



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

August 21, 2018

Request for Proposals# 2018-012

**Security Services**

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**SECTION I – SUMMARY**

The Bay Area Air Quality Management District (Air District) seeks proposals from qualified firms to provide armed and unarmed security guard services for the Air District’s Board and Committee meetings, various internal and external workshops, special events and personnel-related activities.

To respond to this Request for Proposals (RFP), an interested company should submit one (1) electronic copy (in Adobe Acrobat PDF file format) of its proposal to the Air District’s Procurement Portal (Portal):

Cynthia Zhang, Staff Specialist  
Bay Area Air Quality Management District  
375 Beale Street, Suite 600; San Francisco, CA 94105  
Portal link: <https://baaqmd.bonfirehub.com>

**Proposals must be submitted and received by 4:00 p.m. on September 10, 2018.  
Late proposals will not be considered.**

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women’s business enterprises, veteran’s business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be submitted through the Portal.**

## SECTION II – BACKGROUND

### A. Air District Overview

The Air District was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the Air District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the Air District was granted authority to enact certain transportation and mobile source measures.

The Air District is governed by a twenty-four-member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The Executive Officer / Air Pollution Control Officer for the Air District is Jack P. Broadbent.

## SECTION III – SCOPE OF WORK

The selected firm will provide licensed, reliable, customer-focused, and professionally-trained security guards to support the Air District's activities. Assigned security guards are to dress in business casual attire with dark suits or sport jackets, dark slacks, black shoes, and dress shirts, unless otherwise directed by the Air District. **Though the professional security services to be provided on a regular basis are typically armed, firms should propose rates for unarmed services as well.**

### Board and Committee Meeting Security

The Air District holds approximately 90-100 Board and Committee meetings a year at its headquarters located at 375 Beale Street in San Francisco, CA. These meetings are open to the public.

- The Air District requires three (3) guards per meeting.
- Meetings typically start at 9:30 a.m. and last until 1:00 p.m.
- The assigned security team is expected to be on-site sixty minutes prior to the start of the meeting for any last-minute coordination and to ensure all security equipment and Board Room are ready for the meeting.

General duties include but are not limited to:

- All security aspects of the meeting, including ensuring that Air District staff, venue employees and general public attending the meeting are safe. Security guards also ensure that no weapons are brought into the meeting and that the public complies with building safety rules.
- Man and operate the Air District's free-standing metal detector located outside of the Board Room to screen all persons wishing to attend the meeting.
- Use the hand-held wand for those persons who may activate the free-standing metal detector requiring a more thorough screening before they can be allowed entry to the Board Room.

- Once the meeting begins, one (1) security guard remains outside the Board Room while two (2) security guards position themselves inside and at the rear of the Board Room to provide assistance, if needed, during the meeting.

### **Workshop Security**

The Air District holds various external and internal workshops within the nine-county of the San Francisco Bay Area throughout the year. The Air District anticipates 2 workshops per year per county, for a total of 18 workshops per year. The number of workshops is subject to change based on Air District's needs.

- The Air District requires two (2) security guards per workshop.
- Workshops typically start at 5:30 p.m. and last until 7:00 or 7:30 p.m.
- The assigned security team is expected to be on-site forty-five minutes, or as needed, prior to the start of the workshop.

General duties include but are not limited to:

- All security aspects of the workshop, including ensuring that Air District staff, venue employees and general public attending the workshop are safe. Security guards also ensure that no weapons are brought into the workshop and that the public complies with building safety rules. Other job duties include watching hallways and doorways to workshop venue, managing metal detectors and monitoring the workshop for suspicious activity.

### **Specialized Security Services**

The Air District may at times require specialized security services to support various Air District events and Human Resources related activities:

- Terminations or Disciplinary Action security services – security guards will monitor meetings with employees and management regarding disciplinary action. Ensure safe and secure meeting space and prevent any violence that may arise in such meetings.
- Risk/Threat Mitigation – Workplace violence prevention, assessment of building and workspace.
- Investigative Services – Background checks and assessments

## **SECTION IV – INSTRUCTIONS TO BIDDERS**

### **A. General**

1. Interested firms must create an account through the Portal described on p. 1 of this RFP to view RFP documents and addenda, and to submit questions and bid documents.
2. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
3. All information should be complete, specific, and as concise as possible.
4. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.

5. The Air District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our [Portal](#) for updates prior to the due date.
6. Proposals shall constitute firm offers. Once submitted, proposals may be withdrawn, modified and resubmitted through the Portal up until the September 10, 2018, due date.
7. The District reserves the right to reject any and all proposals.
8. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. on August 28, 2018**. Firms will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) by **6:00 p.m. on August 5, 2018**.
9. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.

#### **B. Submittal of Proposals**

All proposals must be submitted according to the specifications set forth in Section V (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Due Date – All proposals are due no later than 4:00 p.m. on September 10, 2018, and should be submitted via the Portal:  
  
Cynthia Zhang, Staff Specialist  
Bay Area Air Quality Management District  
375 Beale Street, Suite 600; San Francisco, CA 94105  
Portal link: <https://baaqmd.bonfirehub.com>
2. Uploading large documents may take significant time, depending on the size of the file(s) and Internet connection speed. Bidders should plan sufficient time before the due date to begin the uploading process and to finalize their submissions. Bidders will not be able to submit documents after the due date. Proposals received after the date and time previously specified will not be considered.
3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.
5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline, or is not in the prescribed format, or is not

signed by an individual authorized to represent the firm.

