



City of Phoenix Water Services Department

RFP 2021-WSU-399 (AM)

Security Guard Services

Pre-Offer Conference
November 12, 2020



Questions and Answers (Q&A)

- Written questions only
- All questions must be submitted by **Tuesday November 17, 2020 by 5:00 p.m.** to the WSD Procurement E-mail: wsdprocurement@phoenix.gov
- Answers to be published in an Addendum on City website
- Addendum answers supersedes verbal answers.



Proposal Deadline



Monday

November 30, 2020

2:00 p.m.

Phoenix Local Time

Electronically to:

wsdprocurement@phoenix.gov

Late proposals will be rejected



Contract Term

- Contract effective July 1, 2021
- Five-year contract term
 - No renewal options



Attachment C – Cost of Services

Job Classification	Unit of Measure	Hourly Rate	Est. Weekly Hours	Total Price
Security Guard	Hour	\$ _____	730	\$ _____
Field Supervisor	Hour	\$ _____	60	\$ _____
Total Weekly Price				\$ _____
Total Annual Price				\$ _____



Proposal Response Criteria and Scoring

Section I, Para. 12, subpara 12.4, page 7 identifies the Evaluation Criteria. An Evaluation Panel will review all responsive, responsible offers:

<u>Evaluation Criteria</u>	<u>Points</u>
1. Company History, Experience and Qualifications	350
2. Company Resources	250
3. Method of Approach	200
4. Attachment C – Cost of Services	200
Total Points Possible	1,000



Pre-Award Qualifications

- Section I, Para. 15, subpara's 15.1 – 15.6 , page 9
 1. Offeror in operation minimum of 5 years.
 2. Project Manager – minimum of 2 years experience as a manager.
 3. Field Supervisor – minimum of 1 year experience as a supervisor.
 4. Demonstrates or has access to liquid assets, lines of credit or other financial means.
 5. Own or have access to equipment identified in RFP.
 6. Licensed with AZ Dept. of Public Safety



Terms and Conditions

- Section II – Standard Terms & Conditions (pages 16 - 29)
- Section III – Special Terms and Conditions (pages 30 - 41)
 - Price, Method of Invoicing, Method of Payment (para. 1, 3, 4, page 30)
 - Liquidated Damages (para. 18, page 32)
 - Background Screening, para. 25, subpara. 25.12 (*Maximum Risk Level*) (pages 38 - 40)



Section I - Instructions to Offers

- Vendor Self-Registration Requirements
<https://www.phoenix.gov/procure> (para. 2, page 4)
- Business in Arizona (para. 9, page 6)
- Licenses (para. 10, page 6)



Section VI - Submittals

Submittal Package (page 62):

1 electronic copy submitted to wsdprocurement@phoenix.gov

- Must contain a table of contents and tabbed per the following major sections:

Tab A – Pre-Award Qualifications

Tab B – Company History, Experience & Qualifications

Tab C – Company Resources

Tab D – Method of Approach

Tab E – Attachment C – Cost of Services (page 72)

Tab F – Section VI – Submittals (pages 62 – 66)

Tab G – Attachment A – Conflict of Interest & Solicitation
Transparency Disclosure Form (pages 67 – 69)

Tab H – Attachment B – References (pages 70 – 71)

Tab I – Acknowledge of Addenda(s), if applicable



Questions

- Written questions only. Q&A form provided for questions raised during Pre-Offer meeting



Section V – Scope of Work

- City requires experienced, licensed, unarmed, uniformed Security Guards at multiple locations
- Security Guards certified by AZ Dept. of Public Safety
- Daily Security Guard service required including weekends and holidays
- Field Supervisors and Project Manager required
- Outside employment
- Personnel changes and Substitutes
- Changes in Staffing/Post/Operational hours
- Removal/Replacement of Contractor Employees



Section V – Scope of Work

- Minimum qualifications of Security Guards and Field Supervisors
- Security Guard Duties/Responsibilities
- Security Guard Appearance
- Contractor Required Equipment
- Training
- Pre-Startup Requirements
- Locations
- Deliverables



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.