



**RFP PTD24-007**

**PTD Security Guard Services**

**Pre-Offer Conference  
August 22, 2024**

# Housekeeping

- Meeting purpose is to provide solicitation clarifications
- Attendance
  - Appointment only attendees
  - No recording allowable

# WebEx Meeting Question Format

- Use the chat feature to direct questions to the Procurement Officer (not “everyone”)
- Procurement Officer will read the question to city staff for the response
- Official Answers will be posted in the form of an Addendum

# Pre-Offer Conference Agenda

RFP Schedule

Solicitation Overview

Proposal Instructions

Scope of Work

Service Locations

Terms and Conditions

Transparency Policy

# RFP Schedule of Events

Pre-Offer Conference	08/22/2024   2:00 PM
Written Inquiries Due	08/30/2024   5:00 PM
<b>Proposals Due</b>	09/19/2024   2:00 PM
Contract Start Date	~ January 1, 2025



# Solicitation Overview

## TABLE OF CONTENTS

- Section I Introduction
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- Section IV Evaluation Process
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# Solicitation Overview

## ATTACHMENTS

**Attachment A**      PTD24-007 Price Proposal

## EXHIBITS

**Exhibit A**              PTD Transit Locations and Shifts

**Exhibit B**              Sample Post Orders

# Solicitation Overview

## Section No. 9 - Submittals

### SUBMITTALS

- Submittal B Cost and Payments
- Submittal C 24 Hour Emergency Contact
- Submittal D References
- Submittal E Conflict of Interest and Transparency
- Submittal F Addenda Certification
- Submittal G Offer Page
- Submittal H Acceptance Form
- Submittal I Contractor Licensing Requirements



# Proposal Instructions

## Section No. 2.15 – Offer Evaluation Criteria

### Evaluation Criteria (maximum 1000 points)

**Criteria #1:** Method of Approach (Technical Proposal Tab 1) - (300 Points)

**Criteria # 2:** Qualifications and Experience (Technical Proposal Tab 2) - (250 Points)

**Criteria #3:** Recruitment, Training and Retention (Technical Proposal Tab 3) - (250 Points)

**Criteria #4:** Price (Price Proposal) – Attachment A – (200 Points)

# Proposal Instructions

## Section No. 2.35 – Technical Proposal Package

### Technical Proposal

**Tab 1:** Method of Approach

**Tab 2:** Qualifications and Experience (Resumes of Field Supervisors)

**Tab 3:** Recruitment, Training and Retention

# Proposal Instructions

## Section No 2.36 – Price Proposal and Financial Information

### PRICE PROPOSAL

**Tab 1** Pricing Documents – Attachment A (Price Proposal)

**Tab 2** All Other Required Submittals (Attachments & Licenses)

- Attachments B through I

- Required Certification/License (Arizona Department of Public Safety – Security Guard)

# Proposal Instructions

## Section No. 9.1 – Copies

Please submit **four** hard copies of the Offer, **but excluding the Price Proposal and Required Submittal Forms**, for the evaluation panel's review. Please also submit **one** electronic copy (on one portable drive) of the same for the evaluation panel.

# Proposal Instructions

## Section No. 9.2 – Technical and Price Proposal

When submitting in a sealed envelope, the Offeror shall provide the following:

- One original Technical and Price Proposal
- One separate flash drive containing an electronic copy (searchable in PDF format) of the Technical Proposal
- One separate flash drive containing an electronic copy (searchable in PDF format) of the Price Proposal.

# Proposal Instructions

## Section No. 2.6 – Exceptions

“Offerors **must not take any exceptions** to any terms, conditions, or material requirements of this solicitation. Offers submitted with exceptions may be deemed **non-responsive and disqualified** from further consideration in the CITY’s sole discretion.”

# Scope of Work

## TRANSIT SECURITY GUARD SERVICES OVERVIEW

The Scope of Work will be for the Contractor to provide licensed, unarmed, uniformed security guards, equipment, supplies, and supervision as necessary for the City. PTD currently owns and operates four transit centers, eight park-and-rides, three transit facilities, and one main office building which require security guard services.

<b>Service Locations</b>	8 Park-and-Rides, 4 Transit Centers, 3 Transit Facilities 1 Office Building
<b>Pre-Start Up</b>	Badging, Project Management Plan
<b>Staffing</b>	Security Guards, Field Supervisors
<b>Security Guards</b>	Reporting, Patrols and Inspections, Customer Service

# Service Locations

## Park and Rides (PNR)

24<sup>th</sup> St/Baseline Road PNR

Shea Blvd/SR-51 PNR

79th Ave/I-10 PNR

Bell Rd/I-17 PNR

Happy Valley/-17 PNR

40<sup>th</sup> St/Pecos PNR

Bell Rd/SR-51 PNR

27<sup>th</sup> Ave/Baseline PNR

## Address:

7415 S. 24<sup>th</sup> St.

10203 N. 32nd St.

7805 W. McDowell

16808 N. Blk Canyon

24725 N. 29<sup>th</sup> Ave.

17010 S. 40<sup>th</sup> St.

3535 E. Bell Rd.

2727 W. Baseline Rd.



# Service Locations

## Transit Centers:

Ed Pastor Transit Center

## Address:

10 W. Broadway Rd

Sunnyslope Transit Center

8927 N. 3rd St

Desert Sky Transit Center

7887 W. Thomas Rd

Paradise Valley Mall  
Transit Center

4623 E. Paradise Village Parkway North

# Service Locations

**Transit Facilities:**

South Transit Facility

**Address:**

2225 W Lower Buckeye Road

North Transit Facility

2010 W Desert Cove Road

West Transit Facility

405 N 79<sup>th</sup> Avenue

# Service Locations

## Office Buildings:

Public Transit Headquarters

## Address:

302 N. 1<sup>st</sup> Ave

Offerors are strongly encouraged to visit the publicly accessible areas of each service location prior to submission of their Offer.

# Special Terms and Conditions

## Section No. 6.1 – Price

- All prices submitted shall be firm and fixed for the initial two years of the contract
- Thereafter, price increases will be considered annually provided the adjustments are submitted in writing with **60 days' notice** to the Procurement Officer at [PTDprocurement@phoenix.gov](mailto:PTDprocurement@phoenix.gov) (accompanied with written documentation to support the increase)
- The City will be the sole judge in determining the allowable increase amount

# Special Terms and Conditions

## Section No. 6.18 – Authorized Changes

### Service Locations Subject to Change

PTD reserves the right to increase or decrease the number of sites, positions required, and operational hours at its sole discretion.

Hours and/or posts are subject to change depending on operational requirements. The contract does not guarantee that these same posts and hours will remain for the length of the contract.

# Questions and Answers Reminder

## Section No. 2.7 – Inquiries

### QUESTIONS

#### Inquiries Form

All questions must be submitted in writing to [ptdprocurement@phoenix.gov](mailto:ptdprocurement@phoenix.gov) (Deadline for written inquiries is August 30<sup>th</sup>, 2024 - 5:00 PM)

### ANSWERS

#### RFP Addendum

All answers will be provided in an RFP Addendum

# Transparency Policy

## Section No. 2.19 – Solicitation Transparency Policy

City Code 43-36

All respondents and their representatives under penalty of disqualification will refrain from contacting anyone involved in this process other than the procurement officer.

**OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED**