



Parish of Ascension

Clint Cointment
Parish President

REQUEST FOR PROPOSAL

OVERNIGHT SECURITY SERVICES FOR LAMAR DIXON EXPO CENTER GONZALES, LOUISIANA

Request for Proposals will be received by the Ascension Parish Government Purchasing Office, 615 East Worthey Street, Gonzales, Louisiana 70737 (mailing address PO Box 2392, Gonzales, La. 70707-2392) **until February 25, 2021 @ 4:00pm local time for the following:**

The Ascension Parish Government invites interested and qualified Firms or Agencies to provide **Overnight Security Services** requested under this RFP by **submitting one (1) unbounded original and six (6) bound copies of proposal by the date and time specified.** The information shall be received in hard copy (printed) version. Failure to submit the required number of copies may result in a finding on-conformance. Originals should be clearly marked.

Specifications/Bidding documents may be obtained at the Ascension Parish Government Purchasing Office, located at 615 East Worthey Street, Gonzales, La. 7037. Electronic Responses are accepted at Central Bidding: <http://www.centraauctionshouse.com>. For questions related to the electronic bidding process, please call Central Bidding at (225) 810-4814. All addenda, corrections and responses to this public notice shall be posted to <http://www.centraauctionshouse.com>.

The Ascension Parish Government shall not be responsible if the bidder cannot complete and submit a bid/proposal due to failure or incomplete delivery of the files submitted via the internet.

The Parish of Ascension reserves the right to disqualify any Bid, response to Request for Qualifications or Request for Proposals, if it is determined that the submitting business entity is not in good standing with the Louisiana Secretary of State or is not authorized to do business in the State of Louisiana. Must comply with the Louisiana State Board of Private Security Examiners standards.

Ascension Parish Government reserves the right to reject any and all Bids/Proposals for just cause.

Ascension Parish Government
CLINT COINTMENT, PARISH PRESIDENT

WEEKLY	1/28/	2/04	2/11/2021
CHIEF	1/28/	2/04	2/11/2021
ADVOCATE	1/28/	2/04	2/11/2021



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Scope of Services

Minimum requirements to meet the Scope of Services include Company or private transportation to and from each location. The respondent shall also provide the necessary transportation and equipment to perform the task outlined below.

The Lamar-Dixon Expo Center proposes the following services

- Firm or Agency will be responsible for maintaining security of the interior and exterior of buildings by conducting patrols of the premises on a regular basis.
- Perform security checks of buildings and grounds.
- Ensure all exterior doors to each building are locked at start and end of shift, based on facility event schedule.
- Respond to calls for service, evaluate the situation, work towards a successful resolution and communicate with Lamar-Dixon Expo Center management.
- Check-in all RVs and verify reservations before allowing to park in appropriate spot in RV Parks.
- Observe and report unusual conditions and safety hazards to Lamar Dixon Expo Center Management.
- Report criminal or emergency activity to the proper local authorities.
- Maintain a nightly activity shift report.



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General Service and Requirements:

Contractor shall provide one (1) unarmed security officer to perform services in a manner that enhances security of the interior and exterior of the Lamar-Dixon Expo Center buildings and grounds.

Contractor shall have a minimum of five (5) years' experience and proven expertise in providing unarmed security-staffing services for at least three (3) similar facilities to the Lamar-Dixon Expo Center, i.e. arenas, exhibitions halls, and grounds with description and specific size of each facility.

Must comply with the Louisiana State Board of Private Security Examiners standards.

Hours of Services: Contractor shall provide unarmed security services seven days a week and holidays between the hours of 4:30 PM - 8:00 AM

Workers' Compensation Insurance: Contractor shall maintain workers compensation insurance as required by the State Labor Code and Employers' Liability Insurance.

Professional Liability Insurance: Contractor will provide Professional Liability Insurance.

Business License: Contractor shall be required to obtain and maintain applicable state or federal business license.

Contract Period: The contract period will be for one-year period with two (2) one-year options to renew.



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RFP Submittal Response:

1. Shall include applicable security license number.
2. Shall include a brief history of the company.
3. Shall include a minimum of three (3) business references within the past two years.
4. Shall include hourly rate for unarmed overnight security services.
5. Shall include a detailed proposal that outlines plan of action and ability to staff the Lamar-Dixon Expo Center with appropriate licensed and trained unarmed staff.

SELECTION CRITERIA:

All proposals will be evaluated with consideration to the completeness of the information provided per support of all claims made and the overall approach taken. A total of 100 points will be awarded as part of the evaluation. ****SEE ATTACHED SAMPLE SCORE CARD****

Short summary of the following criteria that will be used in the evaluation process:

1. Firm or Agency qualifications, experience, and demonstrated ability.
2. Key personnel qualifications and experiences.
3. Understanding the Scope of Services: Quality and responsiveness of proposal to the Scope of Services.
4. Compatibility of essential requirements as compared to all other proposals to provide the services proposed.
5. Firm or Agency office location.
6. Past performances per submitted References in RFP proposal.



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CONTRACT AWARD PROCESS:

The respondent selected to perform the services outlined in this RFP will enter into an agreement, approved as to form by the Parish Attorney, directly with the Parish of Ascension.

The Parish of Ascension reserves the right to verify the information submitted per proposal by each respondent. If the respondent knowingly and willfully submitted false information or data, the Parish of Ascension reserves the right to reject that proposal. If it is determined that an agreement was awarded as a result of false statements, or other data submitted in response to this RFP, the Parish of Ascension reserves the right to terminate the agreement.

Additional Terms and Conditions of contract are listed in the attached Draft Contract documents.