

Request For Proposal for Security Forces

SUBMIT PROPOSAL TO

CITY OF REPUBLIC
C/O CLERK-TREASURER
PO BOX 331
REPUBLIC WA, 99166

PROPOSAL DUE DATE

MARCH 20th 2025 – 4:00PM

The City of Republic will be accepting proposals for a Security Services Contract for 2025. The City reserves the right to extend the contract for up to four (4) additional one-year periods at the sole discretion of the City.

Proposals received after the bid closing date listed above will not be accepted.

Interested parties shall submit their proposals to the above-listed address.

PURPOSE: The City of Republic is seeking proposals for the provision of a Un-Armed Security Guard Services Contractor to operate within City Limits.

Key Project Tasks & Components:

- 2025 Security Services Active Patrol Schedule will be from May 1, 2025 to September 30, 2025. Future years schedules will be negotiated after the initial year is complete.
- The Daily Schedule of the Security officers will be at the direction of the City Mayor and the Contractor but will be subject to a regular work week of 40 hours a week.
- Officers will be un-armed.
- Officers will be subject to a minimum level of training as required by the state to receive a security guard license or their guard card.
- Officers will be required to sign a code of conduct policy.
- Contractor will be required to run a background check on any employees that will be physically working within the City limits.
- Main duties will include;
 - Writing City Ordinance Violation Tickets & Filing them on a weekly basis.
 - Civil Infractions Only. No Criminal Infractions.
 - Capturing at-large dogs and bringing them to the designated local animal shelter.
 - Providing daily written or electronic reports to the Mayor and Ferry County Sheriff.
 - Patrolling inside a Contractor-owned vehicle within the City limits. At times patrolling can be conducted via foot, this will be at the discretion of the Mayor and the contractor.
 - Reporting any Criminal Activity to the Ferry County Sheriffs office. No action should be taken by the officer to stop this activity.

Required Elements to be submitted with the proposal:

- Hourly Rate that includes all costs to the City for the regular schedule (40 hours a week)
 - The Contractor can provide different hourly rates based on different requirements of employee training if desirable.
- Provide in detail your company's hiring process including background checks and drug testing. How does your company address subsequent criminal arrests or convictions?

- Provide a list of training, that employees may have such as:
 - Washington State Driver's License
 - First Aid/CPR/AED
 - Flagger Certification
 - Emergency Response
 - Anger Management
 - Crisis Intervention
 - School Safety Training
 - Other Security Officer specific certifications
 - Company specific policies relating to handling K-9's
- Describe your company's process for providing pre and post-assignment training and continuing education
- Explain the company's expectations for employee uniforms and appearance.
- Detail the company's expectations for employees including attendance, disciplinary action, and performance expectations.
- Provide a detailed employee retention plan.
- Provide a list of two (2) applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided. By submitting a proposal in response to this request, the Contractor grants permission to the City to contact these references who, from the City's perspective, may have pertinent information.

Required Elements to be submitted if awarded:

- Proof of Commercial General Liability Insurance that includes – General and Auto liability – and names the City of Republic as an additional insured
- Proof of City of Republic Business License endorsement

Evaluation Procedure: Responsive proposals will be evaluated based on:

- Fee Schedule
- Contractors' successful submittal of the required elements and their responses.

The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The City does reserve the right to contact a Contractor for clarification of its proposal which may include an oral in person presentation at a Special City Council Meeting.

The City of Republic encourages participation in all of its contracts by firms certified by the Office of Minority and Womens' Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis.

The City of Republic has the right to reject any and all proposals at their discretion. If you have any questions or concerns or require clarification prior to submitting a proposal, please contact:
Nicolas Olsen (509) 775-3216, cityclerk@republiwa.org

CERTIFICATIONS AND ASSURANCES I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 90 days following receipt, and it may be accepted by the City without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 90-day period.
4. I/we understand that the City will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the City, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
6. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
7. No attempt has been made or will be made by the Contractor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
8. I/we grant the City the right to contact references and other, who may have pertinent information regarding the ability of the Contractor and the lead staff person to perform the services contemplated by this RFP.

We (circle one) **are/are not** submitting proposed Contract exceptions. If Contract exceptions are being submitted, I/we have attached them to this form. On behalf of the Contractor submitting this proposal, my name below attests to the accuracy of the above statement.

Signature of Proposer

Title

Date