

**BOARD of TRUSTEES, Warwick Public Library, Warwick RI  
BIDS REQUESTED FOR**

***Bid #2017L-1 Security Services***

Specifications are available in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick RI, Monday through Friday, 9:00 AM until 4:00 PM on or after June 5, 2017 and on the City of Warwick's website <http://www.warwickri.gov/bids>.

Sealed bids will be received in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889 until **3:00 pm on Monday, June 26**. The bids will be opened publicly commencing at **3:00 PM** on the same day in the Administrative Office, Warwick Public Library.

Awards shall be made on the basis of the lowest evaluated or responsive bid price as per our specifications. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Warwick Public Library at 401-739-5440, ext. 9760 at least 48 hours in advance of the bid opening date.

**Warwick Public Library  
Warwick RI**

**Bid #2017L-1 Security Services**

The Board of Trustees of the Warwick Public Library is seeking proposals from qualified Contractors to provide **Uniformed Security Services** for the Warwick Public Library facility at 600 Sandy Lane, Warwick, RI 02889 for the period of one year with the option to renew twice more for one-year terms.

Specifications are available in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI, Monday through Friday, 9:00 AM until 4:00 PM on or after June 5, 2017 and on the City of Warwick's website <http://www.warwickri.gov/bids>.

Sealed bids will be received in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889 until **3:00 PM June 26, 2017**. The bids will be opened publicly commencing at **3:00 PM** on the same day in the Administrative Office, Warwick Public Library.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified, and that in the event of noncompliance the Library may declare the contractor in breach and take any necessary legal recourse, including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the Library or City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the Library, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

**All bids should be submitted with one (1) original and one (1) copy in a sealed envelope. The exterior of the envelope shall be plainly marked to include: Your Company Name and "Bid #2017L-1 Security Services".** Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids shall be accepted via fax or email. Late submittals will be rejected.

All questions pertaining to these specifications should be referred to Christopher LaRoux, Director, Warwick Public Library, 600 Sandy Lane, Warwick RI 02889, 401-739-5440 ext. 9760.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from the specifications. The Board of Trustees reserves the right to rescind award for non-compliance to proposal specifications.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened.

The successful bidder must provide the Warwick Public Library with an original certificate of insurance (faxes are not acceptable) naming the City of Warwick and the Warwick Public Library as additional insured and so stated on the certificate with the bid name and bid number.

Relevant security experience in a library or educational setting is **required**. Consistency is important and the Contractor will be expected to provide security coverage with the same two (2) employees weekly.

**IRS Form W-9 must be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.**

**Prices to be held firm for one year from date of award. The contract term shall be one year and may be extended for two additional terms upon mutual agreement unless otherwise stated.**

The Library is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state, and federal laws.

All of the Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all Local, State and Federal laws.

**Provide proof of insurance coverage, State of Rhode Island Security License and bonding coverage with the bid submission.**

**The Board of Trustees of the Warwick Public Library reserves the right to reject any and all proposals, to waive any minor informalities in the proposals received, and to accept the proposal deemed most favorable to the interest of the City. Awards shall be made on the basis of the lowest evaluated or responsive bid price. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.**

## **I. SCOPE OF SERVICES**

**Uniformed Security Service** is required for the Central Library at 600 Sandy Lane for 20-28 hours weekly, allocated as follows:

Monday-Thursday 3-8 pm

Saturday 1-5 pm

Sunday 1-5 pm (Sept-May)

With the option to add Monday-Thursday 8-9 pm; Friday 1-5; and the Library reserves the right to reduce security hours at any time by starting at 4 p.m. on Monday through Thursday.

Contract security personnel will provide security services to implement Warwick Public Library's security objectives, which may include but not be limited to the following general tasks:

Entry and egress access control, roving patrols of interior and exterior building areas, incident and daily operating reports, monitoring and responding to the standard safety and security operating procedures of the Library, enforcing the Library's patron behavior policy and acting in conjunction and cooperation with the Warwick Police Department when necessary.

Security employees are expected to interact effectively and professionally with library patrons of all ages. They must be trained in de-escalation techniques for managing aggression to calm a person in an attempt to prevent that person from causing harm to one's self or another person.

Contractor shall provide appropriate and necessary management and supervision for all Contractor's employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Contractor's rules and regulations, as well as the policies of the Warwick Public Library.

Contractor shall develop a comprehensive set of general procedures as well as site-specific responsibilities, which shall be available prior to the commencement of the contract, and must be reviewed and approved by the Warwick Public Library prior to commencement of Contractor's services.

Contractor shall provide newly hired staff with safety training on an as-needed basis in addition to annual refresher training to all staff. Contractor will specify the type of trainings to be done on an as-needed basis and annually. Please be specific.

Contractor shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both Contractor's and the Warwick Public Library's standards. Consistency is important and the number of employees providing coverage should be limited.

Contractor is responsible for the daily personal appearance of security personnel. Contractor shall provide seasonal uniforms and weather-appropriate protective clothing necessary to support continuous performance of contract requirements.

Security officers, unless so authorized, are prohibited from carrying weapons of any kind, including but not limited to: firearms, nightsticks, martial arts weapons or equipment, batons or any chemical agent spray or liquid.

Contractor shall agree to remove from the site, whenever required to do so by Warwick Public Library, any Contractor employee considered by Warwick Public Library to be unsatisfactory or undesirable, within the limits of any applicable laws.

Contractor shall administer all cost accounting and billing relative to this contract.

Contractor shall respond as necessary to accommodate additional duty hours as may be requested by the Warwick Public Library.

## **II. INSTRUCTIONS TO BIDDERS**

Bidder is to address the following in the order requested as an attachment to the bid form.

### **1. Company History and Organization**

Provide a brief company history, mission statement and organizational summary including ownership (private or public).

### **2. Management**

Indicate by position or title the person who will have the overall responsibility for the Warwick Public Library account. Describe how this person will provide supervision to onsite contract staff including management inspection programs and job performance standards.

### **3. On-site Personnel**

All personnel provided under this RFP must be thoroughly trained, experienced and qualified to perform the work to which they are assigned.

Consistency is critical. No more than two (2) different employees are to be assigned to cover security at the Library. Accommodations can be made for vacations, illness, etc.

Describe experience required and training. Provide a resume, including education and experience, for all personnel who would provide onsite security.

### **4. Experience in an educational or library setting**

Describe in detail the experience of the firm in an educational or library setting in the last three (3) years, including dates and organizations.

Describe experience interacting with teenagers in these settings.

### **5. Staff Training**

Specify the type of trainings to be done on an as-needed basis and annually. Please be specific.

## **6. Cost Proposal and Invoicing**

Provide billing rates by the hour for 28 hours per week with the option to add additional hours up to 36 per week, or reduce weekly hours to 20. Include overtime policies, minimum hours of service per day and holiday policies.

Describe invoicing frequency and procedures. All invoices must clearly delineate dates and times of services provided.

## **7. Insurance and Licensing**

The successful bidder shall carry and maintain, with respect to any work or service to be performed at Warwick Public Library facility, all necessary insurance, licensing and bonding.

**Provide proof of insurance coverage, State of Rhode Island Security License and bonding coverage.**

In the event of cancellation of this coverage, reduction in limits or changes in coverage, the Contractor shall notify the Warwick Public Library with (24) twenty-four hours.

## **8. References**

Provide at least two (2) client references whose facilities are comparable in size, profile and security service hours as those requested by the Warwick Public Library. Include company name, address, contact person and contact number.

**Warwick Public Library  
600 Sandy Lane  
Warwick RI 02889  
(401)739-5440**

**Bid Form**

**Bid #2017L-1 Security Services**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Cost: \_\_\_\_\_ (hourly rate)

\_\_\_\_\_ (staff training)

Proof of Insurance and RI Security License Provided: yes\_\_\_\_ no\_\_\_\_

Two (2) references for similar work including names, dates and contact information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_