



Lake Sumter
State College

PURCHASING DEPARTMENT

RFP # 21-01

Request for Proposals

For

Campus-wide Armed Security Services



REQUEST FOR PROPOSALS 21-01 ARMED SECURITY SERVICES

Lake-Sumter State College is requesting competitive proposals from licensed and qualified security contractors interested in entering into an agreement to provide armed security services for its Main Campus, located in Leesburg, Florida, as well as the South Lake Campus, located in Clermont, Florida and the Sumter Center, located in Sumterville, Florida.

Interested respondents are advised to thoroughly familiarize themselves with all details contained herein. Lake-Sumter State College reserves the right, at its' discretion, to waive any informality in the selection process and to reject any or all Statements of Proposal. Lake-Sumter State College also reserves the right to award a contract to the next most qualified firm if an acceptable contract cannot be negotiated.

The intent of this Request for Proposal (RFP) is to select one contractor to provide security services to all Lake-Sumter State College campus locations. The goal is to provide a level of service to students, faculty, staff and visitors comparable to the finest auxiliary services operations, to provide sincere interest, to serve with pride, as well as a desire to provide a service that is sensitive and responsive to the needs of the College and its students. This mission will be accomplished by achieving the goals of customer satisfaction through a total quality management perspective.

Lake-Sumter State College reserves the specific right to award this contract based on non-economic factors if, in the opinion of the College, it is in the College's best interest.



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SECTION 1 **SCOPE OF WORK**

1.0 Request for Proposal Specifications

The purpose of this RFP is to obtain the services of one (1) qualified, licensed and professional company to enter into one (1) agreement to provide armed security services for the College. Services will be performed at the locations identified below:

Lake-Sumter State College, Leesburg Main Campus
9501 US Highway 441
Leesburg, Florida 34788

Lake-Sumter State College, South Lake Campus
1250 N. Hancock Road
Clermont, Florida 34711

Lake-Sumter State College, Sumter Campus
1405 County Road 526A
Sumterville, Florida 33585

Campus maps can be found on our website <https://www.lssc.edu/about-us/locations/>.

Responses are due by 4:30 PM on Monday, April 05, 2021. Late proposals will be returned to the vendor.

1.1 Minimum Qualifications

To be eligible to respond the RFP, the respondent must demonstrate sufficient capacity, resources and experience to provide Security officers Services. Any respondent that fails to meet all of the following minimum criteria shall be noted as “non-responsive: and will not be evaluated/scored.

- Respondents must be licensed in the State of Florida and meet all requirements as may be required by law.
- Respondents must be licensed, bonded and insured as required by the State of Florida.
- Individuals proposed to serve as security officers must have a minimum of three (3) years experienced as a security officers working with a diverse crowd. Security officers must have a Class D and Class G Security License as per the requirements of Florida State Statutes.
- The individuals proposed to serve as security officers must satisfy the background screening requirements as provided by Florida law.



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1.2 Scope of Work

In general, the Security officers work as part of the college Campus Safety department under the supervision of the Director of Campus Safety while providing services at the respective locations.

- **Uniforms:** The security officers shall wear a distinctive uniform that is professional and that clearly creates the appearance that the individual’s function is security. Any garments worn to adjust to the climate must not hide the security officer’s markings of the uniform. Uniforms shall be provided by the successful vendor.
- **Communications:** All security officers must be able to communicate clearly in the English language, both in writing and verbally. Security officers shall carry radios and cell phones provided by the college.
- **Golf Carts:** will be required for use on all 3 campuses; 2 at Leesburg and S. Lake (1 officer, 1 supervisor) and 1 at Sumter. Golf carts will be provided by vendor.
- **Security Officers Service Hours:** Services shall be performed during the following time frames:

Location	Number of Posts	Schedule (Weekly)	Start Time	End Time
<u>Leesburg Campus</u>				
Monday-Friday (Supervisor)	1	40 hrs.	8:00 AM	4:00 PM
Monday-Friday	1	40 hrs.	6:00 AM	2:00 PM
Monday-Friday	1	40 hrs.	2:00 PM	10:00 PM
Saturday-Sunday	1	24 hrs.	8:00 AM	8:00 PM
<u>Clermont Campus</u>				
Monday-Friday (Supervisor)	1	40 hrs.	8:00 AM	4:00 PM
Monday-Friday	1	40 hrs.	6:00 AM	2:00 PM
Monday-Friday	1	40 hrs.	2:00 PM	10:00 PM
Saturday-Sunday	1	24 hrs.	8:00 AM	8:00 PM
<u>Sumter Campus</u>				
Monday-Thursday	1	56 hrs.	7:00 AM	9:00 PM
Friday-Saturday	1	18 hrs.	7:30 AM	4:30 PM



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Additional times will be requested from the Director of Campus Safety as needed. Overtime coverage may fluctuate between 8-15 hours a week, seven (7) months of the year.

Duties: Sample duties are listed below:

- Complete patrols of campus in its entirety, on foot, or vehicle-assisted
- Prevent theft and destruction of College property
- Respond to and physically check all alarms, secure area and report
- Ensure the security of all campus buildings by completing lockdown and opening procedures
- Report any unsafe conditions requiring attention or repair using work order system.
- Maintain parking enforcement through warning and written parking citations.
- Complete monthly testing reports on emergency equipment (First aid kits, AEDs, and emergency call boxes)
- Provide daily written log reports detailing activities.
- Provide written incident reports
- Perform bank deposits for campuses on an as needed basis
- Notify responsible campus or outside authority when situation requires immediate attention outside of security officer's ability
- Supervise campus events and event parking
- Respond to emergency calls on campus
- Perform any other related work as required

SECTION 2 SPECIAL CONDITIONS

2.0 Contact Person

For any information regarding the specifications and requirements of the RFP, contact The Director of Purchasing, Tammy Spencer, via email at SpencerT@lssc.edu.

All questions shall be in writing. The RFP title/number shall be referenced on all correspondence.

2.1 Mandatory Pre-Proposal Meeting

A mandatory Pre-Proposal zoom meeting will be held on Wednesday, March 24, 2021 1:00 PM. Please request invitation link by e-mail SpencerT@lssc.edu. Vendors must attend this meeting in order to submit a proposal.

2.2 Finalists Interview

Interview with select finalists will be held during the last week in April 2021.



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2.3 Method of Award

A committee appointed by the Senior Vice President for Business Affairs shall meet to review the responses for compliance with the requirements of the RFP. The Committee's evaluation shall be on the basis of the professional services offered by the respondent in accordance with those criteria listed below.

Firm/Staff Overall Experience	30
Financial Strength	10
Staffing and Supervision Methodology	25
Price Proposal	30
Local Preference	<u>05</u>
Total Points	100

Award will be made to the respondent who submits the overall proposal that is determined to provide the best value and best service to the College.

Recommendation for award will be posted for review by interested parties at the Purchasing Department prior to submission through the appropriate approval process. The Notice of Intent to Award will be posted for a period not less than 72 hours. Any person who is adversely affected by the College's decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with Rule 13A-1.006(3), Florida Administrative Code. Failure to file a protest within the time prescribed in F.S. 120.53(5) shall constitute a waiver of proceedings.

All contractors and subcontractors must provide a letter acknowledging compliance to section 274A of the Immigration and Nationality Act at the time the contract is awarded.

2.4 Term of Contract

The term of the contract shall be for a period of three (3) years with two (2) 1-year option periods available.



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2.5 Change of Proposal

Any respondent, who desires to change his/her proposal shall do so in writing. Any request for changes shall be received prior to the date and hour of the Proposal Opening. The respondent name and the RFP number shall appear on the envelope.

2.6 Withdrawal of Proposal

A proposal may be withdrawn prior to the date and hour of the Proposal Opening. The request to withdraw a proposal must be in writing. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer, for the period of ninety (90) days after the date of the Proposal Opening, to provide the proposed services.

2.7 Insurance – Commercial General and Liability Insurance Requirements

Respondents must submit with their proposal, proof of insurance meeting or exceeding the following requirements:

Each Occurrence Limit	\$ 1,000,000
General Aggregate	\$ 2,000,000
Personal/Advertising Injury	\$ 1,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Fire Damage	\$ 50,000
Medical Payments (any one person)	\$ 5,000

- ◆ Automobile Liability Insurance: \$1,000,000 for Bodily Injury/Property Damage (each accident).
- ◆ Worker's Compensation: Statutory limits and Employer's Liability Insurance of \$1,000,000.
- ◆ Professional Insurance: \$1,000,000 per occurrence, \$2,000,000 aggregate. For Deductible programs a performance bond is required. Errors and Omissions will require a deductible of \$10,000.



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2.8 Conflicts of Interest

The College's Conflict of Interest guidelines apply to this contract. Contractors shall be aware, if awarded that no person having a conflict of interest with College shall be employed without full disclosure and approval of the District Board of Trustees of Lake-Sumter State College

The successful proposer must submit, prior to signing of contract, a Certificate of Insurance including Lake Sumter State College as additional insured for Commercial General Liability and Auto Liability Insurance and shall guarantee all required insurance remain current and in effect throughout the term of contract.

2.9 Confidentiality

The firm is hereby notified that any part of their qualification or any other material marked as confidential, proprietary, or trade secret, is protected to the extent permitted by Chapter 119, Florida Statutes (Public Records Law).

SECTION 3 REQUIRED PROPOSAL CONTENT AND FORMAT

Firms shall submit one (1) original and five (5) copies as well as one (1) digital USB flash media in PDF format. The proposal, limited to twenty-five (8.5 x 11) pages printed on one side excluding covers and dividers, which shall include but not limited to the following seven (7) sections:

1. Proposal Contact Person Information (See Attached Form)

This form should be the first page of the proposal. The contact person indicated should be someone the College may contact for any questions related to the RFP.

2. Business Structure

- Provide a brief introduction narrative letter highlighting the qualifications of the firm including component firm legal nature of the organization and number of years in existence and location.
- Include copies of all active professional licenses and certifications held by the firm under Florida Law.
- Include proof of the required insurance.



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- Include proof of performance bond (5% Performance Bond is required)

3. Firm's Past Experience

- Provide experience in providing security officers services
- Include two (2) professional references from current or past clients (within three years)
- Respondents should submit any information they deem appropriate for evaluation of past performance.
- Include a list of all existing clients.

3. Team Experience

- Provide resumes of the proposed security officers. Include their related work experience and qualifications along with copies of active licenses and certifications. Include the length of tenure with the firm and percentage of time these individuals will be devoted to the College's contract.
- Provide resumes of the proposed supervisors that will provide services to the College. Include their related work experience and qualifications along with copies of active licenses and certifications. Include the length of tenure with the firm and percentage of time these individuals will be devoted to the College's contract.

4. Methodology, Transition and Approach to the project

- Provide a statement of the firm's understanding of the project and methodology and approach to managing the College's services. Please include information detailing previous higher education experience.
- Provide a sample security plan and explain how it would be implemented.
- Explain how quality assurance would be measured and monitored.

5. Price Proposal

Services described in this RFP shall be compensated on an hourly rate. No additional fees are allowed including increased fees for night hours, weekend hours, special events, or schedule changes.

The contractor may submit a request for an increase, based on the current CPI, on an annual basis.

6. Contract Forms



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All contract forms must be completed (with all blanks filled in), executed and properly notarized when indicated.

SECTION 4 REQUIRED FORMS TO BE SUBMITTED ALONG WITH PROPOSAL

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CMBE/WBE Certification	Page 12
Price Proposal	Page 13
Public Entity Crimes	Pages 14-16
Drug-Free Workforce	Page 17



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PROPOSAL CONTACT PERSON INFORMATION

Include this sheet as the very first sheet of your proposal. Please complete the form in its entirety.

Legal Name of Proposer _____

Federal Employee Identification Number _____

Mailing Address _____

Contact Persons Name: _____

Title: _____

Email Address: _____

Telephone Number: _____

Fax Number: _____

Authorized Signature: _____

Print Name and Title: _____



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CMBE/WBE CERTIFICATIONS

(Please type or print clearly for reproduction purposes)

IDENTIFICATION Company Name			
Address	City	State	ZIP (9-digit)
Phone #	Fax #		Web page address
Contact Person	Title		
Address of Parent Company	City	State	ZIP (9-digit)
Federal Employer Tax Identification No (9-digit) OR (FEIN)			
Are you a 1099 recipient?	If YES, under what name		
OWNERSHIP Please check all applicable boxes Company is at least 51% owned, controlled, and actively managed by <input type="checkbox"/> Minority Person(s) <input type="checkbox"/> Woman/Women <input type="checkbox"/> Service Disabled American Veteran(s)			
If minority owned, check applicable boxes <input type="checkbox"/> Black American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian Pacific American (includes oriental) <input type="checkbox"/> Asian Indian American (includes India, Pakistan, and Bangladesh) <input type="checkbox"/> Native American (includes American Indian, American Eskimo, American Aleut, and Native Hawaiian)			
Attach current MBE/WBE Certifications (Note: Lake-Sumter State College requires certification of MBE's by the National Minority Supplier Development Council or an affiliate council, or a state or local government agency)			

Signature

Print Name

Date



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PRICE PROPOSAL

1. Uniformed, armed Security officer Hourly Rate \$_____
2. Uniformed, armed Security commander (supervisor) Hourly Rate \$_____

1. The price listed in the bid form shall include the total cost to complete the Work including but not limited to materials, labor, equipment, bonds, insurances, etc., as necessary to ensure proper delivery of services and product requested by Lake Sumter State College.

2. I hereby certify that I am authorized to act on behalf of the firm, individual, partnership, corporation or association making this proposal and that all statements made in this document are true and correct to the best of my knowledge. I agree to hold this offer open for a period of ninety (90) days from the deadline for receipt of proposals; or, if I am selected as the Top-Ranked Offeror, for such further period as is necessary for obtaining sale contract signature and approval.

3. I understand and agree to be bound by the conditions contained in the Request for Proposal and shall conform to all requirements of the Request for Proposal.

Name: (Please Print)

Offeror Signature Title: Date



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PUBLIC ENTITY CRIMES

Any person submitting a qualification in response to this solicitation must execute the information below in accordance with 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, including proper check(s), in the space(s) provided, and enclose it with your qualification.

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to:

(Print name of the public entity)

By _____

(Print name of entity submitting sworn statement)

Whose business address is

And (if applicable) it's Federal Employer Identification No. (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.



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4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
- (a) A predecessor or successor of a person convicted of a public entity crime: or
 - (b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executive, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and



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convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (**attach a copy of the final order**).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Sworn to and subscribed before me this _____ day of _____ 20 _____

Personally known _____ OR Produced identification _____
(Type of identification)

Notary Public - State of _____ - My commission expires - _____
(Printed, typed and/or stamped Commissioned name of Notary Public)

A person or affiliate who has been placed on the convicted Firm list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Firm, Sub-Firm, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of thirty-six months from the date of being placed on the convicted Firm list.



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DRUG-FREE WORKFORCE FORM

Preference shall be given to businesses with drug-free work place programs. Whenever two or more proposals which are equal with respect to quality and service are received by the owner for the procurement of services, a qualification statement received from a business that certifies that it has implemented a drug-free work place program shall be given special preference in the award process. Established procedures for processing tie proposals statements will be followed if none or more than one of the tied vendors have a drug-free work place program. In order to have a drug free work place program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the work place, the business' policy of maintaining a drug-free work place, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under a bid a copy of the statement specified in subsection (1).
4. I the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no contendere to, any violation of Chapter 893 Florida Statutes or of any controlled substance law of the United States or any state for a violation occurring in the work place no later than five days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free work place through implementation of section 287.087 Florida Statutes.

As the person authorized to sign the statement, I certify that this Firm complies fully with the above requirements.

Vendor's Signature



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**SECTION 5
SCHEDULE OF EVENTS**

TIME <small>All times listed are Eastern Standard</small>	DAY/DATE	DESCRIPTION
	02/26/2021	Begin Advertising
1:00 PM	03/24/2021	Mandatory Pre-Proposal Meeting*
4:30 PM	03/29/2021	Deadline for Questions
4:30 PM	04/05/2021	RFP's due to Purchasing Department**
	04/16/2021	Short Listed Firms Listed on Website
	04/27– 04/29/2021	Interview the Finalists*
	05/05/2021	Recommendation for Award Posted
	05/19/2021	Final ranking approved by Board of Trustees and approval to negotiate and execute a contract.

* Online Zoom Meeting invitations will be sent upon request via email SpencerT@lssc.edu

** Williams-Johnson Bldg., Room 133, Lake-Sumter State College, 9501 U.S. Highway 441, Leesburg, FL

FAILURE TO ATTEND THE MANDATORY PRE-PROPOSAL ZOOM MEETING SHALL BE CAUSE FOR DISQUALIFICATION OF YOUR PROPOSAL.



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SECTION 6

STATEMENT OF NON RESPONSE

If you are not submitting a Request for Proposals on this service please complete and return this form to: Lake-Sumter State College, 9501 U.S. Highway 441, Williams-Johnson Building, Room 133, Leesburg, FL 34788, Attention: Purchasing Department.

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE: _____

DATE: _____

I/We have declined to submit Request for Qualification 15-02 for Armed Security Services because of the following reasons:

_____ Our work schedule did not allow for sufficient time to respond to submit a Qualification

_____ At this time the Vendor is too understaffed to reply to this qualification

_____ The Vendor does not have the experience to be considered for the award of this proposal

_____ Other (specify below)

REMARKS: _____

