

**CITY OF WEST HAVEN
REQUEST FOR PROPOSALS**

RFP# 2023-26 Board Of Education - Security Services

The City of West Haven, here after referred to as, "the City" is seeking a qualified, licensed security company to provide security services in the form of guards for (6) six elementary schools, (1) one intermediate school, (1) one middle school, (1) one high school and after-school special events.

- **A MANDATORY walk through will be held on Thursday, June 22, 2023 at 9:00 am**, beginning at West Haven High School, 1 McDonough Plz, West Haven, CT 06516 and will continue to each of the schools involved.
- **Please read the full RFP on our city website: www.cityofwesthaven.com. Responses to this RFP should be submitted to the City of West Haven, Purchasing Dept., 355 Main Street, 3rd Fl. West Haven, CT 06516. Responses are due not later than Thursday, July 6, 2023 at 3:00pm. Respondents are required to submit (4) four copies & (1) one electronic copy of their proposal. Proposals and copies shall be securely bound together in a single package & clearly marked RFP# 2023-26 Board of Education – Security Services.**

Any oral, telephonic, emailed, or faxed responses **will be rejected**. Any corrections, deletions, or additions to any response, **will be rejected**. Responses received after the above scheduled due date and time, **will be rejected**. Additionally, the City reserves the right to reject any or all responses and to waive any or all formalities in connection with this request. The City also reserves the right to reject any or all proposals, if it deems such to be in the best interest of the City of West Haven.

Questions regarding this RFP will be accepted until Thursday, June 29, 2023 at 3:00pm. Please email questions to Tammy O'Connell, Procurement Specialist, at toconnell@westhaven-ct.gov

Tammy O'Connell
Procurement Specialist

West Haven Board of Education
Request for Proposal for Security Guard Services

June 2, 2023

The West Haven Board of Education, through the City of West Haven Purchasing Department, is seeking a qualified, licensed security company to provide security services in the form of guards for (6) elementary schools, (1) intermediate school, (1) middle school, (1) high school, and after-school special events.

Mandatory Walk-Through Thursday, June 22, 2023, 9:00 am

RFI Period Ends June 29, 2023, at 3:00 pm

Written Proposals Due July 6, 2023, by 3:00 pm

There is a mandatory walk-through scheduled for 9:00 am on Thursday, June 22, 2023, that will begin at the West Haven High School and continue to each of the six elementary schools, one intermediate school, and one middle school.

- West Haven High School - 1 McDonough Plz
- Bailey Middle School - 106 Morgan Lane
- Carrigan Intermediate - 2 Tetlow Street
- Hailey Elementary - 146 South Street
- Mackrille Elementary - 806 Jones Hill Road
- Pagels Elementary - 26 Benham Road
- Molloy Elementary - 225 Meloy Road
- Savin Rock Elementary - 50 Park Street
- Forest Elementary - 95 Burwell Road

Requests for Information (RFI) should be emailed to Tammy O'Connell, Procurement Specialist, **before 3:00 pm on June 29, 2023** at toconnell@westhaven-ct.gov.

Interested firms shall respond to this "RFP" by providing the firm's history and experience, (3) three client references and the resume of the individual who will be managing the account.

West Haven Board of Education
Request for Proposal for Security Guard Services

June 2, 2023

To be considered, (4) four hard copies and (1) one electronic copy of the price proposal must be submitted to the City of West Haven, Purchasing Department, Third Floor, City Hall, 355 Main Street, West Haven, CT 06516, by 3:00 pm on July 6, 2023.

The copies shall be securely bound together in a single package, and clearly marked RFP# 2023-26 Board of Education – Security Services.

There is no expressed or implied obligation for the City of West Haven to reimburse responding firms for any expense incurred in the preparation of submittals in response to this request. The City reserves the right to amend and/or cancel this request at any time prior to the submittal deadline set forth herein.

