

**WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION
REQUEST FOR PROPOSALS
SECURITY GUARD SERVICES FOR THE ERMA BYRD CENTER
RFP #18013**

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Questions will be received until August 7, 2017

Proposals will be received until August 16, 2017

REQUEST FOR PROPOSALS
SECURITY GUARD SERVICES FOR THE ERMA BYRD CENTER
RFP #18013

Section 1: General Information

1.1 Purpose: The West Virginia Higher Education Policy Commission (Commission) is seeking proposals from qualified security companies for both licensed, armed and unarmed, uniformed security guards to provide security services for the Erma Byrd Higher Education Center and Allied Health Wing buildings (Center) located at 300 University Avenue, Beaver, West Virginia 25318.

1.2 Schedule of Events:

Release of RFP: July 24, 2017
Question Deadline: August 7, 2017 by 5:00 PM, EST
Addendum/Response to Questions: August 9, 2017
Proposal Due Date: August 16, 2017 by 3:00 PM, EST
Target Award Date: September 5, 2017

1.3 Bidder's Point of Contact: The sole point of contact for questions, clarification and inquiries concerning this Request for Proposal (RFP) is:

Mary Blashford
Director of Procurement
WV Higher Education Policy Commission
1018 Kanawha Blvd., E, Suite 700
Charleston, WV 25301
Phone: 304-558-0281 Ext. 241
E-mail: mary.blashford@wvhepc.edu

1.4 Posting of Information: This RFP and any addenda, including answers to questions, will be posted on the webpage address listed below. It is the vendor's responsibility to check this webpage for current information regarding this RFP.

<http://www.wvhepc.edu/resources/purchasing-and-finance/>

1.5 Questions and Answers: Questions concerning this RFP will be received in writing (via e-mail is acceptable) by the point of contact until the deadline identified in Section 1.2. When submitting questions by e-mail, please reference RFP 18013 in the subject line. Questions, if any, will be answered by addendum and posted to the webpage identified in Section 1.4 above.

1.6 Proposal Submission: Deliver an original and two (2) copies of the proposal on or before the date required in Section 1.2. In addition, an electronic copy of the proposal should be submitted; the preferred method for submission of the electronic copy is by flash/thumb drive. The outside of the envelope should be clearly marked with the RFP number, the bid opening date/time and the Director of Procurement's name.

Proposals received after the due time and date will not be considered. It is the bidder's sole responsibility to ensure timely delivery of the proposal.

1.7 Interviews: Discussions and/or interviews may be held with the bidders under final consideration prior to making a selection for award; however, the RFP may be awarded without such discussions or interviews.

1.8 Oral Statements and Commitments: Any oral representations made or assumed to be made during discussions held between the bidder's representatives and the Commission personnel are not binding. Only the information issued in writing and added to the RFP by an official written addendum is binding.

1.9 Rejection of Proposals: The Director of Purchasing reserves the right to accept or reject any or all proposals, in part or in whole, at her discretion. The Director reserves the right to withdraw this RFP at any time for any reason. Submission of, or receipt by, the Director confers no rights upon the bidder nor obligates the Commission in any manner.

1.10 A proposal will not be considered for award if the price in the proposal was not arrived at independently, without collusion, consultation, communication or agreement as to any matter relating to such prices with any other offer or with any competitor. The price quoted in the bidder's proposal will not be subject to any increase and will be considered firm for the life of the contract unless specific provisions have been provided for adjustment in the original contract.

1.11 The Commission will not be held liable for any expenses incurred by any bidder responding to this RFP including expenses to prepare or deliver the proposal or attend any oral presentation.

Section 2: Eligibility Requirements

2.1 Vendor Registration – WV Code § 5A-3-12. The West Virginia Code requires that all vendors be registered with the WV Department of Administration, Purchasing Division, prior to receiving a purchase order for competitive products and/or services exceeding \$25,000. See Exhibit A.

2.2 Resident Vendor Preference – WV Code §5A-3-37. West Virginia vendors may claim an in-state resident vendor preference in accordance with the WV Code on purchases of commodities or printing that are competitively offered. Claims for the resident vendor preference must be made in writing by the vendor and must be submitted with the vendor's offer. See Exhibit B.

