

## **Request for Proposal (RFP) for On-Site Security Services**

### **Basic Services**

The Housing Authority of Kansas City Kansas (KCKHA) is soliciting proposals from licensed firms to provide Security Guard Services for a 24-month period located at Wyandotte Towers – 915 Washington Blvd.

Respondents to this RFP can be:

- A single firm.
- A prime contractor with the assistance of subcontractors.
- A partnership of two or more firms.

Whichever of the above, the successful firm(s) must meet all the following requirements and qualifications of this RFP completely.

### **BASIC SERVICES SCOPE OF WORK**

The following is the Basic Services scope that is expected by the KCKHA for Wyandotte Towers.

Provide armed Security Guard to act as Security Monitor as follows:

- Shifts from 8:00 a.m. to 4:00 p.m., 4:00 p.m. to 12:00 a.m. and 12:00 a.m. to 8:00 a.m., seven days a week, 365 days per year, including holidays.

### **Duties include but are not limited to:**

- 1) Monitor security systems, fire alarm, and emergency notification system software and equipment that monitor multiple sites locations.
  - Contact Manager or Manager's Aide in response to fire alarm or emergency notification alarms.
  - Contact appropriate personnel and police department in case of unauthorized door access in Housing Authority facilities such as maintenance and/or administration buildings.
  - Receive calls for emergency or maintenance service from all complexes after regular business hours and contact the appropriate emergency personnel or employee(s) on call for assistance.
  - Advise the manager or aide at elderly/disabled complexes of lockouts.
- 2) Additional Services at Wyandotte Towers
  - Screen visitors and ensure they sign in appropriately.
  - Observe behavior in common areas ensuring rules and regulations are adhered to i.e., smoking in a non-smoking area and take appropriate action.
  - Provide access to meeting rooms as directed by Housing Authority staff.

- 3) Maintain a daily log listing all occurrences and or incidents with significant data pertaining to all activities.
- 4) Assume the responsibility for providing assistance in completing any tasks deemed necessary for the smooth operation of the Housing Authority.

### **Add Additional Services**

The KCKHA is also requesting an additional price for Security Guard Services consisting of guard services on a 4:00pm to 12:00am, 365 days a year security services at K1-4 Wyandotte Tower.

The Housing Authority will award a contract for Basic Services and may at its discretion include the Additional Services.

The goal of this project is to provide security services that benefit all residents living in a more secure environment.

Roving armed Security Guard at Wyandotte Towers shift will be from 4:00pm to 12:00am, seven days a week, 365 days per year, including holidays. Duties for additional personnel will be as follows

- Inspection of all floors of Wyandotte Towers high-rise also grounds around low-rise, preferably at unscheduled 1 ½ hour intervals.
- Periodic inspections of outside property which shall include all parking lots, office buildings, and ensure proper use of handicapped parking and fire zones.
- Periodically inspect all exits, including fire stairwells and respond to alarms indicating unauthorized use.
- Report inoperative interior and exterior lighting.
- After hours inspection of office and building door locks, verification that sensitive areas are secured.
- Investigate fire, burglar and emergency notification alarms for entire property including office buildings, low-rise and Wyandotte Towers.
- Observe behavior in common areas ensuring rules and regulations
- Advise Housing Authority staff of incidents and provide documentation.
- Maintain daily logs listing all significant information pertaining to all activities.
- Scheduling and designating break times to be pre-determined.
- Attendance at Housing Authority court hearings when requested to provide first-hand accounts of incidents.
- Assume responsibility for providing assistance in completing any tasks deemed necessary for efficient operation of Wyandotte Towers.

### **SPECIAL REQUIREMENTS**

The Security Staff Service shall:

- Provide and maintain 100% of security services as specified or as requested by Housing Authority Staff.

- Provide Security Personnel hourly pay per shift and/or benefits.
- Shall provide supervisory personnel at the Security Guard Service's at its own expense.
- All work during hours listed shall be continuous.
- Take breaks only at designated times and areas if adequate coverage is maintained.
- Develop and implement strategies, through coordination with local law officials and Housing Authority staff, to reduce reported incidents of crime.
- Train all security staff scheduled to work at Wyandotte Towers, on-site at the security desk for a minimum of 8 hours a day for a total of seven (7) days before allowing proposed employees to work alone.
- Provide security for the benefit of Housing Authority residents and employees in situations which warrant protection until local law enforcement can be dispatched and arrive at the site.
- Provide the Housing Authority a standard manual that contains but not limited to policies, procedures, and general orders that regulate conduct and describe in detail how jobs are performed.
- Be required to meet with Housing Authority staff and the Kansas City, Kansas Police Department representatives on an as needed basis to coordinate activities, discuss problems, policy changes or observations that the agency deems necessary.
- Encourage residents in taking an active role in protecting their property and sharing the responsibility for crime prevention with local law enforcement officials.
- Work to promote mutual trust and cooperation between public housing residents and law enforcement officials. To this end, security services will work to help empower the Housing Authority community in overcoming and preventing criminal and drug related activity.
- If Security Company fails to provide the required services, 365 days a year, 24 hours a day. Security Company will be penalized for any lapse in service. The agreed upon fee of \$1000 per occurrence plus the hourly wages for the temporary security brought in.
- Security Company needs to be able to demonstrate by documenting a sufficient number of guards trained and available in order to cover the designated shifts at all times.
- Security Company must be able to demonstrate a typical guard's work schedule that is consistent with industry standards that protect employees from excessive work schedules.

### **RECORD KEEPING REQUIREMENTS:**

- Logs - a written legible log shall be kept for all activities taking place during each shift.
- Incident Reports – a report shall be filed with the Housing Authority Staff for all incidents of suspected criminal activity and/or disturbances within 24-hours of occurrence of such incidents.
- The Security Guard Service must submit accounting for all revenues and expenditures in a manner which will facilitate the ready identification of all incurred and billable costs. Also the Housing Authority must have access to all billable hours (payroll time-sheets, etc.) prior to authorization of payment.

### **INSTRUCTIONS TO RESPONDENTS OF THE REQUEST FOR PROPOSALS:**

The proposal must include:

- A price for Basic Services.

- A separate price for the Add Additional Services.
  - Minimum requirements for anticipated staff to be hired for this proposed service, including the hourly rate of pay and proposed benefits.
  - If existing personnel are to be utilized to fill these positions, resumes for each outlining their experience.
  - Resumes for personnel responsible for the management and supervision of the firms employees.
  - Documentation and descriptions of experience for items mentioned in the special requirements, evaluation criteria sections and the proposed contract as delineated in this request for proposal.
  - Your firms proposed security plan which addresses preventing criminal and drug activities.
  - Identify your plan for employment and training opportunities.
  - A description of your policies and procedures and how they will be used in the conduct of this proposed contract.
  - A minimum of three references with at least one financial reference.
  - A description of the firm's organization (proprietor, partnership, corporation), its leadership and a description of partnership structure and the use of subcontractors (if any).
- **In order for the proposal to be considered eligible and responsive, the proposals must include:**
    1. Bid Form
    2. Proof of Insurance
    3. Occupational License for Unified Government of Wyandotte County or certification that the license will be submitted within one business day of award of contract
    4. Drug Free Workplace Policy
    5. Three references including one financial reference
    6. Previous Participation Certification (HUD Form 2530)
    7. List of Principals of the Company, Partnership, Corporation and Subcontractors.
    8. General Conditions for Non-Construction Contracts (HUD 5370-C Sec.1)
    9. Instructions to Offerors Non-Construction (HUD-5369 B & C)

If one of these nine items is missing the proposal will be classified as unresponsive and therefore not considered.

**Important:** One (1) original, marked "ORIGINAL" and four copies (4) marked "COPY" must be submitted by the deadline. The following identification should be clearly marked on the outside of the sealed envelope:

**"Proposal Documents"**  
**Security Services K1-4 Wyandotte Tower**  
**Name of Bidder**  
**November 28, 2018**

**PROPOSAL EVALUATION:**

Each respondent’s proposal, if responsive, will be evaluated using the evaluation criteria listed below. A maximum of 150 points will be awarded.

- 1. Experience at:
  - Monitoring of security systems and software 40 points
  - Personnel contact and/or interaction
  - Answering services for:
    - 1. Lockouts.
    - 2. Maintenance/Service Calls
    - 3. Emergency Calls.
- 2. Security plan
  - Preventing criminal and drug activities 30 points
- 3. Logs and incident reports 15 points
- 4. Security staff 15 points
- 5. References (minimum of three) 15 points
- 6. Housing Authority experience 5 points
- 7. Location of firm 5 points
- 8. Price 10 points
- 9. Manual on policies, procedures, etc. 5 points
- 10. Employment and training opportunity 10 points

**SELECTION PROCESS**

The purpose of this RFP is to solicit proposals so that KCKHA may, from among a range of proposals, select a Security Guard Service that best meets its needs and requirements. KCKHA urges all interested firms to carefully review the requirements of this RFP. Written proposals containing the requested information will serve as the primary basis for final selection. KCKHA may, at its sole discretion, interview any number of respondents prior to final selection.

KCKHA will select the top firm based upon its proposal and scoring, and the effectiveness and quality of the presentation at the interview.

The Housing Authority reserves the right to reject any and all proposals, and to negotiate with top-rated firms. All respondents will be notified by mail regarding the outcome.

KCKHA staff will submit its recommendation to the Board of Commissioners of the Housing Authority of the most highly rated firm, for its approval and award of a contract for security guard services.

A Pre-Proposal Conference will be held on November 7, 2018 at 11:00 am at the Housing Authority Main Office, located at 1124 North 9<sup>th</sup> Street, In Kansas City, Kansas 66101 to answer questions regarding this Request for Proposal.

**Written Questions:**

Only written questions, (including emails and faxes), submitted to Anthony Shomin by 2:00 pm local time, on November 14th, 2018 will be addressed. Any questions and/or answers that materially impacts the information contained in the RFP will be clarified by a written addendum or amendment, which will be sent to all who initially received the RFP. Questions should be addressed as follows:

Security Services RFP Questions to:  
Anthony Shomin  
Kansas City Kansas Housing Authority  
1124 N. 9<sup>th</sup> Street  
Kansas City, Kansas 66101  
FAX: (913) 279-3447  
Email: [tshomin@kckha.org](mailto:tshomin@kckha.org)

**\*Note\* Proposals received after the deadline or at any other address will not be considered.**

Attachments:

Proposed Contract for Security Services  
HUD Form 5370 C, Section I  
HUD Form 2530  
HUD Form 5369 B & C  
Bid Form