During the evaluation process, the City reserves the right, where it may serve the City's interest, to request additional information and/or clarifications from Respondents. At the discretion of the City, some or all of the Respondents may be requested, and required for continued consideration, to appear for an oral interview/presentation at a date, time, and location designated by the City as part of the evaluation process. The City reserves the right to award the most qualified bidder.

The City reserves the right to retain all materials submitted. Submission of a quote indicates acceptance by the Respondent of the terms and conditions contained in this Request for Proposal, unless clearly and specifically noted in the submittal package.

Introduction

The West Haven Board of Education is seeking proposals from a qualified security services provider for West Haven Board of Education locations. This document is a Request for Proposal (RFP) for the services described below and does not obligate the West Haven Board of Education to accept responses from eligible security companies. The RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the security company's bid response.

The following specific criteria will be evaluated and must be addressed in the proposal:

1. Company History and Organization

Provide a brief company history, mission statement and organizational summary. Explain ownership (private or public) and include brief biographical information regarding the personnel who would be directly responsible for the management and local supervision of this project.

2. Management Approach

Describe in detail how your firm will be organized to manage this project. Indicate, by position or title, the person who will have the overall responsibility for the West Haven Board of Education account. Indicate the support staff available to this project manager by function. Bidder must supply an Organization Chart depicting the structure of the local servicing officer and regional support.

3. Personnel Selection Process

Describe how recruitment and selection of security officers is accomplished. All personnel and supervision provided under the RFP must be thoroughly trained, experienced and qualified to perform the work to which they are assigned. Bidder shall have a documented employment process which shall include application, interview, drug testing and background check phases. A written description of the Bidder's employment process and qualifications is to be included in the response. Personnel must hold a valid security guard certification and must successfully complete all necessary background checks.

4. Development and Retention of Personnel

Describe your company's succession planning and development of officers, supervisors and managers. Describe methods and initiatives designed to promote employee retention.

5. Total Quality Management Program

Outline administrative controls, plans and processes to monitor and assure contract compliance of security services. Include methods of quality control, contract administration, audits, management inspection programs, conduct and job performance standards, corrective action planning and follow-up reporting.

6. Cost Proposal and Invoicing

Provide billing rates for each of the following:

- Standard daytime hours
- Overtime hours
- Weekend hours
- Holiday hours

7. Training Programs

Describe in detail the training programs in place to support this project. Include the following:

- Pre-Assignment Training
- Job and Task Specific Training (OJT)
- Formal Continuous Training
- Annual Retraining and Recertification
- Supervisory Development Training (Describe the program that your company utilizes that leads to a professional credential for supervisors).
- Security Guard Certification

8. Computer Management System

Describe productivity and technology applications utilized to enhance and improve business processes, integration of scheduling, payroll, and billing systems or other benefits of computerization. Summarize how such systems will benefit the West Haven Board of Education.

9. Value Added Features

Request for Proposal for Security Guard Services

Indicate features or programs not covered elsewhere in the response, which are offered to enhance your firm's ability to effectively manage this project.

10. Insurance

The successful bidder shall carry and maintain, with respect to any work or service to be performed at West Haven Board of Education facilities, insurance written by a responsible insurance company.

11. Benefits Program

Describe in detail all benefits offered to employees. Include health care insurance, life insurance, holiday pay, vacations and any other benefits offered.

12. Employee Recognition Programs

Outline any specific incentive and recognition programs made available to employees and explain how these programs are managed and if charges to the West Haven Board of Education will be incurred as a result of the security company implementing these programs.

13. Transition Plan

Submit a projected Transition Plan for implementation if awarded the contract to include tasks and time frames. Include a list of all individuals assigned to your transition team with current contact information, telephone numbers, and email addresses.

14. References

Provide at least (3) three client references whose facilities are comparable in size, profile and security service hours, to the West Haven Board of Education. Include each reference's name, address, contact person, and contact number.

Submission of Proposals

All written proposals are due on **July 6, 2023, by 3:00 pm.**

Contract Term

The term of this contract will be for (3) three years, beginning August 1, 2023. Either party may terminate the contract with (60) sixty days' notice.