6. Disposition of the Proposals – All responses to this RFP become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Proposals marked “confidential” in their entirety will not be honored, and the District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District’s non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals, including the composition of the contracting team, may be altered up until the due date. Proposals may not be modified after the due date. All proposals shall constitute firm offers valid for ninety (90) days from the September 10, 2018, due date.

### **C. Interviews**

1. The Air District, at its option, may interview bidders. The interviews will be for the purpose of clarifying the proposals.
2. Submittal of new proposal material at an interview will not be permitted.
3. Interviews may involve a presentation and/or a question-and-answer session.

## **SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL**

### **A. Contents of Proposal**

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal
  - a. Cover Letter (Section I) – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized

to represent the firm.

- b. Firm Contact Information – Provide the following information about the firm:
  - Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of if different.
  - Name of firm’s representative designated as the contact and email address
  - Name of project manager, if different from the individual designated as the contact
- c. Table of Contents – Clearly identify material contained in the proposal by section
- d. Summary (Section II) – State overall approach to providing security services, including the objectives and scope of work.
- e. Firm Organization (Section III) – Provide a statement of your firm’s background and related experience in providing similar services to governmental organizations, if any. Provide references of other organizations or companies where security services have been provided, including contact name, title, and telephone number for all references listed.
- f. Project Organization (Section IV) – Describe the proposed management structure, program monitoring procedures, and organization of the engagement team. Provide a statement detailing your approach to the project, specifically addressing the firm’s ability and willingness to commit and maintain staffing to successfully perform the services outlined in the Scope of Work.
- g. Assigned Personnel (Section V) – Provide the following information about the staff to be assigned to the project:
  - 1. Armed security guard(s) assigned to the Air District shall have a minimum of three years’ experience working as an armed security guard.
  - 2. Every armed security guard assigned to the Air District must possess and maintain through the life of the contract a current “Guard Card” and a State of California firearm permit to legally carry a gun while on duty. Bidder may include copies of current Guard Cards for proposed staff with proposal. However, prior to contract award, guard cards for all proposed armed staff shall be submitted.
  - 3. All security guards assigned must pass and maintain to the satisfaction of the Air District a criminal background check. It is the contractor’s responsibility to conduct a thorough criminal

background check on all security guards assigned to any Air District meeting to ensure that no guard has a criminal record. A copy of the written verification that the security guard has passed the contractor's background checks must be provided to the Air District prior to assignment.

4. Bidder may provide the names of the proposed staff with their qualifications. This may be resume format (business addresses are sufficient, home contact information for staff should not be provided). If awarded the contract, such documentation and verification is an ongoing requirement for all replacement staff of the successful Bidder.
  5. Prior to submitting replacement staff, contractor shall provide Air District with a copy of the written verification that the replacement security guard has passed the Contractor's background checks.
  6. The Air District has the right to decline the contractor's placement of armed security guards whom the Air District may deem to be unsuitable for the assignment. The selected contractor agrees that staff placements will be mutually acceptable to the Air District and the contractor.
- h. Retention of Working Papers (Section VI) – All working papers are the property of the Air District. Include a statement acknowledging that if your firm is awarded the contract, you will retain project related papers and related reports for a minimum of five (5) years.
  - i. Subcontractors (Section VII) – List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.
  - j. Conflict of Interest (Section VIII) – Address possible conflicts of interest with other clients affected by contractors' actions performed by the firm on behalf of the Air District. The Air District recognizes that prospective bidders may have contracts to perform similar services for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
  - k. Additional Data (Section IX) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc).
2. Cost Proposal
- a. Name and Address – The Cost Proposal must have the name and complete address of the bidder in the upper, left hand corner.
  - b. Cost Proposal – The Cost Proposal must list the fully-burdened hourly

rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform the tasks required by this RFP. In addition, costs should be estimated for each of the components of the Scope of Work.

- c. The Cost Proposal does not need to be a separate, sealed document.

## SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of the contractor to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors must approve the contract to carry out the work described in this RFP. A link to a typical contract for professional services used by the Air District is included in Section VII.

Proposals will be evaluated on the following criteria:

Criteria	Description	Weight
Expertise	Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm's ability to provide security services requested in the scope of work.	30%
Skill	Past experience of the firm and, in particular, recent experience of the team conducting similar security services, for other governmental agencies.	30%
Approach	Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	10%
Cost	Cost or cost effectiveness and resource allocation strategy	10%
References	References of the firm	10%
Firm's Specialty Focus Area	Local business (5%) /Green Business (5%)**	10%
	<b>Total</b>	<b>100%</b>

\* "Size and structure of firm" refers to the ability of a firm's size to meet the needs of the District. It does not give absolute preference to larger or smaller firms.

\*\* The Air District gives preference to local organizations and those that are certified as green businesses by a government agency or independent private rating organization. Local business refers to an organization's headquarters located in the 9 counties of the Air District's jurisdiction.



The Air District reserves the right to reject any and all proposals submitted and/or request additional information. During the selection process, the Air District's evaluation panel may interview bidders. The interviews will be for clarification only. The submittal of new material will not be permitted at that time. Interviews may involve a presentation and/or a question-and-answer format or any combination of these.

If two or more proposals receive the same number of points, the Air District will accept the lower cost offer.

## **SECTION VII – SAMPLE CONTRACT**

A sample contract to carry out the work described in this RFP is available on the District's website at <http://www.baaqmd.gov/about-the-air-district/request-for-proposals-rfp-rfq/samples-previous>.