



**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF NEVADA**

**REQUEST FOR PROPOSALS
(Non-IT Services)**

RFP NUMBER SP-2018-0049

STATIONARY ARMED GUARD SERVICES

A. BACKGROUND / PURPOSE

The Superior Court of California, County of Nevada (“Court”) is requesting proposals from well-qualified Proposers to provide stationary armed guard services. Interested and qualified Proposers who can demonstrate their ability to successfully provide the services described in this Request for Proposal (“RFP”) are invited to submit a proposal.

This is a fully electronic RFP process. All proposals must be submitted electronically on the Court’s Online Procurement Website at www.BidSync.com (“BidSync”). See the attached *Court Online Procurement Procedures* document for further information.

B. DESCRIPTION OF GOODS AND/OR SERVICES NEEDED

The Court seeks stationary armed guard services meeting the requirements set forth in the Statement of Work.

C. RFP TIME-LINE

The Court has developed the following list of key events related to this RFP. The listed dates are not binding upon the Court and subject to change at the discretion of the Court. Changes to the listed dates will be posted on BidSync or on the Court’s website.

EVENT	DATE
RFP Issued	10/17/18
Deadline for Submission of Questions	See BidSync for exact date
Proposal Due Date (Late proposals will not be accepted by the Court)	See BidSync for exact date
Proposal Evaluations Process	Month of November, 2018 (estimated)
Notice of Intent to Award	Month of November, 2018 (estimated)
Project Target Start Date	Month of December, 2018 (estimated)

D. RFP PACKET ATTACHMENTS

1. **Statement of Work**

Describes in detail the specific services for which proposals are being solicited. Once a contractor has been selected, the Statement of Work will become part of the final Agreement.

2. **Cost Proposal**

Proposer must complete and submit the Cost Proposal form where indicated on BidSync.

3. **Court Online Procurement Procedures**

These rules and procedures govern this solicitation and should be read carefully by Proposer.

4. **Terms and Conditions**

Proposers are encouraged to review carefully the *Model Agreement*. Please note that the language may be subject to change. Proposers are not required to sign the *Model Agreement* at this time. The contractor selected to provide services as a result of this RFP process will be required to sign the final version of the *Model Agreement* upon completion of the negotiation process.

5. **Required Forms**

All forms posted on BidSync must be completed and submitted electronically on BidSync. The completed forms will become part of Proposer's proposal.

6. **Incorporated Documents**

The following documents are incorporated in this RFP Packet by reference only and are available on the internet:

DVBE Rules and Procedures:

<http://www.lacourt.org/SPS/UI/ViewDoc.aspx?sid=6&did=641>

E. MINIMUM REQUIREMENTS

Proposer must meet the minimum requirements listed below. Failure to comply with any one of the minimum requirements may be cause for disqualifying a proposal from further consideration. The Court may, in its discretion, waive minor deviations or defects. Only those proposals that are deemed as meeting the minimum requirements may be considered for a full evaluation and a possible contract award.

1. **Proposal Submission Deadline.** The proposal must be submitted on BidSync on or before the Proposal Due Date. The Court will not accept proposals submitted by email, unless otherwise specified.
2. **Experience and Capability.** Proposer must have at least five (5) consecutive years documented experience in providing services similar to the ones being solicited, as described in this RFP. Such experience shall be documented by completing the *Vendor Information Questionnaire* on BidSync.
3. **Insurance.**

The selected contractor must procure and maintain the insurance coverages as indicated below. The Court *Standard Business Terms and Conditions 1.0* describes the Court's specific insurance requirements.

 - Standard Business Terms and Conditions 1.0, Section 19.1 Insurance Requirements – General Coverage; or*
 - Standard Business Terms and Conditions 1.0, Section 19.2 Insurance Requirements – Specific Coverages*
 - Workers Compensation/Employer's Liability
 - Comprehensive General Liability
 - Business Automobile Liability
 - Professional Liability
 - Sexual Misconduct
 - Commercial Crime
4. **Business License and Certifications.** Upon request of the Court, Proposer must submit copies of any current business licenses, professional licenses, certificates or other credentials required by the nature of the contract work to be performed by Proposer.
5. **Special Provisions for Security Guards.** Prior to a guard's initial assignment to the post, the selected Contractor must provide the mandatory certifications and training required by the California Department of Consumer Affairs, Bureau of Security and Investigative Services, including a valid and current California State Security Guard Registration Card and a California State Firearms Permit.
6. **Required Forms.** Proposer must complete and submit all Required Forms as directed.

F. TECHNICAL PROPOSAL

In preparing its proposal, Proposer should do so in its own words and take care not to simply copy the language in the RFP. Specific information is requested from all Proposers to ensure that the proposals can be fairly compared in a standard manner. Only that information which is

contained in the proposal will be evaluated. Incomplete or inaccurate information may result in disqualification of the proposal.

1. **Executive Summary.** Provide an Executive Summary of your proposal. The Executive Summary should be a high-level, general overview of how Proposer intends to accomplish the requirements of this RFP. The Executive Summary should demonstrate the Proposer's understanding of the requirements. The Executive Summary must also address how Proposer meets the minimum requirements.
2. **Work Plan for Providing the Requested Services.** Provide a detailed Work Plan, which must include a proposed method for completing the work set forth in the Statement of Work as well as the following:
 - a. Base of operations (local office/town) and proximity (in miles) to courthouse.
 - b. Total number of armed guards and supervisors in the local office/area.
 - c. Anticipated time needed to provide a backup guard in an emergency (i.e. assigned guard must leave post immediately due to sudden onset illness, accident, etc.).
 - d. Vendor's "call in" policy for sick days (# hours prior to start of shift)
 - At what time does vendor call out/confirm a backup guard has been assigned to cover and/or dispatched to the post and...
 - At what time will the court be notified a backup guard is being assigned when someone calls in sick?
 - e. Vendor's "vacation" policy for scheduled long term absences (vacations) or partial days off (e.g. training, doctor appointments.)
 - At what time does vendor confirm a backup guard has been assigned to cover and...
 - At what time will the court be notified a backup guard is being assigned when someone has a scheduled absence?
 - f. Number of staff that will be crossed trained and available to be assigned/dispatched as a backup (will the backups have backups?).
3. **Staff Qualifications.** For each key staff member provide a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
4. **Business License, Certifications and Training.** Proposer must submit a copy of all business or professional licenses or certificates required by the nature of the services to be performed and held by Proposer (i.e. California State Board of Equalization Seller's

Permit and Business License). **Proposer must submit a copy of its valid California Private Patrol Operator (PPO) license.**

The Contractor shall provide mandatory certification and training required by the Department of Consumer Affairs prior to the guard's initial assignment including a valid and current California State Security Guard Registration Card and California State Firearms Permit.

Contractor shall describe their on-going in-service training for the Security Guards assigned to court security duty; including the minimum number of hours of annual training.

5. **Staff Quality Assurance.** Contractor shall describe any internal programs they have or measures Contractor takes on an on-going basis that: a) maintain low turnover rates; b) ascertain the quality of service being provided; c) provide formal recognition and/or rewards for exemplary service, and d) ensures guards are competitively compensated. Technical proposals must provide a response for each of these items a, b, c, and d or otherwise state "no applicable programs or measures".
6. **Required Forms.** Proposer shall complete and submit all Required Forms posted on BidSync where indicated on BidSync.

G. COST PROPOSAL

1. Proposer must complete the Cost Proposal form and upload the form where indicated on BidSync.
2. The Cost Proposal shall include Proposer's pricing for the services described in the Statement of Work.
3. In calculating pricing to be offered, Proposers are cautioned to include all costs associated with providing this service.

