

## **CESC, INC. INVITATION TO NEGOTIATE 12.11.2020**

Invitation to negotiate (ITN) For: CESC Security Services  
Proposals will be received via email to [Jacob.Reiter@cesctlh.org](mailto:Jacob.Reiter@cesctlh.org) until 5p, December 28th, 2020.

**[ITN ID 007]** Issued: December 11, 2020

**Submission deadline:** December 28, 2020 by 5:00 p

### **Questions:**

**ALL QUESTIONS PERTAINING TO THIS ITN MUST BE SUBMITTED BY**  
5pm/ December 16, 2020

Questions need to be emailed to: [Jacob.Reiter@cesctlh.org](mailto:Jacob.Reiter@cesctlh.org)

Questions and answers will be shared with all bidders on the Kearney Center website

<https://kearneycenter.org/about/employment/>

### **Introduction**

Connecting Everyone with Second Chances (CESC) is a 501(c)(3) private non-profit organization with a goal to offer help and hope by creating solutions that provide a path to self-sufficiency to those in poverty. We execute this mission through a variety of projects one being the Kearney Center which provides congregate and non-congregate shelter for adults experiencing homelessness, the others being low-income housing at Westgate and the Dwellings

Connecting Everyone with Second Chances (CESC) invites proposals for a Security Company to provide security services to help promote a safe environment at CESC program sites as described in the Scope of Services section below.

## Background

Prior to COVID-19, CESC provided emergency shelter services 24/7 at the Kearney Center, a 36,000 square foot facility, to averages of 365 persons daily. With the onset of COVID-19, and CDC guidance to for people to stay 6-feet apart, CESC has placed the Kearney Center clients, an average of 400 people, in non-congregate shelter at 3 separate locations (two privately owned motels and one CESC operating apartment complex). CESC also uses the Kearney Center location to stage intakes, transportation to the various sites, and limited daytime services. CESC plans to eventually move limited numbers of Kearney Center clients back to the Kearney Center when it is safe to do so and consolidate the off-site locations.

CESC also has low-income, low barrier housing at our Westgate apartments property. Westgate has 11 buildings at this site and anywhere between 150-250 people living there. Most of the residents are paying to live in apartments at this site, but about 70 rooms are currently being used to shelter Kearney Center clients due CESC response to COVID-19.

CESC also has low-income, low barrier "Tiny House" style housing at its Dwellings location. There are currently 130 tiny homes here, a community center, garden and greenhouse, wood shop, laundry room and dining hall.

CESC is looking for one Security Service vendor to provide the security services described below in the scope of services section at our various locations.

## Submission Procedure

Proposals conforming to the requirements set out below must be received by email [Jacob.Reiter@cesctlh.org](mailto:Jacob.Reiter@cesctlh.org) no later than the deadline given above. Proposals must state that they are valid for a period of at least ninety (90) days from the closing deadline.

CESC reserves the right to waive irregularities and to reject any or all bids. CESC also reserves the right to negotiate with the selected bidder.

CESC may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

### Modification of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the Invitation to Negotiate. Modifications shall be submitted as such and shall not reveal the total amount of either the original or revised bids.

### Opening, Evaluation and Contracting

Proposals may be opened by CESC at any time after the submission deadline. All proposals satisfying the requirements of this Invitation to Negotiate will be evaluated to establish which of the offerers best fulfills the needs of CESC and this project. CESC anticipates entering into a contract with this/these offerer(s) to execute the proposed work. This Invitation to Negotiate, however, does not commit CESC to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. CESC reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerers or to cancel this Invitation to Negotiate, if it is in the best interests of CESC to do so. The decision of CESC shall be final.

### Scope of Services

This scope of the work is seeking proposal from qualified contracting Security Services firm. The successful Security Services company shall work with CESC leadership and site directors and managers to implement plans for the Kearney Center that will accomplish the scope of work below.

**Scope of Services**

- A. **Uniforms and marked vehicles:** All security company officers are required to wear standard uniforms that are identifiable to CESC clients and staff. Uniforms are required to be visible at all times including identifiable outerwear. Security officers performing vehicle patrols need to be in a marked vehicle that displays security company name with a flashing light option.
- B. **24 Hour Phone and Security Company Signage:** Security company required to post professional signage that indicates security company name at each CESC site with a 24 Hour non-emergency phone number. 24/7 phone number is for CESC staff and clients to call for non-emergency issues, such as reporting suspicious persons. CESC staff and clients will be told to call 911 for emergencies, but, for routine issues, calling security may ensure a quicker response.
- C. **Shift accountability:** Security company is required to be accountable for providing officers per scheduled shifts, patrol times and activity. Security company required to track clock in and out times of its officers at CESC sites.
- D. **GPS and Smart Button Tracking:** Security company will provide and monitor use of "smart buttons" at each site location and GPS tracking for vehicle mobile officers. Security officers will touch to activate smart button locations when patrolling CESC sites to ensure that patrols cover indicated patrolling areas timely and adequately. GPS tracking will track when/where security officers are patrolling in vehicle while on CESC property. Security company will provide reports on smart button and GPS activity on a regularly scheduled basis to CESC management or upon request.
- E. **Body Cameras:** Security officers wear body cameras to ensure encounters are recorded as part of a reporting process. All encounters are not required to be recorded but will require any enforcement issues be recorded and noted in a log.
- F. **Radio communication:** Security company will provide radio communication on a cellular capable radio or Push to Talk phone with CESC site staff and the on-duty officers would ensure issues were addressed immediately.
- G. **Reporting:** Security company is required to provide a nightly report electronically that is emailed to CESC leadership the following morning at start of the business day that provides information on security officer observations, activity and incidents. Emergency issues should result in direct communication with staff.
- H. **Security Newsletter:** A security newsletter should be published along with any other information going out to residents addressing any issues at the Westgate or Dwellings housing sites. Leveraging social media for the purposes of providing information to residents and staff would be helpful. The security company should communicate with law enforcement to assist in staying up to date with crime trends and incidents in the area that may affect the residents. Personal safety awareness could be taught on location in the same way it is offered in homeowners' meetings elsewhere. This holistic approach will help ensure the neighborhood is protected and the residents have peace of mind knowing they share this responsibility with security and staff.
- I. **Trespassing:** When CESC staff is not present or available to coordinate with security officer at a CESC site, the security company is granted the ability to trespass individuals who are not residents of CESC locations and who may cause issues.
- J. **Meetings:** Security management required to be present at periodic CESC staff meetings to be a part of the planning and maintenance of the security plan. Security management to meet with CESC site leadership at least on a monthly basis to address any issues or concerns.
- K. **Invoices/Billing:** Upon receipt of clear and accurate invoice, CESC will remit payment by check on the Friday of the following week.
- L. **Monitored Camera Surveillance:** CESC Kearney Center and Dwellings sites have a security camera surveillance system and in process of adding camera surveillance to the Westgate property. CESC is interested in considering a security proposal that includes the Security Company providing one employee who could monitor the surveillance cameras of all these locations and direct security to any issues that may arise.
- M. **Terms:** Auto renewal every 30 days unless either side provides 30 days notification. Note that CESC plans to consolidate Kearney Center services in 2021 sometime in the second or third quarter which will result in a reduction of security officer services at some or all of the motel locations listed below. The timing is still to be determined pending access to COVID-19 vaccines and our plan to bring clients back to the Kearney Center.

**SECURITY OFFICER SHIFTS:**

- N. **Kearney Center: 2650 Municipal Way, Tallahassee, FL 32304**
  - i. Current (while clients are not residing at Kearney Center):
    - 1. Provide one armed security officer from 5pm - 8am 7 days per week.
  - ii. When clients are brought back to Kearney Center:
    - 1. Provide one armed security officer to check bags of all incoming clients at Kearney Center from 7a-8p, 7 days a week.
    - 2. Provide a roving officer to patrol the entire Kearney Center property and surrounding area to limit loitering and issues from escalating 24 times during a 24-hour day. Roving officer should provide support to the on-site officer during peak times when clients will be accessing meal services, (7a-8a, 1130a-12:30p, 7p-8p)
- O. **Seven Hills Motel: 2735 N Monroe St, Tallahassee, FL 32303 (Extension of Kearney Center)**
  - i. Provide one armed security officer 24/7.
- P. **Suburban Extended Stay Motel: 522 Silver Slipper Ln, Tallahassee, FL 32303 (Extension of Kearney Center)**
  - i. Provide one armed security officer from 7a-3p, 7 days per week.
- Q. **Westgate Community: 3215 Westgate Court, Tallahassee, FL 32304 (One and a half of the buildings are an extension of Kearney Center)**
  - i. Provide one armed security officer 24/7.
- R. **Dwellings: 5100 Blountstown Highway, Tallahassee, FL 32304**
  - i. Provide a roving officer who patrols the property 5 times a day/night on weekdays and 8 times weekends.

**Proposal Response**

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S).

Proposals should include responses to the questions below and sent in according to the Submission Procedures provided above.

- **The name of the person in your business who would be the official contact person for any contractual relationship.**
- **Experience: Provide a description of your businesses experience in providing security services to meet the scope of services being requested by CESC. Include information on the training and certification of your team.**
- **Statement of Work/Management Plan: Provide a detailed management plan for the work. Describe how your company will meet the Scope of Services (A-R detailed above).**
- **Costs: Describe the cost to carry out the scope of services.**
- **Minority business, women’s business enterprises, are encouraged to apply.**

**Evaluation Criteria**

The proposals received will be evaluated based on the following criteria:

CRITERIA	MAXIMUM WEIGHT
Experience on Similar Projects	25 points
Statement of Work/Management Plan	40 points
Cost (use examples of competitive pricing)	35 points
<b>TOTAL</b>	<b>100 POINTS</b>

The successful bidder must be able to comply with the following:

PROVISION	CITATION
Proof of insurance and bonding	
General Liability Insurance (2M minimum) – name CESC, Inc. as an additional insured	
Proof of Workers Compensation Insurance	
Recipient Termination	2 CRF Part 200 Appendix II
Equal Employment Opportunity	E.O. 11246 “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CRF part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
Clean Air Act	42 U.S.C. 7401

PROVISION	CITATION
Federal Water Pollution Control Act	33 U.S.C. 1251
Energy Efficiency	2 CRF Part 200 Appendix II
Copeland “Anti-Kickback” Act	18 U.S.C. 874, and 40 U.S.C. 276C
Byrd Anti-Lobbying Amendment	31 U.S.C. 1352
Debarment and Suspension	Executive Orders 12549 and 12689
Recycling	2 CRF Part 200 Appendix II
Davis-Bacon Act	40 U.S.C. 327-333
Rights to Inventions Made Under a Contract or Agreement	37 CFR part 401
Contractor Breach Clause	2 CFR Part 200 Appendix II