



**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSALS  
(RFP) # FY 2016-2017-006**

**CITY OF HALLANDALE BEACH  
GOLDEN ISLES SAFE NEIGHBORHOOD DISTRICT  
(GISND)**

**UNARMED SECURITY GUARD SERVICES AND  
ROVER PATROL**

**EXHIBIT I - SCOPE OF WORK**

**PREPARED BY:  
CITY OF HALLANDALE BEACH  
POLICE DEPARTMENT  
PROCUREMENT DEPARTMENT**

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## INTRODUCTION

### PURPOSE

The City of Hallandale Beach is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to provide unarmed, trained, uniformed security guards for the Golden Isles Safe Neighborhood District (GISND), located at 424 Layne Boulevard, Hallandale Beach, FL 33009 in accordance with Florida Statute Chapter 493. The highest level of security is expected through the Contract.

The proposing firms must provide properly trained, experienced, alert, interested, and reliable security guards. All requirements for these requirements are addressed in the scope of work section.

**The use of subcontractors will not be allowed for the services required by this RFP, unless there are special circumstances approved by the City. It is the intent of this contract to require the primary contractor to provide all services required.**

### Minimum Qualification Requirements – MQRs:

This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm **must meet** in order for the firm's response to be considered and to be evaluated.

**Please read the MQRs to ensure your firm meets these MQRs and thus is able to provide a response to this RFP.** Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered. The MQRs should be submitted in your firm's proposal in accordance with the proposal format starting on page 25. The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth.

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**MANDATORY PRE-PROPOSAL CONFERENCE:**

The City is holding a mandatory pre-proposal conference. The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which make up the RFP for this project.

The Mandatory Pre-Proposal Conference will be held June 16, 2017 at 11:00 am, City of Hallandale Beach, 400 South Federal Highway in Commission Chambers.

**In order for your Firm's proposal to be accepted a representative from your firm must have attended the Mandatory Pre-Proposal Conference and signed in for your firm.**

This meeting will be recorded and available as a public record if requested.

**MANDATORY SITE VISIT:**

The Mandatory Site Visit will be held on June 16, 2017, immediately following the Mandatory Pre-Proposal Conference.

The Site visit will be held at the GISND Guardhouse located at 424 Layne Blvd, Hallandale Beach Florida 33009. Parking will be available at the Golden Isles Park located northwest of the guardhouse.

**No questions will be answered during the site visit. Any questions must be provided in writing to email below and the answers will be provided via an addendum no later than June 23, 2017. Email all questions to [csmith@cohb.org](mailto:csmith@cohb.org).**

**BACKGROUND INFORMATION FOR THE CITY OF HALLANDALE BEACH:**

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 39,000 off season with an increase in population to approximately 50,000 during season. The City's fiscal year begins October 1st and ends September 30th.

The City provides the following services to its residents:

- Police, Fire and Rescue
- Construction and maintenance of streets, bridges, sidewalks, storm drainage, parks, community and recreational facilities
- City planning, zoning, subdivision and building code regulation and enforcement
- Supervised recreation programs
- Redevelopment of commercial and residential neighborhoods

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- Water, Sewer, Sanitation and Municipal Cemetery Services

## **SCOPE OF WORK:**

### **Security Guard coverage, days and hours:**

The Golden Isles Safe Neighborhood District (GISND) requires uniformed security guard services to staff a guard house post, twenty-four (24) hours a day, seven (7) days a week, 365 days a year, all holidays included. The services to be provided must be uninterrupted, continuous coverage.

### **Meetings to be attended:**

The Contractor will be required to attend any GISND Board of Director's meetings and/or GISND Advisory Board meetings upon request.

### **Security Guard's Requirements:**

All security guards must possess:

1. Ability to read, write and speak fluent English.
2. Ability to establish and maintain effective working relationships with the general public and other employees.
3. Ability to operate and monitor the proper and effective operation of specified equipment, including guard gates and surveillance equipment, motor vehicle and communication equipment.
4. Ability to maintain clerical records and prepare written reports as required, and ability to detect and report unsafe conditions.
5. Ability to work effectively and efficiently without direct supervision.
6. Ability to be polite, courteous and cooperative at all times, especially during times of stress.
7. All security guards must be 18 years of age or older. All security guards must have a valid driver's license or state identification card.
8. The contractor and all employees shall be licensed in accordance with all State of Florida and other applicable requirements.

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9. All guards assigned to the Contract must have all licenses and/or permits required by all local, state and federal agencies, as applicable to this position. Licenses shall be documented by the Contractor and provided upon request by the City. Contractor must be able to demonstrate that employees assigned to the contract have satisfactory security work experience and training. Upon request, and during normal working hours, the contractor shall make available to the City Manager or designee, all personnel files of employees engaged in work under the contract.
10. All guards assigned to the contract must be able to understand all written post orders. Guards should be able to demonstrate this knowledge when requested by the contractor and/or representatives of the District and/or City.
11. The Contractor's security guard uniforms shall be a color and style in general use by large security guard or security organizations and shall be readily distinguishable from those of state those of state and local law enforcement personnel. All security guards shall wear the same color and style of uniform and maintain a professional and neat appearance at all times during their tour of duty. The Contractor must provide a picture of the uniform with the submission of the proposal.
12. Personal cleanliness is mandatory. This includes neat hair styles and application of cosmetics that are not excessive. Guards are to be dressed in clean, neat uniforms with identification badges and the guard's name clearly visible. All uniforms must be without tears, holes or excessive or unsightly repairs. The City reserves the right to require the immediate replacement of any guard who is not in uniform or who is clearly violating the appearance standards listed above.
13. A photo identification card issued by the Contractor must be worn by all security guards while on duty. Upon termination of employment, the Contractor must immediately take possession of any issued identification cards and other security identification.
14. Guards are not allowed to use tobacco, alcohol, drugs, or any type of controlled substances while on duty. Any guard reporting to duty under the influence of the aforementioned will be asked to leave premises and be replaced by a substitute immediately. No firearms or pets are allowed at the guard sites. No smoking is permitted.
15. Guards are to immediately report any confrontations with residents or others entering the District, in accordance with the written post orders.

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**On Duty Site Security Guard Supervisor:**

The selected Contractor shall provide a Security Supervisor upon request. This position shall be the equivalent in qualifications of the highest classification of officer supervised (or higher). All Supervisors employed by the Contractor will provide services to meet certain minimum qualifications or standards regarding background, experience, and licensure, as established in this section, unless specifically and individually waived in writing by the City's Contract Administrator.

All Security Supervisors shall meet the following requirements:

- a) Shall have a valid Class "D" (and "G" when applicable) license from the Florida Department of State, pursuant to Florida Statute 493 and shall maintain this license at all times while providing service to the City as a result of this solicitation.
- b) Shall have and maintain a valid State of Florida Driver's license, as well as, responsible driving history as applicable. All site security supervisors shall have a five (5) year driving history check completed demonstrating the candidate is free from habitual offenses, criminal charges, suspensions or behaviors which may indicate irresponsible behaviors prior to providing services to the City. Thereafter, an annual Driver's License check shall be conducted and submitted to the City Contract Administrator upon a date of their selection. The City Contract Administrator or designee maintains the sole discretion to determine the demonstration of responsible behavior and may waive these requirements if determined to be in the best interest of the City.
- c) Shall have a national criminal history background verification completed demonstrating a history of responsible behavior and the candidate is free from previous or open criminal offenses prior to providing service to the City. Thereafter, annual national background verifications shall be conducted and submitted to the City Contract Administrator or designee upon a date of their selection. The City Contract Administrator or designee maintains the sole discretion to determine the demonstration of responsible behavior and may waive these requirements if determined to be in the best interest of the City.
- d) Shall be able to communicate proficiently (both oral and written) in English. Security work often deals with life/safety issues; therefore, the Security Supervisors shall be fully literate in the English language, (e.g., able to read, write, speak, understand, and be understood). Oral command

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of English must be sufficient to permit full communication, even in times of stress.

- e) The Security Site Supervisor shall be an operational position. The minimum requirements are as follows:
  - i) One (1) year of security supervisory or management experience.

### **1) Security Site Supervisors**

The specific tasks for the Security Supervisors will be determined at a later date and contingent upon the specific facility, location or assignment needs. The required tasks shall be approved by the City Contract Administrator. An example of general tasks for the Security Supervisors is listed below and may include, but is not limited to, the following;

#### **Tasks:**

- a) The Supervisor must be available at all times of day or night via phone. Supervisors updated contact information must be provided and available at all times.
- b) Immediately respond within three (3) hours to the post upon request from City Contract Administrator or Designee.
- c) The Supervisor shall have the responsibility and authority to take action regarding requests and/or concerns brought forth by the City Contract Administrator.
- d) The Supervisor will have the authority to remove, replace and/or discipline any security guards who are not following the post orders and/or whomever the City Contract Administrator deems is not performing adequately.
- e) The Supervisor shall be responsible for ensuring that the Contractor's work force complies at all times with post orders.
- f) The Supervisor must completely understand the post orders and operational requirements of the post.
- g) The Supervisor shall inform and train all assigned security guards of any and all changes to post orders and/or procedures for the post.

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- h) The Supervisor will update all security guards of any relevant news regarding the post or of any information the City Contract Administration requests to be provided.
- i) All supervisors shall be required to review reports and logs on a weekly basis to ensure they are complete and accurate.
- j) Intervene and immediately address any complaints and/or concerns from the City Contractor Administrator.
- k) Ensure all guards maintain good personal and uniform appearance and be courteous to the public and the City personnel at all times. Uniforms shall be clean and pressed and include name tags.

**Transponders and Entrance to GISND:**

The Contractor will provide security guard services in the GISND and the full processing of transponder requests from citizens.

The Contractor will administer the current AWID-LR3000 Long Range Reader transponder system for the Golden Isles Safe Neighborhood District by providing the following:

- The Contractor will purchase transponders (AWID-WS-UHF-0-0 Tag, Windshield for LR-2000, LR-2200 and LR-3000 Readers) and resell them to residents. The cost of the transponder to be charged to the resident will be negotiated and specified in the Agreement. Any changes to the price of the transponder must be approved by the GISND Liaison, Designee and/or City Contract Administrator. The Contractor can purchase transponders from any vendor that sells the current transponders utilized by the GISND. Any changes in transponder models must be approved by the GISND Advisory Board through the City's Contract Administrator.
- The Contractor will provide resident(s) an online portal (such a webpage or dedicated website), in/through which residents can sign-up for, order and purchase transponders. The sign-up will need to collect the following information from the resident(s):

Name

Address

Email

Transponder Amount

Vehicle Make, Color, Tag (per transponder)



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- The online portal will need to be secured (i.e. data encryption, password-protected access), due to the collection of sensitive information and payment processing.
- Using the information collected from sign-up method, assign a transponder to the resident and add the information to the current access control system. Access control system should be kept up-to-date [i.e. resident(s), software updates/upgrades, keeping resident(s) information up-to-date, removal of past resident(s), user accounts] to ensure security for resident(s).
- The Contractor will provide mailing services to ensure timely delivery of transponders to the appropriate resident(s).
- The Contractor will provide troubleshooting service to citizens for issues that may arise from use of the access control system (i.e. gate will not open when using transponder).
- The Contractor will process transponders that are returned and replace returned transponders with functioning transponders within twenty (24) hours of receipt.
- Contractor will maintain a list of all issued and returned transponders and provide City a copy of such upon request.

It is not the policy of the GISND to deny entrance to anyone. Therefore, the security guards will not be empowered to deny entrance to or be permitted to eject anyone. Guards will be required to walk behind a vehicle in the visitor lane and write down the license plate before raising the gate and permitting the vehicle to proceed. A telephone will be provided by the District inside the guardhouse so the on-duty guards may summon assistance from the Police Department should the guards have reason to believe such assistance is necessary and in good judgment.

The security guards will be required to operate, raise and lower, guard arms for vehicles entering the GISND, as further described below and ask “May I assist you”.

There are two entrance lanes for Golden Isles/Layne Blvd, one (1) lane used for residents and one lane, inside lane next to guardhouse, for visitors and commercial vehicles. The barrier gate, ten (10) feet in length, for the resident’s entrance lane will be activated by transponders placed within resident’s vehicles. Visitors will only be allowed entry through guard activation of the gate. Stop signs provided by the City will mandate that all vehicles come to a full stop for both lanes.

Residents may purchase transponders only through the Contractor to open the gate arm in the entering resident lane. Since purchase of the gate openers is not mandatory, the guard shall also open the guard gate in the entering resident lane for residents without gate openers or for

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visitors who use the resident lane. The two (2) exit lanes out of the District will be equipped with guard gates which will be automatically activated by loop detectors.

Security guards are required to monitor the surveillance system presently in place and notify the Safe Neighborhood District Liaison of any malfunctions. The security guards will be required to monitor the operation of a surveillance system at the guardhouse located in the GISND. The guard is required to routinely check the monitor to ensure that clear, crisp recording is being displayed on the monitors by each of the cameras. This routine function must be accomplished hourly to ensure that the angle of the cameras and the quality of the image is acceptable. Should such not be the case, the guard is to immediately contact the supervisor. Supervisor is to notify City's Contract Administrator as soon as possible.

Any incidents such as vehicle crashes, especially with City property, gate arm and/or City equipment malfunctions and unusual incidents and/or conflicts with motorists or citizens must be recorded in a report.

The report will be completed using report writing software chosen by the Contractor such as Microsoft Word. The report must be legible and provide responses to basic questions such as: when, who, what, where and why? The date, time and agency case number must added. The report will be emailed to the City's Contract Administrator upon completion. The report will be completed within twenty four (24) hours of the incident. A Supervisor should review the report for accuracy and completeness prior to it being sent.

All vehicle accidents must be reported to police immediately. Further, a report will be completed and the police case number will be added to the report.

**Rover Vehicle and Driver:**

The GISND requires a rover vehicle and driver/security guard to patrol the District, forty (40) hours a week, seven (7) days a week on a rotating schedule, fifty-two (52) weeks a year (all holidays included).

The Rover Requirements:

1. The Rover vehicle must have reflective security markings on both sides identifying it as the "Golden Isles Safe Neighborhood District Roving Security"
2. The Rover vehicle must be less than five (5) years old.
3. The vehicle should be kept clean both inside and out at all times.
4. The vehicle must be immediately replaced should it fail to function or while it is away for service.

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5. Reporting of weekly schedules with actual hours established must be provided. Hours will be determined by liaison and Advisory Board.
6. Spot checks must be performed to ensure rover is in service.

**Communications:**

All security guards assigned to work under the Contract must be accessible by City staff via mobile phones at all times during their work shifts. Moreover, the security guard must be able to report all emergencies to the City Contract Administrator immediately upon their occurrence. The security guard's mobile phone number must be made available to City staff to ensure that the security guard is immediately alerted of problems in one area while they are patrolling another area. The Contractor must immediately contact the appropriate City staff if there is a problem meeting the security guard coverage.

**Security Guard Replacement:**

The City shall have the final approval as to which security guard may be assigned to City facilities. The City reserves the right to request to remove and replace any security guard or staff who, in the City's sole discretion, does not meet the City's professionalism requirements, is not in compliance with the requirements of this Solicitation, and/or appears incapable of performing assigned duties.

Any security guard that the City requests to be removed shall be replaced within forty-eight (48) hours during the term of the Contract. Security guards reporting to work under the influence of alcohol or any illegal substance or out of uniform will not be allowed to stay on duty. The awarded Contractor will be responsible for the immediate replacement of the guard and shall staff the post until the next scheduled guard arrives for duty.

The Contractor will immediately confirm the removal of the employee via email to the City's Contract Administrator.

**Quality Assurance Plan:**

- a. The Contractor must establish and maintain a Quality Assurance Plan (QAP) for the periodic review of all contractual requirements and services as identified in this RFP and related contractual documents. The Plan must identify the activities inspected on both a scheduled and unscheduled basis, how often and in what manner the inspections will be accomplished and the name and rank of personnel who will perform the inspections.