2.3 Debarment – WV Code §5A-3-33 through §5A-3-33F. Vendors that have been debarred by the federal government are not eligible to offer on or receive contracts to supply goods or services to the state and its subdivision for a specified period of time.

2.4 West Virginia Secretary of State. The vendor must be in compliance with the Secretary of State and should provide a copy of their business license with the proposal. For more information, contact the WV Secretary of State.

2.5 Taxpayer Identification Information. The Internal Revenue Service (IRS) requires the Commission to request a taxpayer identification number (TIN) for tax reporting purposes. IRS Form W9 is used to obtain this information. See Exhibit C.

2.6 Purchasing Affidavit – WV State Code §5A-3-10a. WV State Code requires all vendors to submit an affidavit regarding any debt owed to the State. The Affidavit (Exhibit D) should be completed, signed and returned with the bidder's proposal.

2.7 Disclosure of Interested Parties to Contracts. The WV Ethics Commission requires any business entity who will enter into a contract with an estimated value of \$100,000 or greater to complete a Disclosure of Interested Parties to Contracts form. The Disclosure Form should be completed and returned with the bidder's proposal. See Exhibit E.

Section 3: Project and Services Requested

3.1 Project Background: The Commission is in charge of the financial and facility operations for the Erma Byrd Higher Education Center and Allied Health Wing (Center) located in Beaver, West Virginia. The Center currently provides classroom and office space for three higher education institutions (Bluefield State College, Concord University, and Marshall University). The Center educates approximately 580 students combined. The Center has a two-story building, with an area of approximately 29,000 square feet and includes 14 classrooms, 12 offices, 2 conference rooms, 1 auditorium, 1 library, 1 computer lab, 1 nursing lab, 4 bathrooms, 2 kitchen/common areas, 2 utility areas, and 3 storage areas. In addition, the Allied Health Wing portion is a one-story building with an area of approximately 10,181 square feet. It includes 1 nursing observation room, 1 conference room, 1 nursing lab storage, 1 lecture hall, 2 computer classrooms/labs, 1 faculty work area, 2 bathrooms, 1 biology lab, 1 medical assisting office/observation room, 1 simulation room, 1 custodial closet and 6 laboratories.

Note: If a bidder desires to tour the Center prior to bid submission, contact Mary Blashford prior to the date and time questions are due as identified in Section 1.2 Schedule of Events.

The Commission is interested in obtaining qualified security guards to maintain a safe and secure environment for the students and employees who are on the campus and in the building on a daily basis. The Commission seeks qualified security companies for licensed, armed and unarmed, uniformed security guards. The bidder should be staffed with qualified, certified and licensed professional security guards to provide the needed security services for the Center's buildings and campus grounds.

The term of the contract is for a five-year period commencing with the issuance of a Purchase Order. The Commission shall have the option to renew the contract for an additional three-year period upon mutual agreement of both parties.

3.2 Services Requested: The bidder will furnish all labor, supervision, uniforms, photo IDs, certifications, equipment, materials and supplies required to provide security surveillance and

protection for the entire facility, building equipment and campus grounds; and to provide protection against vandalism, damage, disruptive activities and loss from theft on campus.

3.3 Background Check: All potential security guards proposed for service under this contract must have a complete background check performed by the vendor at the vendor's cost. The background check will include, but is not limited to:

- A credit check
- Confirmation of previous employment
- Verification of references
- Criminal record check at the State and Federal level
- Driver's license verification and background information
- Finger print validation by the WV State Police

3.3.1 All security guards submitted by the vendor for service under this contract must have no record of convictions for criminal offenses either State or Federal.

3.3.2 All security guards' credit reports must be acceptable to the Center.

3.3.3 A copy of the finger print validation report must be submitted to the Center when the guard is assigned.

3.3.4 Results of background checks must be presented to the Center prior to the assigning any security guard to perform under this contract. In lieu of the actual results, the Center may accept a certified report created by the vendor. The report must be signed, dated and notarized. The report must acknowledge that the background check was conducted in accordance with the stipulations of this contract and that no information was discovered during the check that would be harmful to the Center.