H. EVALUATION OF PROPOSALS

1. The Court shall evaluate the proposals using the criteria set forth in the table below. An award, if any, will ultimately be made to the highest scoring proposal.
2. If a contract will be awarded, an Intent to Award Notification will be posted on the Court's website at

<http://nccourt.net>

EVALUATION CRITERIA	PERCENT WEIGHTED
Experience on Similar Assignments	10%
Client References	10%
Technical Proposal	40%
Cost	40%

I. ADDITIONAL PROVISIONS

1. Disabled Veteran Business Enterprise (“DVBE”) Preference.

- a. The Court has established rules and procedures for its DVBE program. Qualified Proposers wishing to claim the DVBE incentive should refer to the *DVBE Rules and Procedures* for further information. The Court’s *DVBE Rules and Procedures* can be located at the following website:

<http://www.lacourt.org/SPS/UI/ViewDoc.aspx?sid=6&did=641>

- b. A Proposer will receive the DVBE incentive if, in the Court’s sole discretion, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, the final score of its proposal will be increased (for evaluation purposes only) by an amount equal to 3% of the highest scoring proposal.

ATTACHMENT A – STATEMENT OF WORK (SOW)

1.0 BACKGROUND INFORMATION

The Superior Court of California, County of Nevada (“Court”) is requesting proposals from highly qualified independent contractors with expertise in providing armed stationary security and weapons screening services at the Nevada City Courthouse located in Nevada City, CA.

2.0 DESCRIPTION OF SERVICES, QUALIFICATIONS AND DELIVERABLES

The Court seeks the services of a person or entity with expertise in armed security to conduct weapon screening, monitor electronic security equipment and perform stationary security under the direction of the Director of Security or designee at the following location.

- **Nevada City Courthouse, 201 Church St, Nevada City CA 95959,**
8:00 a.m. - 5:00 p.m., Monday through Friday (8 hrs day, 40 hrs per week)

The Court provides a one hour unpaid meal break each day.

The Court observes 13 Holidays during which the Courthouse is closed. The Court does not pay security staff for days/hours when the Courthouse is closed for any reason.

One security screening station (armed) equipped with X-ray machine, Walk-Thru magnetometer/metal detector, hand held wand metal detector. In addition, the station has a camera display console for monitoring/reporting security violations and events.

2.1 General Duties

The Contractor shall at all times follow the directives and policies established by the Superior Court. Duties include, but are not limited to:

- Operate the court’s stationary and hand-held magnetometers and x-ray equipment to screen court visitors for weapons and other contraband.
- Search purses, handbags, backpacks, brief cases, containers, etc.
- Monitor the security camera system and report any security violations, disruptions and other dangerous situations to deputy sheriffs and Director of Security.
- Provide general information to the public.
- Provide building opening and closing security checks of public areas.
- Complete daily logs of x-ray equipment inspection and utilization.
- Alert deputy sheriffs and the Director of Security of breaches of security and incidents needing law enforcement intervention.
- Ensure proper screening for all ADA and disabled visitors with physical disabilities and their assistive supports and devices (i.e. wheelchairs, walkers, canes).

2.2 Equipment

The Contractor shall provide appropriate uniforms to security guards in accordance with dress standards approved by the Court. Uniforms shall bear a patch identifying the contractor. Security guards shall wear a nametag or picture identification card provided by the contractor at the contractor’s expense.

ATTACHMENT B – COST PROPOSAL

(See BidSync for MS Word version to **complete and submit this cost proposal separately**)

Stationary Armed Guard Services

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Please provide your total hourly rates. The quoted costs and rates shall include all taxes and shall be fixed for the entire duration of the initial term of the agreement, unless a change in governmental regulations, such as a change in the prevailing wage, necessitates a revision to the costs or rates.

Itemized Personnel Costs:

Item	Position	Rate Description	Total Hourly Rate
1	1 - Stationary Armed Guard @ Nevada City Courthouse	Hourly	\$
		Overtime @ 1.5	
		Overtime @ 2.0	

****All Administrative costs and overhead should be built into the hourly rates represented.***