



**Request for Quotes
RFQ-4324-17-SH**

JUCO Private Security

RESPONSES DUE:
February 28, 2017 prior to 2:30 P.M. Local Time

PURCHASING REPRESENTATIVE:
Susan Hyatt
970-244-1513
susanh@gjcity.org

Submittal by EMAIL IS REQUIRED for this solicitation.

This solicitation has been developed specifically for soliciting quotes for **2017 Junior College World Series (JUCO) Private Security** for the City of Grand Junction. It may not be the same as previous City of Grand Junction solicitations. All bidders are urged to thoroughly review this RFQ prior to submitting.

RETURN PAGE 6 AS YOUR RESPONSE.

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SECTION 1. SCOPE OF SERVICE

- 1.1. **The Owner:** The Owner is the City of Grand Junction Colorado and is referred to throughout this Solicitation. The term Owner means the Owner or his authorized representative.
- 1.2. **Purpose:** The Owner on behalf of the Grand Junction Police Department is seeking Quotes from Private Security Companies to provide professional security services and parking/traffic assistance as required and necessary for the **Junior College World Series (JUCO) Baseball Tournament**. The City of Grand Junction is a co-host of the Junior College World Series Baseball Tournament each year. The tournament will last approximately one week. (Please refer to the attached proposed schedule.) It is estimated a night game attendance averages from 7,000 – 11,000 people.
- 1.3. **Pricing:** For quote evaluation purposes, bidders shall assume the estimated hours for this program as listed on the bid form. The hours listed are the City's current **approximate** requirements used for quoting purposes. Actual hours shall be adjusted as required to perform the job. The City of Grand Junction will neither be obligated by nor restricted to these hours. Fees, permits, licenses, travel time, meals, lunchtime, or any other additional charges will not be accepted or paid.
- 1.4. **Contract:** Contract will commence upon award. The awarded contractor and the Owner covenant and agree that this Quote or subsequent contract may, upon mutual agreement of the supplier and the Owner, be extended under the terms and conditions of the contract for three (3) additional one (1) year contract periods, contingent upon the applicable fiscal year funding.
- 1.5. **Scope:** Following are general guidelines that will be expected of the Private Security Company awarded contract services for the 2017 JUCO Baseball Tournament, from May 27th through June 3rd, held at Suplizio Baseball Field, Grand Junction, CO.
 - 1.5.1. To communicate and coordinate with the assigned GJPD Operations Sergeant and Commanding Officer as assigned in an effort to identify, prevent and resolve any developing issues or problems affecting the safety, security and overall enjoyment of the event by the participants, fans, staff and security personnel, private and sworn alike.
 - 1.5.2. JUCO is a high profile community event and as such all security officers are expected to dress, look and behave in a professional manner. Rude or unprofessional behavior will not be tolerated and could lead to the termination of the security contract. Easily recognizable uniforms are required for a professional appearance.
 - 1.5.3. Security officers working the JUCO Tournament are assigned to augment the sworn uniformed police force.

- 1.5.4.** The security officers assigned to the 2017 JUCO Tournament will be deployed as follows:

1.5.4.1. Night Security

Private Security will provide one officer to monitor activity at the ballpark from 2100 hours through 0700 hours beginning on Friday, May 26, 2017 and continuing throughout the duration of the tournament. This position will no longer be needed after the final championship game is completed. This security officer's responsibility will include the vigilant observation of the area for any criminal activity such as theft, trespass or criminal mischief. Any suspicious activity should be reported to the Grand Junction Police Department as soon as possible.

Private Security will be issued a police radio for use during this assignment. This security post will have a radio call sign on the Grand Junction Police Department's primary radio frequency of "Security One". At the beginning of the security officer's shift, it will be their responsibility to notify dispatch they are on duty. The terminology to be used is "Security One is on duty". At 0700 hours the security officer should call off duty utilizing similar terminology.

Dispatch may periodically check on the security officer's status by saying over the air "Security One, radio check". If the security officer is ok, they should respond by saying "Security One, Code 4".

If a problem is observed or the security officer needs assistance, they should use the issued radio to call for assistance. The proper way of talking on the radio would be to initiate the contact by saying "Security One". Once dispatch acknowledges the call, the security officer should clearly and concisely state in plain English the problem and wait for instructions from dispatch or a patrol supervisor. Please be as brief as possible as available airtime is very limited.

1.5.4.2. All Games in General (12 positions)

1 security officer assigned to the north parking (reserved parking) lot. [Area marked with red 1 on attached map.]

1 security officer assigned to the south parking lot/Lincoln Park Barn (reserved parking) area. [Area marked with red 2 on attached map.]

1 security officer assigned to the south stadium entrance gate to observe and assist as needed with bag, cooler, container checks/searches. See Section 1.5.8 for further clarification. [Area marked with red 3 on attached map.]

1 security officer assigned to the north stadium entrance gate to observe and assist as needed with bag, cooler, container checks/searches. See Section 1.5.8 for further clarification. [Area marked with red 4 on attached map.]

1 security officer assigned to the east outfield stadium entrance gate to observe and assist as needed with bag, cooler, container checks/searches. See Section 1.5.8 for further clarification. [Area marked with red 5 on attached map.]

1 security officer assigned to the south entrance/exit area (guest liaison/exit only control). [Area marked with red 6 on attached map.]

1 security officer assigned to the south of right field fence parking area to monitor and control designated media parking area. [Area marked with red 7 on attached map.]

1 security officer assigned to monitor and control the designated team buses parking area. [Area marked with red 8 on attached map.]

1 security officer assigned along the 1st baseline gate to monitor and control authorized field access. [Area marked with red 9 on attached map.]

1 security officer assigned along the 3rd baseline bleachers and field access point for crowd control and to monitor and control authorized field access. [Area marked with red 10 on attached map.]

1 security supervisor assigned to the home plate/commissioners box access area for crowd control and to monitor and control authorized field access, in addition to providing supervision to security personnel assigned and being able to respond to any other areas or situations as needed. [Area marked with red 11 on attached map.]

1 security supervisor providing overall operational command to security staff and acting as liaison with assigned GJPD command/supervision and JUCO Committee Members.

- 1.5.5.** The expected arrival time of Security officers is contingent upon their particular assignment in correlation to when the first game of each day begins. Security coverage shall continue to be provided between games and any separations between scheduled day and night games. Departure times are contingent upon when the final game ends and when traffic/pressure from the parking lot area has receded. From time to time, rain delays occur disrupting the game schedule. Security personnel need to be flexible and able to accommodate unexpected delays or lengthy games. A daily “security demands” schedule is attached depicting personnel demands, resource deployment and expected time frames of arrival and “general” end of duty times in Section 2, Bid Form.
- 1.5.6.** The Security Company shall provide two supervisors on scene at all times during the tournament. These two supervisors are considered part of the 12 Officers needed/listed in Section 1.5.4.2.
- 1.5.7.** Security officers should take no enforcement action except under extreme circumstances. Should a security officer feel enforcement action is necessary, they should request a uniform patrol officer respond to their location.
- 1.5.8.** Security personnel should refrain from searching any patrons or their belongings unless otherwise requested to do so on a limited basis in an effort to assist volunteer staff normally tasked with that responsibility. Should a patron refuse to allow JUCO staff to look in their coolers, large garments, back packs or any other container or item capable of carrying illegal, prohibited, or banned items they will ordinarily be denied admittance to the park. The decision to allow or ban entry of any particular patron(s) is the responsibility of the admissions gate personnel or other authorized JUCO Staff Members. Security will be asked to assist in enforcing their decision.
- 1.5.9.** Should questions arise as to what actions private security should take, or refrain from taking, requesting assistance and direction from the Operations Commander or Sergeant assigned to the event is recommended. In their absence, contacting an assigned officer to the event and subsequent to that, accessing the 911 system if they are not available.

1.5.10. If you or your staff experiences any difficulty with this or any of these guidelines, please contact the assigned GJPD Operations Sergeant or Commanding Officer as soon as possible.

1.6. Insurance Requirements: The selected Bidder agrees to procure and maintain, at its own cost, policy(s) of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Bidder pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The Bidder shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Section by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types. Bidder shall procure and maintain and, if applicable, shall cause any Subcontractor of the Bidder to procure and maintain insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to the Owner. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Bidder pursuant to this Section. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Minimum coverage limits shall be as indicated below unless specified otherwise in the Special Conditions:

(a) Worker Compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employers' Liability insurance with minimum limits of:

FIVE-HUNDRED THOUSAND (\$500,000) each accident,
FIVE-HUNDRED THOUSAND (\$500,000) disease - policy limit, and
FIVE-HUNDRED THOUSAND (\$500,000) disease - each employee

(b) General Liability insurance with minimum combined single limits of:

FIVE-HUNDRED THOUSAND (\$500,000) each occurrence and
FIVE-HUNDRED THOUSAND (\$500,000) per job aggregate

The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interests provision.

(c) Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than:

FIVE-HUNDRED THOUSAND (\$500,000) each occurrence and
FIVE-HUNDRED THOUSAND (\$500,000) aggregate

This policy shall provide coverage to protect the contractor against liability incurred as a result of the professional services performed as a result of responding to this Solicitation.

With respect to each of Bidder's owned, hired, or non-owned vehicles assigned to be used in performance of the Work. The policy shall contain a severability of interests provision. The policies required by paragraphs (a), (b), and (c), above shall be endorsed to include the City, and the City's officers and employees as additional insureds. Every policy

required above shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the Owner, shall be excess and not contributory insurance to that provided by Bidder. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Bidder shall be solely responsible for any deductible losses under any policy required above.

- 1.7. **City of Grand Junction PD Contacts:** Contact information will be provided upon award of the contract.
- 1.8. **Questions:** All questions regarding this RFQ shall be directed to the Purchasing Representative stated on page One (1).

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SECTION 2. SPECIFICATIONS/QUOTE FORM

MUST BE COMPLETED AND RETURNED WITH QUOTE

| JUCO 2017 | Officers | Start | End | Total Shift Time | Total Hours | Rate | Sub Total | Total |
|--------------------------------------|----------|-------|-------|------------------|-------------|------|-----------|-------------------|
| Friday, May 26th | | | | | | | | |
| Day 0 Overnight | 1 | 21:00 | 7:00 | 10 | 10 | \$ | \$ | \$ |
| Saturday, May 27th | | | | | | | | Day Totals |
| Day 1 Parking/Sup | 4 | 07:00 | 22:00 | 15 | 60 | \$ | \$ | |
| Day 1 Officers | 7 | 07:30 | 22:00 | 14.5 | 101.5 | \$ | \$ | |
| Day 1 Night Game Officer | 1 | 18:30 | 22:00 | 3.5 | 3.5 | \$ | \$ | |
| Day 1 Overnight | 1 | 21:00 | 07:00 | 10 | 10 | \$ | \$ | \$ |
| Sunday, May 28th | | | | | | | | |
| Day 2 Parking/Sup | 4 | 08:00 | 22:00 | 14 | 56 | \$ | \$ | |
| Day 2 Officers | 7 | 08:30 | 22:00 | 13.5 | 94.5 | \$ | \$ | |
| Day 2 Night Game Officer | 1 | 18:30 | 22:00 | 3.5 | 3.5 | \$ | \$ | |
| Day 2 Overnight | 1 | 21:00 | 07:00 | 10 | 10 | \$ | \$ | \$ |
| Monday, May 29th | | | | | | | | |
| Day 3 Parking/Sup | 4 | 10:00 | 22:00 | 12 | 48 | \$ | \$ | |
| Day 3 Officers | 7 | 10:30 | 22:00 | 11.5 | 80.5 | \$ | \$ | |
| Day 3 Night Game Officer | 1 | 18:30 | 22:00 | 3.5 | 3.5 | \$ | \$ | |
| Day 3 Overnight | 1 | 21:00 | 07:00 | 10 | 10 | \$ | \$ | \$ |
| Tuesday, May 30th | | | | | | | | |
| Day 4 Parking/Sup | 4 | 09:00 | 22:00 | 13 | 52 | \$ | \$ | |
| Day 4 Officers | 7 | 09:30 | 22:00 | 12.5 | 87.5 | \$ | \$ | |
| Day 4 Night Game Officer | 1 | 18:30 | 22:00 | 3.5 | 3.5 | \$ | \$ | |
| Day 4 Overnight | 1 | 21:00 | 07:00 | 10 | 10 | \$ | \$ | \$ |
| Wednesday, May 31st | | | | | | | | |
| Day 5 Parking/Sup | 4 | 13:00 | 22:00 | 7 | 28 | \$ | \$ | |
| Day 5 Officers | 7 | 13:30 | 22:00 | 6.5 | 45.5 | \$ | \$ | |
| Day 5 Night Game Officer | 1 | 18:30 | 22:00 | 3.5 | 3.5 | \$ | \$ | |
| Day 5 Overnight | 1 | 21:00 | 07:00 | 10 | 10 | \$ | \$ | \$ |
| Thursday, June 1st | | | | | | | | |
| Day 6 Parking/Sup | 4 | 13:00 | 22:00 | 7 | 28 | \$ | \$ | |
| Day 6 Officers | 7 | 13:30 | 22:00 | 6.5 | 45.5 | \$ | \$ | |
| Day 6 Night Game Officer | 1 | 18:30 | 22:00 | 3.5 | 3.5 | \$ | \$ | |
| Day 6 Overnight | 1 | 21:00 | 07:00 | 10 | 10 | \$ | \$ | \$ |
| Friday, June 2nd | | | | | | | | |
| Day 7 Parking/Sup | 4 | 17:00 | 22:00 | 5 | 20 | \$ | \$ | |
| Day 7 Officers | 8 | 17:30 | 22:00 | 4.5 | 36 | \$ | \$ | |
| Day 7 Overnight | 1 | 21:00 | 07:00 | 10 | 10 | \$ | \$ | \$ |
| | | | | | | | | \$ |

| Saturday, June 3rd (Should an extra game be played) | | | | | | | | |
|---|---|-------|-------|-----|----|----|----|----|
| Day 8 Parking/Sup | 4 | 17:00 | 22:00 | 5 | 20 | \$ | \$ | |
| Day 8 Officers | 8 | 17:30 | 22:00 | 4.5 | 36 | \$ | \$ | |
| | | | | | | | | \$ |

Date: _____

Company Name of Bidder – Typed or Printed

Phone Number of Bidder

Address of Bidder

Authorized Dealer Agent – Typed or Printed

City, State, and Zip Code

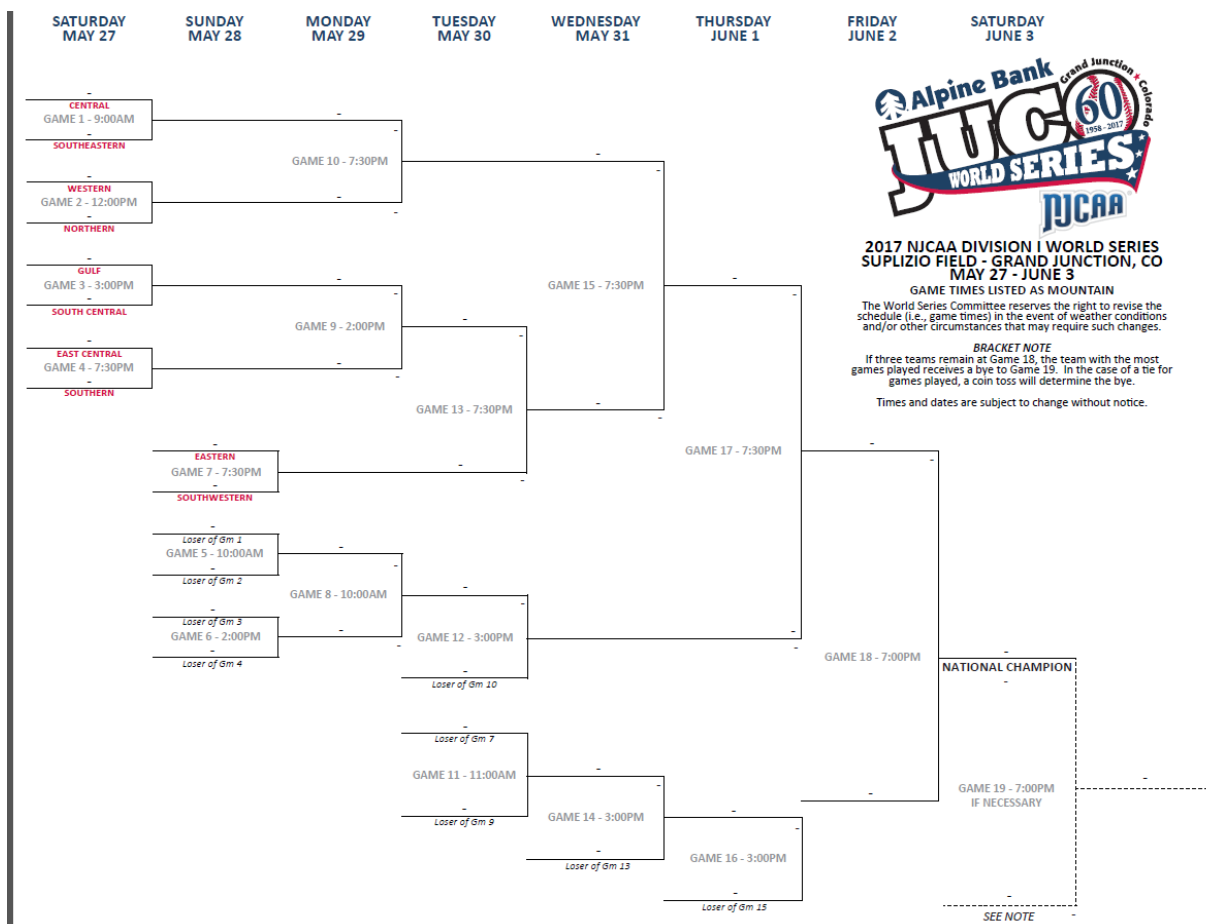
Authorized Agent Signature

Fax Number of Bidder

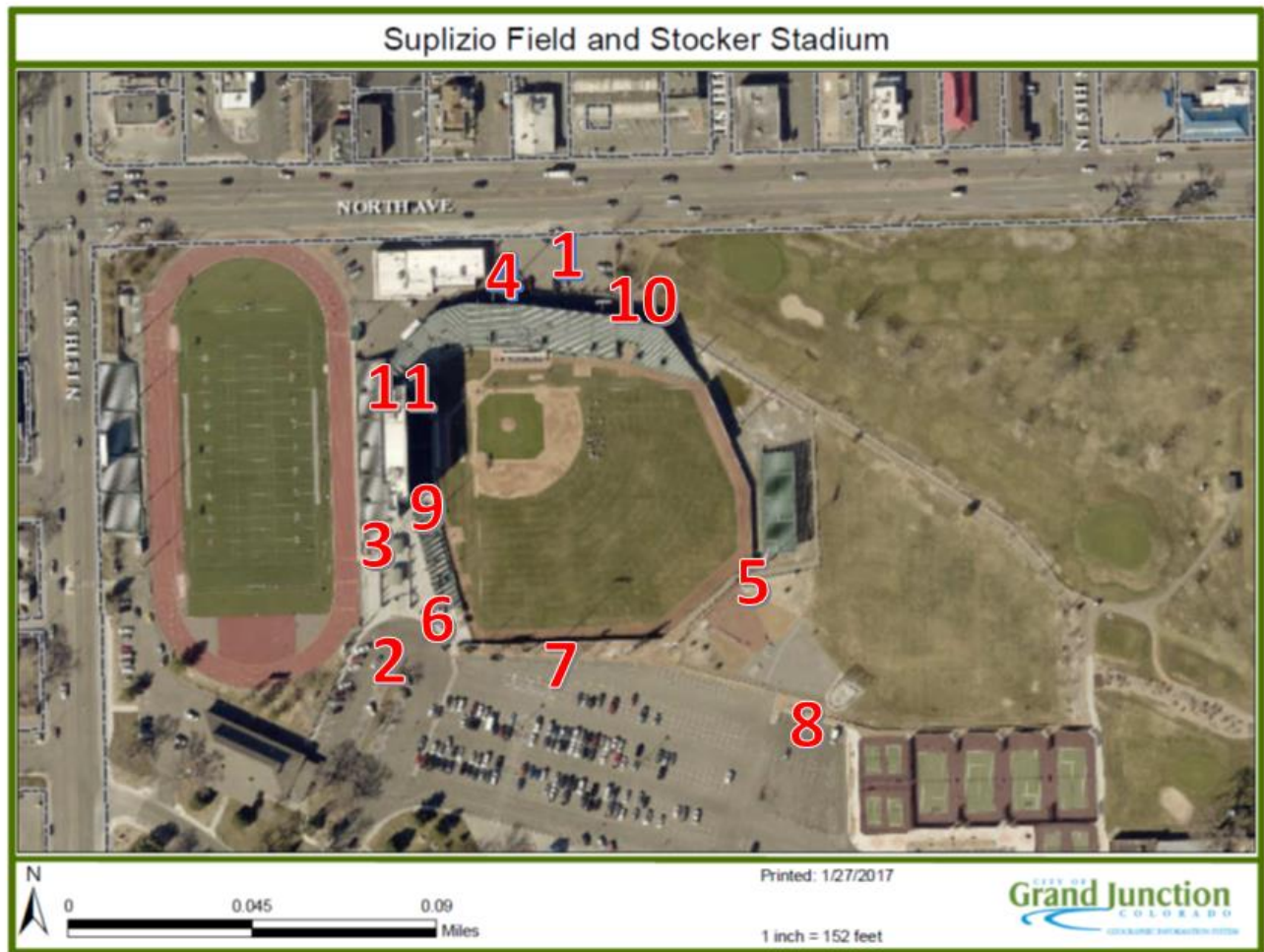
email Address of Agent or Sales Contact

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Attachment A



MAP



1.