3.4 Requirements for security guards and assigned personnel:

3.4.1 The security guard must be an employee of the service provider.

3.4.2 The security guard must be properly licensed by the State of West Virginia.

3.4.3 All assigned personnel will be able to speak, read, write and comprehend the English language.

3.4.4 On-duty supervisors and security guards should maintain a neat, clean personal appearance.

3.4.5 On-duty supervisors and security guards will wear a clean, professional matching uniform.

3.4.6 All personnel must have a photo ID visibly worn while on duty. The ID should allow access to facilities and secured areas.

- 3.4.7 All assigned personnel must not be impaired or incapacitated from alcohol or drugs.
- 3.4.8 All assigned personnel must not be involved in the unlawful manufacture, distribution or possession of alcohol or drugs; or engaged in any other illegal activity.
- 3.4.9 Security services must be available 24 hours a day, 7 days a week, 365 days a year including holidays and building closures.
- 3.4.10 Security guards should greet visitors in a courteous, service-minded and professional manner.
- 3.4.11 Security guards should provide assistance as needed to escort in or out of the facility or spaces within the facility.
- 3.4.12 Security guards must be capable of intensive and prolonged physical activity in both emergency and non-emergency situations that include but are not limited to running, standing, bending, sitting, climbing, lifting and withstanding exposure during extreme weather conditions.
- 3.4.13 Security guards are required to enforce the building security guidelines appropriately and accurately.
- 3.4.14 Security guards are to prevent unauthorized building use, grounds use, or space use (loitering).
- 3.4.15 Security guards are to prevent property loss through theft, vandalism and fire.
- 3.4.16 Security guards are to protect the safety of students, employees and visitors.
- 3.4.17 Routine interior and exterior foot patrols are to be conducted.
- 3.4.18 Building and grounds must be monitored both with security video cameras and foot patrol.
- 3.4.19 Security personnel should be able to answer the Security/Information Desk telephone, and perform basic computer skills using Word, Excel and Outlook.
- 3.4.20 Security guards must be able to complete Center incident, witness, and vehicle accident reports in their entirety using legible writing per Jean Clery Act (Violence Against Women Act) reporting purposes for higher education institutions.
- 3.4.21 Security guards must enforce the Center smoking policy.
- 3.4.22 All armed security guards are to be properly trained in the use of a service revolver.

3.5 Reporting and Documentation of Incidents

3.5.1 The vendor should provide both a written and oral report of any incident that occurs. Reports for incidents should be filed by the close of the shift period. An incident is defined as, but not limited to, the following:

- An apparent or suspected criminal attack against the Center or its employees.
- An apparent trespass onto the Center's property.
- A verbal or physical confrontation that occurs on the Center's property.
- Any fire or unsafe condition found to be existing on the Center's property and the steps taken to eliminate or improve such conditions.

Section 4 Bidder Response and Evaluation Criteria

4.1 Economy of Preparation: Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

The proposal will be evaluated on a 100 point scale with points assigned as outlined below.

4.1.1 Qualifications and Experience – 20 points

- Describe your qualifications and experience in providing past and present security services. Include any experience with higher education institutions.
- Provide five (5) references. Bidder should include contact name, name of business, address, business telephone number and email address.
- Provide a description of all certification and quality performance documentation. Samples of standard certifications should be submitted, if available.
- Provide a list of management and staff personnel to be used for this contract. Resumes for key management personnel should be included.

4.1.2 Company Background and Information – 20 points

- Provide organization data, including size and structure of your company/firm, locations of any branch offices.
- Provide detail on your internal security policy and procedures documenting any industry standards that you have adopted or follow.

4.1.3 Services – 30 points

- Provide a description of how you plan to cover the required hours and back-up plan for staffing in case of emergency, illness or vacations of assigned security guards.
- Provide a statement verifying that the proposed security personnel have the ability to perform the list of objectives outlined in Section 3.4 above.
- Provide a list of service equipment to be used by the security guards in the performance of work included in the RFP.

- Describe your communication plan that will allow for an effective partnership with the Commission and the Center, including the reporting structure of personnel contact information at each level. Also, a plan for reporting changes in staff should be submitted.
- Describe your procedures for supervision and accountability of security guards performing their assigned duties.

4.1.4 Price – 30 points

- In a separately sealed envelope, provide an average monthly sum and lump sum price per year for security services for the Center campus as described in this proposal.
- Provide the hourly wages of personnel by work classification.
- Provide the price for providing extra services such as overtime for emergencies.

4.2 Proposal Format

4.2.1 A Title Page (Exhibit - F) should be provided. The Title Page includes the RFP Number, the Bidder's business name, business address and telephone number, a contact name and e-mail address and includes a signature line and date for the individual authorized to obligate the business. Note: The Title Page is the preferred method of providing the bidder's information. If the bidder does not utilize the Title Page, the bid must provide a cover letter with, at a minimum, the signature of an individual authorized to obligate the company and a date.

4.2.2 Section 1 – Qualifications and Experience. The bidder should include a description of the information requested in Section 3.1.1 above.

4.2.3 Section 2 – Company Background and Information. The bidder should include a description of the information requested in Section 3.1.2 above.

4.2.4 Section 3 – Services. The bidder should include a description of the information requested in Section 3.1.3 above.

4.2.5 Section 4 – Cost. All cost information should be placed in a sealed envelope and included as Section 4 of the proposal. The bidder should include the information requested in Section 3.1.4 above.

Section 5: Other Information

5.1 The bidder may include terms and conditions it wishes to offer for consideration in its proposal. If terms and conditions are offered, the Commission will require the successful vendor to sign the WV-96 Agreement Addendum form as prepared by the WV State Attorney General's Office. See Exhibit G.

5.2 By signing the proposal, the bidder affirms that it and its' officers, members and employees have no actual or potential conflict of interest, beyond the conflicts disclosed in its' proposal and will not acquire any interest, direct or indirect, that would conflict or compromise

in any manner or degree with the performance of its services under this contract. If any potential conflict is later discovered or if one arises, the vendor must disclose it to the Commission promptly.

5.3 All documents submitted in response to the RFP and any documents created as a result of this RFP are considered public record. All bids, proposals or offers submitted shall become public information and will be available for inspection during normal business hours at the Commission.

The only exception for public record is disclosure information listed in WV Code § 29B-1-4. Primarily, only trade secrets are considered exempt from public disclosure.

Section 6: General Terms and Conditions

6.1 Contract: The RFP and the bidder's response will be incorporated into the contract by reference. The order of precedence is the contract, the RFP and any addendum and the bidder's proposal in the response to the RFP.

6.2 Contract Term: This contract will be effective upon award and shall extend for a period of five (5) years. By mutual consent of the vendor and the Commission, the contract may be renewed for an additional three (3) years.

6.3 Invoices: The vendor shall submit monthly invoices, in arrears, to the Center at the address listed above in Section 1.1. State law prohibits payment of invoices prior to receipt of services. State law does not provide for interest payments on late payments. Invoices properly prepared and submitted in accordance with the terms and conditions of the contract are usually paid within thirty (30) days.

6.4 Preferred Method of Payment: The Commission prefers to pay invoices via credit card. The Commission and Center utilize a P-card which is state issued. If the vendor does not accept credit card payment, it should be noted in the bid response.

6.5 Contract Changes: Any changes to the original contract will be made via a Change Order issued by the Commission. No change is official until a signed Change Order is produced.

6.6 Contract Termination for Unavailability of Funds. If funds are not appropriated or allocated for the services provided under this contract, the Commission may terminate the contract at the end of the affected current fiscal period without charge or penalty. The Commission shall give the vendor written notice of such non-appropriation or non-allocation of funds as soon as possible after the Commission receives notice.

6.7 Contract Termination for Failure to Perform: The Commission may terminate the contract resulting from this RFP immediately at any time the vendor fails to meet the terms of the contract.

6.8 Governing Law: This contract shall be governed by the laws of the State of West Virginia.