

Request for Quote (RFQ) for Armed Security Guards

Issued by: Brownsville Community Improvement Corporation (BCIC)*

Deadline: July 3, 2024

I. Introduction

The Brownsville Community Improvement Corporation (BCIC) is seeking quotations from qualified, experienced and reputable security firms to provide armed security guard services for the eBridge Center for Business & Commercialization. This facility is a crucial hub for local businesses and entrepreneurs, requiring a high standard of security to ensure the safety of all occupants and assets.

II. Project Overview

The eBridge Center for Business & Commercialization is located at 1304 East Adams Street and serves as a central location for business incubation, commercialization, and community events. The selected security firm will be responsible for providing armed security personnel to safeguard the premises, personnel, visitors, and property.

III. Scope of Work

The selected security firm will be responsible for providing armed security guard services at the eBridge Center. This includes, but is not limited to:

1. Personnel Requirements

- Provide armed security guards who are licensed, trained, and experienced in handling security duties in a business and commercial environment.
- Ensure all guards have undergone background checks, drug testing, and meet all state and local licensing requirements and have a minimum of two years of experience in armed security services.
- Guards must be in uniform and equipped with necessary communication devices and weapons.
- Guards should have up-to-date training in security protocols, emergency response, and de-escalation techniques.
 - Guards must possess excellent communication skills and the ability to handle high-pressure situations calmly and effectively.

2. Duties and Responsibilities

- Regular patrol the interior and exterior of the eBridge Center to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.

- Monitor surveillance equipment, inspect buildings, equipment, and access points, and permit entry only to authorized individuals.
- Respond to alarms and investigate disturbances.
- Provide assistance to employees, visitors, and other individuals on-site as needed.
- Report any suspicious activities or incidents and maintain a log of all activities, incidents, and irregularities, including property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Collaborate with local law enforcement agencies when necessary.
- Ensure the safety of employees, members, visitors, and property.

3. Schedule

- Provide security coverage from 8:00 AM to 5:00 PM, Monday through Friday.
- Offer additional security coverage as needed for board meetings or special events occurring after 5:00 PM.
- Coordinate with BCIC to adjust coverage as needed for special events or changes in building occupancy.

IV. Qualification Requirements

Interested vendors must submit a detailed qualifications package that includes the following information:

1. Company Profile

- Overview of the firm's history, mission, and values.
- Details of ownership, key management personnel, and organizational structure.

2. Experience and Expertise

- Description of experience in providing armed security services for business and commercial facilities.
- Proof of licensing, bonding, and insurance
- List of similar projects or references
- Detailed pricing structure
- Description of training programs for security personnel
- Emergency response protocols
 - Case studies or examples of similar projects completed within the last five years.
 - Client references, including contact information, for similar projects.

3. Personnel Training and Certification

- Information on the training and certification process for security personnel.
- Copies of licenses and certifications held by security personnel.

4. Operational Approach

- Description of the firm's approach to security management, including technology used, standard operating procedures, and incident response protocols.

- Details on the supervision and support structure for on-site security guards.

5. Cost Proposal

- Detailed cost proposal outlining hourly rates for security guards, supervision fees, and any other associated costs.
- Payment terms and conditions.

V. Submission Instructions

Please submit your qualifications package to Nathan Burkhardt at nburkhart@bcic.us with the subject line "RFQ for Armed Security Guards - [Your Company Name]".

VI. Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Demonstrated experience and expertise in similar projects.
- Qualifications and training of security personnel.
- Operational approach and capability to meet the scope of work.
- Client references and past performance.
- Cost proposal and overall value.

VII. Contact Information

For any questions or additional information, please contact:

Nathan Burkhardt
Vice President, Entrepreneurship & Innovation at BCIC
956-459-2123
nburkhart@bcic.us

VIII. Disclaimer

BCIC reserves the right to reject any or all submissions, to waive any informality or irregularity in any submission received, and to be the sole judge of the merits of the respective submissions received.

We look forward to receiving your qualifications and thank you for your interest in working with the Brownsville Community Improvement Corporation.

Sincerely,

Brownsville Community Improvement Corporation