



NEW
MOUNT OLIVE
BAPTIST CHURCH

DR. MARCUS D. DAVIDSON, SENIOR PASTOR

400 Northwest 9th Avenue
Fort Lauderdale, Florida 33311
OFC (954) 463-5126 • FAX (954) 525-9454

WEB www.mountolive.org

August 29, 2018

Re: Request for Proposal
Security Services

Dear Bidder,

New Mount Olive Baptist Church is seeking proposals from qualified Contractors to provide armed and unarmed security service for New Mount Olive facility at 400 NW 9th Avenue in Fort Lauderdale Florida. This document is a Request for Proposal (RFP) for the services described below and does not obligate New Mount Olive to accept responses from eligible Contractors. The RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the Contractor's bid response.

Carefully examine the specifications, conditions and limitations.

The selection of the successful Contractor will be made based on New Mount Olive's evaluation and determination of the relative ability of each Bidder to deliver quality service in a cost effective manner.

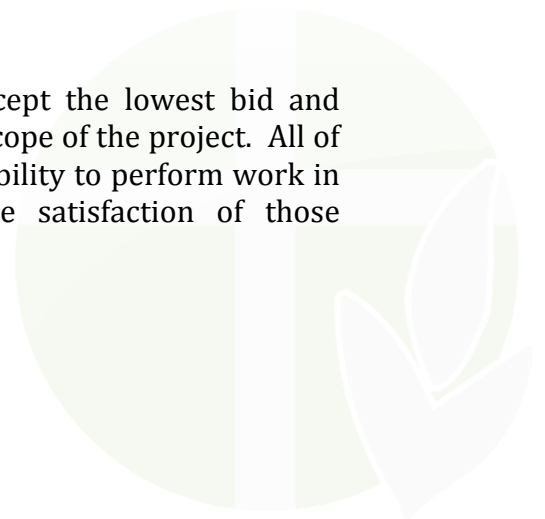
The following specific criteria will be evaluated and must be addressed in the proposal:

- Company History and Organization
- Professional Experience
- Team Qualifications
- Management Approach
- Insurance Coverage
- Applicable Licenses
- Cost Proposal and Invoicing
- Transition Plan
- References
- Financial History

New Mount Olive Baptist Church 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. All of the Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities to the satisfaction of those authorities.

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REQUEST FOR PROPOSAL

Background of New Mount Olive Baptist Church

Established in 1918, the New Mount Olive Baptist Church (NMOBC) is a Florida nonprofit corporation recognized by the Internal Revenue Service as a charitable, tax-exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code.

Submission of Proposals

Responses to this RFP are **due by 5PM on September 20, 2018**. Late submittals will be rejected. All proposals are to be sealed and addressed to the following:

Sandra James, Church Administration
New Mount Olive Baptist Church
400 NW 9th Avenue,
Fort Lauderdale FL 33311
Tel: (954) 463-5126 Fax: (954) 525-9454
Email: sjames@mountolive.org

Two copies of the proposal may be mailed, faxed or delivered to the contact above. Electronic submittals may be sent to the email address above. Any questions regarding this RFP should also be addressed to the above individual. Contractors may not contact other executives, managers or employees of NMOBC.

Contract Term

The term of this contract shall be for a one (1) year period with a two (2) year renewal option unless terminated by either party with thirty (30) days written notice. The first three (3) months of the contract are to be considered a trial period during which the contract may be terminated by NMOBC at any time if services are deemed to be not satisfactory. If the services provided are satisfactory, as determined by NMOBC, the Contract term will then continue through the expiration of the one year unless otherwise terminated by NMOBC with or without cause. In the event services are scheduled to end due to the expiration of this Contract, NMOBC may request the Contractor continue to provide services for a set period of time agreed to by both parties.

Scope of Services

This project includes approximately 100 hours of roving armed and unarmed security services per week, allocated as follows:

Description of Zone	Hours Per Week	Armed Guards	Unarmed Guards
Outside Parking Area	58	0	58 hours
Inside Church Building	42	30 hours	12 hours

Contractor shall provide roving armed and unarmed (uniforms for unarmed, suit or jackets for armed) security services in and around NMOBC properties during the hours as specified by this RFP, or as otherwise indicated per site specification. Contract security personnel will provide a variety of services, implementing NMOBC's security objectives according to policy and procedures which may include but are not limited to the following general tasks:

- Roving patrols of interior and exterior building areas,
- Incident reporting
- Weekly operating time sheets

Contractor shall provide appropriate and necessary management and supervision for Contractor's employees and shall be solely responsible for instituting and enforcing disciplinary action of employees not

in compliance with Contractor's rules and regulations, as well as any other policy established by the contracting parties.

Contractor shall develop a comprehensive set of general procedures as well as site-specific responsibilities. Standard Operating Procedures (SOPs) shall be prepared prior to commencement of the contract and must be reviewed and approved by NMOBC.

Contractor shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both Contractor's and NMOBC's standards. Trainings should include onboarding and orientation plans for employees assigned as well as training in effective communication, customer service, de-escalation techniques, conflict resolution and disaster and emergency situations.

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

Contractor shall agree to remove from the site, whenever required to do so by NMOBC, any employee considered by NMOBC to be unsatisfactory or undesirable within the limits of any applicable laws. Contractor shall respond as necessary to accommodate additional duty hours as may be requested by NMOBC.

Eligibility to Submit

To be eligible to respond to this RFP, the Bidder must demonstrate the Contractor has sufficient capabilities, resources and experience to provide the services under this solicitation. Any Bidder that fails to meet all of the following minimum qualification requirements may be noted as "NON-RESPONSIVE". Those qualifications are as follows:

- The Bidder shall be licensed to do business in the State of Florida. Bidder must submit a copy of Florida Division of Corporations Sunbiz report with your company registered as active.
- The Bidder must be licensed in accordance with the requirements of Florida Statutes Sections 493.6301 through 493.631 and must submit proof of the requisite licensure. Bidder must submit copies of all applicable licenses.
- All guards assigned to NMOBC facilities must have, at a minimum, a Class "d" unarmed security guard license pursuant to Florida Statutes 493. Copies of all applicable licenses must be submitted to NMOBC.
- All guards must be willing to serve diverse crowds, elderly persons and children of all ages.

Proposal Content

In order to simplify the evaluation process and obtain maximum comparability, NMOBC requires that all responses to the RFP be organized in the manner and format described below:

- **Executive Summary** – Describe your understanding of the work to be performed and your ability to perform the work.
- **Professional Experience** – Describe how and why your company is different from others being considered. This should include an explanation of the company's philosophy, size, structure, and qualifications with serving organizations with a similar size and operations.
- **Team Qualifications** – Identify the supervisory staff who will be assigned to this engagement if you are successful in your bid. Provide bios for executive staff specifying relevant experience to the type of services requested. Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.

- **Approach** – Describe how your company will approach the proposed services, including the use of affiliates or staff from other locations. Also provide a security plan and standard operating procedures and how these would be implemented at NMOBC.
- **Insurance Coverage** – The successful Bidder shall carry and maintain, with respect to any work or service performed at NMOBC facilities, insurance written by a responsible insurance company, to provide for the following:
 - Worker’s Compensation as required by applicable statute
 - Commercial General Liability Insurance
 - Excess-umbrella insurance
- **Applicable Licenses** – Submit copies of all applicable licenses and permits as described under the eligibility section of this RFP.
- **Fees** – Please provide a firm estimate of fees for the services to be provided. It has been NMOBC’s practice for management to negotiate a fee for services each year prior to such services being rendered.
- **Transition Plan** – Provide a projected transition plan for implementation if awarded the contract to include tasks and time frames. This should include an initial risk assessment and plans for updating at least annually therein or as deemed necessary.
- **Client References** – Include a list of at least three (3) clients for reference with contact name, name of business, address, business telephone number and email address.

Please note, bidders are to respond to all information requested in this RFP. Brochures and advertisements will not be accepted in lieu of these requirements. A qualified proposal must address all items listed above.

Evaluation of Proposals

All proposals must include, and will be evaluated based on the following criteria:

- a) Evidence of the company’s qualifications to provide services
 - Evidence of the company’s qualifications and experience in providing past and present security services.
 - Describe your procedures for supervision and accountability of security guards performing their assigned duties.
 - Provide a description of how you plan to cover the required hours and back-up plan for staffing in case of emergency, illness or vacations of assigned security guards.
 - Implementation timeline including Risk Assessment schedule, Standard Operating Procedures and Security Plan.
- b) Background and experience in providing security services.
 - Provide organization data, including size and structure of your company/firm, locations of any branch offices.
 - Provide details on your internal security policy and procedures documenting any industry standards that you have adopted or follow.
- c) Statement of the company’s understanding of the work to be performed.
- d) Proposed fee structure for all services requested.
- e) Names of security guard supervisor/account manager and security guards who would be assigned to our facilities and their licenses. Training program schedule for employees.
- f) Provide three (3) references.

Proposals must be received by **5PM, September 20, 2018**. Send proposals to 400 NW 9th Avenue, Fort Lauderdale FL 33311, Attention: Sandra James, Church Administration. Requests for additional information, questions and coordinating visits to our office should be directed to Church Administration.