Scope of Services

- Security company shall provide unarmed, uniformed security services in and around West Haven Board of Education properties during the hours indicated on the final contract.
- Security company shall provide a handbook with the rules and policies that govern the security guards.
- Security company shall provide a written description of how security guards communicate with each other, as well as with the administration.
- Security company shall provide monthly reports, detailing the guards responses to various situations.
- A monthly meeting shall be held between the West Haven Board of Education and the security company's administration to review and discuss monthly reports.
- Security company shall propose a plan to properly implement the use of metal detectors at (3) three of the schools.
- Security company shall develop a policy for providing security guards for after-school events.
- Contract security personnel will provide a variety of services, implementing West Haven Board of Education's security objectives according to policies and procedures, which may include but are not limited to the following general tasks:
 - Entry and egress access control.
 - Patrols of interior and exterior building areas.
 - Visitor and building employee identification verification.
 - Incident and daily operating reports.
 - Monitoring and responding to base building intrusion detection systems, alarms, and fire detection equipment.
 - Responding as necessary to support other life safety duties as identified in post orders and standard operating procedures.
 - Random, unannounced inspections by security company management.

1. INSURANCE REQUIREMENTS

Prior to the commencement of the work, and as a condition of site access, the Respondent (referred to hereinafter as the “Contractor”) shall deliver to the City of West Haven (referred to hereinafter as the “Owner”) a valid and currently dated Certificate of Insurance (COI).

The insurance coverage carried by the Contractor must be placed with and written by an insurance company admitted to do business in the State of Connecticut, and with a rating of A- or better by A.M. Best.

The insurance coverage’s carried by the Contractor (shown below) shall apply regardless of whether the operations, actions, derelictions or failures to act, from which any claim arises, are attributable to the Contractor, a subcontractor, a sub-subcontractor, or any consultant, officer, agent, employee or anyone directly or indirectly employed by any of them, including anyone for whose acts any of the aforementioned may be liable by operation of statute, government regulation or applicable state law. Failure of Contractor to provide a Certificate of Insurance shall in no way limit or relieve Contractor of its duties and responsibilities in this Agreement.

At a minimum, the COI shall indicate that the following coverage’s and limits are in place:

1. Commercial General Liability: Minimum Limits Required:

- \$2,000,000 General Aggregate
- \$2,000,000 Producers/Completed Operations Aggregate
- \$1,000,000 Each Occurrence
- \$1,000,000 Personal and Advertising Injury
- \$100,000 Fire Damage – Any One Fire
- \$5,000 Medical Expense – Any One Person

- The Owner (The City of West Haven and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions) will be included as an **Additional Insured** onto the CGL policy carried by the Contractor. The Additional Insured coverage afforded to the Owner shall apply on a **primary and non-contributory basis** and include **completed operations** coverage’s.
- The CGL policy carried by the Contractor shall contain a **Waiver of Subrogation** clause and the Contractor hereby agrees to waive the Contractor’s right of recovery against the Owner (the City of West Haven (and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

2. Business Auto / Commercial Auto Insurance – Minimum Limits required:

- 1,000,000 Liability
- The Owner (The City of West Haven and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions) will be included as an **Additional Insured** onto the Commercial Auto/ Business Auto policy carried by the Contractor.
- The Business Auto / Commercial Auto policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor’s right of recovery against the Owner (the City of West Haven, and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

3. Workers Compensation/Employers Liability Insurance

- Coverages and limits as required by law Connecticut State law
- Employers Liability Limits:
 - 500,000 each accident
 - 500,000 aggregate for injury by disease
 - 500,000 each employee for injury by disease
- The Workers Compensation/Employers Liability policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the City of West Haven and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

4. Umbrella Liability/Excess Liability: Minimum Limits required:

- 5,000,000 Each Occurrence
- 5,000,000 General Aggregate
- Policy will provide excess coverage over the Commercial General Liability, Business Auto and Workers Compensation/Employer Liability policies carried by the organization
- The Umbrella / Excess Liability policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the City of West Haven and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

No Limitation on Liability

With regard to any/all claims made against the Additional Insured by any employee of the Contractor, any subcontractor or anyone directly or indirectly employed by the Contractor or any subcontractor, or anyone for whose acts the Contractor or any subcontractor might be liable, the indemnification obligation shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under Workers Compensation acts, disability benefits acts or other employee benefit acts.

