



INVITATION FOR BIDS

IFB-4500-18-SH

MUNICIPAL COURT SECURITY SERVICES

RESPONSES DUE:

April 17, 2018 prior to 2:30 P.M.

Accepting Electronic Responses Only

Responses Only Submitted Through the Rocky Mountain E-Purchasing System (RMEPS)

<https://www.bidnetdirect.com/colorado>

(Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)

PURCHASING REPRESENTATIVE:

Susan Hyatt

susanh@gjcity.org

970-244-1513

This solicitation has been developed specifically intended to solicit competitive responses for **Municipal Court Security Services** and may not be the same as previous City of Grand Junction solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX IS NOT ACCEPTABLE** for this solicitation.

SECTION 1.0: ADMINISTRATIVE INFORMATION & CONDITIONS FOR SUBMITTAL

- 1.1 **Issuing Office:** This Invitations for Bids (IFB) is issued by the City of Grand Junction (City) Purchasing Division on behalf of the Grand Junction Municipal Court (Court).
- 1.2 **Purpose:** The Court is requesting bids from firms experienced in providing security services for the municipal court room. See Section 3 for a detailed Scope of Work.
- 1.3 **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.
- 1.4 **Bid Deadline:** Bids are due by April 17, 2018 prior to 2:30 P.M.
- 1.5 **Confidential Material:** All materials submitted in response to this IFB shall ultimately become public record and shall be subject to inspection after contract award. "Proprietary or Confidential Information" is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "**Confidential Disclosure**" shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the City Attorney. If denied, the proposer shall have the opportunity to withdraw its entire bid, or to remove the confidential or proprietary restrictions. **Neither cost nor pricing information, nor the total proposal, shall be considered confidential or proprietary.**
- 1.6 **Open Records:** All bids shall be read aloud in the Bid Opening. Trade secrets and confidential information contained in the bid so identified by Bidder as such shall be treated as confidential by the Owner to the extent allowable in the Open Records Act.
- 1.7 **Submission:** Each bid shall be submitted in electronic format only, and only through <https://www.bidnetdirect.com/colorado>. The uploaded response shall be a single PDF document with all required information included. *This site offers both "free" and "paying" registration options that allow for full access of the Owner's documents and for electronic submission of proposals. (Note: "free" registration may take up to 24 hours to process. Please Plan accordingly.)* For proper comparison and evaluation, the City requests that proposals be formatted as directed in Section 5.0 "Preparation and Submittal of Proposals." Submittals received that fail to follow this format may be ruled non-responsive. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**).
- 1.8 **Addenda:** All Questions shall be submitted in writing to the City Purchasing Representative. Any interpretations, corrections and changes to this IFB or extensions to the opening/receipt date shall be made by a written Addendum to the IFB by the City Purchasing Division. Sole authority to authorize addenda shall be

vested in the City of Grand Junction Purchasing Representative. Addenda will be issued electronically through BidNet at www.bidnetdirect.com/colorado. Addenda will also be posted on the City of Grand Junction web page at www.gjcity.org/business-and-economic-development/bids. Offerors shall acknowledge receipt of all addenda in their response.

- 1.9 Late Responses:** Responses received after the time and date specified, whether delivered or mailed, will not be considered and will be returned to the respondent unopened. It is the sole responsibility of each respondent to ensure that their submittals arrive at the City Clerk's Office prior to the time and date specified.
- 1.10 Rejection of Submittals:** The Owner reserves the right to accept or reject any or all submittals received in response to this solicitation. The Owner further reserves the right to waive any informalities and/or minor irregularities in submittals received, if deemed to be in the best interest of the Owner.
- 1.11 Submittal Ownership:** All materials submitted with regard to this solicitation become the property of the Owner and will only be returned at the Owner's option.
- 1.12 Expenses:** Expenses incurred by prospective respondents in preparation, submission, and presentation of this IFB are the responsibility of the respondents and cannot be charged to the Owner.
- 1.13 Assignment:** The selected firm shall not sell, assign, transfer or convey any contract resulting from this IFB in whole or in part without prior written approval from the Owner. Any claims for payment due to the provider from the Owner under this contract may not be assigned to a bank, trust company, or other financial institution or bankruptcy trustee without the prior written approval by the Owner.
- 1.14 Indemnification:** The selected firm shall defend, indemnify and save harmless the City of Grand Junction and/or Mesa County, State of Colorado, and all their respective officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the selected firm or of any of the firm's agent, employee, sub-consultant or supplier in the execution of, or performance under, any contract which may result from Bid award. The selected firm shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.

SECTION 2.0: INSURANCE AND BONDING REQUIREMENTS

Insurance Requirements: The selected firm 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 firm pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The firm 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.

The selected firm shall procure and maintain and, if applicable, shall cause any Subcontractor of the firm 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 firm 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:

ONE MILLION DOLLARS (\$1,000,000) each accident,
ONE MILLION DOLLARS (\$1,000,000) disease - policy limit, and
ONE MILLION DOLLARS (\$1,000,000) disease - each employee

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

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) 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:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) aggregate

With respect to each of the firm'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), (c), and (d) 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 HDD, its officers, or its employees, or carried by or provided through any insurance pool of the HDD, shall be excess and not contributory insurance to that provided by Consultant. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Consultant shall be solely responsible for any deductible losses under any policy required above.

