

REQUEST FOR QUOTE (RFQ)

GUARD/SECURITY SERVICES

Issue Date: May 29, 2020

Provide the information requested below:

- ◆ All information must be returned no later than Tuesday, June 9, 2020 prior to 3:00pm.
- ◆ WSA Locations, see Exhibit A of this RFQ.
- ◆ Questions to this RFQ will be accepted in writing only. You may submit questions no later than Thursday, June 04, 2020 prior to 5:00 pm. Responses will be provided no later than Friday, June 05, 2020.
- ◆ Responses must be emailed to the Authorized Contact:
Cynthia Caruso, Contracting & Procurement Specialist
Email: ccaruso@wsalamo.org
Phone: (210) 581-1061

Workforce Solutions Alamo is a 501(c)(3) organization. We are accepting quotes to provide security officer services on an as-needed basis for an initial one (1) year term with possible extensions up to three (2) years. WSA is a non-profit organization exempted from sales taxes

Any subcontracting must be specified in the quote. All subcontracting is subject to applicable federal, state and local laws, rules, regulations and policies. If a bidder proposes to subcontract any of the services and activities to be provided, the bidder must indicate which services and activities will be subcontracted and the rationale behind using subcontractors instead of providing the services directly. The bidder must also describe how subcontractors were (or will be) procured and selected, their qualifications, as well as the basis for payments. Subcontractors are subject to the same requirements as the bidder under this bid request and resultant contract.

Scope of Work

Services under this agreement will include but are not limited to security officer services at designated WSA workforce centers to provide for the safety and well-being of employees and customers. It is estimated that WSA will utilize these services for approximately 160 hours monthly. Services include access control, technology control

station monitoring, mobile/foot patrol and other related security services. The designated WSA facilities are listed in **Exhibit A** of this document.

Contractor Responsibilities

The individuals who perform Services on behalf of the Contractor are hereinafter referred to as "Contractor Personnel" and at all times meet the requirements set forth. The Contractor's personnel shall hold the appropriate current and valid license(s) required. The Contractor shall have additional personnel available to perform services at multiple WSA locations at the same time if required by WSA.

The Contractor shall provide all labor, materials, miscellaneous parts, equipment, tools, transportation and methods of communication required to perform the work listed in this document. If required, the Contractor shall provide additional miscellaneous services necessary to meet requirements of the specified services throughout the term of the agreement.

The Contractor shall provide a primary point of contact to ensure continuity of services for WSA. The Contractor will be required to be available within 48 to 72 hours during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday with Saturdays being optional.

All Contractor personnel shall:

1. Wear attire and a clearly visible identification badge with the company name and logo on both.
2. Maintain a neat appearance.

Prior to assigning any individual to perform the Services, Contractor shall perform a criminal background check (in accordance with, and subject to any restrictions or limitations imposed by, Texas law) that includes discovery of any conviction of a felony during the last seven (7) years and Contractor shall confirm that the individual's employment complies with relevant immigration law. Contractor shall not assign Contractor Personnel if that employee has in the last seven (7) years been convicted of a felony or does not meet the requirements under the immigration laws.

Date: _____

Company Name: _____

Company Address: _____

City, State, Zip: _____

Email: _____

Type of Service: _____

Name & Title of Officer/Authorized Representative: _____

Contact Person: _____

of Years in Business: _____

of Staff: _____

Bonded? Yes _____ No _____

Amount of Bond: _____

Insured? Yes _____ No _____ (General/Auto/Worker Comp)

Licensed: Yes _____ No _____ (Required- Attach a copy with quote)

List of Services:

Provided: _____

Excluded: _____

List All Service Areas (Counties) where service can be provided per this request for quote:

Service Areas/Counties where service can NOT be provided per this request for quote:

Rates:

Hourly Rate (in San Antonio):

Yes _____ No _____

Amount: _____ per hour

Hourly Rate (in surrounding Counties):

Yes _____ No _____

Amount: _____ per hour

Travel Time charges in surrounding Counties:

Yes _____ No _____

Amount: _____ per hour

Minimum Service Charges?

Yes _____ No _____

Amount: _____ per hour

Weekend Rates (Saturday/Sunday):

Yes _____ No _____

Amount: _____ per hour

Minimum Service Charges?

Yes _____ No _____

Amount: _____ per hour

Evening Rates: (after 5:00 pm):

Yes _____ No _____

Amount: _____ per hour Rates begin and end at: _____

Minimum Service Charges?

Yes _____ No _____

Amount: _____ per hour

Three (3) Business References:

1. _____

2. _____

3. _____

EXHIBIT A

WSA Locations

URBAN

NORTHWEST SAN ANTONIO

9725 Datapoint Drive
San Antonio, TX 78229

NORTHEAST SAN ANTONIO

4615 Walzem Road, Suite 100
San Antonio, TX 78218

WEST SAN ANTONIO

7008 Marbach Road
San Antonio, TX 78227

EAST SAN ANTONIO

4535 E. Houston Street
San Antonio, TX 78220

RURAL

NEW BRAUNFELS

Courtyard Plaza
183 IH 35 South
New Braunfels, TX 78130

SEGUIN

1500 E. Court Street, Suite 444
Seguin, TX 78155