

# Request For Proposal

**Security Services for Jess Lanier Manor  
The Housing Authority of the City of Bessemer (BHA)  
August 8, 2023**

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### Attachments:

Non-Collusive Affidavit  
Proposal Form

**Request for Proposals  
Security Services  
for the  
Bessemer Housing Authority  
August 8, 2023**

**Section A. Advertisement**

The Housing Authority of the City of Bessemer (BHA) is soliciting separate proposal packages from qualified and experienced Firm/ Contractors to provide Security Services for the following properties managed by the BHA.

These properties include and are NOT limited to following site:

1. Jess Lanier Manor (Owned by Bessemer Non-Profit Development Corporation)

These services shall include the work as described in the enclosed Scope of Work package for the site as listed above. **Please Note that the Scope of Work package applies for the specific site, for which the contract shall be awarded.** The BHA reserves the right to reject any and all proposals and to waive any informality in the solicitation process.

Any questions in regard to this RFP should be addressed to Mr. David Williams, Director of Facilities.

**Section B. Proposals Submittal Time and Place**

One signed original and one copy of the proposal must be submitted to the BHA at 1515 Fairfax Avenue, South; P.O. Box 1390; Bessemer, Alabama 35021-1390 to be received no later than **2:00 P.M. (cst) on Friday, August 25th, 2023.** The envelope must have the following notation on the bottom left hand corner of the proposal, **“Security Services Proposal Enclosed.”** The proposal packages will be evaluated based on the **“Competitive Proposals”** criteria of the BHA. **Packages received after this date and time will NOT be accepted.** Facsimile Copies will NOT be accepted! Please note that all original proposals will be retained by the BHA for three years from the date of the award of the proposal for audit purposes.

### **Section C. Detailed Proposals**

Interested Firm/ Contractors must submit a proposal package for the site in order to be considered. The proposal package shall include a minimum of:

1. Description of services to be provided, as detailed in the Scope of Services (Section D) part of this document for the site.
2. Costs for Services (Refer to Section E below).
3. Detail the current and expected workload of the Firm/ Contractor and an explanation of how the firm/ contractor will be able to handle this assignment in a professional and timely manner as to provide the required deliverable of service for the site as set forth in section D below.
4. Notarized statement of Non-Collusion (Non-Collusive Affidavit) certifying that the Firm/ Contractor is NOT acting or has NOT acted in a manner as to gain a competitive advantage against the BHA or any competitive entity interested in this proposal process, as detailed in the attachment to this document.
5. Notarized statement certifying that the Firm/ Contractor is NOT debarred, suspended or otherwise prohibited from providing contract services by any Federal, State or local agency.
6. Statement that General Liability Insurance in the amount of \$1,000,000 will be provided to the BHA no later than ten (10) calendar days following the award of the contract. **Note:** If the successful Firm/ Contractor fails to provide proof of insurance as specified, the contract between the BHA and Firm/ Contractor will be terminated.
7. Proof (copy of licensure and registrations) that the Firm/ Contractor is licensed and/or registered and allowed to provide the requested services and/or conduct business in the State of Alabama.

**Note: The information specified above (items 1 through 7) must be included in the detailed proposals package and in the order specified above. Firm/ Contractors that do not submit the required information will be eliminated from consideration.**

## **Section D. Scope of Work Packages**

For each site listed:

1. Jess Lanier Manor (Owned by Bessemer Non-Profit Development Corporation) –
  - a. Security Services to limit the risk of hazards to persons and property at the Building, Site and Auxiliary areas.

The scope of work for Security Services shall at a minimum, include the following:

### **1. Execution:**

A. General: Security Services provided during contracted duty hours:

- a. The Firm/Contractor shall provide all labor, materials, equipment, and supervision at all times to provide full and appropriate unarmed security services to the building, residents and auxiliary areas of the site for which service is contracted.
- b. The Firm/Contractor's personnel assigned to perform the work shall wear uniforms at all times and shall be equipped with portable communication devices that will allow for immediate communication with the Police Department, Fire Department, Emergency Response Services, and/or BHA Property Management and Maintenance Personnel.

B. This service shall include, but shall NOT be limited to the typical as follows:

1. The Firm/ Contractor shall Control Public Access to the building and auxiliary areas of the site during the hours of service designated by the owner of the property or its representatives.
2. The Firm/ Contractor shall perform routine and random site inspections and patrols throughout the building and auxiliary areas of the site during the hours of service designated by the owner of the property or its representatives.
3. The Firm/ Contractor shall provide prompt and appropriate response to all security-related incidents and emergencies. This includes, but is not limited to, notifying the Police Department, Fire Department, Emergency Response Services, and/or BHA Property Management and Maintenance Personnel.
4. The Firm/ Contractor shall prepare and submit written reports to account for all hours of service, as well as individual reports for each and all security-related incidents and emergencies. This includes, but is not limited to documentation of the personnel's times of arrival to, and departure from the site.
5. The Firm/ Contractor shall provide personnel that is physically and emotionally capable of performing the required duties of contracted service and have NO criminal record. Personnel shall be able to respond to all security-related incidents and emergencies with the demonstration of common sense and good judgement and in compliance with the all stated and documented policies and procedures.

- C. Standards of Conduct: The Firm/ Contractor shall assure that all personnel adhere to a minimum standard of conduct, including but NOT limited to the strict prohibition of the following:
- a. Neglect of duty, insubordination, and workplace misconduct.
  - b. Sleeping and Conducting Personal affairs while on duty.
  - c. Disorderly Conduct, use of abusive and offensive language and/or verbal assaults to members of the general public, residents of the property and staff of the BHA.
  - d. Possess, sell, consume, or be under the influence of intoxicants, drugs or substances that produce a similar effect.
  - e. Engaging and/or facilitation of a sexually intimate acts or relationships with members of the general public, residents of the property and staff of the BHA.

#### **Section E. Costs for Services**

Firms/ Contractors must submit a fee schedule that includes the following:

1. A firm fixed fee from the Firm/ Contactor to complete the work identified in the Scope of Work Package. The detailed fee for services listing shall include all costs associated with all the work to be provided at the site as a part of this request.

#### **Section F. Term of the Service**

The contract term will be set forth as specified to complete the work as requested and detailed in the awarded Firm/ Contractor's proposal package. The BHA and successful Firm/ Contractor will execute an Agreement for the work at the property to identify specific terms and schedules.

#### **Section G. Special Notice**

1. The BHA specifically reserves the right to reject any and all proposals packages, to waive technicalities, and to award the contract in the best interest of the BHA.
2. It shall be the proposing Firm/ Contractor's responsibility to inspect all areas and existing property conditions, to confirm to its satisfaction all of the aspects of the work associated with the Scope of Work package requirements for the site, prior to the submission of a proposal package.
3. The successful proposer will be required to provide references and other documentation to satisfy the BHA of the Firm/ Contractor's ability to perform under this contract. It is requested that the Firm/ Contractor submit a listing of similar work performed previously outside of the BHA within the Proposal package.

6. The successful Firm/ Contractor shall provide the BHA with proof of the required insurance coverage, which will list the BHA as additionally insured prior to the execution of a contract. The Firm/ Contractor shall carry General Liability Insurance in the amount of \$1,000,000 for each occurrence to cover claims for injury or death of one or more persons because of accidents which may occur or result from operations under the contract. The Firm/ Contractor shall also carry Property Damage Insurance in the amount of \$100,000 or more to cover claims of property damage which might arise from operations under the contract. The Firm/ Contractor shall carry Workman's Compensation Insurance in an amount specified by the State of Alabama, regardless of the number of employees employed by the contractor. Required insurance coverage must be present at all times the awarded Firm/Contractor is working under contract to provide service for the BHA property.
7. Davis – Bacon Wage Rates shall apply to this work associated with the awarded contract. Specific details and requirements shall be set within the Contract agreement between the BHA and successful Firm/ Contractor.
8. Section 3 Requirements shall apply to this work associated with the awarded contract. Specific details and requirements shall be set within the Contract agreement between the BHA and successful Firm/ Contractor.
9. The BHA Smoke-Free Environment Policy shall apply to this work associated with the awarded contract. Specific details and requirements shall be set within the Contract agreement between the BHA and successful Firm/ Contractor.
10. All Firm/ Contractors are free to submit a Proposal Form for the Scope of Work Package included within this RFP. Please note a Contract for the site will be awarded to the low, and best qualified, proposers meeting all specifications and requirements by the sole determination and opinion of the BHA.
11. Should you have any questions concerning this matter please contact Mr. Cleman Johnson, Deputy Executive Director, by calling 205-481-4420, ext. 226 or [cjohnson@besha.org](mailto:cjohnson@besha.org).

The Housing Authority of the City of Bessemer (BHA)

**NON-COLLUSIVE AFFIDAVIT  
(Contractor's form)**

State of \_

County of

\_\_\_\_\_, being first duly sworn, deposes and says that

he/she is \_\_\_\_\_, the party making the foregoing proposal

(a partner or officer of the firm, etc.)

or bid, that such proposal or bid is genuine and not collusive or a sham offer; that said party has not colluded, conspired, connived or agreed, directly or indirectly, with any party or person, to put in a sham proposal, bid or offer or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any party or person, to fix the proposed or bid price of affiant or of any other proposer or bidder, or to fix overhead, profit or cost element of said proposal or bid price, or of that of any other proposer or bidder, or to secure any advantage against The Housing Authority of the City of Bessemer (BHA), or entity managed by the BHA, or any party or person interested in the proposed contract and that all statements in said proposal or bid are true.

\_\_\_\_\_  
(Proposer/ Bidder, if an individual;  
Partner, if the proposer/ bidder is a partnership;  
Officer, if the proposer/ bidder is a corporation)

\_\_\_\_\_  
Notary Public

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

My commission expires \_\_\_\_\_.



**PROPOSAL FORM**  
**(Security Services)**

I, \_\_\_\_\_, an Officer of \_\_\_\_\_  
(Name of Person Submitting Proposal) (Name of Business, if incorporated)

Corporation, doing business as (DBA) \_\_\_\_\_ have read the  
(Name of Business, if NOT incorporated)

Request for Proposal (RFP) and submit the following proposal for pricing:

Scope of Work Package 1:      Jess Lanier Manor

\$ \_\_\_\_\_ Lump Sum Rate for Security Services on an Annual basis

\$ \_\_\_\_\_ Hourly Rate for Security Services

This proposal shall remain valid and in effect for ninety (90) days following the due date of the submittal and may not be withdrawn during that time without the consent of the BHA. The Firm/ Contractor understands and agrees that the BHA may add or delete work items in this contract and allow the Firm/ Contractor to adjust pricing accordingly.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

E.I.N. or Social Security No.: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Signature: X

**THIS PROPOSAL FORM MUST BE USED FOR PROPOSAL TO BE ACCEPTED**