SECTION 3.0: SCOPE OF SERVICES

3.1 Summary: Security Services shall be provided approximately thirty (30) minutes prior to the opening of Municipal Court Operations continuously through the closing of daily Court Operations. Multiple security services personnel may be rotated as necessary on rare occasions; but **high turnover rate is not acceptable**. Court Operation dates and times may be amended as necessary by the Owner.

3.2 Project Description: The Contractor shall perform Security Services for the Owner's Municipal Court Operations as noted below. For days with 8:30 A.M. start times, set up shall begin at 8:00 A.M.

Tuesday; 7:00 A.M., 8:30 A.M., 10:30 A.M., 1:30 P.M., and 3:00 P.M. for Trials
Second and Fourth Wednesdays of every month; 8:30 A.M.; 10:00 A.M. for Trials
Thursday; 8:30 A.M. and 10:00 A.M. for Trials.

3.3 Contractor Responsibilities: Contractor shall ensure the following requirements are in place and carefully monitored.

3.3.1 Provide two on duty security officers for Jury Trials.

3.3.2 Security Services personnel **shall be armed** at contractor's expense.

3.3.3 Personnel shall be properly trained and certified as necessary by law and industry standards or as requested by the Municipal Court Administrator.

3.3.4 Ensure Personnel attend firearms training as outlined in Section 3.4.5.

3.3.5 Provide uniforms as outlined in Section 3.4.6. **Provide a photo of standard uniform to be worn for this contract.**

3.3.6 Provide Bullet Proof Level 3 vests at contractor's expense for security personnel as outlined in Section 3.4.7.

3.3.7 Minimum age of security personnel shall be 21.

3.3.8 Provide CBI background check for all security personnel hired as a result of this contract.

3.3.9 Provide to the Municipal Court as part of this response your Drug Free Work Place Policy. This document will be considered in the evaluation of all bids received.

3.3.10 Contractor shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the contract.

3.4 Security Personnel Responsibilities: On-duty security services personnel shall be responsible for the following duties:

3.4.1 Set-up and take down of video and sound equipment as needed.

3.4.2 Set-up and take down of court signs and Security Equipment.

3.4.3 Performing Bailiff Duties as directed by the on duty Municipal Court Judge or Court Administrator.

3.4.4 Screening court attendees prior to entering the court for prohibited items not allowed in court. Contractor shall provide wand.

3.4.5 Personnel shall attend firearms training every six (6) months, minimum, at contractor's expense. Documentation of this training shall be provided to the Municipal Court.

3.4.6 Security Personnel shall be uniformed alike and easily identified as such.

3.4.7 Security Personnel uniform shall include Level 3 Bullet Proof Vest.

3.4.8 Miscellaneous duties as directed by the Municipal Court Administrator. These duties may include escort for Court Staff to and from their personal vehicles as deemed necessary by the Court. These services are rarely necessary.

3.5 Work Start Date: Security Services will begin upon award – the anticipated date is April 24, 2018.

3.6 Pricing: Prices and fees are **all-inclusive**; will be paid by the hour; and will not include any overtime or holiday increases. The all-inclusive per hour fee shall include all labor, travel, wands, Level 3 vests, firearms, training and anything necessary to perform Municipal Court Security Services.

3.7 Invoices: Invoices for Municipal Court Security Services shall be submitted to the Owner's Contract Administrator (Municipal Court Administrator):

Attn: Joanna Adams
City of Grand Junction
250 North 5th Street
Grand Junction, CO 81501

3.8 Tentative Project Schedule:

IFB Available	April 4, 2018
Inquiry Deadline, no questions after this date	April 10, 2018 at noon
Addendum due, if needed	April 10, 2018
Response Deadline at 2:30 P.M.	April 17, 2018

3.8 Contract Period: The initial contract period shall be for one year beginning upon award; with three (3) annual renewal options if mutually acceptable between Owner and Contractor..

SECTION 4.0: PREPARATION AND SUBMITTAL OF BIDS

Each bid shall be submitted in electronic format only through BidNet at <https://www.bidnetdirect.com/colorado>. The uploaded response shall be a single PDF document with all required information included. This site offers both “free” and “paying” registration options that allow for full access of the Owner’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.) For proper comparison and evaluation, the City requests that proposals be formatted as directed in Section 5.0 “Preparation and Submittal of Proposals.” Submittals received that fail to follow this format may be ruled non-responsive. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**)

ONLY THIS PAGE NEEDS TO BE SUBMITTED WITH YOUR BID

INCLUDE ANY NECESSARY CERTIFICATIONS AS REQUIRED, DRUG FREE WORK PLACE POLICY and a PICTURE OF UNIFORM TO BE WORN BY SECURITY OFFICERS

SECURITY SERVICES ALL-INCLUSIVE PER HOUR FEE: \$ _____

WRITTEN FEE: _____ PER HOUR

ADDENDA: State number of Addenda received: _____

DATE _____

- Prompt payment discount of _____ percent of the net dollar amount will be offered to the City if the invoice is paid within _____ days after the receipt of the invoice.
- The undersigned certifies and agrees that this Bid is submitted in accordance with all applicable Federal, State, County, and City laws.
- Prices in the bid have not knowingly been disclosed with another provider and will not be prior to award.
- Prices in this bid have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a bid for the purpose of restricting competition.
- The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- City of Grand Junction Payment Terms are Net 30.

(Company Name of Bidder – Typed or Printed)

(Phone Number of Bidder)

(Address of Bidder)

(Authorized Agent or Contact Name – Typed or Printed)

(City, State, and Zip Code)

(Authorized Signature)

(E-mail Address of Agent or Sales Contact)