

# REQUEST FOR PROPOSALS (RFP)



**RFP NAME:** SECURITY GUARD & PATROL SERVICE

**RFP NUMBER:** MHA-2021-03R3

**PROPOSALS DUE:**  
NOVEMBER 1, BY 2:00 P.M. CST

**COMPANY INFORMATION:**  
LITTLE ROCK HOUSING AUTHORITY D/B/A  
METROPOLITAN HOUSING ALLIANCE  
100 S. ARCH STREET  
LITTLE ROCK, AR 72201  
PHONE (501)340-4821

**TECHNICAL SUPPORT CONTACT:**  
JADA JOHNSON,  
EMAIL: [JJOHNSON@MHAPHA.ORG](mailto:JJOHNSON@MHAPHA.ORG)

**REQUEST FOR PROPOSAL (RFP)  
SECURITY GUARD & PATROL SERVICES  
LITTLE ROCK HOUSING AUTHORITY D/B/A METROPOLITAN HOUSING ALLIANCE**

**Issue Date:** 06/27/2021  
**Re-issue Date:** 10/03/2021  
**Title:** Security Guard & Patrol Services  
**Issuing Agency:** Metropolitan Housing Alliance  
100 S. Arch Street  
Little Rock, Arkansas 72201

Period of Contract: Three Years  
(Renewable for two one-year terms thereafter)

Sealed Proposals Will Be Received Until **November 1, until 2:00 P.M.** For Furnishing the Services Described Herein.

**ALL PROPOSALS ARE TO BE SUBMITTED BY EMAIL TO:**

Metropolitan Housing Alliance, Procurement Department, Attention: Jada Johnson, at [jjohnson@mhapha.org](mailto:jjohnson@mhapha.org) and Ericka Benedicto at [ebenedicto@mhapha.org](mailto:ebenedicto@mhapha.org). The subject line must read "RFP for Security Guard and Patrol Services.

In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned further certifies that he/she is authorized to sign this document on behalf of the submitting firm.

_____	Date: _____
Name of Firm	
_____	By: _____
Address	(Signature in Ink)
_____	Name: _____
City and State	(Print or Type Name)
_____ Zip Code: _____	Title _____
FEI/FIN NO. _____	Phone :(_____) _____
E-mail: _____	Fax :(_____) _____

**NOTE: Changes to this RFP may be issued in the form of an addendum at any time prior to the due date and time for submitting proposals. Firms or individuals who obtain bid packages electronically are required to notify Jada Johnson at [jjohnson@mhapha.org](mailto:jjohnson@mhapha.org) and it is the responsibility of the firm or individual to periodically check the MHA website at [www.mhapha.org](http://www.mhapha.org) for changes to the RFP. MHA's purchasing regulations require each Offeror to submit a signed copy of the addendum to the above delivery address by the proposal due date and time or included with the firm's response to the solicitation.**

## REQUEST FOR PROPOSALS – Security Guard Services

The Little Rock Housing Authority D/B/A Metropolitan Housing Alliance “MHA” requests the submission of written proposals from Security Service professionals to provide security services for a period of three-years, with an option for additional time, not to exceed five (5) years, for sites owned and operated by MHA and/or its affiliate Central Arkansas Housing Corporation “CAHC”. The closing date of the Security Service solicitation is 2:00 p.m. C.S.T., Monday, October 1, 2021. All proposals must be submitted by the due date to email to Jada Johnson, Contract and Procurement Coordinator at [jjohnson@mhapha.org](mailto:jjohnson@mhapha.org) and Ericka Benedicto, Interim Executive Director at [ebenedicto@mhapha.org](mailto:ebenedicto@mhapha.org). Proposals submitted after the due date will not be considered. All responses submitted to the previous solicitation will not have to be re-submitted.

### Selection Criteria:

1. Demonstrate experience in Scope of Services required for the Guard and Post security.
2. Meet Federal, State, and Local Laws for Licensing, Insurance, and Operation as Security Company
3. Demonstrated past and/or present experience relative to the population served at the Public Housing sites includes but is not limited to:
  - a.) Elderly Populations
  - b.) Disabled Populations
4. Review of references
5. Fee Proposal

This Request for Proposal contains specific submission requirements, anticipated scope, and period of services requirements, as well as terms, conditions, and other pertinent information for submitting a proposal for this service. The MHA office hours are Monday through Friday 8:00 a.m. to 5:30 p.m. C.S.T. A free copy of the RFP document can be obtained starting October 4, 2021, by visiting our website at [www.mhapha.org](http://www.mhapha.org) or:

IN PERSON: Metropolitan Housing Alliance  
100 South Arch Street  
Little Rock, AR 72201

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HUD FORMS - Visit [https://www.hud.gov/program\\_offices/administration/hudclips/forms](https://www.hud.gov/program_offices/administration/hudclips/forms) for the following forms:

- INSTRUCTIONS TO OFFERORS NON-CONSTRUCTION HUD-5369-B
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PURPOSE OF THE REQUEST FOR PROPOSAL

MHA will receive proposals from qualified Security firms/professionals to provide security guard services for residential living facilities operated by MHA and/or its affiliates for a term of three (3) years with an option for additional years, not to exceed a total of five (5) years. MHA considers the security offered to its sites an advantage to continue a safe and decent living environment for the residents, assuring protection of all persons and property within the boundaries of the housing sites it serves. The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish pricing and a term contract with one or more contractors through a competitive bidding process for the purpose of Security Guard and Patrol Service from a qualified vendor(s). This service will be used for the Metropolitan Housing Alliance "MHA" and/or its affiliates. MHA reserves the right to make multiple awards. The objective of this contract is to provide the best secured services to the MHA housing developments authorized through the issuance of stipulations in accordance with the terms and conditions of the service, scope of work and pricing.

GENERAL CONDITIONS

1. **Submission Place**. Submit proposals to:

METROPOLITAN HOUSING ALLIANCE 100 Arch Street, Little Rock, AR 72201 – By email only

2. **Submission Method.** An original copy of the vendor response must be emailed to the attention of Ericka Benedicto at [ebenedicto@mhapha.org](mailto:ebenedicto@mhapha.org) and Jada Johnson at [jjohnson@mhapha.org](mailto:jjohnson@mhapha.org) . The subject line must read "RFP Security Guard and Patrol Services". **Offers by telegram, telephone, or facsimile are not acceptable.**

3. **Submission Time.** Proposals must be received by 2:00 p.m., (C.S.T) November 1, 2021, it is the Responder's responsibility to assure that this proposal is delivered at the proper time and place of the proposal opening. Email proposals only. Proposals which for any reason are not so delivered will not be considered and will be returned unopened.

