



Benton Harbor Housing Commission

RFP for **SECURITY SERVICES**

RFP Number: ARMED SECURITY 2018-2020	RFP Title: ARMED SECURITY SERVICE
RFP Due Date and Time: January 3, 2018 Local Time: 4:00 P.M.	Number of Pages: 13

ISSUING AGENCY INFORMATION

Procurement Officer: Sheila Hill	Issue Date: November 30, 2017
Benton Harbor Housing Commission 721 Nate Wells Drive Benton Harbor, Michigan 49022	Phone: (269) 927-3546 ext 6 Fax: (269) 927-6112 TDD Users Dial: (269) 927-6511 Website: bhhcommission.org

INSTRUCTIONS TO RESPONDENT

COMPLETE THE INFORMATION BELOW AND RETURN THIS PAGE WITH YOUR PROPOSAL AND ANY REQUIRED DOCUMENTS TO THE ADDRESS LISTED ABOVE UNDER "ISSUING AGENCY INFORMATION."	Mark Face of Envelope/Package:
	RFP Number: ARMED SECURITY 2018-2020 RFP Due Date: January 3, 2018
	Special Instructions: Mark face of envelope/package 'PROPOSAL' and company name

RESPONDENT MUST COMPLETE THE FOLLOWING

Terms: Net 30 days	Delivery Date:
RESPONDENT Name/Address:	Authorized RESPONDENT Signatory:
	(Please print name and sign in ink)
RESPONDENT Phone Number:	RESPONDENT FAX Number:
RESPONDENT E-mail Address:	
IMPORTANT: SEE STANDARD TERMS AND CONDITIONS	

**REQUEST FOR PROPOSALS
FOR
ARMED SECURITY 2018-2020**

Please Complete and Return This Form with your Proposal

Issue Date: **Thursday November 30, 2017**

Title: **ARMED SECURITY 2018-2020**

Period of Contract: From Date of Award through Second Anniversary of Date
Of Award (Renewable)

Due Date: **Wednesday January 3, 2018**

Delivery Address: Benton Harbor Housing Commission
721 Nate Wells Drive
Benton Harbor, MI 49022
Attention: Procurement Officer / Sheila Hill

**IN COMPLIANCE WITH THIS REQUEST FOR PROPOSAL AND TO ALL THE
CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED OFFERS AND
AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE SIGNED
PROPOSAL, OR AS MUTUALLY AGREED UPON THROUGH SUBSEQUENT
NEGOTIATIONS, THE UNDERSIGNED FURTHER CERTIFIES THAT HE/SHE
IS AUTHORIZED TO SIGN THIS DOCUMENT ON BEHALF OF THE
SUBMITTING FIRM.**

Name of Firm: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____ Fax Number: _____

Signature of Person
Submitting Proposal: _____

Printed or Typed
Name: _____

Title: _____

NOTE: Changes to this RFP may be issued in the form of addenda at any time prior to the due date and time for submitting proposals. All persons who request a copy of this RFP will be given a copy of all addendum items promptly after all addenda are issued.

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II. INFORMATION FURNISHED BY REQUESTER

A. Submission of Proposal

1. Requester of Proposal and Recipient Organization

Benton Harbor Housing Commission
721 Nate Wells Drive
Benton Harbor, MI 49022

2. Contract Administrator

Sheila Hill, Procurement Officer
Benton Harbor Housing Commission
721 Nate Wells Drive
Benton Harbor, MI 49022
(269) 927-3546 ext. 16

3. Closing Date and Delivery Address

An original and three (3) copies of the proposal are to be delivered to the Procurement Officer at the following address on or before 4:00 P.M. on **Wednesday January 3, 2018**

Benton Harbor Housing Commission
Attn: Sheila Hill, Procurement Officer
721 Nate Wells Drive
Benton Harbor, MI 49022

Late Proposals will not be considered.

Comments on specifications or other provisions in the Request for Proposal may be submitted in writing by fax (269) 927-3546, mail Procurement Officer at Benton Harbor Housing Commission, 721 Nate Wells Drive, Benton Harbor, MI 49022 or e-mail (sheila_hill2@sbcglobal.net) before 4:00 P.M. on **Monday December 18, 2017**.

B. Nature of Services Required

***ARMED SECURITY SERVICE
HARBOR TOWERS/BUSS DEVELOPMENT
SCOPE OF SERVICE***

The Benton Harbor Housing Commission is looking to enter into a contract/agreement with an agency that can provide armed security service at the Harbor Towers and the Buss Street Housing Development.

The purpose of the service will be to:

1. Deter criminal activity at Harbor Towers and the Buss Street Development by providing a visible security presence at unpredictable times, conveying to would-be violators an impression of security omnipresence throughout each development.
2. Actively patrol the post and maintain control of activity within his/her span of control.
3. Enforce the Material Dwelling Lease of the Housing Commission

1. Term of Contract

From the date of award through two (2) years following date of award (renewable for two additional one-year periods).

Description and Objectives / Scope and Guidelines - SCOPE OF SERVICES

The Objectives of the service will be to:

1. Reduce or eliminate conditions which may support criminal activity
2. Respond to all requests for security service
3. Conduct preliminary investigations as needed/required
4. Enforce the rules/lease and regulations of the BHHHC Material Dwelling Lease, including the ejecting, contact of local police department for citing or arresting of violators
5. Provide assistance and a sense of security to residents
6. Actively enforce all laws and preserve the peace
7. Maintain zero-tolerance policies for graffiti, vandalism, disorderly behavior, and other quality-of-life issues
8. Provide a daily/weekly written report of any and all activity including criminal activity to the Executive Director and the Property Housing Manager
9. Periodically review security cameras at the Towers for violations. The Benton Harbor

The Housing Commission would like to contract with an agency that can offer security personnel to work seven days per week, to patrol Harbor Towers and the Buss Development. Assignment of particular officers shall be at the discretion of the agency providing the service. It shall be understood and agreed that the officer/security guard shall remain at all times and for all purposes the employee of the agency providing the service, not the Benton Harbor Housing Commission. The Benton Harbor Housing Commission shall pay the officers' employer an agreed upon salary which will be determined prior to signing the contract. The Benton Harbor Housing Commission shall not be responsible for any benefits for the officer/security guard, including but not limited to medical or other insurance, overtime, holiday pay, unemployment compensation, or workers compensation.

Qualifications

The Contractor must have a valid license issued by a regulatory authority of a state or other political subdivision of the United States and meet any legal requirements concerning registration in which the Benton Harbor Housing Commission is located. In addition, the agency licensed must be able to provide a statement by the state of Michigan identifying such registration or license, licenses must be submitted in order for their response to this Request for Proposal to be considered.

The Contractor must show a proven track record of past performance in regards to the policy and procedures for performing security services for Public Housing Organizations and its sub parts.

The Contractor must certify that its principal officer (s) or member (s) do not now have and have not during any period covered by this proposed contract any interest, direct or indirect, with the Benton Harbor Housing Commission or any of its members or officials including family relationship with any of BHHC's members or officials and/or employment by or service as a member or official during the period covered by the audit.

C. Contractual Aggrement

BHHC shall prepare a comprehensive written services contract after selection and negotiation with the Contractor. The contract shall include the provisions required by HUD and/or Michigan law or regulations. In addition to the terms and conditions outlined in the body of this Request for Proposals.

D. Right to Reject Proposal

Benton Harbor Housing Commission reserves the right to reject any and all proposals submitted and to request additional information from all offers.

III. INFORMATION TO BE FURNISHED BY RESPONDENT

Proposal should be organized in the following manner:

A. Title Page

Show the RFP subject, the name of the RESPONDENT, address, telephone number, name of the contact person, and the date.

B. Table of Contents

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

C. Proposal Letter from RESPONDENT

Limit to five pages, if possible

1. Work to be done

Briefly confirm the RESPONDENT's understanding of the work to be done, and that RESPONDENT has the experience to perform the Scope of Services requested.

2. Authorized Representatives

State the names of the person(s) who will be authorized to make representation for the RESPONDENT, their titles, addresses, and telephone numbers.

3. Primary Contact and Assigned Personnel

Give the name of the RESPONDENT and firm, address and phone number, and the name and title of the one individual who would be responsible for this engagement.

4. Range of Professional Activities

Describe the range of Security activities performed and/or services provided by the RESPONDENT.

5. References

Provide a minimum of three (3) references where the RESPONDENT has performed similar services. Include the name, address and telephone number of a contact person for each reference as well as a brief description of the services performed.

6. RFP Cover Page

The cover page of this RFP must be completed and submitted with the proposal.

7. Certification

Submit a statement that the RESPONDENT is not currently nor has previously been debarred, suspended or otherwise prohibited from practicing accounting services by any federal, state or local government agency. Also disclose of any unsatisfactory QASS reviews.

D. Cost proposal

In a **SEPARATE ENVELOPE MARKED ON THE OUTSIDE “COST PROPOSAL”**, please list normal hourly billing rates for billing on an hourly basis **(please include proposals for optional years)**. Billing arrangements not tied to hourly rates are encouraged. **(No fees or expenses will be paid for travel time or mileage, except in cases where the Contractor’s travel exceeds 50 miles round-trip. Offers should take this into account in their proposal)**. Include in your proposal any assumptions on which your fees are based and any factor that you believe would justify an increase in the fees. Initial contract award consideration will be based on the average cost of the first two years.

Selection Process

The Evaluation Selection Committee will evaluate the proposals. The Evaluation Selection Committee will be determined by the Procurement Officer and will include other BHHC staff, members.

The Committee will use a point formula during the review process to score proposals. Each member of the Committee will first score each technical proposal by each of the criteria described below. The individual scores will then be combined to arrive at a composite technical score for each firm. At this point, any firm with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the cost proposal will be analyzed and additional points will be added to the technical score based on the bid price. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional shares will be assigned to other proposers.

BHHC reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether the proposal is selected.

Proposals will be evaluated using three (3) sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

Mandatory elements

- The Security Agency is independent and licensed to practice in Michigan.
- The Agency has no conflict of interest with regard to any other work performed by the firm for BHHC and other entities
- The Agency adheres to the instructions in this request for proposal on preparing and submitting the proposal
- The Agency submits a copy of its last quality control review report and the Agency has a record of quality preparation work.
- Expertise and Experience
- The Agency's past experience and performance on comparable government engagements.
- The quality of the Agency's professional personnel to be assigned to the engagement and the quality of the Agency's management support personnel to be available for technical consultation.

See Exhibit # 3 for Evaluation Rating Sheet, in addition this RFP will serve as an Evaluation Tool

Selection and Award

Upon completion of the evaluation process, the contract shall be awarded to the responsible person/firm whose technical approach to the project, qualifications, price and /or any other factors considered, are most advantageous to ***Benton Harbor Housing Commission.***

Authorized Signature and Attestation

I, the undersigned, an authorized representative of _____, whose address is _____, have read and thoroughly understand the specifications, instructions and all other conditions of the RFP – Accounting Services issued by Benton Harbor Housing Commission for Accounting Services for the fiscal years ended September 30, 2018, thru September 30, 2020.

Acting on behalf of my accounting firm, which is listed above, I do attest that the services offered by us meet BHHC's specifications in every respect (check one)

_____ without exception / _____ with exception.

We, therefore, offer and make this bid to furnish BHHC the Accounting Services detailed in this proposal, at the price indicated.

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Evaluation Service Rating Sheet Criteria

EXHIBIT #3

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Benton Harbor Housing Commission Evaluation Service Request for Proposal Rating Sheet		
Respondent:		
Reviewer:		
RATING CRITERIA	Possible Points	Points Awarded
<p>A. Prior Experience: This refers to the proposer’s background and experience to undertake the required task.</p> <p>Excellent = Technical proposal provides documentation demonstrating that the respondent has significant ability designing and implementing evaluation and monitoring services. The proposal details significant resources to design and implement a successful strategy. Staff resumes demonstrate significant ability and experience designing and implementing the required task. The Proposer provided documentation that it manages or has successfully managed similar projects on multiple occasions.</p>	21-30	
<p>Good = Technical proposal provides documentation demonstrating an adequate ability in designing and implementing evaluation and monitoring programs. The proposer adequately describes the resources at its disposal to make this initiative successful. Deficiencies in the information provided are minor. Staff resumes demonstrate adequate ability and experience to design and implement evaluation projects. Proposer provided documentation that it manages or has managed similar efforts.</p>	11-20	
<p>Poor = Technical proposal provides little documentation demonstrating an ability in designing and implementing a successful evaluation project. The proposal fails to detail adequate resources to design and implement the service tasks. Proposer fails to describe resources at their disposal to make the desired program successful. Staff resumes indicate little evidence of ability and experience to implement the project. Proposer has little or no management experience of similar portfolios.</p>	0-10	

EXHIBIT #3

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<p>B. Management and Work Plan: This refers to the evidence that the proposer has a methodology to successfully produce the desired outcomes.</p>		
<p>Excellent = Technical proposal provides a program description which demonstrates a <u>clear</u> strategy for achieving the requirements described in the RFP. Beginning and ending dates of the strategies and tactics are listed. The responsible parties are identified and relationships are illustrated. The submitted documentation demonstrates a clear understanding of how to meet the expectations in the RFP.</p>	21-30	
<p>Good = Technical proposal provides a program description which demonstrating an <u>adequate</u> understanding of how to achieve the requirements listed in the RFP. Technical proposal illustrates an adequate capability in planning an evaluation project. Deficiencies in the information proved are minor.</p>	11-20	
<p>Poor = Technical proposal provides <u>little</u> documentation demonstrating an ability to design and implement an evaluation and monitoring project. The proposal <u>fails to adequately demonstrate an ability to implement</u> the project as required in the RFP. The proposal does not describe in detail the process needed to make this desired program successful.</p>	0-10	

EXHIBIT #3

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<p>C. Cost</p> <p>Excellent = Proposer documents in <u>detail the reasonableness</u> of the cost associated with implementing evaluation and monitoring services. Details on the inkind donation amount should also be included</p> <p>Good = Proposer documents in <u>detail the costs</u> associated with implement evaluation and monitoring services.</p> <p>Poor = Proposer <u>fails to detail the costs</u> associated with implement evaluation and monitoring services.</p>	15-20 7-14 0-6	
<p>D. MBE/WBE/DBE/Section 3</p> <p>Excellent = Proposer provides <u>credible</u> plan to recruit and engage the targeted entities in the execution of this project.</p> <p>Good = Proposer provides <u>feasible</u> plan to recruit and engage the targeted entities in the execution of this project</p> <p>Poor = Proposer <u>does not provide a plan</u> with little expectation to recruit and engage the targeted entities.</p>	8-10 4-7 0-3	

EXHIBIT #3

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E. Cost		
Excellent = The proposer provides evidence of significantly <u>improving</u> the evaluation process through its ability to attract resources.	8-10	
Good = The proposer provides <u>evidence of improving</u> the evaluation process through its ability to attract resources.	4-7	
Poor = The proposer provides <u>little or no additional resources.</u>	0-3	
TOTAL	0-100	

COMMENTS: