Bid Title **Security Officer/Guard Services**

Bid Due Date **April 3, 2018 11:00 AM**

Bid Contact **Rod Colon**
Deputy District Manager
954-796-6628
rodc@nsidfl.gov

The North Springs Improvement District is seeking a Florida Licensed Security Guard Agency Class B License to perform armed security services at its public facilities. Potential candidates posted by the selected agency must have an active D and G license issued by the Division of Licensing. Posted candidates must also have one of the following: prior law enforcement experience, career military, or a criminal justice degree and or related field. Sealed bids will be accepted no later than April 3, 2018 at 11:00AM. Bid specification guidelines can be obtained by emailing the Deputy District Manager Rod Colon at rodc@nsidfl.gov



Specification Bid Guide

Security Officer/Guard Services

Bid # 31518-01

INFORMATION SPECIAL CODNITIONS

1.1 PURPOSE

The North Springs Improvement District is seeking a Florida Licensed Security Guard Agency Class B License to perform armed security services at its public facilities. Potential candidates posted by the selected agency must have an active D and G license issued by the Division of Licensing. Posted candidates must also have one of the following: prior law enforcement experience, career military, or a criminal justice degree and or related field. Sealed bids will be accepted no later than April 3, 2018 at 11:00AM. Bid specification guidelines can be obtained by emailing the Deputy District Manager Rod Colon at rodc@nsidfl.gov

1.2 INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this solicitation, contact Rod Colon (Deputy District Manager; NSID) at 954-796-6628 or email at rodc@nsidfl.gov. Such contact should be for clarification purposes only.

1.3 PRICING/DELIVERY

Contractor must quote a firm, fixed annual price for all services stated in the bid.

1.4 METHOD OF AWARD

Award may be in the aggregate, or by line item, or by group, whichever is determined to be in the best interest of the District. Award will be made to the responsive and responsible bidder, quoting the lowest price, for that product/service that will best serve the needs of the North Springs Improvement District. The District also reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The District also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the District.

1.5 APPROVED EQUAL OR ALTERNATIVE PRODUCT PROPOSALS

The selected agency shall supply candidates who have an active D and G license issued by the Division of Licensing. Posted candidates must also have one of the following: prior law enforcement experience, career military, or a criminal justice degree and or related field.

SCOPE OF SERVICES

2.1 GENERAL INFORMATION

The purpose of this solicitation is to contract with a qualified security firm for security officer/guard services for the District's current and future needs for security officer service at the North Springs Improvement District. The District reserves the right to select the level of security officers required; the District wants to have a 1-year contract with the right to extend for an additional 3 terms providing the qualified Security Firm ("Contractor") is capable of meeting the District's security officer needs.

2.2 LOCATION

The District requires a security officer services at the following location:

North Springs Improvement District
9700 NW 52nd Street
Coral Springs, FL 33076

2.3 MINIMUM BID REQUIREMENTS

- a) Must be licensed by the State of Florida to perform as a security services firm as required by Florida Statutes 493.
- b) Firm must have a regular business office located in Tri-County Area (Dade, Broward, or Palm Beach Counties) and a Dispatch facility staffed by full-time employees of the contractor at a location properly zoned for such activity. Third party answering services are not allowed.

c) Possess the ability to provide one (1) Contract Supervisor designated as a district or area manager, responsible for directing and supervising the activities of Class D security guards and other security personnel (when required) utilized in performance of the solicitation requirements.

d) Proof that any individual utilized by the bidder to perform security guard services under this solicitation, possesses the required licensing for their respective classes; Class D (Armed Security Guard/Security Officer) as required by Florida Statutes 493.630.

e) Proof that any security guards utilized by the bidder, to perform security services under this solicitation, have met the minimum one (2) year experience requirement in a security position, experience requirement, as required by Florida Statutes 493, in addition to, completion of the minimum 40 hours of professional training at a school or training facility licensed by the State of Florida.

f) Possess the ability to submit copies of fully executed Florida Department of Law Enforcement (FDLE) Criminal Checks/Background Checks for any class of security guard employees utilized for performance of the solicitation requirements, at no additional costs to the District. District reserves the right to verify the background/history checks submitted.

g) Three (3) similar references for providing security guard services, including but not limited to, the direction and surveillance, and assistance to incoming and departing persons within a public building.

h) Proof that company names on Bid has been in the business of providing security services for a minimum of three (3) years.

i) All security personnel provided under this solicitation shall be fully literate in the English language; shall have previous experience in law enforcement, military or bachelor's degrees in criminal justice, political science or other related fields.

Results and evidence of licensure and certification shall be made available to the District upon request.

Physical and Mental Qualifications:

Security Officer must successfully pass medical examination, conducted at the Contractor's expense prior to duty assignment.

2.4 PRIMARY RESPONSIBILITIES

a) Security Officer duties are aimed at prevention of crime.

b) Protect District's property and staff by maintaining a safe and secure environment.

c) Answer alarms and investigative disturbances.

- d) Monitor and control access and departure at building entrances and vehicle gates of employees, visitors, and other persons to guard against theft and maintain security of premises.
- e) Observe for signs of crime or disorder and investigate.
- f) Monitor alarm systems or video cameras and operate detecting/emergency equipment.
- g) Utilize detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
- h) Warn persons or rule infractions or violations and apprehend or evict violators from premises when necessary.

2.5 SCOPE OF SERVICES REQUIRED SERVICES

The scope of services at this facility will be to provide:

- a) An armed Security Officer will monitor the District's compound from 7 AM until 4 PM, Monday thru Friday and will be responsible for maintaining a security checkpoint at the main entrance gate to the compound. This compound is critical to public safety because it contains a fresh water treatment facility, a gasoline dispensing station, and the administration offices for the North Springs Improvement District. The Security Officer will provide access control on all vehicles and/or persons entering the compound and confirm the individuals are authorized for entry into the facility.
- b) The Security Officer will report to the designated location on time and will remain on duty until the end of the shift and until properly relieved.

2.6 SERVICES AND EQUIPMENT PROVIDED BY CONTRACTOR

- a) Contractor shall provide officer, the security golf cart (including appropriate weather enclosure/protection), uniform for the officer, and communication equipment for the officer, electronic automated device, supervision of the officer, and nine (9) hour per day, five days per week communications access for the District and the officer.
- b) The Security Officer must have communications equipment that will allow him to contact his office, the Public Works Dispatcher or designee, and the Coral Springs Police Department. The Security Officer will carry an operating flashlight with batteries.
- c) Except where the District requires or has requested an armed Security Officer, no other officer providing services shall carry arms, even if properly trained and licensed.

d) Both the Security Officers uniform and golf cart shall be clearly identified with the security firms name to notify the public that the Security Officer is providing a service for the District. The Officer shall wear a nametag and the vehicle shall have the telephone number of the security firm prominently displayed.

e) The Security Officer shall complete a daily report called an "Incident Report". At the completion of the shift the incident report will be provided to the Officer's Supervisor as well as the designated District's staff Dispatcher or designee. Such reports shall have the Security Officer's name and date. The report shall note any contact initiated by the Security Officer against unauthorized parties or involving persons who may be reporting violations or suspicious activities or whose conduct on District property may voluntarily or involuntarily warrant response from the Security Officer. All instances that may be of interest to Supervisor or District personnel should be logged.

f) The incident report shall be completed even when reported activity involves response by Fort Lauderdale Police to further document the circumstances and confirm that a police report is in the process of being made. The Security Officer will contact the appropriate District and Contractor personnel when such events occur or have occurred. The Officer's Supervisor should be contacted in routine or non-emergency cases. The Fort Lauderdale Police Department and the Officer's Supervisor must be immediately contacted in emergencies or when assistance is thought to be needed.

g) The Security Officer will report safety hazards, malfunctioning equipment, trespassing, vandalism, suspicious activity, and other such matters to the District Dispatcher or their designee.

h) A Security Firm Supervisor will be responsible for the supervision of all personnel concerned with the operation of this security officer contract and confirm that the Security Officer is following prescribed procedures. The Security Firm Supervisor will visit the facility at least twice each week to familiarize him/herself with its condition and any accounts of trespassing or vandalism. Such visits are to be entered into the log. The supervisor, or other qualified personnel approved by the District shall take over for the Security Officer during any meal or other breaks when the Officer is not on his/her route and observing the site.

i) The Contractor must install surveillance equipment in the guard houses for the purpose of monitoring their personnel while on duty.

2.7 PENALTY

The District shall assess the Contractor two hundred dollars (\$200) in liquidated damages for each hour, or part thereof, that there is a lack of security coverage at the designated site, by any officer for any reason except "force majeure", and until such time as a qualified pre-approved officer arrives on duty. In addition, the District will not be billed for missed hours. If the security officer were to abandon their post for any reason, that would be grounds for the City to terminate the contract immediately.