4. **Selection Process for Interview.** If applicable, the responses received will be reviewed by a selection panel appointed by MHA's Executive Director. The panel shall be the sole judge as to evaluation and ranking. Based on established evaluation criteria, a short list of those respondents who have a reasonable chance of being selected may be established. Respondents not selected for this list will be notified in writing. If a short list is established, separate discussions and negotiations will then be conducted with each selected respondent to discuss technical, organizational, and price issues. MHA may then select the successful respondent based on their final and best proposal and the established criteria. Fee proposals shall be made for the period designated and include all costs for the services specified. MHA reserves the right to negotiate all elements of the responder's proposal, including fee.

It is expressly stated and understood that MHA may, in its sole discretion, elect not to develop a short list, conduct additional discussions or negotiations or having done so, elect not to select an agency from the respondents. This decision will be in the sole discretion of MHA. Additionally, the final selection of an agency, if at all, is not a representation, agreement, warranty, or guaranty that an agreement/contract will be entered into with that agency for the purposes herein stated.

5. **Interpretations.** Any questions concerning conditions and specifications shall be directed in writing via email only to, ATTENTION: Jada Johnson at [jjohnson@mhapha.org](mailto:jjohnson@mhapha.org) . The subject line must read "RFP for Security Services", for receipt no later than ten (10) days prior to the proposal opening which is by close of business October 22, 2021. Inquiries must reference the proposal title and opening date. No interpretation shall be considered binding unless provided in writing in the form of an addendum by MHA.

6. **Definition of Terms.** As used herein, "firm" "Responder," and "consultant" are generally interchangeable and may have the same meaning depending upon the context in which the term is used.

7. **Withdrawal of Proposal.** Proposals may be withdrawn upon receipt of a written request prior to the date and hour fixed for opening. If a Responder seeks to withdraw a proposal after the opening, the Responder must comply with 11-54(A) (I) of the Code of Arkansas. Prior to approving or disallowing the request, an opinion will be obtained from the MHA's legal counsel indicating whether the Responder is bound by the proposal.

8. **Execution of Proposal.** The original proposal must contain a manual signature of an authorized representative of the Responder. The proposal must be typed. All corrections made on the proposal sheet must be initialed by the authorized representative. The company name must appear on the cover sheet. The proposal must include all documents, materials and information required herein.

9. **Prices and Terms.** Fee proposal shall be made for the period designated and include all costs for the service specified. MHA reserves the right to negotiate all elements of the Responder's proposal, including fees.

10. **Conflict of Interest.**

a. No member, officer or employee of MHA, no member of the governing body of the locality in which MHA was activated and no other public official of such locality or localities who exercise any responsibilities or functions with respect to MHA, during their tenure, or for one year subsequent thereto, shall have any interest whether direct or indirect, in the purchase award or the proceeds thereof.

b. No Representative of MHA shall be permitted to any share, part or portion of the purchase award or to any benefit which may arise there from.

c. All Responders must disclose with their proposal the names of any persons listed in paragraphs a. and b. above who owns, directly or indirectly, an interest in the Responder or any of its branches.

11. **Cost of Proposal.** All costs incurred, directly or indirectly, in response to this request for proposals shall be the sole responsibility of and shall be borne by the Responders.

12. **Proposal Opening.** The proposals will be received by MHA and will not be opened publicly.

13. **Proposal Tabulations.** A list of Responders submitting proposals will be furnished upon written request with an enclosed, self-addressed stamped envelope and will not be provided by telephone.

14. **Awards.** As the best interests of award, MHA may reserve the right: to make award(s) by an individual item, group of items, all or none, or a combination thereof; to reject any and all proposals; or to waive any minor irregularities or technicalities in proposals received.

15. **Form of Purchase.** The acceptance of the Responder's offer for the services specified herein will be made by executing a duly authorized contract Agreement prepared by MHA in form and content. Responders are cautioned against making assumptions or accepting any representations by any employee, member, officer or representative of MHA concerning the award of the purchase until the contract agreement has been fully executed.

16. **Non-Conformance to Conditions/Specifications.** Services will be inspected for compliance with specifications. Services not conforming to specifications may not be accepted at the vendor's expense. Services not provided as per the scope of work may result in the Responder being found in default; in which event any and all re-procurement costs may be charged against the vendor. Any violation of these stipulations may also result in the vendor's name being removed from MHA vendor mailing list.

17. **Availability of Funds.** In the event funds necessary to finance the purchase of the services are not available, MHA may cancel the award and all binding agreements will become null and void upon no less than twenty- four (24) hours' notice in writing to the Responder. Said notice shall be delivered by email with a return receipt request and confirmation of delivery. MHA shall be the final authority as to the determination of the availability of funds.

18. **Government Restrictions.** In the event any governmental restrictions may be imposed which would necessitate alteration of the performance of services offered, it shall be the responsibility of the successful Responder to immediately notify MHA in writing and specifying the regulation which requires an alteration. MHA reserves the right to accept such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to MHA.

19. **Assignment or Transfer.** The successful Responder shall not assign or transfer any interest in the purchase of services, in whole or part, without written approval of the Executive Director for MHA, except: 1) that claims for sums of money due, or to become due from MHA pursuant to the contract may be assigned to a bank, trust company or other financial institution; or 2) the Responder represents an underwriter in which case the underwriter must be named in the proposal. MHA is hereby expressly relieved and absolved of any and all liability in the event a purported assignment or subcontracting of the contract is attempted in the absence of the Responder obtaining prior written consent.

20. **Patents and Royalties.** The successful Responder shall indemnify and hold harmless MHA and its employees from liability of any nature or kind, including cost and expenses (for or on) account of any copyrighted, patented, or not patented invention, process or article manufactured or used in the performance of the contract, including its use by MHA. If the Responder uses any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood that the proposal prices shall include all royalties or cost arising from the use of such design, devise, or materials involved in the work.

21. **Advertising.** In submitting a proposal, Responder agrees not to use the results therefrom as part of any commercial advertising.

22. **Liability.** The successful Responder shall hold MHA, its officers, agents and employees harmless from liability of any kind in the performance of the contract resulting from these conditions and specifications.

23. **Facilities.** MHA reserves the right to inspect the successful Responder's facilities at any time with proper notice.

24. **Availability of Records.** MHA, and any duly authorized representatives, shall have access to, and the right to examine any and all pertinent books, records, documents, invoices, papers and the like, of the Responder, or in the possession of the Responder, which shall relate to performance of the services to be provided.

25. **Permits and Licenses.** The successful Responder shall obtain all permits and licenses that are required for performing his work by all laws, ordinances, rules and regulations or order of any officer and/or body lawfully empowered to make or issue the same and having jurisdictions and shall give all notices necessary in connection therewith and pay all fees relating thereto and all cost or expenses incurred on account.

26. **Taxes.** The successful Responder shall assume, and is liable for, all state and federal payroll and/or social security taxes and guarantees to hold MHA harmless in every respect against same.

27. **Insurance.**

a. Worker's Compensation Insurance -- The successful Responder shall take out and maintain during the life of the contract, Worker's Compensation Insurance, in accordance with State or Territorial Workman's Compensation Laws, for all of his employees employed at the sites of the work called for in these specifications.

b. General Liability and Property Damage Insurance -- The successful Responder shall take out and maintain during the life of the contract, such general liability insurance as shall protect him while performing work covered by the contract from claims for damages which may arise while performing work covered by the contract from claims for damages which may arise from operations under the contract; whether such operations be by himself or by any other directly or indirectly employed by him and the amounts of such insurance shall be as follows:

(1) General Liability Insurance in an amount not less than \$1,000,000 for injuries, including death, to any one person and subject to the same limit for each person in an amount not less than \$1,000,000 on account of one occurrence.

(2) Motor Vehicle Liability Insurance on all vehicles owned, leased or otherwise used by the successful Responder in an amount of not less than \$500,000 for injury, including death to any one person in an amount not less than \$500,000 on account of one occurrence and property damage insurance in an amount not less than \$500,000 for each occurrence, said liability limited to occurrences on the job sites.

c. In addition to the above requirements to obtain and maintain general liability insurance and motor vehicle liability insurance in which MHA is an additional named insurer or as named insured, the successful Responder shall agree to hold MHA, its officers, agents and employees, which arise out of any action or omission of the Responder or any of his officers, employees or agents, which condition was not specified to be created or maintained by the contract. The agreement to hold MHA, its officers, agents and employees, harmless shall not be limited to the limit of liability insurance required under the provisions of these specifications or contract, of which the specifications are made a part.

d. The insurance company must be licensed to do business in the State of Arkansas.

e. Bonding -- The successful Responder shall maintain a Company Bond covering the Company and Employees of the Company during the life of the contract. The bonding amount for each employee shall be made known to MHA. The Company shall provide a copy of the bond to the MHA annually.

28. **Proof of Insurance.** The successful Responder shall furnish to MHA, a certified copy of the policy or policies covering the work as required in the specifications as evidence that the insurance required will be maintained in force for the entire duration of the work performed under the contract agreement.



29. **Standards of Conduct.** The successful Responder shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.

30. **Removal of Employees.** MHA may request the successful Responder to immediately remove from this assignment and/or dismiss any employee found unfit to perform duties due to one or more of the following reasons:

- (1) Neglect of duty.
- (2) Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
- (3) Theft, vandalism, immoral conduct or any other criminal action.
- (4) Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for MHA.
- (5) Failure to perform services as agreed to per scope of work in Contract.

31. **Supervision/Identification.**

(1) The successful Responder shall provide adequate competent supervision at all times during the performance of the contract. To that effect, the assigned representative of the Contractor and one or more alternates shall be designated in writing to MHA prior to contract start. The Contractor or his designated representative must be readily available to meet with MHA personnel. The successful Responder shall provide the telephone numbers where its representative(s) can be reached.

(2) The successful Responder shall furnish employees and representatives of the Contractor with identification as to their employment by the Contractor.

32. **Performance Evaluation Meetings.** The assigned representative of the firm shall be readily available to meet with representatives of MHA weekly during the first month of the Contract and as often as necessary thereafter. A mutual effort will be made to resolve any problems identified at these meetings.

33. **Disputes.**

a. **Protest of Award.** Any person or Responder who disputes the decision to award a contract and who has been adversely affected by a decision or intended decision concerning a notice of intended or actual purchase award may file a written notice of protest with the contact person listed in the solicitation.

b. **Filing the Protest.** The person or Responder must file his protest in accordance with MHA Procurement Policy.

c. **Content of Formal Written Notice.** The formal written notice must be printed, type written, or otherwise duplicated in legible form. The content of the formal written notice of protest must contain:

(1) The name and address of the person or Responder filing the protest and an explanation of how their substantial interests have been affected by MHA's notice of the intended or of actual purchase award.

(2) A statement of how and when the person or Responder filing the protest received notice of the request for proposal or notice of intended or actual award.

(3) A statement of all issues of disputed material fact. If there is none, the protest must so indicate.

(4) A concise statement of the ultimate facts alleged, as well as MHA's policies which entitle the person or Responder filing the protest to relief.

- (5) A demand for relief to which the person or Responder deems themselves entitled; and
- (6) Any other information which the person or Responder contends is material.

d. **Response to Protest.** Upon receipt of protest which has been timely filed, the solicitation process, or award process may be stopped until the protest is resolved. MHA, if it is deemed necessary, may set forth in writing particular facts and circumstances which require continuance of the solicitation process on an emergency basis without the above-mentioned delay in order to avoid immediate and serious danger to health, safety or welfare. This written determination will specifically detail the facts underlying MHA decision and will constitute final action.

e. **Resolution.** MHA may request such other information pertaining to the matter as deemed appropriate. Within ten days of the date of receipt of the written protest, MHA will notify the person or Responder making the protest of its decision.

**ORGANIZATIONAL AND OPERATIONAL INFORMATION**

34. **Purpose.** The following information regarding MHA is provided to aid Responder's submitting proposals in understanding MHA's organizational structure.

35. **Organization Structure.** MHA has 2913 Housing Choice Vouchers, 248 public housing units and 27 NSP II units.

36. **Program Requirements/Scope of Services.** MHA is seeking Proposals from qualified security guard firms to provide security services at 1600 Elm Street, Little Rock, AR 72204 and additional locations on an as needed basis. three years, with an option for additional years, not to exceed five (5) years. *See Attachment 1 for detailed Scope of Services.*

**SELECTION CRITERIA**

37. **Selection Criteria.**

- a. Selection of Responders to be included in the evaluation and selection process will be based on the following prerequisites:
  - (1) Responsiveness to submission requirements (Listed in paragraph 49).
- b. Selection of finalist Responders will be based on the following criteria:

<b>Criteria</b>	<b>Max Score</b>
Demonstrates experience in scope of service required and/or guard requirements	35%
Responding company meets Federal, State and local laws for licensing, Insurance and Operation as Security Guard Service	10%
Demonstrates experience relative to the population of the buildings served	30%
Review of References	10%
Fee Proposal	15%
<b>Total Potential Score</b>	<b>100%</b>

38. **Selection of Finalist.**

- a. All Responders meeting the submission requirements as outlined in Paragraph 49. Their written proposals will then be evaluated and scored.
- b. The scores on the written proposals will be summarized and two (2) finalist Responders will be determined.

c. Finalist Responders will be asked to make an oral presentation to the evaluation committee. The oral presentation plays a key role in the selection process. See Attachment 2 for oral presentation agenda. It is suggested that all key members of the Responder's team participate in the oral presentation.

d. The finalist will be ranked by the evaluation committee as first and second. The Responder ranked as number one will be invited to negotiate a fee. MHA will negotiate all aspects of the fee proposal to arrive at the fair and reasonable costs as determined by MHA. If agreement cannot be reached with the first ranked Responder, MHA will follow the same procedure with the second ranked Responder.

39. **Contract Award.** The contract for providing security guard services at the high rises will be approved by MHA.

40. **Time Schedule.** The MHA's goal is to have the successful responder under contract by the February 18, 2020.

41. **Payment.** MHA shall make scheduled payments for the services provided on a monthly basis. Payments shall be due and payable as specified and subject to the receipt of an acceptable invoice by MHA at 100 South Arch Street, Little Rock, AR 72201, ATTN: Accounts Payable.

42. **Notice.** All written notices required to be given by either party under the terms of the contract(s) resulting from the proposal award shall be addressed to the contractor(s) at their legal business residence as given in the Contract. Written notices to MHA should be addressed via email as follows:

Metropolitan Housing Alliance  
To: Ericka Benedicto at [ebenedicto@mhapha.org](mailto:ebenedicto@mhapha.org)  
CC: Jada Johnson at [jjohnson@mhapha.org](mailto:jjohnson@mhapha.org)  
Subject Line: RFP for Security Service

43. **Cancellation.** Irrespective of any default hereunder, MHA may also at any time at its discretion cancel the contract in whole or in part, and in such event the provider shall be entitled to receive equitable compensation for all work completed and accepted prior to such termination or cancellation as per clause in the contract.

44. **Laws.** Contract shall be governed by the laws of the State of Arkansas.

45. **Contract Document.** A written contract document will be prepared by MHA.

46. **Travel.** All travel and miscellaneous expenses will be borne by the Consultant.

47. **Supplemental Condition.** MHA reserves the right to delete any scheduled item and/or reduce/increase the quantity of any scheduled item as deemed necessary.

48. **Holidays.** See Attachment 1, Scope of Services.

#### SUBMISSION REQUIREMENTS

49. **Initial Submission.** Initial proposal package must contain, at minimum, the following information and materials, an **ORIGINAL AND THREE (3) COPIES** of the proposal will be required:

- (1) Letter of Transmittal
- (2) Table of Contents
- (3) Experience in Scope of Services Required/Guard Requirements
- (4) Experience in Guard Service for populations that serve Elderly, Physically, and Mentally Handicapped
- (5) Organization Structure and Staffing
- (6) Qualifications of Personnel
- (7) Information Regarding Responder's Licensing, Insurance, and Operations Requirements for Meeting Federal, State, and Local Laws Governing Security Guard Services
- (8) Demonstrated Interpretation of Scope of Services
- (9) Fee Proposal

- (10) Notarized Full Disclosure Statement
- (11) Non- Collusive Affidavit
- (12) Information Concerning the Responder's Affirmative Action; Plans, Policies, and Resident Employment Opportunities
- (13) References
- (14) HUD Required Documents ([https://www.hud.gov/program\\_offices/administration/hudclips/forms](https://www.hud.gov/program_offices/administration/hudclips/forms) )

50. **Organization.** The information included in your proposal package should be formatted in the order listed above.

51. **Experience in Scope of Services Required/Guard Requirements.** Provide as a minimum the following information:

- (1) Information on the Responder's Security Guard background.
- (2) What is the Responder's largest Security Guard assignment? How long has that assignment last? Are you currently in contract? How many employees were hired for the contracted? Have you ever had a contract cancelled?

52. **Experience Relative to the Populations Served in this Request for Proposals.** Provide as a minimum, names of firms/organizations the Responder has provided security guard service to wherein the population consisted of elderly persons, physically and/or mentally disabled persons. Include the names of the firms/organizations served wherein these populations existed, contact person(s)' name and title, and telephone number. How long did Responder contract with the firms/organizations?

53. **Organization Structure and Staffing.** Please provide an organizational chart of the members of your staff that will be dedicated to this service.

54. **Qualifications and Experience of Assigned Personnel.** List all key members of your Responder and who will be committed to this service. Indicate the function of each member, job title, work experience, specialized skills/training/credentials that are relevant to the required services, professional registrations.

55. **Licensing, Insurance, Operational Requirements.** Provide documentation that the Responder is in compliance with applicable Federal, State, and Local Laws governing licensing, insurance, and operational requirements for security guard services. Provide documentation of insurance applicable to coverage required by Request for Proposal.

56. **Demonstrated Interpretation of Scope of Services.** Describe how your Responder interprets the scope of services.

57. **Fee Proposal.** The Responder should include in Attachment #3 (1) the "per hour" charge for services proposed and (2) a "per hour" charge for the second year of services proposed. (3) Total hours proposed at the rate and time of Monday thru Friday 5:00 p.m. to 8:00 a.m. and Saturday and Sunday 24-hour shifts starting at 8:00 a.m. C.S.T.

58. **Notarized Full Disclosure and Non-Collusive Affidavit.** MHA requires that a notarized Full Disclosure Statement and Non-Collusive Affidavit be provided by each officer, owner, or principal of your organization as requested. In preparing these documents, please be governed by the following guidelines:

(A) **Sole Proprietorship.** A Sole Proprietorship is a business owned by one individual. Therefore, a signed notarized Full Disclosure Statement must be provided by the owner of the business organization. The Responder should state in the body of the Full Disclosure Statement that the business organization is a sole partnership.

(B) **Partnerships.** A partnership exists when two or more persons associate to conduct a business enterprise. Therefore, a signed and notarized Full Disclosure Statement must be provided for each partner of the business organization. The Responder should state in the body of the Full Disclosure Statement that the organization is a

partnership and should also identify, by name, each partner of the organization. This criterion applies to all types of partnerships.

(C) **Corporations.** A corporation is a legal entity created by individual state law. An organization is generally required to submit a specific list of officers required by law at the time of their application for incorporation. The Responder should state in the body of the Full Disclosure Statement that the organization is a corporation and should identify, by name, each officer holding these titles. The Responder should also indicate the state in which it was incorporated and, by the same token, be governed by titular requirements of that state.

(D) If your organization is a business trust, joint stock Company, cooperative or an international organization, please contact MHA for further instructions and guidance regarding this requirement.

59. **Equal Employment Opportunity Statement.** Responder must comply with Federal Regulations governing Equal Employment Opportunity.

60. **Resident Opportunity.** While the MHA does not require that Responders hire residents, it encourages Contractors to consider residents for employment, whenever possible.

(a) It is the policy of MHA to provide to the greatest extent feasible, that opportunities for Section 3 Businesses, in Contracting and subcontracting along with training and employment opportunities given by Contractors and subcontractors to residents of public housing owned by MHA.

(b) MHA does not currently have a specified percentage concerning minority and women participation in its Contracting and subcontracting. The Board of Commissioners anticipates formalizing a goal and, accordingly your response should recognize high participation and a plan of 30% minority/women in its Contracting and subcontracting. This percentage would also include Section 3 (Housing and Urban Development Act of 1968) compliance concerning tenant Contracting and subcontracting and/or employment opportunity. Please see 24 CFR 75.

61. **Affirmative Action Program.** Copies of the Responder's affirmative action plans, policies, procedures, etc. shall be provided upon request.

62. **References.** Provide a list of companies or organizations for whom you currently provide comparable services. For each entry include:

- (1) The term (beginning and ending dates) of your contract agreement.
- (2) A description of the scope of services; and
- (3) The name, address, and telephone number of the individual that administered your contract.

63. **Non-Collusive Affidavit and Full Disclosure Statement.** The attached forms must be signed and notarized.

The Responder hereby authorizes and requests any person, firm, corporation and/or entity to furnish any information requested by MHA in verification of the references provided and for determining the quality of the service.

Site Location	Hours Needed	Hours	Total Hours
1600 Elm Street	Monday to Friday	5:00 p.m. to 8:00 a.m. C.S.T	75
1600 Elm Street	Saturday & Sunday	8:00 a.m. to 8:00 a.m. C.S.T	48

## **ATTACHMENT 1 - SCOPE OF WORK**

### **SECURITY GUARD & PATROL SERVICE**

Contractor shall provide all labor, materials, supplies, equipment, and transportation necessary to perform security guard services for various Metropolitan Housing Alliance properties as assigned.

- 1 Metropolitan Housing Alliance reserves the right to add and/or delete any or all sites needing security guard services as it deems necessary and appropriate. If such addition(s) or deletions(s) are necessary, Metropolitan Housing Alliance shall inform the Contractor of such changes in writing within seven (7) days of the addition(s) or deletion(s). If the addition(s) or deletion(s) result in a change in the scope of services to be provided under the contract, the charges for services due shall be renegotiated in accordance with standard business practice.
- 2 The hours and days of on-site security guard service at the site has been determined by Metropolitan Housing Alliance according to the need. The contractor must be flexible to work with Metropolitan Housing Alliance staff in cases of changes, add and/ or the need to delete services.
3. The proposal for service should include armed and unarmed options for security.

### **TASKS TO BE PERFORMED BY GUARDS WHILE ON DUTY**

1. Visually oversee the security of the building by watching security monitors.
2. Monitor all entrances and exits to ensure that all doors are secure and that no one is admitted entrance to the building without proper identification and/or written authorization.
3. If so requested, walk all employees working after hours to their vehicles to ensure their safety.
4. Contact the Little Rock Police Department immediately if unknown or suspicious person(s) attempt to gain entry into the building.
5. File nightly reports, include and not limit all activities that may adversely impact the building, the residents and/or Metropolitan Housing Alliance employees.
6. Maintain an after-hours sign-in/sign-out log reflecting the name of each person entering the building, the unit where they can be found while in the building, the time they came in and the time leaving the building.
7. Perform random periodic walks around the perimeter of the building (**make Rounds**) to ensure security at all points of entry. Guards shall perform a minimum of four (4) rounds per each 8-hour shift and a minimum of (six) 6 “Rounds” per each 12-hour shift, unless otherwise requested by MHA Executives.
8. Prepare and submit a daily report or log reflecting all activities which occurred while the guard was on duty, including reports which state that no activity occurred. This report should be submitted by hard copy and email.
9. Secure building at the end of the shift and set alarm.
10. Perform other security related duties as they may arise from time to time.
11. Respond to complaints by residents concerning disturbances, illegal activities and immediately contact the Little Rock Police Department as needed.

12. Monitor individuals coming into the building. Maintain a sign-in/sign-out log at door when not walking the building and visually oversee the security of the building by watching security monitors located in the first floor lobby reception area.
13. Monitor the parking lots randomly and periodically.
14. Appear and testify as a witness at Metropolitan Housing Alliance grievance hearings and/or judicial proceedings if the need should arise.
15. Obtain a police report service number every time the Little Rock Police Department is called to the property and promptly provide that number to the site manager.
16. Actively participate in any existing crime watch organization operating at the particular development, or if no crime watch organization is currently operating, use best efforts to organize and promote such an organization.
17. Perform other security related duties as they may arise from time to time.
18. When leaving the post, it is your responsibility to have coverage as to eliminate open liability for MHA.
19. Rounds must be made as prescribed.
20. Report for duty on time when scheduled. Tardiness is not a sign of a reliable employee. If you will be late or are unable to report for duty, you must call your supervisor to report your situation. A minimum of (4) four hours' notice is required if you will be absent due to illness.
21. Keep your work area clean. Pick up your trash in area.
22. You are expected to be in full uniform at all times when on duty. DO NOT report for duty in street clothes unless you get there early enough before your shift starts to change into your uniform.
23. Television sets, radios, electronic games and reading materials are not to be brought to work. Do not watch televisions that are on the property. No personal electronic equipment is permitted.
24. Personal visitors are not allowed under any circumstance.
25. Sleeping on duty will lead to immediate termination.
26. Personal telephone calls are not to be made. The phone is for emergency and business use only.
27. RESPECT YOUR WORK SITE, FELLOW EMPLOYEES, EMPLOYEES OF OUR CUSTOMER AND THE PUBLIC YOU MAY MEET. Remain courteous to everyone you encounter while in uniform.
28. BE SAFETY CONSCIOUS AT ALL TIMES WHEN ON DUTY! Carelessness causes accidents.
29. Be sure to pick up all needed equipment (post orders, blank report forms, keys, etc.) before you begin your shift.
30. You must fill out a Security Officer Activity Report for each shift worked. The report must be complete and detailed. A report stating only "all secure" is NOT acceptable.
31. Pass on to your relief all special orders and instructions received while on duty. Enter these instructions on your service report, giving the name of the person issuing the order and the duration it is to be in effect.
32. Accept orders only from a designated MHA representative or one of his/her designated representatives. Make sure to note these orders in your Log.

