



**REQUEST FOR PROPOSALS:
SECURITY GUARD SERVICE**

Issue Date: July 30th, 2015

Due Date: August 24th, 2015

In order to be considered, proposals must be signed and returned via email to Purchasing@wested.org. Hard copies may be mailed to the WestEd Procurement Department at 4665 Lampson Ave., Los Alamitos, CA 90720 by 4 p.m. PST Date.

Proposal responses will be considered valid for a period of 120 calendar days after the proposal due date.

For additional information, please contact Oscar Leon at 562.799.5149 or email: oleon@wested.org

PROPOSAL FOR SECURITY GUARD SERVICE

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I. SOLICITATION FORM

FAILURE TO SIGN THIS PAGE WILL DISQUALIFY YOUR RESPONSE

The undersigned offers and agrees to furnish the services described in this document at the prices and terms stated, subject to all of the terms and conditions of this Request for Proposal. The undersigned warrants and represents their authority to bind the proposer into an agreement subject to the terms and conditions of this Request for Proposal.

Company Name:

Street Address:

City, State Zip:

Email:

Telephone:

By (Authorized Signature)	Date Signed:
Print name and title of Authorized Signatory	

**ALL SPECIFICATIONS, TERMS, AND CONDITIONS OF THIS PROPOSAL
WILL BE INCORPORATED INTO ANY RESULTING AGREEMENT.**

II. SOLICITATION KEY DATES AND TIMELINE (Dates are subject to change at any time in WestEd’s sole discretion)

RFP Activity	Dates
RFP Released, Posted online	July 30, 2015
Questions Due by bidders	August 7, 2015
Response to questions posted	August 14, 2015
Proposal Due Date	August 24, 2015
Interviews	August 31-September 2, 2015
Award Notice	September 15, 2015
Meeting with Selected Vendor to begin contract negotiation	September 28, 2015
Beginning of WestEd’s fiscal year and Security Guard Service	December 1, 2015

III. INTRODUCTION

WestEd is soliciting proposals from qualified consulting firms to provide Security Guard Service for its San Francisco office.

This request for proposal contains background information on WestEd and specific information that must be included in the proposals submitted. An electronic version and one (1) paper version of the proposals must be received no later than 4:00 PM Pacific time on Friday, August 24th, 2015 (“due date”). Electronic copies must be delivered via email to Purchasing@wested.org. Physical copies must be delivered directly to our office at the following address:

WestEd
4665 Lampson Ave.
Los Alamitos, CA 90720
Attn: Procurement Department

IV. BACKGROUND

WestEd is a not-for-profit research, development, and service agency that works with education and other communities to promote excellence, achieve equity, and improve learning for children, youth, and adults. WestEd has over 640 employees, located in 16 offices across the United States, and for the last several years has had annual revenues in excess of \$120 million.

WestEd is a Joint Powers Agency (“JPA”) formed under the California Joint Exercise of Powers Act, California Government Code section 6500 et seq. and governed by public entities in Arizona, California, Nevada, and Utah. WestEd’s Board of Directors is comprised of members representing agencies from these states, as well as other national education and business leaders. WestEd’s income is tax exempt under Section 115 (1) of the Internal Revenue Code.

WestEd complies with the required federal regulations on procurement, as well as applicable State procurement law and procedures.

Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by WestEd to utilize small and minority-owned businesses, women’s business enterprises and labor surplus area firms when possible. The selected proposer may be required to undertake affirmative steps to utilize such firms in subcontracts if this contract is federally funded. A firm qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201) by having average annual receipts for the last three fiscal years not exceeding eight million five hundred thousand dollars.

V. NOTICE TO OFFEROR(S)

All materials provided to WestEd become the property of WestEd and may be returned only at its sole discretion. WestEd is a public entity. All proposals and any materials submitted with a proposal may be deemed public records subject to disclosure pursuant to the California Public Records Act. No portion of any proposal or materials submitted therewith will be withheld from disclosure as proprietary, trade secret or confidential unless that portion is clearly marked by the proposer as such, and the proposer agrees to indemnify WestEd against any claim or action to compel disclosure of such portion of the proposal. WestEd is not obligated to accept any proposal or to negotiate with any entity. All transactions are subject to the final approval of WestEd, which reserves the right to reject any and all proposals without liability. All costs directly or indirectly related to a response to this RFP will be borne by the proposer.

The contract, if any, shall be awarded to the responsible proposer whose proposal is most advantageous to WestEd, based on the evaluation criteria set forth in this RFP. WestEd may at its sole discretion select the response that best fits its needs, may choose to cancel the RFP, or to not select any offeror. A selection committee will evaluate the responses based on established criteria including compliance with the direction herein, experience and qualifications, cost, financial position of the company, and other factors as stated in this RFP. If selected, the successful firm will enter into a written agreement with WestEd that will include service agreements and compensation agreements.

All information in this RFP should, for purposes of this RFP, be considered proprietary and confidential. Information contained in this RFP should not be shared or distributed without the expressed written consent of WestEd.

VI. REJECTION OF PROPOSAL(S)

WestEd reserves the right in its sole discretion to reject any or all proposals, in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. The proposal may be rejected if it fails to meet a material requirement of the RFP, or if it is incomplete or contains irregularities. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may cause a bid to be rejected. WestEd may or may not waive an immaterial deviation or defect in a proposal. WestEd's waiver of an immaterial deviation or defect will in no way modify the RFP or excuse a bidder from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not competitive, or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if in WestEd's opinion the information was intended to mislead WestEd regarding a requirement of the RFP.

WestEd may reject a proposal from a proposer it finds non-responsible. Any person or entity that has substantially assisted WestEd in preparing any part of this RFP is prohibited from submitting a proposal. Submission of a proposal to WestEd shall constitute the proposer's certification that the proposal is not collusive.

VII. COMPLIANCE WITH LAWS

Any offeror must affirmatively agree and certify that it will comply with all applicable federal, state, and local laws and regulations, including but not limited to the provisions of the Fair Employment and Housing Act (Govt. Code, § 12900 et seq.) and any applicable regulations promulgated there under (Cal. Code of Regs., tit. 2, § 72850.0 et seq.). Any offeror must affirmatively agree to include the non-discrimination and compliance provisions of this clause in any and all subcontracts to perform work under the agreement.

VIII. WRITTEN QUESTIONS AND ADDENDA

Written questions or comments regarding this RFP must be in writing and received no later than 4 p.m. on August 7, 2015. Questions should be emailed to the Procurement Manager, Purchasing@wested.org. All questions will be responded to in writing. Offeror(s) invited to submit understand and agree that they have an affirmative duty to inquire and seek clarification regarding anything in this RFP that is unclear or open to more than one interpretation.

WestEd, at its sole discretion, may make questions submitted by offerors and responses to the submitted questions available to all offerors.

WestEd reserves the right in its sole discretion to revise or amend this RFP prior to the stated submittal deadline. Any such revisions will be made by written addenda to this RFP. Proposers are responsible for verifying they have received, and all proposals shall acknowledge receipt of, all addenda issued by WestEd relating to this RFP. Failure to acknowledge receipt of all such addenda may render a proposal nonresponsive.

IX. SUBMISSION

Electronic and physical copies of responses must be received by 4:00 PM Pacific time on the due date. Any response received after this date and time may be returned or not considered. Responses should be submitted electronically to the Procurement Manager at Purchasing@wested.org. Additionally, 1 hard copy with a postmark no later than the due date should be sent to WestEd Procurement Department at 4665 Lampson Ave., Los Alamitos, CA 90720. Submission of a proposal shall constitute the proposer's representation that it:

- Has thoroughly examined and become familiar with the scope of work set forth in this RFP;
- Understands the requirements of the scope of work, the nature of the work and all other matters that may affect the work;

- Will honor its proposal for no less than 120 days after the submission date stated in this RFP (or until execution of a final contract with the selected proposer, if sooner), and acknowledges that its proposal cannot be withdrawn within that time without the written consent of WestEd;
- Will comply with all requirements set forth in this RFP, and in the ensuing contract, if any.

X. Protests

Following the selection of the apparent successful proposer, WestEd shall notify all proposers of its intent to award a contract to such proposer. Any protest to the award of the contract to the apparent successful proposer shall be submitted to WestEd in writing within no less than five (5) calendar days from the date of such notice. Any protest shall state with specificity the ground on which the protestor alleges the contract may not be awarded to the apparent successful proposer. WestEd shall consider any properly submitted protest and may accept or reject such protest as it determines appropriate in its sole discretion.

XI. WESTED CONTACT

All communications, including any requests for clarification, concerning this RFP should be addressed in writing to the following:

Oscar Leon

Procurement Manager

oleon@wested.org / purchasing@wested.org

XI. SCOPE OF WORK

WestEd will receive proposals for Security Guard Service. The successful bidder may be retained for 3 years (with 2 optional years of automatic renewal) as a result of this procurement process.

The contract can be cancelled for no reason or cause by either party giving a 30 days' notice and can be cancelled with one days' notice for cause.

WestEd is looking for professional Security Protection Services to provide 24/7/365 security guard services for its 730 Harrison Street, San Francisco, California location. The building is a 6 floor Commercial Office building with approximately 94,000 sq ft of space including 5 levels of garage parking. The 730 Harrison Street location is monitored by 22 high definition security cameras viewable from the guard station located in the lobby area.

Guards should be uniformed Security Guards trained to protect property by maintaining a high visibility presence to deter illegal and inappropriate actions, observing (either directly, through patrols, or by watching alarm systems or video cameras) for signs of crime, fire or disorder; being able to then take appropriate action, reporting any incidents to their client and or emergency services.

The Contractor shall provide and supervise Guards to provide Services for all shifts and Sites for which Guards are required by this Contract or requested by WestEd.

Contractor shall make best efforts to assign Guards consistently to this site so that Guards become more familiar with the procedures and authorized persons associated with the Site.

Guards shall be provided to perform the following duties at the Site in accordance with the Standard Operating Procedures unless otherwise provided in the Contract or as instructed by WestEd:

Standard Operating Procedure (SOP). Written procedures, policies and guidelines used by the Contractor in day to day operations that will be provided.

This scope will also cover unexpected incidents for additional unarmed guard requests that are not a part of the regular schedule, as set forth in the current monthly Staffing Plan, where WestEd has provided at least four (4) hours notice for additional personnel.

Requirements:

1. Security Guards (SG) will be unarmed, uniformed, trained guards.
2. Coverage 24 hours per day/ 7 days per week/ 52 weeks per year, totaling 168 work hours per week, with a minimum total of 8,760 annual hours to be billed.
3. Two Security Guards are to be grandfathered into the new agreement with employment with selected Contractor, at current salary, schedules, and benefits. ***(This information will be provided only in response to questions after notification of intent to bid.)***
4. SG to receive time and one-half pay for the following holidays worked (New Years Day, President's Day, Independence Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day)
5. SG will be provided clean uniforms.
6. New SG will have a ninety (90) day probationary period before receiving benefits (medical) and one (1) week vacation after working one full year at site.
7. As part of your budget narrative please include any anticipated non-scheduled OT to be paid to the SG. Contractor will absorb this OT pay and not bill WestEd. You should estimate this figure and include it as part of bid. Any scheduled OT will be paid by WestEd. Included in your bid should be the hourly over-time rates for a SG and SG Supervisor.
8. Normal schedules are for a 40 hour work week. In addition, all permanent security staff are first given the opportunity to work every 4th Saturday.
9. The contractor must be able to provide 24 hour supervision to the SG at the sites. Unexpected and unscheduled site visits by contractor management and supervisors will be expected to occur. This supervision cost should be included in the billing rate per hour.
10. All training for new employees, extra training for existing site SG, backup security personnel, at the site should be included in the proposal bid. Contractor is expected to have train and should have available at least two (2) emergency replacements who will be readily available. This cost should also be included in the per hour rate. There should not be any additional billing.
11. Contractor will provide lunch breaks for all shifts.
12. The duties and post orders for 730 Harrison Street security will not be included in any part of the bid information sheet.

XII. PROPOSAL OUTLINE

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

1. Letter of Transmittal

A letter of transmittal briefly outlining the firm's understanding of the work and general information regarding the firm and individuals to be involved is limited to a maximum of two pages. The letter should clearly identify the local address of the office of the firm performing the work, the telephone number, and the name of the authorized representative. The letter shall include a clear statement from Proposer that this offer is binding and shall remain open for 120 days from the due date of this RFP and acknowledges that its proposal cannot be withdrawn within that time without the written consent of WestEd.

2. Table of Contents

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

3. Solicitation Form

The Solicitation Form included in the RFP shall be included here.

4. Profile of Firm Proposing

- a. State whether the firm is a local, national, or international firm and include a brief description of the size of the firm. State whether the proposer is a qualified small or minority-owned business, women's business enterprise or labor surplus area firm.
- b. State whether the firm is in compliance with the registration and permit requirements to do business in California.
- c. Describe the local office from which the work is to be performed.
 1. Location of office.
 2. Current size of the office.
 3. The size of professional staff by level, such as partner, manager and supervisor, senior, and other professional staff.
 4. The credentials and qualifications of professional staff.

5. Qualifications

- a. Describe recent experience with similar engagements to which the proposal relates.
- b. Include resumes of all key professional members who will be assigned to the project. Résumés should be included for all professional members of the team. The résumés should include specific engagements or clients to whom similar services have been provided if possible.
- c. Describe the firm's policy on notification of changes in key personnel.
- d. Briefly describe the firm's system of quality control to ensure the work meets a high quality standard.
- e. Include three client references.

6. Scope of Services and Proposed Project Schedule

Briefly describe the firm's understanding of the scope of services to be provided.

7. Fees and Compensation [Adjust as needed]

Provide the following information as relevant to the fee proposal:

- a. Estimated total hours.
- b. Estimated out-of-pocket expenses.
- c. The hourly rate by staff classification.
- d. The all-inclusive maximum fee and out-of-pocket expenses, which will not be exceeded.
- e. The frequency and timing of the firm's billing process.
- f. Cost of additional related services if requested by WestEd.

If the fee is proposed under a different methodology (e.g., a fixed price for all services) please provide a basis for the proposed fee.

8. Exceptions to Contract Requirements

Any exceptions to the requirements of the sample contract shall be noted in the proposal. WestEd shall have no obligation to accept any exceptions and may reject any proposal noting exceptions to its contract requirements.

XIII. PROPOSAL SUBMISSION AND SELECTION PROCESS

By use of numerical and narrative scoring techniques, proposals will be evaluated by WestEd against the factors specified below. The relative weights of the criteria—based on a 100-point scale—are shown below.

Criteria	Points
1. Qualifications, experience, references, and ability to carry out the described work	25 points
2. Proposed methodologies and processes to accomplish work	20 points
3. Fees / expenses	25 points
4. Compliance	20 points
5. Other factors, including completeness of proposal, adherence to RFP instructions, other relevant factors not considered elsewhere	10 points

XIII. REVIEW PROCESS

WestEd may, at its discretion, request interviews/presentations by or a meeting with any or all firms, to clarify or negotiate modifications to the firm's proposal. However, WestEd reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose. WestEd contemplates award of the contract to the responsive, responsible firm whose proposal is the most advantageous to WestEd, based on the highest total points and its decision is final.

As a federal contractor, it is WestEd's policy to utilize, whenever possible, small businesses, disadvantaged small businesses, veteran-owned small businesses, minority-owned firms, and/or woman-owned businesses. Therefore, firms that meet these criteria will be given preference, should they meet all other stated criteria in the RFP.