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b. Corrective Action Procedures:

The Contractor must establish procedures to respond to and correct deficiencies in service that may have been identified by the City's Contract Administrator or designee. The Contractor will be provided a time frame in which corrective action must be completed. If the Contractor is unable to complete the corrective action within the prescribed time allotted by the City's Contract Administrator or designee, then the Contractor may submit a written request for an extension of time. Failure to complete any corrective action within the prescribed time on the part of the Contractor will result in liquidated damages and/or Vendor Non Performance.

**Contractor's Responsibilities:**

1. To provide qualified, competent, experienced security guards with full understanding of the job requirements as described. Training is a consideration in awarding this proposal. Include any and all training your company provides staff with your proposal. This could be in the form of a list of training courses, manuals and/or certifications. Please also provide a list of standard equipment that would be provided to the staff servicing the location.
2. To provide and cover employee's breaks, including lunches, rest periods, personal needs, etc., while still maintaining the required continuous security services around the clock, seven (7) days a week, 365 days a year. The Guardhouse affords restroom facilities with toilet and sink, a counter and chair for use of the guard.
3. To provide a rover vehicle and security guard with a valid Florida driver's license to conduct security checks/services throughout the District.
4. To have available experienced management staff during all hours that service is being provided. Management shall have the overall responsibility for supervising security. Such management shall be authorized to represent and act on behalf of the Contractor, meet with the City Manager or designee to discuss contract performance and work as necessary to assure satisfactory performance of the contract. Management must respond to all matters brought forth by the City's Contract Administrator within twenty-four (24) hours. The response must be made via email to the City contact person. Any matters requiring follow up will be addressed by the Contractor's Management and will be documented in a report within a week.
5. To provide a contact telephone number for the public to lodge complaints/ commendations. Management will respond to callers and provide a log of calls to include the date and time of call, the name of the caller, the reason for the call and the resolution. This log will be made available to the appointed City designee.

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6. Management will assure the security guards are punctual and guardhouse is manned at all times and that all duties are performed, per written post orders and Contract specifications. Anytime a guard is not available for duty at any site, or fails to report on-site for duty, the on-duty supervisor shall be responsible to provide immediate replacement. All guards shall be on site at appointed time as no delays are acceptable. At no time shall the guard station be unmanned.

7. To provide and post the guard work-shift schedule and post orders at the guardhouse. The work-shift schedule will be updated immediately when changes occur. Copies of the work-shift schedule will be provided to the City upon request. In addition, an ample supply of blank forms will be kept and used to record all events, such as unsafe conditions or calls to the Hallandale Beach Police Department which may require further action. These forms shall also be used to note other information that needs to be brought to the attention of the City.

8. To make daily shift reports regarding the performance of a guard's shift and special reports regarding any problems or incidents during a shift. These reports must be maintained by Contractor and made available to the City at time of request. Incident reports must be emailed to the City designee within twenty-four (24) hours of incident occurrence.

9. To provide all security guards with a uniform and an I.D. card to be worn conspicuously while on duty.

10. To ensure that security guards will abide by all rules and regulations as set forth by the Contract and the District.

11. To be responsible for deportment, appearance, conduct and supervision of all security guards concerned with the operation of the security service applicable to the Contract. All such personnel under the responsibility of the Contractor are to behave in a completely respectable manner, observe the doctrines of public servant behavior, polite, courteous, cooperative and pleasant in the conduct of the security duties.

12. To remove from the service location any employee who the City Manager or designee deems not in the best interest of the City and/or the District.

13. Make random and routine checks of on duty personnel for proper performance of duty. The City reserves the right to establish a specific security guard schedule, at no additional cost to the City. All management checks will be logged by the Contractor and made available to the City each week for review.

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14. Shall provide its own direct independent and uninterrupted communication link between the guard and the Contractor's base of operations. The security guard must be able to access the communications device without leaving the site. Leaving the site to initiate such communication is not acceptable if it means the site is unguarded.

15. The Contractor shall be fully responsible for ensuring the guardhouse interior is kept in a safe, clean and unaltered condition. This includes cleaning and removing food items that attract insects. All property damage to the facility's interior or exterior resulting from the Contractor and/or guards shall be repaired at the Contractor's expense.

16. Use of telephones by guards. The telephone in the guardhouse shall be adjusted for local calls only. Contractor is responsible for payment of any long distance calls made while security personnel are on-duty. Telephones are for emergency purposes only and shall not be used by the guards for non-emergency reasons, including personal calls.

17. The Contractor will be subject to financial redress should guards fail to perform their duties as defined in the contract after repeated documented warnings.

18. The firm should outline their current hiring and retention practices, to include: Detail the level and types of background checks used, i.e. fingerprint checks, as well as, provide ongoing training records.

The type of work to be performed by security guards is independent, requiring considerable public contact. Work requires the application of independent judgment and the carrying forth of policies and procedures. Operation of guard gate arms and the monitoring of the operation of surveillance equipment are required. Work is performed within general guidelines and is reviewed for compliance with desired results.

### **EVALUATION PROCESS:**

The Evaluation Committee may select proposers to conduct oral presentations. Oral interviews may be scheduled with the firm(s) as requested by the Evaluation Committee. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

Oral presentations are to support what has been provided in the proposals by each firm and to exhibit and otherwise demonstrate and clarify and expand on the information contained therein. The City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information and clarification from Proposers. Sufficient time will be provided to submit this information.

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After oral presentations, proposals will be evaluated and ranked by the Evaluation Committee to obtain the results for recommendation to award the Contract.

- **All firms that are submitting a response to this RFP, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. If the Proposal/Response is from more than one (1) firm, firms responding must meet all requirements as detailed in the RFP.**

All proposals must be submitted in accordance with the Request for Proposals (RFP) document which may be obtained online at [www.cohb.org/solicitations](http://www.cohb.org/solicitations).

### **MINIMUM QUALIFICATION REQUIREMENTS:**

This RFP contains Minimum Qualification Requirements (MQRs) which proposing firm(s) **must** meet in order for the firm's response to be considered and to be evaluated.

**Read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP.**

Firms that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered.

The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth on page 33.

#### **Minimum Qualification Requirement (MQR) # 1: Licenses:**

The Contractor must have and must provide copies of the following State of Florida Licenses. State of Florida License "B" or "BB" as outlined in Florida Statute 493.6301:

493.6301 Classes of licenses.

(1) Any person, firm, company, partnership, or corporation which engages in business as a security agency shall have a Class "B" license. A Class "B" license is valid for only one location.

(2) Each branch office of a Class "B" agency shall have a Class "BB" license. Where a person, firm, company, partnership, or corporation holds both a Class "A" and Class "B" license, each branch office shall have a Class "AB" license.

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**Minimum Qualification Requirement # 2: Years in Business Provision of Sunbiz.**

The firm must have been incorporated through Sunbiz for the past five (5) years and provide a copy of their firm's Sunbiz with their response showing a date filed of year of incorporation of 2012 or earlier.

**Minimum Qualification Requirement # 3: Firm's Years of Experience**

Firm must have completed five (5) projects of similar size and scope as to the requested services in this RFP. The provision of five (5) projects of similar size and scope can be one (1) project during a five (5) year continuous period, or multiple projects during a five (5) year continuous period.

Make sure your firm's response to the MQR # 3 addresses similar projects related to the scope of work as stated in this RFP that your firm has done. The Evaluation Committee will be looking for the provision of detailed responses to the MQR # 3 addressing your firm's previous similar projects and experience to the scope of work as outlined in this RFP.

Your firm **must** provide the information for MQR #3 on the following tables/charts:

Name of the Project # 1	
Date when Project # 1 started	
Date when Project # 1 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in this RFP.	



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Name of the Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in this RFP.	

Name of the Project # 3	
Date when Project # 3 started	
Date when Project # 3 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in this RFP.	

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Name of the Project # 4	
Date when Project # 4 started	
Date when Project # 4 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in this RFP.	

Name of the Project # 5	
Date when Project # 5 started	
Date when Project # 5 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in this RFP.	

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**Minimum Qualification Requirement # 4: High School Diploma (HSD) or General Educational Diploma (G.E.D.):**

All security guards assigned to the Contract must have a HSD or GED. Firm must provide copies of all security guards HSD or G.E.D for all guards that will be assigned to the Contract.

**Minimum Qualification Requirement # 5: Security Guard Years of Experience:**

Each security guard assigned to the Contract must have a one (1) year of experience as a licensed Security Officer. Firm must provide, for each guard that will be assigned to the Contract:

- a. The following chart below demonstrating the one (1) year experience
- b. A copy of the Class “D” license for the security guard.

Name of Security Guard	
Date when Security Guard commenced work at Project/location providing security guard services	
Date when Security Guard completed work at Project/location providing security guard services	
Name of entity for which services were provided to with this Security Guard assigned	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work the Security Guard provided during this project. Such must be similar and address the scope of work as required and addressed in this RFP required and addressed in this RFP.	

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**Minimum Qualification Requirement # 6: Background check:**

All security guards assigned to the Contract must go through a background check paid by the Contractor. Security guards may not be assigned to the Contract if they have ever been convicted of any felony sexual violation and/or lewd behavior charges, any felony convictions, or have had any military conduct resulting in dishonorable or bad conduct discharge and/or dismissal, including as a result of military court martial. Provide a statement that satisfies this MQR with your firm's submittal.

**CONTRACT TERMS:**

The term of the Contract is for three (3) years. The City has the option of extending the contract for three (3) additional one (1) year terms not to exceed a total contract term of six (6) years.

The submittal responses shall be valid until such time as the City Commission awards a contract as a result of this RFP.

**CONTRACT COSTS:**

The Cost Sheet provided must be utilized to provide the City the firm's Cost Proposal. No additional items, fees, costs other than the ones identified in the Cost Sheet will be awarded or paid through the Contract. No increases in fees will be allowed for night hours, weekend hours, special events, holidays, or schedule changes.

Contract increases will not be accepted for the first three (3) years of the initial Contract term.

After the third (3<sup>rd</sup>) complete year of the contract term any increases which may be approved by the City shall be subject to an adjustment up to 2% maximum only if the Contractor can provide documentation proving that their operational costs to provide services have increased significantly. No more than one (1) cost increase will be accepted during any renewal period.

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**REFERENCES:**

References are required as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. Your firm must send the Reference Check Form provided on pages 22- 26 of Exhibit II to the number of references requested and submit with your firm's response.

Firms must provide five (5) verifiable references each for engagements of similar scope as outlined in this RFP. Your firm must send and obtain a completed Reference Check Form as found on pages 22-26 of Exhibit II for each of your firm's five (5) references. Your firm must include the completed five (5) Reference Check Forms within your firm's thumb drive.

**Do not provide more or less than five (5) references.**

The City will send the references provided a request for verification via email within no later than two (2) business days from receipt of proposals. If verification of references is not available or unable to respond within two (2) business days from email request, the reference shall not be considered valid.

Please make sure that the references listed in your firm's response are aware they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the references which were submitted with the firm's response.

Each firm must also list the following information for each of the references provided.

- Name of agency for which work was provided.
- Name of Reference charged with managing said project.
- Type of services provided. Year project started and was completed.
- Total cost of project.
- Phone # for Reference.
- Updated email address for Reference.

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**DEFINITIONS:**

**“Award”** means the acceptance of a bid, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the purchasing authority dollar amount of the City Manager, with the exception of emergency purchases.

**“City”** the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.

**“City’s Contract Administrator”** means the City’s representative duly authorized by the City Manager, to provide direction to the Contractor regarding services provided pursuant to this RFP and the Contract.

**“Contract” and “Contract Documents”** means the Agreement for this Project to be entered into between the City and the Successful Proposer/Contractor.

**“Contractor”** the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

**“Holiday”** a public holiday established and recognized by law, during which certain work, government business, etc., is restricted.

**“Notice to proceed”** means the written notice given by the City to the Contractor of the date and time for work to start.

**“Project Manager”** means the Contractor’s representative authorized to make and execute decisions on behalf of the Consultant.

**“Proposal”** means the proposal or submission submitted by a Proposer. The terms “Proposal” and “Bid” are used interchangeably and have the same meaning.

**“Proposer”** means one who submits a Proposal in response to a solicitation. The terms “Proposer” and “Bidder” are used interchangeably and have the same meaning.

**“Proposal Documents”** the Request for Proposals, Instructions to Proposers, Technical specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).

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**INSTRUCTIONS FOR SUBMITTAL OF RESPONSES:**

Firms are to submit responses only on a thumb drive that is searchable in adobe format (.pdf file). No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search function, your firm must ensure your .pdf files are enabled with this function. **Firms must make sure that the thumb drive is tested for this function before submission.** Do not place password on the thumb drive. Provide one (1) thumb drive with your firm’s submittal.

Section below, Proposal Format, outlines the format to be followed for responses to this RFP.

**PROPOSAL FORMAT:**

**The following format must be followed by firms submitting responses to the RFP.**

The following information stated below is what the Evaluation Committee will utilize to rate your firm’s response. Your firm’s response must provide all information requested below items # 1 through # 10.

Firm’s non-compliance to the outline below will hinder the Evaluation Committee’s ability to find the responses to the RFP and could cost your firm points for information that is not easily found. **The information must be included in the thumb drive that are searchable in adobe format. No hardcopy paper submittals nor CDs will be accepted.**

In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search your firm must test the thumb drive before it is submitted. **Firm(s) must make sure that the thumb drive is tested before submission. Do not place password on the thumb drive.** Provide one (1) thumb drive with your firm’s submittal.

Upon review of the proposals by the evaluation committee oral presentations may be required. After ranking the evaluation committee may select and short list top ranked firms.

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the work for the City in conformity with the requirements of the specifications in the RFP. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

The proposal should address all points outlined in the specifications of this RFP. The proposal should be prepared simply and economically, providing straightforward, concise description of the proposer’s capability to satisfy the requirements of the RFP.

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While additional data may be presented, the information requested in items 1 through 10, must be included. Items 1-10 represent the criteria against which proposals will be evaluated.

**1. Title Page**

Provide the RFP # and title, the firm(s) name(s); the name, address, telephone number and email of the contact person; and the date of the proposal. Only one (1) contact person is to be provided as the contact and will be contacted by the City. If the proposed submittal is made up of more than one (1) firm, provide only one (1) contact person for the entire response.

**2. Table of Contents**

Include clear identification of the material by section and by page number.

**3. Transmittal Letter**

A transmittal letter must be provided briefly stating the proposers' understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes they are the best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer until such time as City Commission awards a contract as a result of this RFP.

The transmittal letter must be signed by duly authorized officers of your firm, as registered with the Florida Secretary of State through the Division of Corporations website at: [www.sunbiz.org](http://www.sunbiz.org). Your firm must provide a copy your firm's Sunbiz following the transmittal letter in order to verify the duly authorized officers. If such officer is not listed in the Sunbiz for your firm, your firm must provide a legal document, such as a Certificate of Resolution, naming the officer as authorized to execute on behalf of the firm.

Provide the names of the person or people who will be authorized to make representations for the Proposer, their titles, addresses, telephone numbers and email addresses.

**4. Minimum Qualification Requirements (MQRs)**

This RFP contains Minimum Qualification Requirements (MQRs) which proposing firm(s) must meet in order for the firm's response to be considered and to be evaluated.



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**Read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP.**

Firms that do not meet all the MQRs stated below will be determined non-responsive and disqualified from the evaluation process and will not be considered.

The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth on page 33.

**Minimum Qualification Requirement (MQR) # 1: Licenses:**

The Contractor must have and must provide copies of the following State of Florida Licenses. State of Florida License "B" or "BB" as outlined in Florida Statute 493.6301:

493.6301 Classes of licenses.

(1) Any person, firm, company, partnership, or corporation which engages in business as a security agency shall have a Class "B" license. A Class "B" license is valid for only one location.

(2) Each branch office of a Class "B" agency shall have a Class "BB" license. Where a person, firm, company, partnership, or corporation holds both a Class "A" and Class "B" license, each branch office shall have a Class "AB" license.

**Minimum Qualification Requirement # 2: Years in Business Provision of Sunbiz.**

The firm must have been incorporated through Sunbiz for the past five (5) years and provide a copy of their firm's Sunbiz with their response showing a date filed of year of incorporation of 2012 or earlier.

**Minimum Qualification Requirement # 3: Number of Years of Experience**

Firm must have completed five (5) projects of similar size and scope as to the requested services in this RFP. The provision of five (5) projects of similar size and scope can be one (1) project during a five (5) year continuous period, or multiple projects during a five (5) year continuous period.

Make sure your firm's response to the MQR # 3 addresses similar projects related to the scope of work as stated in this RFP that your firm has done. The Evaluation Committee

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will be looking for the provision of detailed responses to the MQR # 3 addressing your firm's previous similar projects and experience to the scope of work as outlined in this RFP.

All responses to this MQR must be provided on the tables/charts below:

Name of the Project # 1	
Date when Project # 1 started	
Date when Project # 1 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in this RFP.	

Name of the Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 3, as well as, the scope of work required and addressed in this RFP.	

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Name of the Project # 3	
Date when Project # 3 started	
Date when Project # 3 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in this RFP.	

Name of the Project # 4	
Date when Project # 4 started	
Date when Project # 4 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 3, as well as, the scope of work required and addressed in this RFP.	

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Name of the Project # 5	
Date when Project # 5 started	
Date when Project # 5 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in this RFP.	

**Minimum Qualification Requirement # 4: High School Diploma (HSD) or General Educational Diploma (G.E.D.):**

All security guards assigned to the Contract must have a HSD or GED. Firm must provide copies of all security guards HSD or G.E.D that will be assigned to the Contract.

**Minimum Qualification Requirement # 5: Security Guard Years of Experience:**

Each security guard assigned to the Contract must have one (1) year of experience as a licensed Security Officer.

Firm must provide for each guard that will be assigned to the Contract:

- a. The following chart below demonstrating the one (1) year experience
- b. A copy of the Class "D" license for the security guard.

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Name of Security Guard	
Date when Security Guard commenced work at Project/location providing security guard services	
Date when Security Guard completed work at Project/location providing security guard services	
Name of entity for which services were provided to with this Security Guard assigned	
Updated contact name, phone and email for Project Manager where services were provided to	
Provide detailed information about the scope of work the Security Guard provided during this project. Such must be similar and address the scope of work as required and addressed in this RFP.	

**Minimum Qualification Requirement # 6: Background check:**

All security guards assigned to the Contract must go through a background check paid by the Contractor. Security guards may not be assigned to the Contract if they have ever been convicted of any felony sexual violation and/or lewd behavior charges, any felony convictions, or have had any military conduct resulting in dishonorable or bad conduct discharge and/or dismissal, including as a result of military court martial. Provide a statement that satisfies this MQR with your firm's submittal.

**5. Exhibit II – Required Forms – Pages 13-21:**

Proposal Submitted by Form

Variance Form

Public Entity Crime Form

Domestic Partnership Certification Form

Conflict Of Interest Notification Requirement Questionnaire

Drug Free Workplace Form

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**6. Qualifications, Expertise, Experience and training**

- a. Please provide the size and structure of the firm. Describe in detail your organization.
- b. Please elaborate on the firm's ability, capacity, and skill of the firm to perform the services.
- c. Provide a list of current government clients.
- d. Firm must provide copies of the Firm's Basic Security Training. Include any and all training your company provides staff with your proposal. This could be in the form of a list of training courses, manuals and/or certifications required for staff during a year.

**7. Approach to the Project**

- a. Describe your firm's understanding of the services detailed in this RFP and your firm's strengths in providing these services.
- b. Provide a detailed description/plan of how services will be transitioned from current operations and staff focusing on a smooth, seamless transition.
- c. Provide a sample security plan and how it would be implemented.
- d. List sample activities and procedures that would be designed to detect and address security and safety problems.
- e. List sample activities and procedures to control and oversee traffic control points to restrict unwanted activity.

**8. Past Performance (References)**

Firms must provide five (5) verifiable references each for engagements of similar scope as outlined in this RFP. Your firm must send and obtain a completed Reference Check Form as found on pages 22-26 of Exhibit II for each of your firm's five (5) references. Your firm must include the completed five (5) Reference Check Forms within your firm's thumb drive.

The City will send the references your firm provided a request for verification via email within no later than two (2) business days from receipt of proposal. If verification of references is not available or unable to respond within two (2) business days from email request, the reference shall not be considered valid and the points for references will be

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affected.

Please make sure that the references listed in your firm's response are aware they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the reference which was submitted with the firm's proposal.

Each firm must also list the following information for each of the references provided.

- Name of agency for which work was provided.
- Name of Reference charged with managing said project.
- Type of services provided. Year project started and was completed.
- Total cost of project.
- Phone # for Reference.
- Updated email address for Reference.

#### 9. **Cost Proposal**

The cost proposal will be evaluated based on the **Total All Inclusive Price** seen in the Cost Proposal Sheets below on page 32. The Cost Proposal Sheets must be utilized for the submission of your firm's Cost. Cost Proposal will be evaluated utilizing the equation seen in the example below:

- Lowest Cost Proposed gets Total Points = 30 points
- Lowest Cost submitted is \$100,000 and the Proposer's Proposed Cost being evaluated is \$150,000 = So  $\$100,000 / \$150,000 = .70$
- $.70 * \text{total \# of points for cost criteria which is } 10 = .70 * 30 = 21$  which would be the total # of points this Proposer's cost would receive.

#### 10. **Local City of Hallandale Beach Vendor Preference (LVP)**

*See Exhibit III for further details.*

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**COST PROPOSAL:**

Proposers must provide the cost for all services as detailed in this RFP in the table below.

Contract increases will not be accepted for the first three (3) years of the initial contract term.

After the third (3<sup>RD</sup>) complete year of the contract term any increases which may be approved by the City shall be subject to an adjustment up to 2% maximum only if the Contractor can provide documentation proving that their operational costs to provide services have increased significantly. No more than one (1) cost increase will be accepted during any renewal period.

<u>ITEM #</u>	<u>LOCATION</u>	<u>ITEM DESCRIPTION</u>	<u>HOURS</u>	<u>RATES</u>	<u>SUB-TOTAL</u>
1.	GOLDEN ISLES GUARDHOUSE	GUARD	8,760 hrs. per year (24 hrs. per day *365 days per year)	\$_____/hour	\$_____
2.	GOLDEN ISLES SAFE NEIGHBORHOOD DISTRICT	ROVER	2,080 hrs. per year (40 hrs. per week *52 wks. per year)	\$_____/hour	\$_____
<b>TOTAL ITEMS 1-2</b>					\$_____

I, \_\_\_\_\_,  
Name of authorized Officer per Sunbiz Title

of \_\_\_\_\_  
Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name



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## PROPOSAL EVALUATIONS:

**Criteria.** Your firm's response to this RFP will be evaluated as stated below.

The recommendation(s) for award shall be made to the City Commission by the City Manager, to the responsible Proposer(s) whose proposal is determined to be the most advantageous to City.

NUMBER	CRITERIA	MAXIMUM Potential Points
1.	Minimum Qualification Requirements (MQRs) – this criteria has not points. If you firm does not provide all the required stated MQRs your firm's proposal will not be reviewed/evaluated and your submission disqualified.	
2.	Qualifications, Expertise and Experience	30
3.	Approach to the Project	20
4.	Past Performance (References)	10
5.	Cost Proposal	30
6.	City of Hallandale Beach Local Vendor Preference	2.5-10
	<b>TOTAL POINTS **</b>	<b>100</b>

\*Depending on tier level of the Local City of Hallandale Beach Vendor Preference the points may be 2.5, 5 or 10. (See Exhibit III).

\*Total points may be less than 100 points depending on the applicable Tier criteria for the Local City of Hallandale Beach Vendor Preference (See Exhibit III).

The criteria stated above will be utilized to rank proposer(s).

Oral Presentations may be scheduled with the firms if the Evaluation Committee determines to invite to this process. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

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**SUBMITTAL DUE DATE:****Reponses are due: July 5, 2017 by no later than 11:00 am.****RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:**

CITY OF HALLANDALE BEACH  
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR  
HALLANDALE BEACH, FL 33009  
TITLED: RFP # FY 2016-2017-006  
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**LATE PROPOSALS WILL NOT BE ACCEPTED****Mandatory Pre-Proposal Conference:**

The City is holding a mandatory pre-proposal conference. The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which make up the RFP for this project.

The Mandatory Pre-Proposal Conference will be held **June 16, 2017 at 11:00 am**, City of Hallandale Beach, 400 South Federal Highway, in Commission Chambers.

**In order for your Firm's proposal to be accepted a representative from your firm must have attended the Mandatory Pre-Proposal Conference and signed in for your firm.**

This meeting will be recorded and available as a public record if requested.

**Mandatory Site Visit:**

The Mandatory Site Visit will be held on **June 16, 2017, immediately following** the Mandatory Pre-Proposal Conference. The Site visit will be held at the GISND Guardhouse located at 424 Layne Blvd. Hallandale Beach Florida 33009. Parking will be available at the Golden Isles Park located northwest of the guardhouse.

**No questions will be answered during the site visit. Any questions must be provided in writing to email below and the answers will be provided via an addendum.**

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**Last Day for Questions:**

Any questions are to be submitted via email to [csmith@cohb.org](mailto:csmith@cohb.org) no later than **June 20, 2017 by 11:00 am.**

Answers to questions received before the deadline will be released via addendum.

**INSURANCE REQUIREMENTS:**

The awarded firm(s) will be required to obtain and maintain the insurance requirements as set forth in the Form Contract found in Exhibit II. Insurance requirements must be held for the life of the Contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the Commission.

The requirements for insurance are stated in Exhibit II, Form Contract, Article 5.

**QUESTIONS REGARDING RFP:**

For information pertaining to this Request for Proposals (RFP), contact Carolyn Allen-Smith at the Procurement Department, (954) 457-3073. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written Addendum.

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## REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.

RFP DOCUMENT RELEASED	JUNE 6, 2017
MANDATORY PRE-PROPOSAL CONFERENCE	JUNE 16, 2017 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN JUNE 20, 2017 BY 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<b><u>JULY 5, 2017</u></b> <b><u>BY NO LATER THAN 11 AM</u></b>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	JUNE THROUGH JULY, 2017
ORAL INTERVIEWS – (IF REQUIRED)	AUGUST 2017
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	SEPTEMBER 2017
PROJECT START DATE – ESTIMATED	TO BE DETERMINED