2.8 INSURANCE

The Other Party shall procure and maintain the following described insurance, except for coverages specifically waived by the Organization, on policies and with insurers acceptable to the Organization. These insurers shall have A.M. Best (or equivalent) rating of no less than A: VII unless otherwise agreed to by the Organization.

These insurance requirements shall not limit the liability of the Other Party. The Organization does not represent these types or amounts of insurance to be sufficient or adequate to protect the Other Party's interests or liabilities, but are merely minimums.

Except for workers compensation, the Other Party waives its right of recovery against the Organization, to the extent permitted by its insurance policies.

The Other Party's deductibles/self-insured retentions shall be disclosed to the Organization and may be disapproved by the Organization. They shall be reduced or eliminated at the option of the Organization. The Other Party is responsible for the amount of any deductible or self-insured retention.

Insurance required of the Other Party or any other insurance of the Other Party shall be considered primary, and insurance of the Organization, if any, shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Payment on Behalf of Organization, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract or lease.

2.8.1 Additional Insured

Except for workers compensation and professional liability, the Other Party's insurance policies shall be endorsed to name the Organization as an additional insured for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the Other Party's acts or omissions; or the acts or omissions of those acting on the Other Party's behalf; in the performance of the Other Party's ongoing operations for the Organization. The preferred Commercial General Liability coverage endorsement is ISO Form CG 20 10.

2.8.2 Workers Compensation Coverage

The Other Party shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and employer's liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease.

The Other Party shall also purchase any other coverages required by law for the benefit of employees.

2.8.3 General and Excess or Umbrella Liability Coverage

The Other Party shall purchase and maintain coverage on forms no more restrictive than the latest editions of the Commercial General Liability policies of the Insurance Services Office.

Minimum limits of \$2,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the Workers Compensation Coverage section) and the total amount of coverage required.

2.8.4 Commercial General Liability Coverage - Occurrence Form Required

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The Other Party is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the Organization's acceptance of renovation or construction projects.

2.8.5 Business Auto Liability Coverage

Business Auto Liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, nonowned and hired automobiles and employee nonownership use.

2.8.6 Excess or Umbrella Liability Coverage

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it should be at least "following form" and shall not be more restrictive than the underlying insurance policy coverages.

2.9 EVIDENCE/CERTIFICATES OF INSURANCE

Required insurance shall be documented in Certificates of Insurance, including indication that the policy(s) is endorsed to provide the Organization at least 30 days in advance notice of cancellation, nonrenewal or adverse change.

New Certificates of Insurance are to be provided to the Organization at least 15 days prior to coverage renewals.

If requested by the Organization, the Other Party shall furnish complete copies of the Other Party's insurance policies, forms and endorsements.

For Commercial General Liability coverage the Other Party shall, at the option of the Organization, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the Organization, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Other Party's obligation to fulfill the insurance requirements herein.

3.0 QUOTE SUBMITTALS

Sealed bids will be accepted on April 3, 2018 by 11:00AM. Bid specification guidelines can be obtained by emailing the Deputy District Manager Rod Colon at rodc@nsidfl.gov

4.0 QUALIFICATIONS/INSPECTION

Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The District reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Director of Operations reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.

5.0 RESERVATIONS FOR AWARD AND REJECTION OF BIDS

The District reserves the right to reject any or all quotes, with or without cause, to waive technical errors and informalities, and to accept the quote which in its judgment, best serves the District, which is not necessarily the lowest quote, but rather the overall price & reputation of the General Contractor. The District also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the District. The District reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered the best serve the District's interest.



Security Officer/Guard Services

Bid # 31518-01

QUOTE SUBMITTAL FORM

DEADLINE APRIL 3, 2018 AT 11:00AM

Name of Company: _____

Address: _____

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<p>NARRATIVE: _____ Dollars & _____ CENTS.</p>												

Fill in appropriate currency numbers for your quote to NSID. This quote submission does not guarantee that your company will receive any work. NSID has made no promises to you in any way regarding this project. The District reserves the right to reject any or all quotes, with or without cause, to waive technical errors and informalities, and to accept the quote which in its judgment, best serves the District, which is not necessarily the lowest quote, but rather the overall price & reputation of the General Contractor.