



**REQUEST FOR PROPOSALS
ARMED SECURITY GUARD SERVICES
FOR THE CITY OF ANNISTON**

ACCEPTANCE DATE: January 14, 2026 Prior to 2:00 p.m., Local Time

PROJECT NUMBER: 2025-013

ACCEPTANCE LOCATION: City of Anniston, City Hall
1129 Noble Street
Anniston, AL 36201

CONTACT: Branton Cole
Engineering Projects Manager
Office Number: 256-231-7750
Email: bcole@anniston.al.gov

REQUEST FOR PROPOSALS

RFP: Armed Security Guard Services for The City of Anniston

OWNER: The City of Anniston

Sealed Request for Proposals (RFPs) will be received by the owner for the referenced RFP. **The Owner will accept RFPs prior to January 14, 2026, 2:00 p.m. local time.** The City of Anniston Will review all proposals submitted.

A MANDATORY pre-proposal conference will be held at 10:00 a.m. on the 7th day of January 2026. The pre-proposal conference will be held at Anniston City Hall, located at 1129 Noble Street, Anniston, AL 36201.

The RFP is generally described as follows: The City of Anniston is seeking proposals for a qualified contractor to provide quality armed security guard services at Anniston City Hall, located at 1129 Noble Street, Anniston, AL 36201. Armed security guard will be required to be located on-site during any and all operating hours of Anniston City Hall. Standard operating hours are from 8:00 a.m. to 4:30 p.m. These days and hours may be extended on occasions due to meetings or events.

Request for Proposal Documents may be obtained from the below contact:

Branton Cole
Engineering Project Manager
Office: 256-231-7750
Email: bcole@anniston.al.gov

All RFPs must be submitted in sealed envelopes bearing on the outside the name of the contractor/firm, license number, address, RFP name, and project number.

Your RFP will be required to be submitted under a condition of irrevocability for a period of ninety (90) days after submission.

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EXHIBIT A: LOCATION AND HOURS OF OPERATION

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ARMED SECURITY GUARD SERVICES

1.0 PURPOSE

The intent of this Request for Proposals (RFP) is for the City of Anniston, Alabama (City) to solicit proposals from responsible and qualified contractors/firms to provide comprehensive armed security guard services for the City of Anniston City Hall building.

The City intends to award a contractor capable of providing professional security guard services at Anniston City Hall to ensure the safety of employees and visitors; to prevent, deter, and respond to theft, vandalism, fire, and other criminal or unsafe acts affecting City personnel or property. The initial contract term shall be one (1) year, with the option to renew for up to four (4) additional one-year terms, for a maximum potential term of five (5) years.

2.0 COMPETITION INTENDED

It is the City's intent that this Request for Proposal (RFP) permits competition. It shall be the Offeror's responsibility to advise the City in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the City of Anniston not later than fifteen (15) days prior to the date set for acceptance of proposals.

3.0 BACKGROUND INFORMATION

The City of Anniston is located in Anniston, Alabama. This RFP is only for armed security guard services for Anniston City Hall, located at 1129, Noble Street, Anniston, AL 36201. Anniston City Hall is the former Federal Courthouse. Remodeling of this building began in 2021. Employees moved offices and this location became Anniston's permanent City Hall in early February of 2025. The building is three stories with a mezzanine and basement. The following is a breakdown of department locations by floor:

Basement:	Building and Safety
First Floor:	City Administration, Human Resources, Finance, CDBG, and Economic Development & Planning
Mezzanine:	Four Council Offices/Chambers
Second Floor:	Public Works Department, City Clerk, & Public Information Dir.
Third Floor:	Parks and Recreation Department

Total Number of City Hall employees: 30. *This is subject to increase or decrease.

ARMED SECURITY GUARD SERVICES

4.0 OFFEROR'S MINIMUM QUALIFICATIONS

Offerors must be properly licensed in the state of Alabama to operate a private security business that provides armed security services. All offerors must submit the documentation indicated below with their proposal. Failure to provide any of the required documentation may be cause for proposal to be deemed non-responsible and/or outright rejected as incomplete.

The following criteria shall be met in order to be eligible for this contract:

- 4.1 The Offeror shall be properly licensed in the state of Alabama to provide private security services, including armed security.

The proposal shall include a copy of the license showing the legal business name, license number, and expiration date.

- 4.2 The Offeror shall have a minimum of three (3) consecutive years of experience providing security guard services for facilities and operations of similar size, scope, and complexity to those of the City of Anniston.

To demonstrate compliance, the Offeror shall submit at least four (4) references for or past and current contracts, consisting of:

- A. Two (2) current references;
- B. Two (2) past references; and
- C. At least one (1) of the references shall be from a public-sector entity, such as a city, town, or state agency.

For each reference, the Offeror shall provide: (1) the entity name; (2) reference contact information (name, title, phone, and email); (3) a brief description of the services provided; (4) the contract term (start and end dates); and (5) a statement indicating whether the reference meets the public-sector requirement described above.

Failure to provide the required references may result in the proposal being deemed non-responsible. The Offeror hereby releases listed references from all claims and liability for damages that may result from the information provided by the reference.

Documentation demonstrating compliance with each minimum qualification shall be provided in the proposal under Tab 3 described in Section 8.3 C. (Response to Minimum Qualifications).

ARMED SECURITY GUARD SERVICES

5.0 SCOPE OF SERVICES

All proposals must be made on the basis of, and either meet or exceed, the requirements contained herein.

The services to be provided shall include, but not be limited to, the following:

5.1 Security Services:

- A. The contractor shall provide one high quality, armed, uniformed, security guard for Anniston City Hall. Coverage is required to be provided during all operating hours of Anniston City Hall. Standard operating hours are Monday thru Friday, 8:00 a.m. to 4:30 p.m. In certain circumstances, these hours may be extended beyond the dates and times.
- B. The estimated number of hours per facility or site and type of security personnel services are included in Exhibit A (List of post/location and hours of service.)
- C. The minimum qualifications for security personnel are included in Exhibit B. If Contractor provides different levels of security guards based on experience or performance (ex. Senior Security Guard), the Contractor is required to provide these levels, and different wages and charge rates for these positions.
- D. The Contractor shall ensure that security guards do not leave their assigned post until they have been properly relieved. Under no circumstances shall any assigned duty area be abandoned without the approval of the City. Abandoned is defined as being physically absent from the designated post area without authorization.
- E. The Contractor's security guards may be required to perform basic operations of the City's access control/intrusion detection systems, video surveillance systems, facility burglary/fire alarm systems, weapons detection systems and other security related equipment.

5.2 Security Guards:

- A. The Contractor shall be responsible for staffing the Anniston City Hall building with duties which shall include, but are not limited to:
 - 1. Monitoring visitors and suppliers entering the building in a manner consistent with City procedures

2. Where applicable, screening persons, bags, parcels, and packages entering City facilities for the presence of weapons, explosives, hazardous materials, or other contraband. Screening may involve the use of various security equipment, as well as visual inspections of property and vehicles.
 3. Preventing and reporting unauthorized intrusions.
 4. Attending to persons requiring routine and emergency assistance.
 5. Performing other duties consistent with armed security guard services.
- B. The Contractor's security guards or on-site supervisor are required to perform foot patrol of Anniston City Hall between geographic areas and floors, and shall include, but not limited to:
1. Providing general surveillance of the exterior and interior areas of City Hall.
 2. Providing the proper locking and unlocking of City Hall, and other areas in accordance with site specific post orders.
 3. Responding to and investigating facility alarms (intrusion, fire, environmental, etc.)
 4. Documenting patrolling of areas are specified times.
 5. Attending to persons requiring routine or emergency assistance.
 6. Providing personal safety escorts as needed.
 7. Providing a visible security presence.
 8. Performing other duties consistent with armed security guard services.
- C. Incident Reporting
1. Intrusions
 2. Criminal activities
 3. Fire
 4. Security breaches

5. Use of force by any security guard.
6. Discharge of any security guard's firearm, whether intentional or accidental.
7. Any accident or incident or emergency assistance involving the Contractor or employee injuries.
8. Any condition the security guard feels may possibly be detrimental to the health or safety of employees and visitors.

5.3 Business Offices

The Contractor shall maintain the capability to be immediately responsive to City authorities when contacted during normal working hours, as well as after hours, weekends, and holidays. This capability may be supported by a business office in Anniston, AL or surrounding areas, or by other verifiable support infrastructure, provided the required responsiveness is maintained throughout the contract period.

5.4 Management and Supervision

- A. The Contractor shall provide appropriate and necessary management and supervision for all the Contractor's employees and shall be solely responsible for instituting and invoking disciplinary action for employees not in compliance with the Contractor's rules and regulations, as well as any other policy and procedures established by the contracting parties.
- B. The Contractor shall have a supervisor "on duty" available to the City at all times during hours of operation, unless directed otherwise by the City. The Contractor shall also be responsible for providing the City with a twenty-four (24) hour contact person for the life of the contract, someone who can be contacted quickly by the City with reasonable effort.
- C. "On Duty" can be interpreted to mean the supervisor is "On Call" from their home or office. The supervisor shall be accessible, and responsible for all security guards during operating hours and shall have the authority to change guard schedules, terminate employment, discipline personnel, and exercise full operational authority over all guard activities and other related management prerogatives pertaining to the armed security guard(s). The supervisor is not required to be physically present at the site, but must be able to respond promptly to the site as needed.

5.5 Hiring, Training, and Administration

- A. The Contractor shall ensure hiring, training, and administration of motivated and professional employees that meet or exceed both the Contractor's and City's standards.

The Contractor shall be held accountable for ensuring that all assigned personnel consistently perform to these standards throughout the term of the contract.

- B. The Contractor must provide a minimum of eight (8) hours of initial job training to security guard personnel for each post assigned. All initial and sustainment training must be at the expense of the Contractor.
- C. The Contractor shall be responsible for verifying that each security guard and the security supervisors maintain active status and valid licensing with the State of Alabama, including any required annual state training, to ensure no lapse in coverage.
- D. The Contractor must provide and maintain nationally recognized CPR/first aid training and certification to all security personnel (ex: American Red Cross, American Heart Association, National Safety Council, etc.). Proof of the training must be provided no later than thirty (30) days prior to the contract's start date and prior to any change of security personnel.
- E. The Contractor shall pay all wages, salaries, and other amounts due to its employees in connection with the Contract and is solely responsible for all associated reports and obligations, including but not limited to, Social Security, income tax withholding, unemployment compensation, workers' compensation, and other similar statutory requirements.

5.6 Uniforms and Protective Clothing

- A. The Contractor is responsible for the daily personal appearance of security personnel. All security guards shall have a consistent appearance and functionality through the required wearing of assigned uniforms and equipment.
- B. The Contractor shall provide seasonal and weather appropriate protective clothing, and personal protective equipment necessary to support continuous performance of contract requirements. Security personnel must be distinctively uniformed while on duty and be identified with their function by appropriate emblems or badges. To clarify discretionary areas and ensure consistency, the uniform specifications are contained below table 5.6.1. Uniforms shall be worn at all while on duty.

Table 5.6.1 – Minimum uniform Requirements

<i>ITEM</i>	<i>MINIMUM SPECIFICATION</i>
Pants	Law enforcement style
Shirt	Law enforcement style
T-shirt	Crew neck, must match uniform
Belt	Must match uniform
Name Tag	Embroidered cloth strip, engraved plastic or metal with last name, displayed above right pocket on uniform shirts and jacket.
Uniform Shield	Alabama Security Guard compliant
Uniform Patch	Embroidered patch on left shoulder of uniform shirts and jacket.
Rain Coat	To match uniform
Cold Weather Coat	To match uniform
Hat	Baseball style to match uniform *hat not required if security guard prefers not to wear one
Cold Weather Hat	To match uniform * not required if security guard prefers not to wear one.

- C. The Contractor must provide duty gear. The individual equipment provided for each guard shall have the same style, functionality, and appearance. All equipment shall be kept in serviceable condition at all times. The Contractor shall keep a serviceable pool of such items available for use by guards. Table 5.6.2 provides the minimum requirements and specifications for each required piece of duty gear.

Table 5.6.2

<i>ITEM</i>	<i>MINIMUM SPECIFICATION</i>
Duty Belt	Black law enforcement style
Pistol	Semiautomatic pistol chambered in 9mm, 10mm, .45 caliber, or .40 caliber.
Pistol Magazines	Three magazines to fit the issued pistol (one in pistol, two on belt)
Ammunition	Sufficient to fully load the chamber and three magazines, plus sufficient quantity to expend during training
Holster	Black law enforcement style fitted to pistol
Magazine pouch	Closed case, black.
Hand cuffs	Nickel plated or black law enforcement style
Hand cuff pouch	Closed case, black
Baton	21-inch collapsible, black
Baton holster	Hard plastic with side break, black.
Flashlight	Sized to comfortably fit on duty belt. Min. 320 lumens, black
Flashlight holster	Black
Body Armor	Contractors discretion
OC Spray	Size for wearing on belt with black holster

- D. The Contractor shall also supply other personal equipment that may include whistles, inclement weather clothing, and safety equipment necessary for full performance in all types of weather.

5.7 Telephones

The Contractor must furnish cellular smartphones, including service/connectivity, or similar devices for security guards to use while on duty.

5.8 Additional Hours

The Contractor shall respond as necessary to accommodate additional duty hours either temporarily or permanently as may be requested by the City, including, but not limited to emergency situations. The Contractor shall provide such additional hours as directed by the City. The additional hours shall be invoiced at the hourly rates established under the Agreement.

All hours billed will be for the established amount in the agreement.

5.9 General Requirements

- A. The specific facility to be covered, whether currently identified or added in the future, along with the number of officers required and the service hours, are subject to change at the City's discretion to meet any evolving operational needs.
- B. The City may request changes to the scope of services, including the addition or reduction of staffing. The City will provide the Contractor with thirty (30) calendar days' written notice prior to implementation date. This notice will include:
 - 1. The projected duration of changes (temporary or permanent.)
 - 2. The targeted implementation date.
 - 3. The type of position needed.
 - 4. The number of staffing positions.
 - 5. The days and times to be covered.
 - 6. Assignments and post orders for each role.

5.10 City Responsibilities

The City will be responsible for the following:

- A. Provide detailed security guard service requirements, general and specific post orders requirements.
- B. Provide any equipment needed to allow security guards to utilize the City security systems.
- C. Provide initial post standards and expectations.

5.11 Kickoff Meeting

Upon the award of this Contract, the Contractor shall participate in a kickoff meeting held by the City Manager to discuss contract requirements and the transition process.

ARMED SECURITY GUARD SERVICES

6.0 TERMS AND CONDITIONS

The Agreement for Service (“Contract” or “Agreement”) with the successful Offeror will contain the following Terms and Conditions. Offerors taking exception to these terms and conditions or intending to propose additional or alternative language must

- (a) identify with specificity the City Terms and Conditions to which they take exception or seek to amend or replace; and (b) include any additional or different language with their proposal. Failure to both identify with specificity those terms and conditions Offeror takes exception to or seeks to amend or replace as well as to provide Offeror’s additional or alternate Contract terms may result in rejection of the proposal. While the City may accept additional or different language if so provided with the proposal, the Terms and Conditions marked with an asterisk (*) are mandatory and non-negotiable.

6.1 Procedures

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the City Manager or his/her authorized representative(s). The Contractor shall not comply with requests and/or orders issued by other than the City Manager or his/her authorized representative(s) acting within their authority for the City. Any change to the Contract must be approved in writing by the City Manager and the Contractor.

6.2 Term

The Contract shall cover the period from April 1, 2026 through March 31, 2027, or an equivalent period depending upon date of Contract award.

This Contract may be renewed at the expiration of the initial term at the request of the City. The renewal may be for up to four (4) additional one- year periods. Unless otherwise agreed to by the parties or as may be required by law, any renewal shall be based on the same prices, terms and conditions as the initial term. All prices proposed and accepted for the initial term and any renewal periods shall remain firm fixed prices for the full duration of the respective contract period.

The Contractor may submit a written request for a price adjustment no later than ninety (90) calendar days before the start of any renewal period. Requests must include verifiable documentation of increased costs directly related to performing the contracted security guard services (e.g., wage rates, benefits, insurance, or other market factors). The City may accept, negotiate, or reject any request, in whole or in part, at its sole discretion. Any approved adjustment will take effect at the start of the renewal period for which it is granted.

6.3 Delays and Delivery Failures

Time is of the essence. The Contractor must keep the City advised at all times of status of parties' agreement. If delay is foreseen, the Contractor shall give immediate written notice to the City Manager. Should the Contractor fail to deliver the proper item(s)/service(s) at the time and place(s) contracted for, or within a reasonable period of time thereafter as agreed to in writing by the City Manager, or should the Contractor fail to make a timely replacement of rejected items/services when so required, the City may purchase items/services of comparable quality and quantity in the open market to replace the undelivered or rejected items/services. The Contractor shall reimburse the City for all costs in excess of the Agreement price when purchases are made in the open market; or, in the event that there is a balance the City owes to the Contractor from prior transactions, an amount equal to the additional expense incurred by the City as a result of the Contractor's nonperformance shall be deducted from the balance as payment.

6.4 Business, Professional, and Occupational License Requirement

All firms or individuals located or doing business in the City are required to be licensed in accordance with the City's Ordinance during the initial term of the Contract or any renewal period.

Wholesale and retail merchants without a business location in the City are exempt from this requirement.

6.5 Insurance

- A. The Contractor shall be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith. The Contractor assumes all risk of direct and indirect damage or injury to the property or persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract.
- B. The Contractor and all subcontractors shall, during the continuance of all work under the Contract provide the following:
 - 1. Workers' Compensation and Employer's Liability to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, including any and all liability or damage which may arise by virtue of any statute or law in force within the State of Alabama.

2. Comprehensive General Liability insurance to protect the Contractor, and the interest of the City, its officers, employees, and agents against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted work. The General Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage for explosion, collapse, and underground hazards, where required.
3. Automobile Liability insurance, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Contractor.

D. The Contractor agrees to provide the above referenced policies with the following limits. Liability insurance limits may be arranged by General Liability and Automobile policies for the full limits required, or by a combination of underlying policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.

1. Workers' Compensation:

Coverage A: Statutory

Coverage B: \$100,000

2. General Liability:

Per Occurrence: \$1,000,000

Personal/Advertising Injury: \$1,000,000

General Aggregate: \$2,000,000

Products/Completed Operations: \$2,000,000 aggregate

Fire Damage Legal Liability: \$100,000

GL Coverage, excluding Products and Completed Operations, should be on a Per Project Basis

E. The following provisions shall be agreed to by the Contractor:

1. No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five (45) day written notice to the City. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.
2. Liability Insurance "Claims Made" basis:

If the liability insurance purchased by the Contractor has been issued on a "claims made" basis, the Contractor must comply with the following additional conditions. The limits of liability and the extensions to be included as described previously in these provisions, remain the same. The Contractor must either:

- a. Agree to provide certificates of insurance evidencing the above coverage for a period of two (2) years after final payment for the Contract for General Liability policies. This certificate shall evidence a "retroactive date" no later than the beginning of the Contractor's work under this Contract, or
 - b. Purchase the extended reporting period endorsement for the policy or policies in force during the term of this Contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.
3. The Contractor must disclose the amount of deductible/self-insured retention applicable to the General Liability and Automobile Liability. The City reserves the right to request additional information to determine if the Contractor has the financial capacity to meet its obligations under a deductible/self-insured plan. If this provision is utilized, the Contractor will be permitted to provide evidence of its ability to fund the deductible/self-insured retention.
4. a. The Contractor agrees to provide insurance issued by companies admitted within the State of Alabama.
- b. European markets including those based in London, and the domestic surplus lines market that operate on a non-admitted basis are exempt from this requirement provided that the Contractor's broker can provide financial data to establish that a market's policyholder surpluses are equal to or exceed the surpluses that correspond to Best's A:VII Rating.
5. a. The Contractor will provide an original signed Certificate of Insurance and such endorsements as prescribed herein.
- b. The Contractor will provide on request certified copies of all insurance coverage related to the Contract within ten (10) business days of request by the City. These certified copies will be sent to the City from the Contractor's insurance agent or representative. Any request made under this provision will be deemed confidential and proprietary.
- c. Any certificates provided shall indicate the Contract name and number.

6. The City, its officers and employees shall be Endorsed to the Contractor's Automobile and General Liability policies as an "additional insured" with the provision that this coverage "is primary to all other coverage the City may possess." (Use "loss payee" where there is an insurable interest). A Certificate of Insurance evidencing the additional insured status must be presented to the City along with a copy of the Endorsement.
7. Compliance by the Contractor with the foregoing requirements as to carrying insurance shall not relieve the Contractor of their liabilities provisions of the Contract.
- F. Precaution shall be exercised at all times for the protection of persons (including employees) and property.
- G. The Contractor is to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, as it may apply to this Contract.
- H. If an "ACORD" Insurance Certificate form is used by the Contractor's insurance agent, the words "endeavor to" and ". . . but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "Cancellation" paragraph of the form shall be deleted.
- I. The Contractor agrees to waive all rights of subrogation against the City, its officers, employees, and agents.

6.7 Hold Harmless

The Contractor shall indemnify, defend, and hold harmless the City from loss from all suits, actions, or claims of any kind brought as a consequence of any act or omission by the Contractor. The Contractor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this paragraph, "City" and "Contractor" includes their employees, officials, agents, and representatives. "Contractor" also includes subcontractors and suppliers to the Contractor. The word "defend" means to provide legal counsel for the City or to reimburse the City for its attorneys' fees and costs related to the claim. This section shall survive the Contract. The City is prohibited from indemnifying Contractor and/or any other third parties.

6.8 Safety

All Contractors and subcontractors performing services for the City are required to and shall comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

6.9 Permits

It shall be the responsibility of the Contractor to comply with City ordinances by securing any necessary permits. The City will waive any fees involved in securing City permits.

6.10 Notice of Required Disability Legislation Compliance *

The City is required to comply with state and federal disability legislation: The Rehabilitation Act of 1973 Section 504, The Americans with Disabilities Act.

Specifically, the City of Anniston, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of state and local governments, including those that do not receive federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act.

6.12 Employment Discrimination by Contractors Prohibited *

Every Contract of over \$10,000 shall include the following provisions:

A. During the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, status as a military family, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state that such Contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient to meet this requirement.

- B. The Contractor will include the provisions of the foregoing paragraphs, 1, 2, and 3 in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

6.13 Drug-free Workplace *

Every Contract over \$10,000 shall include the following provision:

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

6.14 Prohibition of Forced or Indentured Child Labor *

Every Contract of over \$10,000 shall include the following provisions:

- A. During the performance of this Contract, the Contractor certifies and agrees to: (i) the prohibition in use of forced or indentured child labor in the performance of the Contract, and (ii) include the provisions of the foregoing clause in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- B. For the purposes of this section, "forced or indentured child labor" means all work or service (i) exacted from any person younger than 18 years of age under the menace of any penalty for the nonperformance of such work or service and for which such person does not offer himself voluntarily or (ii) performed by any person younger than 18 years of age pursuant to a contract the enforcement of which can be accomplished by process or penalties

6.15 Faith-Based Organizations *

The City does not discriminate against faith-based organizations.

6.16 Immigration Reform and Control Act of 1986 *

By entering this Contract, the Contractor certifies that it does not and will not during the performance of this Contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

6.17 Substitutions

NO substitutions, additions or cancellations, including those of key personnel, are permitted after Contract award without written approval by the City Manager. Where specific employees are proposed by the Contractor for the work, those employees shall perform the work as long as those employees work for the Contractor, either as employees or subcontractors, unless the City agrees to a substitution. Requests for substitutions will be reviewed by the City and approval may be given by the City at its sole discretion.

6.18 Workmanship and Inspection

All work under this Contract shall be performed in a skillful and workmanlike manner. The Contractor and its employees shall be professional and courteous at all times. The City reserves the right to require immediate removal of any Contractor employee from City service it deems unfit for service for any reason, not contrary to law. This right is non-negotiable and the Contractor agrees to this condition by accepting this Agreement.

Further, the City may, from time to time, make inspections of the work performed under the Agreement. Any inspection by the City does not relieve the Contractor of any responsibility in meeting the Agreement requirements.

The Contractor will have all employees working at City sites wear a uniform and have photo identification (frontal face). This identification must be prominently displayed at all times. No one with a felony conviction may be employed under this Agreement. The Contractor MUST remove any employee from City service who is convicted of a felony during his or her employment.

6.19 Exemption from Taxes *

The City of Anniston is exempt from Alabama State Sales or Use Taxes and Federal Excise Tax, therefore the Contractor shall not charge the City for Alabama State Sales or Use Taxes or Federal Excise Tax on the finished goods or products provided under the Contract. However, this exemption does not apply to the Contractor, and the Contractor shall be responsible for the payment of any sales, use, or excise tax it incurs in providing the goods required by the Contract,

including, but not limited to, taxes on materials purchased by a Contractor for incorporation in or use on a construction project. Nothing in this section shall prohibit the Contractor from including its own sales tax expense in connection with the Contract in its Contract price.

6.20 Ordering, Invoicing, and Payment

The Contractor shall administer all cost accounting and billing relative to this Contract. Monthly invoices must list provide a brief summary of all services and deliverables provided, include a summary of hours worked per post assignment, and contain a detailed breakdown of all charges. Invoices shall be submitted electronically to the City of Anniston's Finance Department.

Upon receipt of invoice and final inspection and acceptance of the service, the City will render payment within thirty (30) days unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.

Individual Contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

6.22 Assignment *

The Agreement may not be assigned in whole or in part without the prior written consent of the City Manager. The rights and obligations of the Contractor are personal and may be performed only by the Contractor. Any purported assignment that does not comply with this provision is void. This Agreement is binding upon and inures to the benefit of the parties and their respective permitted successors and assigns.

6.23 Termination

Subject to the provisions below, the Contract may be terminated by the City upon thirty (30) days advance written notice to the Contractor; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the Contract may be extended upon written approval of the City until said work or services are completed and accepted.

A. Termination for Convenience

The City may terminate this Contract for convenience at any time in which the case the parties shall negotiate reasonable termination costs.

B. Termination for Cause

If the Contractor fails to perform in accordance with the terms, conditions, or specifications of this Contract, the City may issue a written notice of

default specifying the grounds for default and providing the Contractor a period of ten (10) calendar days (or such longer period as the City may authorize in writing) to cure the default. If the Contractor fails to cure the default within the time specified in the notice, the City may terminate the Contract for cause by written notice, and the Contractor shall not be entitled to termination costs. In the event of Termination for Cause, the thirty (30) days advance notice is waived and the Contractor shall not be entitled to termination costs. Additionally, if an issue arises that does not permit a cure period, then the City may terminate immediately, at its sole discretion, and without advanced notice to the Contractor.

C. Termination Due to Unavailability of Funds in Succeeding Fiscal Years

If funds are not appropriated or otherwise made available to support continuation of the performance of this Contract in a subsequent fiscal year, then the Contract shall be canceled and, to the extent permitted by law, the Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the Contract.

6.24 Contractual Disputes *

The Contractor shall give written notice to the City Manager of intent to file a claim for money or other relief within ten (10) calendar days of the occurrence giving rise to the claim or at the beginning of the work upon which the claim is to be based, whichever is earlier.

The Contractor shall submit its invoice for final payment within thirty (30) days after completion or delivery.

The claim, with supporting documentation, shall be submitted to the City Manager by US Mail, courier, or overnight delivery service, no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the City Manager shall reduce his/her decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of the City's receipt of the claim.

The City Manager's decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the City Administrator, or his designee. The City Administrator shall render a decision within sixty (60) days of receipt of the appeal.

No Contractor shall institute any legal action until all statutory requirements have been met. Each party shall bear its own costs and expenses resulting from any litigation, including attorney's fees.

6.25 Severability *

In the event that any provision shall be adjudged or decreed to be invalid, by a court of competent jurisdiction, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

6.26 Governing Law/Forum *

This Agreement shall be governed and construed in all respects by its terms and by the laws of the State of Alabama. Any judicial action shall be filed in the State of Alabama, Calhoun City, Seventh Circuit Court. Contractor expressly waives any objection to venue or jurisdiction of the Calhoun City Seventh Circuit Court to waiver of service of process in an action pending in the Calhoun City Circuit Court.

6.27 Notices

All notices and other communications hereunder shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered to an agent, such as an overnight or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

TO CONTRACTOR: TO CITY:

(TBD) City of Anniston, Alabama Attn: Mr. Kenneth Free, City Manager

Via delivery method

1129 Noble Street

labeled "Armed Security Guard Services"

Anniston, Alabama 36201

Or

Via delivery method

P.O. Box 2168

Anniston, Alabama 36201

Notice is deemed to have been received: (i) on the date of delivery if delivered in person; (ii) on the first business day after the date of delivery if sent by same day or overnight courier service; or (iii) on the third business day after the date of mailing, if sent by certified or registered United States Mail, return receipt requested, postage and charges prepaid.

6.28 Licensure

To the extent required by the State of Alabama or the City of Anniston, the Contractor shall be duly licensed to perform the services required to be delivered pursuant to this Contract.

6.30 No Smoking

Smoking in all City buildings is prohibited. The City may designate a smoking area outside City facilities. Contractor shall only use those designated smoking areas. Certain City facilities, both inside and outside, may be entirely smoke free. Contractor shall inquire of the Contract Administrator or designee if a facility is entirely smoke free. Failure to adhere to the City's no smoking policies may lead to removal of Contractor employees and possible Contract termination.

6.31 Background Checks

The Contractor shall obtain pre-employment and random background checks and drug screening for all personnel, including employees, subcontractors, supervisors, and temporary or replacement staff, performing work under this Agreement. Random checks and screenings shall be unannounced and may be conducted at any time during the term of this Agreement and shall apply to all active personnel. These checks shall include but are not necessarily limited to: criminal history records checks, Social Security number verification, a driver's license check where applicable, and drug screening.

All required checks and screenings shall be completed and results received by the City Contract Administrator before personnel are permitted to work on City property. Only individuals who have successfully passed all required checks may be assigned.

To support continuity of service, it is recommended that the Contractor maintain, on file with the City Contract Administrator, a list of pre-cleared personnel available for assignment. The Contractor shall ensure these individuals have current clearances and can be deployed within twenty-four (24) hours when needed. Any personnel without approved clearance shall be removed immediately, with no payment for hours worked in violation of this requirement.

The City reserves the right, at its sole discretion and expense, to conduct background checks and/or drug screening on proposed or active personnel. When this occurs, the Contractor shall provide all necessary information in advance, and such personnel shall not begin or continue work until the City's review is complete. The City may refuse or discontinue the use of any personnel it determines unsuitable.

Failure to comply with this section may result in removal of personnel, withholding of payment for affected hours, or termination of the Agreement.

6.32 Confidentiality

- A. Contractor Confidentiality the Contractor acknowledges and understands that its employees may have access to proprietary, business information, or other confidential information belonging to the City of Anniston. Therefore, except as required by law, the Contractor agrees that its employees will not:
1. Access or attempt to access data that is unrelated to their job duties or authorizations as related to this Contract.
 2. Access or attempt to access information beyond their stated authorization.
 3. Disclose to any other person or allow any other person access to any information related to the City or any of its facilities or any other user of this Contract that is proprietary or confidential. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes and/or another transmission or sharing of data.

The Contractor understands that the City, or others may suffer irreparable harm by disclosure of proprietary or confidential information and that the City may seek legal remedies available to it should such disclosure occur. Further, the Contractor understands that violations of this provision may result in Contract termination.

The Contractor further understands that information and data obtained during the performance of this Agreement shall be considered confidential, during and following the term of this Contract, and will not be divulged without the City Manager's written consent and then only in strict accordance with prevailing laws. The Contractor shall hold all information provided by the City as proprietary and confidential, and shall make no unauthorized reproduction or distribution of such material.

B. City Confidentiality

The City understands that certain information provided by the Contractor during the performance of this Agreement may also contain confidential or proprietary information. Contractor acknowledges that this Contract is public and information pertaining to such may be requested through a public information's request.

6.33 Counterparts

This Contract and any amendments or renewals hereto may be executed in a number of counterparts, and each counterpart signature, when taken with the other counterpart signatures, is treated as if executed upon one original of this Contract

or any amendment or renewal. A signature by any party to this Contract provided by facsimile or electronic mail is binding upon that party as if it were the original.

6.34 Force Majeure

A party is not liable for failure to perform the party's obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, strikes at national level or industrial disputes at a national level, or strike or industrial disputes by labor not employed by the affected party, its subcontractors or its suppliers and which affect an essential portion of the contracted for works but excluding any industrial dispute which is specific to the performance of the works or this Contract, interruption or failure of electricity or telephone service.

If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, that party must immediately notify the other party giving full particulars of the event of Force Majeure and the reasons for the event of Force Majeure preventing that party from, or delaying that party in performing its obligations under this Contract and that party must use its reasonable efforts to mitigate the effect of the event of Force Majeure upon its or their performance of the Contract and to fulfill its or their obligations under the Contract.

An event of Force Majeure does not relieve a party from liability for an obligation which arose before the occurrence of that event, nor does that event affect the obligation to pay money in a timely manner which matured prior to the occurrence of that event.

The Contractor has no entitlement and City has no liability for: (1) any costs, losses, expenses, damages or the payment of any part of the Contract price during an event of Force Majeure; and (2) any delay costs in any way incurred by the Contractor due to an event of Force Majeure.

6.35 Survival of Terms

Upon discharge of this Agreement, Sections (Notice, Hold Harmless, Governing Law/Forum, and Contractual Disputes) of these Terms and Conditions continue and survive in full force and effect.

6.36 Non-Waiver

No waiver of any provision of this Agreement shall constitute a waiver of any other provision nor shall any waiver of this Agreement constitute a continuing waiver unless otherwise expressly provided.

ARMED SECURITY GUARD SERVICES

7.0 EVALUATION OF PROPOSALS: SELECTION FACTORS

Proposals will be evaluated to determine which offer best meets City's stated needs and objectives. The factors (criteria) and corresponding point values or weights set forth below will be used to evaluate proposals and select the successful Offeror.

The City Proposal Analysis Group (PAG) will review and evaluate each proposal against these criteria.

Offerors shall include statements and supporting information that address each criterion. A detailed description of each criterion and the required proposal content is provided in RFP Section 8.0, Proposal Submission Format

<i>Evaluation Criteria</i>	<i>Points</i>
Offeror's understanding and approach	40
Background, qualifications, experience of firm/contractor, and key personnel	30
Overall quality and completeness of proposal (and interview if shortlisted)	10
Price	20
TOTAL	100

The PAG will collectively develop a composite rating which indicates the group's collective ranking of the highest rated proposals in a descending order. The PAG may then conduct interviews with only the top ranked Offerors, usually the top two (2) or three (3) depending upon the number of proposals received. Negotiations shall be conducted with Offerors so selected. The PAG may request a Best and Final Offer(s) (BAFO) and/or make a recommendation for the Contract award.

8.0 PROPOSAL SUBMISSION FORMAT

8.1 General Requirements:

- A. The Offeror shall prepare and submit a written proposal that clearly demonstrates the Offeror's qualifications and understanding of the work to be performed. The proposal shall address each evaluation criterion identified herein and follow the exact format and sequence specified in this Section.
- B. The Offeror is responsible for including all required information, supporting documentation, and attachments. All information shall relate to RFP requirements, be clearly labeled, and, if placed in appendices, be cross-referenced

to the relevant section. Proposals shall be concise and limited to the information necessary to demonstrate compliance and capability.

Failure to include any of the requested information may result in the loss of points or the proposal will be deemed incomplete and rejected.

D. The proposal shall:

1. Be clearly legible.
2. Have pages numbered sequentially with the Offeror's name at the top of each page.
3. Present content in the exact sequence outlined in this Section, following the Table of Contents.
4. Clearly display the RFP number and submission deadline on the front page.
5. Be typed on 8½" × 11" paper using Arial or Times New Roman, 12-point font (10-point allowed for tables, charts, and appendices).

8.2 Proposal Format

The proposal shall be organized into separate, clearly labeled Tabs in the following order:

- A. Tab 1: Table of Contents
- B. Tab 2: Executive Summary
- C. Tab 3: Response to Minimum Qualifications
- D. Tab 4: Offeror's Understanding and Approach
- E. Tab 5: Background, Qualifications, and Experience of Firm and Key Personnel
- F. Tab 6: Overall Quality and Completeness of Proposal (and interview, if shortlisted)
- G. Tab 7: Price
- H. Tab 8: Value Added Benefits
- I. Tab 9: Certifications and Other Required Forms
- J. Tab 10: Compliance with Contract Terms and Conditions

8.3 Proposal Content

Proposal content shall be arranged and presented exactly as listed above, with each required component placed behind its corresponding section (tab).

- A. Table of Contents (TAB 1)
The Offeror shall identify and list each major tab. All pages are to be numbered.

B. Executive Summary (TAB 2)

The Offeror shall include an Executive Summary of no more than four (4) pages. The Executive Summary shall present a concise overview of the proposal and highlight the Firm's unique strengths and differentiators. At a minimum, the Executive Summary shall:

1. Identify and substantiate the basis for the Firm's assertion that it is the best qualified to provide the requested services for the City, including a description of its distinguishing capabilities and competitive advantages over other Firms.
2. State the location of the Firm's Alabama office.
3. Provide information on professional security and/or law enforcement association memberships.

C. Response to Minimum Qualifications (TAB 3)

The Offeror shall provide all documentation required under Section 4.0, Offeror's Minimum Qualifications. All materials demonstrating compliance with Section 4.0 shall be organized and placed directly behind this Tab for ease of review.

D. Offeror's Understanding and Approach (TAB 4)

1. The Offeror shall provide the Firm's legal entity name, contact name, phone number, and email address. State physical address(es) from which the proposing Firm operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.
2. The Offeror shall describe the Firm's proposed processes and methodologies for providing all components included, but not limited to, the scope of services and the exhibits.
3. The Offeror shall provide a detailed transition plan of how services will be transitioned from current operations to ensure a smooth, seamless transition, recognizing the City's need for continuity of operations.
4. The Offeror shall provide a security staffing plan detailing implementation at City facilities.
5. The Offeror shall include the Firm's approach to ensuring a complete security plan is in place using available resources, tailored to facility layouts, and incorporating roving patrols as appropriate.
6. The Offeror shall describe the Firm's available resources and how these would enhance the security services provided. Indicate whether each resource is included in the proposed price or represents an additional cost to the City.
7. The Offeror shall include the Firm's current approach to attracting and retaining qualified staff, and describe the specific plan for staffing the City contract to

- ensure a consistent level of service. Retention of security personnel is important to continuity of City operations.
8. Provide retention data, specifically provide information on turnover rates for armed security guards over the last three (3) years.
 9. The Offeror shall describe contingency plans in place to address staffing shortages or crisis-level incidents requiring additional personnel, ensuring continuity of operations under all circumstances.
 10. The Offeror shall explain how requests for additional guards or changes in coverage during the contract term will be handled, including communication protocols and response procedures.
 11. The Offeror shall state the standard time required to add or replace personnel under the contract. The Offeror shall indicate whether a bench of qualified backup personnel is maintained and how the City can be assured that no post or event will be left uncovered.
 12. The Offeror shall describe the Firm's resources available to both the on-site supervisors and off-site project manager for City's account. The Firm shall designate a project manager with a minimum of ten years' experience in managing security guard personnel to manage all security guards assigned to City.
 13. The Offeror shall describe the Firm's resources available to the security guards to support the performance of their assigned duties.
 14. The Offeror shall provide descriptions and photographic samples of all intended uniforms, protective clothing, and vehicles to be used while providing security guard services for the City, demonstrating alignment with the requirements of Section 5.6 (Uniforms and Protective Clothing).
 15. The Offeror shall provide sample security policies and procedures demonstrating how the Firm enhances security and public safety at City facilities.
 16. The Offeror shall submit a copy of the Firm's Substance Abuse Prevention Policy.
 17. Offerors shall confirm adherence to the Performance Measures outlined in Exhibit C. Offerors may propose alternative measures for consideration by the City.
 18. Offerors shall submit a preferred Quality Assurance and Surveillance Plan (QASP) for the City's review and consideration.
 19. The Offeror shall describe the quality assurance and inspection processes used to monitor guard performance, including frequency, methods, and corrective action procedures.
 20. The Offeror shall explain how guard accountability is maintained during shifts, including the use of check-ins, GPS tracking, incident logs, or other accountability measures. The Offeror shall also describe the technology platforms used for reporting, incident tracking, and communication with the City.

E. Background, Qualifications, and Experience of Firm and Key Personnel (TAB 5)

1. The Offeror shall describe the Firm's qualifications and experience in providing past and present security guard services, including a brief company history. The Offeror shall include proof of having provided such services for a minimum of five (5) consecutive years.
2. The Offeror shall provide a complete and detailed description of the Firm's qualifications and experience as they relate to the services described herein, and include proof of all required firm-level certifications and licenses.
3. Contract History and Compliance: The Offeror shall disclose whether the Firm has experienced any contract terminations for default or significant compliance issues within the past five (5) years. If so, the Offeror shall describe the circumstances, the resolution, and any corrective actions implemented.
4. Corporate Stability: The Offeror shall disclose whether the Firm has filed for bankruptcy, undergone mergers, acquisitions, or other significant corporate restructuring within the past five (5) years. The Offeror shall describe the nature of the event(s) and the impact, if any, on the Firm's ability to perform under this contract.
5. The Offeror shall submit an organizational chart depicting the size and structure of the local servicing office and identify any applicable regional or corporate support resources.
6. The Offeror shall provide a listing of the Firm's management and staff personnel proposed for this account, organized by discipline or role, detailing each individual's qualifications and security service experience, and include proof of required certifications.
7. Current Workforce Profile: The Offeror shall state the total number of armed and unarmed security personnel currently employed by the Firm. The Offeror shall also provide the average tenure of each category of personnel and describe how workforce stability contributes to service quality.
8. The Offeror shall demonstrate experience, with a minimum of three (3) consecutive years, providing security guard services similar in size, scope, and complexity to those required under this solicitation. To demonstrate compliance, the Offeror shall submit at least four (4) references for past and current contracts, consisting of:
 - a. Two (2) current references,
 - b. Two (2) past references, and
 - c. At least one (1) of these references shall be from a public-sector entity, such as a city, town, or state agency.

For each reference, the Offeror shall provide:

- a. Entity name,
- b. Reference contact information (name, title, phone and email),
- c. Brief description of the services provided,
- d. Security service contract start and end dates, and

- e. Statement indicating whether the reference meets the public-sector, large-metropolitan-area requirement described above

Failure to include references may be cause for rejection of the proposal as non-responsible. Offeror hereby releases listed references from all claims and liability for damages that may result from the information provided by the reference.

9. Key Personnel:

- a. The City considers the Project Manager to be Key Personnel for this contract.
- b. The Firm shall designate, in writing to the City of Anniston, the name of the Project Manager and an alternate who will act in the Project Manager's absence.
- c. The Project Manager shall:
 - i. Have full authority to act for the Firm on all contract matters relating to daily operations.
 - ii. Be available between 8:00 a.m. and 4:30 p.m., Local Time, Monday through Friday, excluding City of Anniston holidays.
 - iii. Have a minimum of three (3) years of experience supervising guard services, with at least two (2) of those years in the protection of government buildings.
- d. The Offeror shall include in the proposal, for both the Project Manager and the alternate:
 - i. Current resume,
 - ii. Copies of all relevant certifications and DCJS registrations, and
 - iii. Signed commitment letter confirming availability and acceptance of assigned duties.
- e. Key Personnel shall not be replaced without prior written notification to the City of Anniston. Such notification shall include the resume, certifications, and signed commitment letter of the proposed replacement. The City reserves the right to reject a proposed Project Manager; in such cases, the Firm shall continue to propose qualified candidates until one is approved. The Project Manager position shall not remain vacant for more than thirty (30) calendar days.

10. Security Guard Personnel:

- a. The Offeror shall provide the total number of security guard positions proposed, identifying any specialized roles such as site supervisors, patrol officers, or access control personnel.
- b. The Offeror shall state minimum qualifications and certifications for each role, including compliance with Alabama licensing and registration requirements.
- c. The Offeror shall describe the Firm's training program, , including initial orientation and site-specific training; the annual in-service refresher training schedule; and, for armed personnel, verification that all individuals meet or

exceed the Alabama Department of Criminal Justice Services (DCJS) qualification standards pursuant to the Code of Alabama.

- d. The Offeror shall outline performance standards for guard personnel, including punctuality, professionalism, uniform compliance, adherence to post orders, and quality of incident reporting.

F. Overall Quality and Completeness of Proposal (and interview, if shortlisted) (TAB 6)

Proposals will be evaluated on the overall quality, completeness, and professionalism of the submission. The City will consider the following factors in its assessment:

1. Completeness: The extent to which the proposal addresses all required elements of the RFP and provides the requested information in full.
2. Attention to Detail: The accuracy, consistency, and thoroughness demonstrated throughout the proposal.
3. Clarity and Organization: The logical structure, readability, and ease of understanding of the proposal.
4. Design Logic: The strength and soundness of the reasoning, methodology, and approach presented.
5. Appearance: The overall professionalism of the proposal's formatting and presentation.

For offerors short-listed for interviews, the City will evaluate the quality of oral responses and the Offeror's ability to demonstrate a thorough understanding of the project scope, requirements, and objectives.

G. Price (TAB 7)

1. The City prioritizes the quality of both the security personnel and the services provided under this program. While the City does not direct, control, or establish the wages, benefits, or other terms and conditions of employment for the Contractor's personnel, Offerors are expected to propose pricing that supports wage levels sufficient to attract and retain qualified employees and that are competitive within Alabama, including Anniston and the adjacent geographic area. This expectation is intended to promote a stable, skilled security workforce throughout the Contract term.
2. The Offeror shall fully complete the Pricing Proposal Form, included as Exhibit D based on the estimated hours of service provided in Exhibit A (List of Posts/Locations and Hours of Service). Proposed pricing should support the requirements outlined in Section 5.5 A and reflect the workforce competitiveness expectation above. The completed form shall be placed directly behind this tab.
3. Prices for base and optional services shall remain firm during the initial contract term. After the initial term, the Contractor's firm fixed rates/prices may be adjusted once annually in accordance with Section 6.2 (Term), with any accepted or adjusted rates/prices remaining in effect for the full duration of the applicable contract period.

H. Value Added Benefits (TAB 8)

1. Executive Protection Services:

Executive Protection Services may be offered as an optional value-added enhancement. Inclusion of these services is not required and will not be evaluated for award. If included, the Offeror shall comply with the following requirements:

- a. The Offeror shall provide Executive Protection Services through certified Personal Protection Specialists (PPS) on an as-needed basis for high-threat and sensitive assignments as directed by the City. These services are supplemental to, and not in lieu of, the general security guard services described herein.
- b. When requested by the City, PPS personnel may be assigned to provide protective services for employees, clients, visitors, executives, and Board members, as well as for other assignments as required. PPS services may be performed both on and off City-owned or leased properties.
- c. The Offeror shall ensure that all PPS personnel meet all requirements established by the State of Alabama for an Armed Personal Protection Specialist and possess, at a minimum, the following competencies:
 - i. Effective verbal and written communication skills.
 - ii. Ability to identify and assess potential threats.
 - iii. Ability to remain calm and exercise sound judgment under stressful conditions.
 - iv. Strong problem-solving and decision-making skills.
 - v. Ability to plan and implement protective strategies to reduce and respond to threats.
 - vi. Ability to serve as the client point-of-contact (POC) during assignments.
 - vii. Physical fitness sufficient to perform assigned duties.
 - viii. Training and certification in the use of firearms, personal protection techniques, and First Aid/CPR/AED.
- d. The Offeror shall ensure that PPS personnel are subject to the management and supervision requirements outlined in Section 5.4 (Management and Supervision).

If the Offeror elects to include Executive Protection Services, at a minimum, the proposal shall include the following:

- a. A description of the Firm's experience providing executive protection services, including examples of past assignments of similar size, scope, or sensitivity.
- b. The total number of certified Personal Protection Specialists (PPS) currently employed by the Firm, and identification of those available for assignment under this contract.

- c. Confirmation that all PPS personnel meet the State of Alabama requirements for Armed Personal Protection Specialists, with supporting documentation available upon request.
- d. Resumes or summary qualifications for PPS personnel proposed for this contract, highlighting training, certifications, and relevant protective service experience.
- e. A description of the Firm's approach to deploying PPS personnel on an as-needed basis, including procedures for assignment, supervision, and coordination with City representatives.
- f. Pricing Schedule in the format below:

<i>Description</i>	<i>Unit</i>	<i>Price</i>
PPS Straight Time	Hour	\$
PPS Overtime Rate	Hour	\$
PPS Holiday Rate	Hour	\$
PPS Emergency Response Rate	Hour	\$

2. Describe any services, features, or deliverables not required by this RFP that the Offeror proposes to provide at no additional cost to the City of Anniston. Value-added benefits should be relevant to the Scope of Services and provide enhancements that support the effective performance of the contract.

I. Certifications and Other Required Forms (TAB 9)

The Offeror shall complete, sign, and submit all certifications and other required forms as listed below and place behind this tab:

1. Proposal Submission Forms (RFP Section 10)
2. W-9 Form
3. Certificate of Insurance
4. Addenda, if any

J. Compliance with Contract Terms and Conditions (TAB 10) The Offeror shall:

1. Provide a statement confirming compliance with the City's Contract Terms and Conditions as set forth in Section 6.0 of this RFP.
2. Identify and list any proposed deviations, if applicable, and provide written justification for each.

Important: The City will not accept any contractual language requiring the City to indemnify or hold harmless the Offeror.

9.0 INSTRUCTIONS FOR SUBMITTING PROPOSALS

9.1 Preparation and Submission of Proposals

- A. Before submitting a proposal, read the ENTIRE solicitation including the Contract Terms and Conditions. Failure to read any part of this solicitation will not relieve an Offeror of the Contractual obligations.
- B. Pricing must be submitted on the provided pricing form only. Include other information, as requested or required.
- C. All proposals shall be signed by the individual or authorized principals of the firm.
- D. All attachments to the RFP requiring execution by the Offeror are to be returned with the proposal.
- E. Offerors may are required to be submitted physically (hard copy) response to this solicitation as provided in the instructions below.
- F. Instructions for Submitting a Physical (Hard Copy) Proposals
 - 1. All physical (hard copy) proposals must be submitted to the City of Anniston in a sealed container. The face of the sealed container shall indicate the Project number, time and date of opening, the title of the RFP, the name of the firm, and the firm's complete return address.
 - 2. Physical (Hard Copy) Proposals may be submitted via one of the following options:

US Mail to:
P.O. Box 2168
Anniston, Alabama 36201

OR

Hand delivered to:
City of Anniston, Engineering Project Manager
1129 Noble Street, Second Floor Public Works Department
Anniston, Alabama 36201

Please note: Offerors choosing to submit proposals via US Mail or UPS/FedEx should allow at least an additional twenty- four (24) hours in the delivery process to ensure proposals are received on time. Overnight delivery does not guarantee that the proposal will be delivered to the appropriate location prior to the Acceptance Date and Time.

3. Failure by an Offeror to address and label their submission in accordance with the requirements of this section may result in submission being delivered to an incorrect location which will ultimately result in rejection for late submission.
4. Each firm shall submit one (1) original physical hard copy and one (1) electronic copy (in PDF format) on a USB flash drive, of their proposal to the City of Anniston as indicated on the cover sheet of this RFP.

9.2 Questions and Inquiries

Questions and inquiries, both oral and written, will be accepted from any and all Offerors. However, when requested, complex oral questions shall be submitted in writing. The City of Anniston is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other City of Anniston staff regarding the RFP may result in the disqualification of the Offeror. Inquiries pertaining to the RFP must give the Project number, time and date of opening and the title of the RFP. Material questions will be answered in writing with an Addendum provided, however, that all questions are received at least ten (10) days in advance of the proposal submittal date and time. It is the responsibility of all Offerors to ensure that they have received all Addenda and to include signed copies with their proposal.

9.3 Inspection of Site

Intentionally deleted

9.4 Completion

Intentionally deleted.

9.5 Firm Pricing for City Acceptance

Proposal pricing must be firm for City acceptance for a minimum of ninety (90) days from proposal receipt date. "Discount from list" proposals are not acceptable unless requested.

9.6 Unit Price

Quote unit price on quantity specified and extend and show total. In case of errors in extension, unit prices shall govern.

9.7 Quotations to be F.O.B. Destination - Freight Prepaid and Allowed

Intentionally deleted

9.8 Authority to Bind Firm in Contract

Proposals MUST give full firm name and address of Offeror. Failure to manually sign proposal may disqualify it. Person signing proposal will show TITLE or AUTHORITY TO BIND THE FIRM IN A CONTRACT. Firm name and authorized signature must appear on proposal in the space provided on the pricing page. Those authorized to sign are as follows:

- If a sole proprietorship, the owner may sign.
- If a general partnership, any general partner may sign.
- If a limited partnership, a general partner must sign.
- If a limited liability company, a “member” may sign or “manager” must sign if so specified by the articles or organization.
- If a regular corporation, the CEO, President or Vice-President must sign.
- Others may be granted authority to sign but the City requires that a corporate document authorizing him/her to sign be submitted with proposal.

9.9 Withdrawal of Proposals

- A. All proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance.
- B. Proposals may be withdrawn on written request from the Offeror at the address shown in the solicitation prior to the time of acceptance.
- C. Negligence on the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

9.11 Use of Brand Names

Intentionally deleted

9.12 Samples

Intentionally deleted

9.13 Late Proposals

LATE proposals will be returned to Offeror UNOPENED, if RFP number, acceptance date and Offeror's return address is shown on the container.

9.14 Rights of City

The City reserves the right to accept or reject all or any part of any proposal, waive informalities, and award the Contract to best serve the interest of the City. Informality shall mean a minor defect or variation of a proposal from the exact requirements of the Request for Proposal which does not affect the price, quality, quantity, or delivery schedule for the goods, services or construction being procured.

9.15 Proposed Changes to Scope of Services

If there is any deviation from that prescribed in the Scope of Services, the appropriate line in the scope of services shall be ruled out and the substitution clearly indicated. The City reserves the right to accept or reject any proposed change to the scope.

9.16 Work Plan

Intentionally deleted.

9.17 Miscellaneous Requirements

- A. The City will not be responsible for any expenses incurred by an Offeror in preparing and submitting a proposal. All proposals shall provide a straight-forward, concise delineation of the Offeror's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
- B. Offerors who submit a proposal in response to this RFP may be required to make an oral presentation of their proposal. The City of Anniston will schedule the time and location for this presentation.
- C. Selected contents of the proposal submitted by the successful Offeror and this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful Offeror will be expected to sign a contract with the City.
- D. The City reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the City. Offerors whose proposals are not accepted will be notified in writing.

9.18 Notice of Award

A Notice of Award will be emailed to the selected contractor.

9.19 Debarment

By submitting a proposal, the Offeror is certifying that Offeror is not currently debarred by the City, or in a procurement involving federal funds, by the Federal Government.

9.20 W-9 Form Required

Each Offeror shall submit a completed W-9 form with their proposal. In the event of contract award, this information is required in order to issue payments to your firm.

9.21 Insurance Coverage

Offerors shall include with their proposal a copy of their current Certificate of Insurance that illustrates the current level of coverage the Offeror carries. The Certificate can be a current file copy and does not need to include any “additional insured” language for the City.

9.22 Legal Action

No Offeror or potential Offeror shall institute any legal action until all statutory requirements have been met.

9.23 Certification by Contractor as to Felony Convictions

No one with a felony conviction may be employed under this Contract and by the signature of its authorized official on the response to this Solicitation, the Contractor certifies that neither the contracting official nor any of the Contractor's employees, agents or subcontractors who will work under this Agreement have been convicted of a felony.

10.0 PROPOSAL SUBMISSION FORMS

See form(s) below.



**Armed Security Guard Services:
Proposal Submission Forms**

THE FIRM OF: _____

Address: _____

FEIN: _____

Hereby agree to provide the requested services as defined in Request for Proposal for the price as stated in the Pricing Proposal Form (Exhibit D).

- A. Return the following with your proposal. If Offeror fails to provide with their proposal, items shall be provided within twenty-four (24) hours of proposal opening.

ITEM: INCLUDED: (X)

- | | |
|-------------------------------------|-------|
| 1. W-9 Form (9.26): | _____ |
| 2. Certificate of Insurance (9.27): | _____ |
| 3. Addenda, if any (Informality): | _____ |

- B. Failure to provide the following items with your proposal shall be cause for rejection of the proposal as non-responsible and/or the proposal will be deemed incomplete and rejected. It is the responsibility of the Offeror to ensure that it has received all addenda and to include signed copies with their proposal (RFP Section 9.2).

ITEM: INCLUDED: (X)

- | | |
|--|-----------------------------|
| 1. Addenda, if any: | _____ |
| 2. Payment Terms: | _____ net 30 or Other _____ |
| 4. Responses to RFP Section 8.0
(Submit one (1) original copy and one
PDF copy on a USB drive of your proposal): | _____ |

Person to contact regarding this proposal:_____

Title:_____ Phone:_____ Email:_____

Name of Person authorized to bind the Firm:_____

Signature:_____ Date:_____

By signing and submitting a proposal, your firm acknowledges and agrees that it has read and understand the RFP documents.

EXHIBIT A: LIST OF POSTS/LOCATIONS AND HOURS OF SERVICE

Specifics regarding guard posts and post orders will be provided to the Shortlisted Firms. Generally, posts are static in lobbies, monitoring the video surveillance system and Evolve system, with some foot patrol within each building (verified by the tour system).

The operating hours are subject to change depending on the needs of the City. Table A.1 outlines the basic services that will be required, including the number of security guards needed at each location, the days they would be expected to work, and the shift

Table A:1 Basic Services

<i>Facility/Position</i>	<i>Days of Operation</i>	<i>Start Time</i>	<i>End Time</i>	<i>Est. Annual Service Hours</i>
Anniston City Hall	Monday thru Friday	8:00 a.m.	4:30 p.m.	2,470
Meetings and Special Events	Monday thru Sunday	Varies	Varies	As needed

- Guard service is not needed and will not be provided on City Holidays.

Facility Locations

<i>Facility</i>	<i>Address</i>
Anniston City Hall	1129 Noble Street, Anniston, AL 36201

Examples of meetings and special events include the City of Anniston Council meetings on the first and third Tuesday of each month, any executive sessions that may be held after said council meetings, any special called meetings, and high alert situations.

The 2026 City of Anniston Holiday schedule will be provided to shortlist firms.

EXHIBIT B: MINIMUM QUALIFICATIONS FOR SECURITY PERSONNEL

- A. The minimum qualifications for the security guards are as follows:
1. Must be a minimum of twenty-one (21) years of age.
 2. Must be a high school graduate or possess a General Equivalency Diploma (GED).
 3. Must have a valid and current Alabama driver's license.
 4. Must be licensed as a commissioned security guard by the State of Alabama.
 5. Must have at least two (2) years of experience in either security, civilian law enforcement, or military law enforcement with an honorable discharge. Whether the experience is in security, civilian law enforcement, or military law enforcement, the experience must have been acquired within the United States. Work performed outside the United States for a United States based corporation or organization does not meet this requirement.
 6. Must have an acceptable DCJS criminal history check that does not contain history for which the individual was found guilty of any felony or any crimes of violence, moral turpitude, or theft, regardless of level (felony/misdemeanor/ordinance).
 7. Must have strong interpersonal skills and be able to exercise courtesy, tact, and diplomacy in daily contact with City employees, customers, and visitors.
 8. Must be able to communicate (verbally, writing, and reading) in English.
 9. Must be in good physical condition and able to perform the essential duties of the position.
 - a. Able to sit, stand, or walk for the entire tour of the shift (8+ hours).
 - b. Able to climb stairs.
 - c. Able to assist first responders in emergency situations.
 - d. Possess vision and hearing to effectively function in crowded and noisy environments.
 10. Must be able to be fit tested for N95 masks. This requires no facial hair at the point where the skin and the face piece sealing surface meet.
 11. Must have basic knowledge of computer-related equipment and basic computer skills; must be able to operate a computer with minimal training.
 12. Must have knowledge of and ability to use access control/proximity card readers, visitor management systems, guard tour systems, entry/exit procedures, and weapons scanners.
 13. Must be able to read, understand, and comply with post orders.
 14. Must successfully pass all required training to use the equipment issued to them for their role.

- B. The minimum qualifications for the on-site security supervisors are:
1. Must meet all the above requirements of a commissioned security guard.
 2. Must have a minimum of three consecutive years as a security guard, with at least one full year in a supervisory security guard position.
- C. The Firm is responsible for ensuring all Contract employees receive and successfully complete all required training prior to starting work on the contract. The training requirements are:
1. Training is conducted in a timely manner.
 2. Training schedule is in accordance with contract requirements.
 3. The Training Schedule shall be prepared by the Firm and submitted to the City of Anniston within ten days after receipt of the contract award notice, for approval and coordination. The City of Anniston reserves the right to modify, and/or revise the Training Schedule, as deemed necessary for the integration and scheduling of the City of Anniston provided training (the Firm should not submit any additional costs for revisions or amendments, unless such revisions or amendments result in an increase to required training hours or otherwise affect the cost of providing the required training). The Firm shall follow the format provided in preparing and reporting scheduled training.
 4. Instructor Qualifications:
 - a. The Firm shall provide the instructors for all formal training. The instructors are to be certified to instruct or teach the specific subjects or topics required. Documentation of certification to instruct the specific subject shall be in the form of a certificate issued by an accredited institution of learning (school, college, university, etc.), a government (Federal, State, County, etc.), educational certification body (agency board, commission, etc.), or by documentation that the person instructing has sufficient experience in/with the subject to be able to instruct the subject in an authoritative, practical, and current manner.
 - b. Such certification (documentation) shall be current (by date) and shall meet the approval of the City of Anniston. Copies of the instructor's certifications and documentation shall be submitted to the City of Anniston prior to instruction/training class. A qualified shift supervisor shall provide all on-the-job training and documentation of such training shall be provided to the City of Anniston.
 5. Lesson Plan and Other Training Materials:

Unless otherwise authorized in writing by the Contracting Officer, only formally developed lesson plans and materials shall be used to conduct the required training.

6. Training Requirements:
- a. The Firm shall ensure that training is conducted in an environment conducive to the presentation, application, and reception of the lesson objective(s). The Firm shall identify the training facility to be used on the Training Schedule and Plan. The City of Anniston reserves the right to approve or disapprove the scheduled site. In the event of a dispute, the matter shall be referred to the Contracting Officer.
 - b. The Firm shall provide verification of state training and certification in the nomenclature, functions, and proper and safe use of the firearm issued to the respective security guard. Sustainment qualification will be conducted no later than the anniversary of their original entry on duty date for this contract with the appropriate firearm. The criteria and standards must meet State of Alabama requirements. All instructors and qualifying officials are subject to the approval of the City of Anniston. Written certification of each prospective employee's firearm qualification shall be submitted to the City of Anniston prior to the employee's entry to duty.
 - c. Prior to starting work on the contract, comprehensive training shall be administered to all security guards providing protection for a City of Anniston facility. The training shall consist of:
 - 1) Authority and responsibility of guards.
 - 2) Elements and functions of security systems.
 - 3) Response to emergencies.
 - 4) Access control.
 - 5) Patrols and reports.
 - 6) Public relations.
 - 7) Communications.
 - d. Upon completion of training, and before assignment to duty, all prospective security guards shall be given a written examination developed and administered by the Firm's Project Manager. The examination shall consist of a minimum of fifty (50) questions pertaining to the subject material identified in the Training Requirements. To be eligible to provide service to the City of Anniston, a security guard must achieve a score of 75% correct answers or better. The Project Manager shall certify scores in writing to the City of Anniston.
 - e. The Firm shall provide on-site orientation, totaling 8 hours, for each employee prior to their initial assignment to duty. The Firm shall certify, in writing, to the City of Anniston the completion of on-site orientation for each guard. The on-site orientation shall include the following exposure(s) and instruction:

- 1) Facility organization and operations
 - 2) Policy and specific procedures for responding to emergencies, bomb threats, incendiary devices, disasters, etc.
 - 3) Locations, procedures for, and operation of fire alarms, sprinkler valves, and firefighting equipment
 - 4) Procedures for the operation of security systems
 - 5) Access control, including one-on-one instruction regarding building occupant flow and screening
 - 6) Patrol operations, including one-on-one instruction for facility inspections
 - 7) Post Orders and operations
7. Evaluation of Training:
 - a. The City shall be allowed to evaluate the quality and completeness of training provided to all contract personnel. The City shall be allowed to review the techniques and methods of instruction, motivation of the instructor, adequacy of classroom and supportive training materials, and individual security guard's attentiveness.
 - b. When deemed appropriate, the City of Anniston may request that alterations, changes, or modifications are made to the Firm's training plans, program, schedule, and instructor cadre.
8. Waivers:

The City of Anniston may waive all or a portion of the training requirements for the following circumstances:

 - a. When an unusual, immediate, or critical situation exists.
 - b. If the contract is amended to increase the number of staff hours.
9. In addition to the pre-performance and on-the-job training established herein, the following supplemental training is required:
 - a. Annual sustainment training to include weapons qualification and CPR/first aid.
 - b. Refresher training, when required.
 - c. Remedial training, when necessary.

EXHIBIT C: PERFORMANCE MEASUREMENTS/VIOLATIONS

To ensure proper performance, the City will conduct periodic inspections of the security guards and related documents. Any violations of the required standards will be reported, documented, and addressed as outlined below. While the City will generally adhere to the tiered response structure outlined in Table C.1, it reserves the right to bypass one or more steps in the progression of responses in cases where the violation is deemed sufficiently severe or egregious. The determination of severity shall be at the sole discretion of the City.

Table C.1: Tiered Response Structure

<i>Violation</i>	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
Failure to provide adequate training	Letter of Concern	Final Warning	Termination of Contract
Posted guard(s) that are not qualified per the contract	Letter of Concern	Final Warning	Termination of Contract
Failure to provide a guard during required periods	Letter of Concern	Final Warning	Termination of Contract
Failure to meet monthly goals for accurate and timely activity and incident reports	Letter of Concern	Final Warning	Termination of Contract
Failure to meet monthly goals for guard tout system quality checks	Letter of Concern	Final Warning	Termination of Contract
Failure to issue the equipment required by the contract.	Letter of Concern	Final Warning	Termination of Contract
Security guard not in proper uniform while on duty.	Letter of Concern	Final Warning	Termination of Contract
Security guard smoking/vaping while on duty.	Letter of Concern	Final Warning	Termination of Contract
Security guard sleeping on duty.	Letter of Concern	Final Warning	Termination of Contract

EXHIBIT D: PRICING PROPOSAL FORM

Instructions to Offerors:

- Provide firm-fixed prices/rates for each year of the initial three-year term, ensuring all proposed pricing aligns with the workforce competitiveness expectations set forth in Section 8.3 G. (Tab 7: Price).
- The City requires the Base Services of commissioned (armed) security guards and on-site security supervisors.
- For Optional or Additional Hourly Services, provide both Labor Wages per Hour (direct pay to personnel) and Charge Rate per Hour (amount billed to the City). All rates shall be expressed on an hourly basis.
- Place the completed form directly behind Tab 7 (Price) in your proposal.

Year 1 – Initial Term (Pricing will remain the same if contract is renewed for additional term(s):

<i>Category</i>	<i>Quantity</i>	<i>Price Each</i>	<i>Total</i>
Base Services	12 months	\$ /month	\$
Optional Meeting/Special Event Guard	8 hours	\$ /hour	\$

Straight-Time

Overtime

<i>Optional Service</i>	<i>Unit</i>	<i>Labor Wages</i>	<i>Charge Rate</i>	<i>Labor Wages</i>	<i>Charge Rate</i>
Additional Hours – Armed guard	Hour	\$	\$	\$	\$
Additional Hours – On-site Supervisor	Hour	\$	\$	\$	

Firm Name: _____

Authorized Firm Representative: (print) _____

Authorized Firm Representative: (signature) _____

Firm Address: _____

Phone Number: _____ Email: _____