

REQUEST FOR PROPOSALS FOR THE PROVISION OF

SECURITY GUARD SERVICES

The Consulate General of the Republic of Korea in Los Angeles (hereinafter referred to as the 'Consulate General') invites qualified Proposals from private security companies **for providing** Security Guard Services for the premises of the Consulate General located at 3243 Wilshire Blvd, Los Angeles, CA 90010.

1. PROJECT NAME

THE PROVISION OF SECURITY GUARD SERVICES FOR THE CONSULATE GENERAL OF THE REPUBLIC OF KOREA IN LOS ANGELES.

2. THE TERM OF THE AGREEMENT

It is the intent of the Consulate General to award an agreement for services (Agreement) to the **proposer with the highest score** in accordance with the evaluation criteria set forth herein. The base term of the Agreement shall be for a one (1) year period beginning in early part of July 2020. This Agreement can be renewed annually upon both parties' written consent.

3. SCOPE OF SERVICES

☐ Contractor will be responsible for providing the following services at the least;

however, proposer may include additional services on their proposal:

- To provide one security guard (Two security guard from 09:00 ~ 16:00 weekdays) service from 24 hours a day at the Consulate General including all holidays and weekends;
- To provide competent security guards adequately trained and disciplined with excellence and integrity;

- To patrol the Consulate general's residence at 627 South Rossmore Ave., Los Angeles, CA 90005 twice a day between the hours of 22:00 and 06:00;
- To ensure the effective implementation of the security policies and procedures of the Consulate General;
- To maintain command and communication channels on an around-the-clock basis with the Consulate General;
- To provide full and timely reports on any security issues, including misbehaviors, accidents or incidents which may occur on the premises of the Consulate General;
- To make daily reports, in a full and timely manner, on any security issues, including abnormalities, misbehaviors, accidents or incidents

☐ Security guard services shall include, but not limited to, the following:

- To identify and screen visitors and/or goods and services being delivered to the Consulate General;
- To conduct periodic patrols and surveillance in and around the premises of the Consulate General;
- To identify and report security and safety violations and to take immediate remedial measures;
- To secure and manage all lost and found items in their original state and dispose of them according to relevant laws and regulations;
- To keep records related to the performance of security duties;
- To take prompt actions to prevent or minimize losses, accidents, fires, property damages, safety hazards and security accidents or incidents;
- To operate and maintain the security devices of the Consulate General as instructed, and to submit written reports on any abnormalities or malfunctions, and to recommend repairs as needed.

4. TOTAL BUDGET

Budget : Provide affordable budget including all additional taxes, fees and surcharges

5. DEADLINE FOR SUBMITTING THE PROPOSAL

Proposal should be received by 11:59 p.m. on May 20, 2020 via email to consul-la@mofa.go.kr

6. AWARD PROCEDURE

- ☐ The highest scored Proposer shall be awarded a contract by the Consulate General.
- ☐ The Consulate General will evaluate the proposal (80%) and the cost (20%).
A written notice will be delivered to the selected Proposer.
- ☐ Any decision with regard to the award will be made at the sole discretion of the Consulate General.

7. QUALIFICATION REQUIREMENTS OF THE PROPOSER

- ☐ To submit proposal to the Consulate General prior to the deadline.
- ☐ To operate and maintain a permanent office within the Los Angeles County.
- ☐ To have been properly registered and authorized by relevant authorities to

provide security services. Registration and authorization must be valid during the period of contract.

- ☐ To possess a minimum of three years of professional experience in providing security personnel and related services in the State of California and to have successfully carried out relevant mandates and duties with any governments, public institutions, and foreign missions including embassies and consulates among others. Proof of these services must be provided in a written form such as a copy of the contract.

8. REQUIRED DOCUMENTS

- A) Proposer Application Form
- B) Proposal
- C) Cost Proposal
- D) Proposer Information
- E) Ethics Statement
- F) Security Oath
- G) Agreement to Pay Financial Compensation in the Case of Delay in Signing the Contract or Failure in Carrying Out the Contract
- H) Business License/Certifications
- I) References
- J) Proof of Insurance Coverage
- K) Sample Security Service Contract furnished to a Client by the Proposer
- L) FBI Background Check Results of the Proposed Security Guards

9. DISQUALIFICATION OF THE PROPOSAL

- ☐ When the proposal does not meet the requirements of the Consulate General.

- ☐ When the required proposal documents are not received by the above specified deadline.

10. NOTICE

- ☐ Submission of a proposal shall be considered as accepting all the terms set forth in this Request for Proposal.
- ☐ All the expenses incurred in order to prepare the proposal documents shall be borne by the Proposer. All the proposals that have been submitted shall become the sole property of the Consulate General.

11. INQUIRIES

- ☐ Should you have any further questions or inquiries, please contact
Taeyoung Noh (213-385-9300 ext:226 / consul-la@mofa.go.kr)

CHECKLIST OF REQUIRED DOCUMENTS

FAILURES TO COMPLETE, SIGN AND SUBMIT THE FOLLOWING PROPOSAL DOCUMENTS IN THE ORDER LISTED BELOW WILL RESULT IN THE INELIGIBILITY OF THE PROPOSAL AND BEING VOID.

- A) ☐ PROPOSER APPLICATION FORM
- B) ☐ PROPOSAL
- C) ☐ COST PROPOSAL
- D) ☐ PROPOSER INFORMATION
- E) ☐ ETHICS STATEMENT
- F) ☐ SECURITY OATH
- G) ☐ AGREEMENT TO PAY FINANCIAL COMPENSATION IN THE CASE OF DELAY
IN SIGNING THE CONTRACT OR FAILURE IN CARRYING OUT THE
CONTRACT
- H) ☐ BUSINESS LICENSE/CERTIFICATIONS
- I) ☐ REFERENCES
- J) ☐ PROOF OF INSURANCE COVERAGE
- K) ☐ SAMPLE SECURITY SERVICE CONTRACT FURNISHED TO A CLIENT
BY THE PROPOSER
- L) ☐ FBI BACKGROUND CHECK RESULTS OF THE PROPOSED SECURITY GUARDS

Print Company Name

Date

Authorized Representative Signature

A) PROPOSER APPLICATION FORM

THE PROVISION OF SECURITY GUARD SERVICES FOR THE CONSULATE GENERAL
OF THE REPUBLIC OF KOREA IN LOS ANGELES.

Legal Contractual Name of Corporation: _____

Corporate Mailing Address: _____

Email Address: _____

Phone: _____ Fax: _____

Authorized Representative for Proposal: _____

Title: _____ Email Address: _____

Phone: _____ Fax: _____

I agree to abide by all conditions of this proposal and certify that I am authorized
to sign this proposal on behalf of the Proposer.

Authorized Representative Signature

Date

B) PROPOSAL

☐ Proposal should contain the following information.

1. Proposer Introduction

- General information and history
- Organizational chart and number of staff
- Major contracts / relevant experience
- Financial status (latest audited financial statement or other pertinent information such as internal unaudited financial statements and financial references to allow the Consulate General to reasonably formulate a determination about the financial status of the Proposer)
- Disclosure of any litigation or bankruptcy in the past 5 years

2. Operations Summary

- Plan of action and methods intended to secure the premises (including use of Patrol Sticks, Taser/Gas Guns, etc.)
- Qualifications and relevant experience of each the security guard candidates (including FBI background check results)
- Ways and means, procedures to maintain proper supervision and periodic inspections over the security personnel, their discipline, alertness, proper uniforms, and conduct in the course of carrying out their duties.
- Cost proposal should be made clear enough for proper comparison and evaluation. The cost proposal shall be valid for a minimum of 180 days following its submission.

3. Additional Information Relevant to the Proposal

C) COST PROPOSAL

THE PROVISION OF SECURITY GUARD SERVICES FOR THE CONSULATE GENERAL
OF THE REPUBLIC OF KOREA IN LOS ANGELES

Item #	Description	Unit Cost per Hour	Number of Hours	Total Cost
1				
2				
3				
4				
5				

Total Estimated Project Cost

\$_____

*Pricing shall remain firm for 180 days.

Print Company Name

Date

Authorized Representative Signature

D) PROPOSER INFORMATION

1. Company Name		2. Owner	
3. Business Type (Corporation, LLP etc.)		4. Number of Employees	
5. Address			
6. Financial Information (FY2016)	Owner's Equity	\$	Revenue \$
7. Year Established	Month / Year (City, State)		
8. Years in Operation within California	Month / Year ~ Month / Year		
9. Company History (Major Contracts, etc.)			

E) ETHICS STATEMENT

The Proposer pledges as follows with regards to this Proposal.

1. It does not collude with other third party, company or service provider.
2. It does not get involved in any unfair actions which would impede or hinder the free and fair competition.
3. It does not provide the relevant staff and/or employees of the Consulate General with direct or indirect provision of financial or any other forms of incentives.
4. It must agree to the rescindment of award decision prior to the conclusion of the formal contract, or must agree to the renunciation of the contract after the conclusion of the formal contract, or must agree to the entire or partial cancellation of the formal contract. The Proposer understands that this pledge will prevail all other elements and contents of the contract. And it will not seek for any types of compensation or indemnification and file any complaints and take any legal actions including civil and criminal lawsuit.

Print Company Name

Date

Authorized Representative Signature

F) SECURITY OATH

The Proposer solemnly takes an oath of secrecy not to reveal or disclose any information, knowledge, data acquired in process of proposed security services and even after the termination of its terms of agreement.

The Proposer assures that it will abide by all relevant laws and regulations of the Consulate General and the Government of the Republic of Korea and it will bear any liabilities and responsibilities arising from the abrogation of this oath.

Print Company Name

Date

Authorized Representative Signature

**G) AGREEMENT TO PAY FINANCIAL COMPENSATION IN
THE CASE OF DELAY IN SIGNING THE CONTRACT OR
FAILURE IN CARRYING OUT THE CONTRACT**

Within ten (10) days of receipt of award notification of the contract by the Consulate General, the Proposer will sign a formal contract and will faithfully put it into implementation.

If the Proposer fails to sign the contract for any reasons, it must pay financial compensation to the Consulate General in the amount of 5% or above of the total proposed cost as a penalty.

If the Proposer fails to carry out the contract under any circumstances, it must pay financial compensation to the Consulate General in the amount of 10% or above of the total proposed cost as a penalty.

The Proposer will honor and follow any decisions or measures taken by the Consulate General with regards to the disposal of the aforementioned financial compensations.

In this case the Consulate General reserves the right to terminate the contract and execute a contract with another security services provider. If any provision of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

Print Company Name

Date

Authorized Representative Signature

H) BUSINESS LICENSE/CERTIFICATIONS

Provide a copy of the Private Security Service Business License and Compliance Agent Certification and any other certifications.

I) REFERENCES

Provide a list of at least two (2) references that will support, document or verify your performance in providing security services. Include requested contact information: business name, name of the contact person, address, phone number, fax number, and email address.

J) PROOF OF INSURANCE COVERAGE

K) SAMPLE SECURITY SERVICE CONTRACT FURNISHED TO A CLIENT BY THE PROPOSER

L) FBI BACKGROUND CHECK RESULTS OF THE PROPOSED SECURITY GUARDS