## General Directions

The Security Officer will be responsible for all duties on his/her post as set forth in these Post Orders and the Security Officers Guide and will be able to respond to any emergency in accordance with the services rendered. Security Officers assigned permanently to the post, after reading and having understood this manual will sign the signature page and review them weekly to stay abreast of any changes. The Security Officer will indicate such review on their Activity Report. Supervisors shall ensure that this policy is enforced. Temporary Security Officers, fill-in Security Officers and Security Officers who work this post occasionally will review this manual on each occasion of assignment and indicate it on their Activity Report. These guidelines should be followed at all posts. Refusal to follow these instructions can lead to disciplinary action up to and including termination of employment.

The primary duties of the Security Officer are to always remain alert, observe and report any security violation and prevent anything of a nature, which would adversely affect the security or safety of the property, or persons he/she is assigned to protect. Prevention by apprehension or detention is an extremely sensitive legal matter, and Security Officers will obtain permission from the MHA before resorting to these means. Under no circumstances should a suspected party be threatened, manhandled, coerced, or intimidated in any way. The officer must be 100% sure that an irregularity exists (have physical proof) before detaining an individual. Usually, if employees are involved, MHA has a standard policy pertaining to this type of situation, and this policy should be strictly adhered to.

### Security assists in creating a secure environment through:

- Facilitating an atmosphere of safety.
- Providing assistance during emergencies.
- Functioning as a central contact point for communications.

### Typical Emergency Response Scenarios

- Recognize the condition
- Sound the alarm
- Call proper response agency
- Make MHA emergency notification calls
- Follow written emergency procedures and policies
- Notify your supervisor
- **DON'T GIVE UP UNTIL YOU MAKE CONTACT WITH SOMEONE!!**

### Security Officer Conduct

- Security Officers will always conduct themselves in a professional manner, both on and off duty.
- Security Officers will always be courteous when performing their duties; however, they should not engage in unnecessary conversation. This is to say they should never engage in "bull sessions", joke telling sessions, or gossip sessions with co-workers, MHA employees, residents or contractors.
- Security Officers will maintain their uniform appearance during their time on duty. Shirt tails will be tucked, trousers will be at the waist with a belt and shoes will be on, tied or otherwise secured to the feet.
- Security Officers should never use profane language while on duty.
- Security Officers will not drink alcoholic beverages on duty or report for duty under the influence of alcohol or with the smell of alcoholic beverages on their breath, nor will they report for duty with alcoholic beverages in their possession.
- Security Officers will not be under the influence of any illicit or prescribed drugs that will alter their alertness or ability to respond to emergency situations.
- Security Officers will not engage in "horse play" or practical jokes while on duty.



## Security Duties

When an officer is on duty, they need to be aware of all situations. These duties are general guidelines but not limited to:

### Security Console

- Handle all incoming visitors- proper authority, check in, check out etc.
- Handle all incoming calls
- Monitor CCTV cameras
- Monitor event screen and if necessary, assist in report generations
- Respond to campus emergency situations, as necessary

### Security Patrols

If at any time during your shift a fellow co-worker requests your help, do your best to assist them as needed. Offer your services at any time to escort employees/tenants to their vehicles. This is particularly important after dark. At a minimum, during low traffic periods, try to visually monitor people exiting the building until they are safely in their vehicles.

All results of patrols and situations must be reported on your daily log in a reasonable amount of time. Any out of the ordinary notes need to be highlighted in a yellow marker or highlighter.

- Perform security patrols:
  - All stairwells
  - All hallways
  - All auxiliary closets
  - Parking areas
  - Playgrounds
  - Site campus
  - Common areas
- Monitor parking spaces and ensure compliance with MHA regulations regarding employee, resident and visitor parking
- Conduct patrols at random periods. Do not set a pattern of patrolling at the same time interval or on the hour or half hour. You want to be unpredictable when you patrol.
- Respond to campus emergency situations, as necessary
- Perform security escorts as necessary
- Monitor “tailgating” and possible security breaches (remember to politely challenge people who are not wearing proper identification)
- At no time are you to enter tenant space unless there is an immediate emergency (fire, medical etc.).

When patrolling the interior of the building, be on the lookout for:

- Loiterers- politely and firmly ask them to leave
- Water leaks or dangerous spills
- Unusual sounds/smells or alarms
- Unidentified people
- Doors or card readers that are not working

When patrolling the exterior, be on the lookout for:

- Loiterers- politely and firmly ask them to leave
- Maintenance problems
- Unsecured doors
- Suspicious vehicles or persons
- Trash or debris
- Broken windows
- Illegal activities

**\*\*\* Every officer needs to make sure that they do a complete patrol of the interior and exterior of the buildings as often as your shift will allow. This includes confirming exterior doors to be locked and always secured.**

### **Telephone Guidelines**

One of the principal responsibilities of Security is handling after-hours phone calls and often receiving incoming calls during regular business hours. Since Security indirectly represents MHA to anyone who calls in, it is important that Security presents themselves in a detailed and courteous manner.

#### The Importance of Answering Telephones

- All calls related to security needs should receive a fast, courteous response. You never know who you are talking to at the end of the line!
- Answering the telephone is one of the most important functions of Security. The phone lines are the main source to get in touch with Security if an emergency event arises. **BE PREPARED TO RECEIVE INFORMATION!**

#### How to Answer Phones

- Every call that comes in needs to be answered, whether it is internal or external. If a second call comes in while you are on another line, put the caller on hold and answer the second line.
- When answering any phone call, be sure to start with “XXXX Security” and your first name. For example: “XXX Security, this is Joe, how can I help you?”
- Speak in a clear understandable voice at a level plainly audible for the person speaking to.
- Everyone needs to use the phone during work but keep personal calls to a minimum. All personal calls should be limited to local calls unless authorized by management.

### **Special Access for Vendors and Contractors**

- All contractors must have proper authority to be on site before they sign in.
- Contractors **MUST** check in and out before entering or exiting the building....NO EXCEPTIONS! Security will ensure this.
- All contractors must inform Security exactly what type of work they will be doing and the location of the work.
- If necessary, Security or Facilities will escort contractors or vendors to the appropriate work location.
- After all vendor/contractor work is completed, Security will sign them out before exiting the property.
- In the event of a problem/incident, Security will complete an Incident Report with as much information that can be compiled as soon after the problem/incident as practicable. If you recall a detail after completing the initial report, submit a supplemental report. This report should then be submitted to the Facility Manager.

## Effective Report Writing

The Daily Activity Report plays an important role in the officer's daily work. The officer uses this form to advise all parties of what has occurred during his or her tour of duty. It is the means of documenting the vulnerable areas have been inspected, that no employees have left a locked area unlocked, that no accidents occurred, that safety hazards and fire hazards do not exist. In addition, MHA has a right to know who visited the site. The preparation of the Activity Report is, therefore, a critical security function.

Please note that all rounds made, and telephone calls made **MUST BE** logged in this report.

- All activity, usual or unusual, during a shift must be detailed in your report. Please note that your report tells, MHA what has occurred during your shift. The report is usually the only way MHA knows if anything unusual has happened. **NO DETAIL IS TOO SMALL TO NOTE IN THIS REPORT!**
- Keep this report accurate and updated on an hourly basis. Begin filling this report out when you arrive for duty. A blank report two (2) hours after your shift begins means that you have not started working yet!
- Use multiple report sheets or the back of the form if there is more information that needs to be put in your report.
- For occurrences that are unusual, and you need to give more details than you have room for in your report, please fill out an Incident Report. A common notation in your Activity Report would be: Saw trespasser on premises, see attached incident report. You can then detail everything pertaining to this situation in the incident report instead of your service report.

Incidents of all sizes and nature will occur. Some incidents will require extensive details while others may not. Use the below guidelines to capture as many details as possible. Remember, your report can and may be used in a court of law in the event of a major incident.

### **WHO?**

- was the victim?
- was the complainant?
- discovered the incident, condition or crime?
- saw or heard anything that might be important?
- had access to the particular area?
- was notified?
- responded?

### **WHAT?**

- really happened (vandalism, damage, physical harm)?
- if any, evidence was found or gathered?
- was done with evidence?
- action did the officer take?
- time did the incident occur?
- if any, what weapons or tools were used?

### **WHERE?**

- did the incident occur?
- is the entry the suspect used?
- was the suspect last seen?
- were the witnesses during the event?
- was the evidence found or taken?

### **WHEN?**

- did the incident take place (yesterday, today, AM or PM)?

- was the incident discovered?
- did the proper authorities arrive at the scene?
- will a complaint be assigned?

**WHY?**

- did the suspect pick that particular time?
- did the suspect pick that particular point of entry?
- are the witnesses reluctant to give any additional information?

The specifications below are in general terms and do not limit the Contractor to specify methods of performing the security guard services; however, the Contractor is responsible for using the most effective (as known by experienced security guard firms) methods and techniques of performing security guard services to assure the protection of all persons and property within the boundaries of the Development, more specifically:

**Perform Mobile Patrol**

Observe and Monitor

Security officers observe and monitor the flow of people outside all sites to detect inappropriate or illegal behavior. Officers usually monitor through the use of a vehicle and walking the perimeter patrolling tall property, parks and parking lots Owned and operated by MHA.

Control Access to Property

Security officers can control access to MHA by following specific procedures, including viewing residents' badges, and obtaining and logging information.

Responding to Situations

Whenever there is a situation outside the building, security officers are usually the first to respond. Whether it is a situation involving property damage or a guest causing problems, officers evaluate the situation and take the proper steps to ensure that proper remediation has been taken and staff, residents, site are safe.

Supervise Building

Security officer's conduct and record daily exterior building inspections to make sure no illegal, hazardous, or unlawful activities are present within the premises.

Helping Hand

Security officers provide a helping hand to individuals by walking people to their cars, providing information and directions for a particular area in the building, and contacting Police, staff or on-call personnel when needed.

**Hours of Operation**

MHA has on-call staff available 24 hours a day. The normal business working hours is Monday through Friday from 8:00 a.m. to 5:30 p.m. C.S.T. MHA expects to have Security staff on site for all days listed below.

1. New Year's Day
2. Martin Luther King's Birthday
3. Washington's Birthday (3rd Monday in February)
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans' Day
8. Thanksgiving Day

9. Friday after Thanksgiving Day
10. Christmas Eve
11. Christmas Day

\*NOTE: Additional Patrol service request by MHA staff will be billed separately by the Security Vendor at the same rate as regularly charged.

#### **LICENSE, INSURANCE, & OTHER REQUIREMENTS OF THE CONTRACTOR**

- The Contractor shall be licensed, insured, and meet other requirements for firms providing security guard services as are established by Federal, State, and local laws.
- Before commencing work, the Contractor shall furnish the MHA with evidence showing the following insurance is in force and will cover all operations under the Contract:
  - a. Workman's Compensation, in accordance with State or Territorial Workman's Compensation Laws.
  - b. Commercial General Liability and Property Damage Insurance with bodily injury and property Damage limits of not less than \$1,000,000.00 for injuries, including death, to any one person and subject to the same limit for each person in an amount not less than \$1,000,000 on account of one occurrence.
  - c. Motor Vehicle Liability Insurance on all vehicles owned, leased or otherwise used by the Contractor in an amount not less than \$500,000 for injury, including death to any one person in an amount not less than \$500,000 on account of one occurrence and property damage insurance in an amount not less than \$500,000 for each occurrence, said liability limited to occurrences on the job site.
  - d. Bonding amount must be carried and coverage adequate.

The MHA considers the security, offered to the housing sites, the main advantage it can use to provide safe and decent housing to the residents of this building. Anything that reduces the building's security, or that causes tenants to lose confidence in the building's security (to the extent that the tenants feel unsafe) will cause the MHA to take corrective actions. Such corrective actions might include working out new security procedures with the Contractor, requesting the Contractor replace incompetent or uncooperative guards, or terminating the Contract.

#### **TERMINATION FOR ANY REASON**

If, for any reason, either party (MHA or the Contractor) desires to terminate this Contract, it may do so by a notice in writing to the other party at least thirty (30) days in advance of such termination.

In the event funds necessary to finance the purchase of the services are not available, MHA may cancel the award and all binding agreements will become null and void upon no less than twenty-four (24) hours' notices in writing to the Contractor. Said notice shall be delivered by email with a verification of delivery and return receipt requested. MHA shall be the final authority as to the determination of the availability of funds.

## **ATTACHMENT 2**

### **Specific Questions to be addressed in the proposal**

- Explain and demonstrate your firm's concept of Security Services for Elm Street.
- Describe your approach to the implementation and execution of Security Services for said building.
- Provide the number of employees terminated during the past 24 months and list the reasons for termination. (If you are operating a company with more than one office in other states or outside of Pulaski County Arkansas provide the information for the local employees only)
- What duties are you allowed to perform under your license? (If you are operating a company with more than one office in other states provide the information for the State of Arkansas only)
- What is your employee retention rate for the past 24 months? (If you are operating a company with more than one office in other states or outside of Pulaski County Arkansas provide the information for the local employees only)
- What service do you use to answer your telephone in case of an emergency? (If you are operating a company with more than one office in other states provide the information for Pulaski County operations only)
- How long has your company been in business under its current management? (If you are operating a company with more than one office in other states provide the information for Pulaski County operations only)
- Please provide a current client list (Pulaski County Arkansas only)
- Please provide a former client list (Pulaski County Arkansas only)
- Does your company currently operate under any IRS liens or bankruptcies? Please provide details
- Has your company ever operated under any IRS liens or bankruptcies, please provide details?
- Has your company ever worked in any other public housing community? Please provide details length of service, type of facility, hours worked, etc....

(Please use as many pages as necessary to complete this section of the RFP.)

**ATTACHMENT 3 - FEE PROPOSAL**

**C.1 PROPERTY PRICE LIST - Unarmed**

PROPERTY		HOURS PER DAY	1 <sup>ST</sup> YEAR PRICING	2 <sup>ND</sup> YEAR PRICING	3 <sup>RD</sup> YEAR PRICING
1	Elm Street		\$ ___ per hr.	\$ ___ per hr.	\$ ___ per hr.
	Three Year Contract Total		\$ _____		
TOTAL HOURS ANNUALLY					

**C.2 PROPERTY PRICE LIST - Unarmed**

PROPERTY		HOURS PER DAY	1 <sup>ST</sup> YEAR PRICING	2 <sup>ND</sup> YEAR PRICING	3 <sup>RD</sup> YEAR PRICING
1	Elm Street		\$ ___ per hr.	\$ ___ per hr.	\$ ___ per hr.
	Three Year Contract Total		\$ _____		
TOTAL HOURS ANNUALLY					

**C.3 PRICING SERVICES AS NEEDED**

DESCRIPTION		PRICE 1 <sup>ST</sup> YEAR	PRICE 2 <sup>ND</sup> YEAR	PRICE 3 <sup>RD</sup> YEAR
1.	ARMED OFFICERS	\$ ___ per hr.	\$ ___ per hr.	\$ ___ per hr.
2.	UNARMED OFFICERS	\$ ___ per hr.	\$ ___ per hr.	\$ ___ per hr.

**C.4 PATROL VEHICLE PRICING**

PATROL PRICING	VEHICLE	HOURS PER DAY	1 <sup>ST</sup> YEAR PRICING	2 <sup>ND</sup> YEAR PRICING	3 <sup>RD</sup> YEAR PRICING
1	PATROL VEHICLE		\$ ___ per hr.	\$ ___ per hr.	\$ ___ per hr.
TOTAL HOURS ANNUALLY					

I certify that these proposal fees are made without prior understanding, agreement, or connection with any corporation firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal form for the firm.

AUTHORIZED SIGNATURE: \_\_\_\_\_

(TYPED) AUTHORIZED SIGNATURE AND TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CITY, STATE AND ZIP CODE

TELEPHONE NUMBER: (\_\_\_\_) - \_\_\_\_\_

FAX NUMBER: (\_\_\_\_) - \_\_\_\_\_



NON-COLLUSIVE AFFIDAVIT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

, BEING FIRST DULY

SWORN, DEPOSES AND SAYS: That he/she is

of \_\_\_\_\_, the Bidder that has submitted a bid; that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against Metropolitan Housing Alliance or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Signature and Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires:

\_\_\_\_\_  
Affix Seal

# FULL DISCLOSURE STATEMENT

COMPANY NAME: \_\_\_\_\_

1. Each officer or principal is to submit this Disclosure Statement, notarized (if a financial or personal interest exists, vendors are required to make a Full Disclosure and should not submit this statement).
2. If a financial or personal interest exists between the principals, officers, directors and employees of the vendor or any of their immediate family members and employees, officers and commissioners of the Metropolitan Housing Alliance and their immediate family member's full disclosure is required.

**The undersigned certifies that, I, nor any members of my immediate family do not now and has not for the proceeding two years, had any interest, whatsoever, whether direct or indirect in the MHA or any of its members or officials including but not limited to the following:**

- 1) Financial or business interests – meaning any interest which yields or has the potential of yielding directly a monetary or other material gain or benefit with any employees, officers and commissioners of MHA and members of their immediate families.
- 2) Personal interest – meaning any interest arising from blood or marriage or from close business association, notwithstanding whether any financial interest is involved with any employees, officers and commissioners of MHA and members of their immediate families.
- 3) Employment or services rendered as a member, official or officer of MHA.

**Sole Proprietorships**

**Partnerships**

**Corporations**

\_\_\_\_\_  
Owner                      Date

\_\_\_\_\_  
Partner                      Date

\_\_\_\_\_  
President                      Date

\_\_\_\_\_  
Partner                      Date

\_\_\_\_\_  
Vice President                      Date

\_\_\_\_\_  
Partner                      Date

\_\_\_\_\_  
Secretary                      Date

\_\_\_\_\_  
Notary                      Date

My Commission Expires: \_\_\_\_\_

Vendors having a financial or personal interest as described above shall make immediate, full and complete disclosure in writing to the Executive Director and/or Board Liaison of the MHA. All full disclosures must be presented on Vendor's letterhead, notarized and signed by the individual making the disclosure.

**WARNING**

**All information is to be true and accurate. False, misleading statements or failure to provide information will disqualify vendor or contractor from bid. MHA reserves the right, based on the information provided, to determine if a conflict of interest is real or apparent and whether a vendor or contractor is qualified to be participating in the bidding process.**

**ATTACHMENT 5**

**ACKNOWLEDGEMENT OF ADDENDA  
Security Services**

Contractor has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_  
(Offerors Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed or Typed Name)