Cancellation, Renewal and Modification

The Contractor shall maintain in effect all insurance coverage's required under this agreement at the Contractors sole expense and with insurance companies acceptable to the Owner. The policies shall contain a provision that the coverage will not be cancelled or non-renewed until at least 30 days prior written notice has been given to the owner.

INDEMNIFICATION:

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Owner, and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions, from and against any/all claims, actions, damages, losses and expenses, including but not limited to attorney's fees, for any actual or alleged injury to any person or persons, including death, or any damage to or destruction of property, arising out of or in connection with the project.



CITY OF WEST HAVEN
355 Main St
 West Haven, Connecticut 06516

**DISCLOSURE &
 CERTIFICATION AFFIDAVIT**

EVERY SECTION MUST BE COMPLETED

For help completing this form contact Purchasing Director at 203-937-3624

Contractor/Vendor Name:	
Address:	
Telephone and/or Fax #:	
Email Address:	
Contact Person:	

For the purposes of this Disclosure and Certification Affidavit, the following definitions apply:

(a)	"Person" means one (1) or more individuals, partnerships, corporations, associations, or joint ventures.
(b)	"Contract" means any agreement or formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit, or per agreement whereby the city leases, grants or demises property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
(c)	"City" means any official agency, board, authority, department office, or other subdivision of the City of West Haven.
(d)	"Affiliate Entity" means any entity listed in sections 9 or 10 below or any entity under common management with the Contractor.

State of		County of	
I,		being first duly sworn, hereby deposes and says that:	
	(type or print your name above)		
1.	I am over the age of 18 and understand the obligations of making statements under oath; I understand that the City of West Haven is relying on my representations herein.		
2a.	I am the corporate secretary or majority owner (including sole proprietorship) of	Insert Company Name above	
2b.	Or I am an individual and my name is:	if an individual, insert your name above	
3.	I am fully informed regarding the preparation and terms of the above referenced agreement (the "Agreement") and of all pertinent circumstances related thereto.		
4.	Please select the applicable representation(s) regarding taxes or, if none of the below are accurate, attach an explanation of the status of the relevant tax obligations to this Affidavit (mark an "X" in the appropriate box or "NA" if none apply).		
4a.	As required by Conn. Gen. Stat. §12-41, the Contractor (and each owner, partner, officer, authorized signatory or Affiliate Entity of the Contractor) has filed a list of taxable personal property with the City of West Haven for the most recent grand list and all taxes are		
4b.	The Contractor (including any owner, partner, officer or authorized signatory thereof) is not required to file a list of taxable personal property with the City of West Haven for the most recent grand list and does not owe any back taxes to the City of West Haven, either directly or through a lease or other agreement.		
4c.	The Contractor or an owner, partner, officer, representative, agent or Affiliate Entity of the Contractor either i) has a PILOT agreement with the City of West Haven or ii) owes back taxes and has executed an agreement with the City of West Haven to pay said back taxes in installment payments. Such agreement is attached and incorporated herein by reference and the payments under said agreement are not in default.		
5.	Other than as may be described in section 4 above, the Contractor (including any owner, partner, officer, other authorized signatory, or Affiliate Entity) does not have any outstanding monetary obligations to the City of West Haven.		
6.	Please select the applicable representation about the Contractor's business registration:		
6a.	Contractor is a Connecticut corporation, partnership, limited liability company or sole proprietorship and its Connecticut Secretary of the State Business ID #:	Insert State Registration # above	
6b.	Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship but is registered to do business in the State of Connecticut. The Contractor's Connecticut Secretary of the State Business ID #:	Insert State Registration # above	
6c.	Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship and is not registered to do business in the State of Connecticut. The Contractor is registered in the State of:	Please insert State name above	
Contractor has confirmed with the Connecticut Secretary of the State that the services it will provide pursuant to the Agreement do not constitute doing business in the State of Connecticut and no registration with the Connecticut Secretary of the State is required. Contractor does otherwise have the following State of Connecticut registrations, certificates or approvals relevant to the Agreement (if not applicable, state N/A).			

7. The following list is a list of the names of all persons affiliated with the business of the Contractor who are also affiliated with the City of West Haven. For purposes of this Affidavit, "affiliated with the business of the Contractor" includes any current or former employee (including officers) of the Contractor or any owner, board member or agent of the Contractor, or of any subsidiary or parent company of the Contractor, and "affiliated with the City of West Haven" means any employee, agent, public official, board member, commissioner or any other person serving in an official capacity for or on behalf of the City of West Haven. If none state none. Use additional sheet if necessary (must be on company letterhead and notarized):

	Name	City Affiliation Role & Time Frame	Contractor Affiliation Role & Time Frame	DOB
1				
2				

8. The following list is a list of all contracts in which either the Contractor, any person affiliated with the business of the Contractor or an Affiliate Entity of the Contractor provides, or has provided, services or materials to the City within one (1) year prior to the date of this disclosure. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

	Name of Contractor or Affiliate	Affiliation (if applicable)	Contract Number	DOB
1				
2				

9. The Contractor possesses an ownership interest in the following business organizations, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

	Organization Name	Address	Type of Ownership
1			
2			

10. The following persons and/or entities possess an ownership interest in the Contractor. If the Contractor is a corporation, list the names of each stockholder whose shares exceed twenty-five (25) percent of the outstanding stock. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

	Name	Title	% of Ownership	DOB
1				
2				

11. If the Contractor conducts business under a trade name, the following additional information is required: the place where such entity is incorporated or is registered to conduct such business; and the address of its principal place of business, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

	TRADE NAME	PLACE OF INCORPORATION/REGISTRY	PRINCIPAL PLACE OF BUSINESS
1			
2			

I hereby certify that I am duly authorized to sign this Affidavit and that the person who will sign the Agreement with the City on behalf of the Contractor will be duly authorized to execute the same. I hereby further certify that the statements set forth above are true and complete on the date hereof and that I, or another authorized individual of the Contractor, will promptly inform the City, in writing, if any of the information provided herein changes or is otherwise no longer accurate at any point during the execution of the above referenced Agreement. I understand that any incorrect information, omission of information or failure of the Contractor to update this information, as described in the foregoing sentence, may result in the immediate termination of any and all agreements the Contractor has with the City of West Haven and disqualification of the Contractor to further contract with the City.

Signature & Title of person completing this form:			
THIS FORM MUST BE NOTARIZED			
Signature of Notary:		NOTARY SEAL (if available)	
Subscribed and sworn to, before me on this:		Day of	20__
My Commission Expires:			

This form should be mailed or emailed to the purchasing department or included with a specific solicitation.

(This form shall be updated if the Agreement contemplated hereby is not executed within six months of the date hereof.)

PROPOSERS NON COLLUSION AFFIDAVIT FORM

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) The proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (2) The proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal and award.
- (3) No elected or appointed official or other officer or employee of the City of West Haven is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of full disclosure to the City of West Haven to consider its proposal and make an award in accordance therewith.

Legal Name of Bidder

(signature)
Bidder's Representative, Duly Authorized

Name of Bidder's Authorized Representative

Title of Bidder's Authorized Representative

Subscribed and sworn to before me this _____ day of _____, 2022.

Notary Public
My Commission Expires: