



REQUEST FOR PROPOSALS

**Security Guard Services
Provider Listing
for Public and/or Private Special Events at
Brentwood Senior Activity Center and
Brentwood Community Center
Brentwood, CA**

February 2016

City of Brentwood, California

REQUEST FOR PROPOSALS (RFP):

SECURITY GUARD SERVICES PROVIDER LISTING FOR PUBLIC AND/OR PRIVATE SPECIAL EVENTS AT BRENTWOOD SENIOR ACTIVITY CENTER AND BRENTWOOD COMMUNITY CENTER

1. INTRODUCTION

The City of Brentwood ("City") is soliciting proposals from security guard service providers ("Providers") to be placed on a list to provide security guard services ("Services") for public and/or private special events at the Brentwood Senior Activity Center (BSAC) and/or Brentwood Community Center (BCC) (each a "Facility" and collectively, the "Facilities").

The Services include the right, privilege, and duty to equip, operate and schedule security guards at City owned buildings at BSAC and/or BCC for the sole purpose of providing unarmed security guard services to participants renting City facilities that have alcohol or non-alcohol public and/or private special events.

The City shall maintain a provider listing of pre-screened security guard companies that meet the requirements set within this RFP. The opportunity to be included on the provider listing is open to all security guard service providers that meet the City's requirements as stated in this RFP. The provider listing will be reviewed and evaluated at least once per year, and Providers failing to meet the City's stated requirements at that time or during the course of the year shall be removed from the provider listing at the sole discretion of the City. The provider listing will be given to any City rental requiring the use of security guards and it is at the renter's discretion as to whom they select and contract with to provide security for their event.

2. SERVICE PREMISES LOCATION AND SITE BACKGROUND

2A. Brentwood Senior Activity Center – 193 Griffith Lane

This 8,375 square foot building is located at the intersection of Balfour Road and Griffith Lane. This location serves the needs of the entire community through a variety of programs and recreational opportunities. The location offers the following amenities:

- Main Hall
- Class Room
- Meeting Room
- Serving Kitchen
- Ample Parking

2B. Brentwood Community Center – 35 Oak Street

This 32,000 square foot, two story building is located in downtown Brentwood corner of Oak Street and Third Street. The facility offers the following amenities:

- Community Room
- Multi-purpose Room
- Commercial Kitchen
- Art Room
- Conference Room
- Parking Garage

3. **GENERAL DUTIES**

The City, owner of the Facilities, is requesting proposals from reliable and established Security Guard service providers for the following services:

- a) Security services for the Facilities for public and/or private special events to levels determined required by the City.
- b) Identify and report Facility damage, vandalism, alcohol violations, or other offenses.
- c) Intervene and/or notify police of illegal activity.
- d) Provider will remain on site until building is vacated by rental party.
- e) Provider shall enforce rules relating to the consumption of alcoholic beverages, including preventing service of alcohol to minors, identification checks and ensuring no alcohol is consumed outside of the Facility.
- f) Provider will be in direct contact with the City staff.
- g) Aid in evacuation of the Facility in case of an emergency.
- h) Crowd control during large events to include ensuring that the Facilities do not exceed the Facility occupancy level. This would include monitoring all entry aspects of the Facilities.
- i) Patrol interior and exterior of the Facility to prevent vandalism to the building, landscaping, parked vehicles, and to circumvent undesirable activity.

4. **INDEMNIFICATION** Provider will hold harmless, defend and indemnify City, its officers, agents, volunteers and employees from and against any and all claims, demands, costs or liability including attorney fees arising out of or in any way connected with the performance of the Services, caused in whole or in part by any act or omission of the Provider, any of its subcontractors, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent caused by the active negligence, sole negligence, or willful misconduct of City.

5. **INSURANCE**

Provider shall obtain and maintain all insurance as required by the City. Copies of all insurance certificates and endorsements are required to be submitted to the City prior to Provider commencing business at the site and to be eligible for the provider listing.

Provider will obtain and maintain, at its cost and expense, policies of commercial general liability insurance, automobile liability insurance and a combined policy of workers' compensation, employers liability insurance from an insurance company authorized to transact the business of insurance in the State of California which has a current rating in the Best's Key Rating guide of at least A:VII in an amount of not less than two million dollars (\$2,000,000) each, except for worker's compensation, unless otherwise authorized and approved by the Risk Manager or the City Manager in consultation with the City Attorney. Worker's compensation limits, if applicable, will be set at those limits required by the California Labor Code. Contractor will obtain occurrence coverage.

The insurance will be in force during the life of this services listing and will not be canceled without thirty (30) days prior written notice to the City by certified mail. City, its officers, agents, volunteers and employees will be named as additional insureds on commercial general and automobile liability insurance. Contractor's insurance coverage will be primary insurance with respect to City, its officers, agents, volunteers and employees. Any insurance or self-insurance maintained by the City will be in excess of Provider's insurance and not contributory with it. Provider will furnish certificates of insurance and endorsements to City prior to inclusion on the Provider Listing.

6. OPERATIONS DATES & HOURS

Times and days of Service vary as will the schedule of rentals from which the Service are needed. Facilities are operational seven days per week including holidays.

7. LICENSING/PERMITS

Provider shall obtain a City business license to qualify for the Provider listing and shall maintain the license in effect throughout the Service, including any renewal term. Copy of the document is required to be submitted to the City prior to being placed on the Provider listing. A copy of the Provider's Private Patrol Operator license is also required to qualify for the Provider listing.

8. PROPOSAL SUBMISSION PROCEDURE

A. Proposal due date: **Friday, February 19, 2016 at 5:00 P.M.** Any proposal received after 5:00 p.m., Friday, February 19, 2016 will be returned unopened.

B. Proposal must be typewritten.

C. Three (3) complete original sets of each proposal must be submitted. An officer of the proposing company must sign all originals, including all required documentation.

Proposals must be submitted in a sealed envelope, marked on the outside as follows:
"REQUEST FOR PROPOSALS": SECURITY GUARD SERVICES PROVIDER LISTING
FOR PUBLIC AND/OR PRIVATE SPECIAL EVENTS AT BRENTWOOD
SENIOR ACTIVITY CENTER AND BRENTWOOD COMMUNITY CENTER

D. Proposals may be mailed to:

Barbie Gary, Recreation Supervisor
City of Brentwood, Parks and Recreation Department
150 City Park Way
Brentwood, CA 94513-1164
Bus: (925) 516-5366

Or delivered to:

Barbie Gary, Recreation Supervisor
City of Brentwood, Parks and Recreation Department
35 Oak Street
Brentwood, CA 94513-1164
Bus: (925) 516-5366

NOTE: PROPOSALS DELIVERED TO ANY OTHER DEPARTMENT WILL NOT BE ACCEPTED.

E. Proposals by facsimile transmission will not be accepted.

F. All proposals become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by respondent should be clearly noted on the page(s) where confidential information is contained. However, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under the California Public Information Act, since information deemed to be confidential by respondent may not be considered such under California law, or a judicial ruling.

G. Any cost or expense incurred by the respondent that is associated with the preparation of the proposal or during any phase of the selection process, shall be borne solely by respondent.

9. SELECTION PROCESS

The City will establish a screening committee to review and rank all proposals. The City may decide to interview potential Providers. Key criteria to be used by the City in selecting a Provider include the following:

A. Demonstrated experience in security guard service.

B. Provider understanding of the City's objectives in establishing the security guards and general approach to providing the service requested.

C. Qualifications of the security guard company assigned to this Service.

D. Ability to work effectively with City staff.

- E. Demonstrated ability of the Provider to provide quality Services and meet on site requirements.

10. REQUEST FOR CLARIFICATION AND ADDENDUM TO THE RFP:

Any respondent requiring clarification of information contained in this RFP may mail or hand-carry specific questions, in writing, prior to 12:00 Noon, February 19, 2016. Verbal or telephone inquiries, including e-mail, will not be accepted. Questions received after February 19, 2016 at noon will not receive a response. Only written responses from the City or its authorized representatives will serve to amend the terms of this Request for Proposal.

Questions should be addressed to:

Barbie Gary, Recreation Supervisor
City of Brentwood, Parks and Recreation Department
150 City Park Way
Brentwood, CA 94513-1164

All requests for clarification will be responded to within five (5) workdays of receipt. If information provided in such response is material to the overall RFP, a written addendum to the RFP will be sent to all known respondents and posted on the City's website at <http://www.brentwoodca.gov>

Brentwood Community Center (BCC)

All interested applicants may tour the Brentwood Community Center located at 35 Oak Street on February 12, 2016. Please contact the Parks and Recreation Department at (925) 516-5366 to set up an appointment.

Brentwood Senior Activity Center (BSAC)

All interested applicants may tour the Brentwood Senior Activity Center located at 193 Griffith Lane on February 12, 2016. Please contact the Parks and Recreation Department at (925) 516-5366 to set up an appointment.

11. SCOPE OF SERVICES

BCC and BSAC

Hours: Monday through Sunday: 6:00A.M. – 1:00A.M., including holidays. Personnel will remain on site until Facility is vacated by rental party.

Supervision: As required by the City, Provider is to provide supervision for public and/or private special event functions with and without alcohol.

Communication: All guards employed by Provider are to carry a working cell phone provided by Provider at all times while on duty. The cell phone is to be used to report emergencies to the Antioch Police Dispatch at (925) 778-2441.

Uniforms: All guards employed by Provider are to wear a distinctive uniform that are acceptable to the Brentwood Police Department and supplied by the Provider.

Restrooms: There are restrooms at BCC and BSAC.

Meals: There are no provisions for meals at the sites.

Transportation: All guards employed by Provider are required to have an operating motor vehicle.

12. **GENERAL TERMS**

- A. Compensation. Provider will be compensated by customer who engages their Services. No compensation will be paid to Provider by City.
- B. Status of Consultant. Provider will perform the Services as an independent contractor and in pursuit of Provider's independent calling, and not as an employee or contractor of City.
- C. Compliance With Laws. Provider will comply with all applicable local, state and federal laws and regulations including, but not limited to, those prohibiting discrimination and harassment.
- D. Venue and Jurisdiction. Provider agrees and stipulates that the proper venue and jurisdiction for resolution of any disputes arising out of this RFP and the Services is the Superior Court, Contra Costa County, California.
- E. Assignment. Provider will not assign their Services, or any part of it without the prior written consent of City.
- F. Waivers. The waiver by City or Provider of any breach or violation of any term, covenant, or condition of this RFP or of any applicable law will not be deemed to be a waiver of such term, covenant, condition or law or of any subsequent breach or violation of same or of any other term, covenant, condition or law.
- G. Authority. The individuals executing this RFP and the instruments referenced in it on behalf of Provider each represent and warrant that they have the legal power, right and actual authority to bind Provider to the terms and conditions of this RFP.

By signing this RFP, Provider agrees to be bound by its terms and understands that failure to do so can result in its removal as a Provider.

PROPOSAL FORM SIGNATURE PAGE

Company Information:

Company Name: _____

Mailing Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Proposal Submitted By:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

If a Corporation, Proposal Form must be signed by one corporate officer from each of the following two groups.

***Group A.**
Chairman,
President, **or**
Vice-President

****Group B.**
Secretary,
Assistant Secretary,
CFO **or** Assistant Treasurer

Otherwise, the corporation must attach a resolution certified by the secretary or assistant secretary under corporate seal empowering the officer(s) signing to bind the corporation.