

**PURCHASING DEPARTMENT**

**RFP # 22-01**

**Request for Proposals**

For

# REQUEST FOR PROPOSALS



REQUEST FOR PROPOSALS 22-01  
ARMED SECURITY SERVICES

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1.2 Scope of Work



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### 2.7 Conflicts of Interest

The College's Conflict of Interest guidelines apply to this contract. Contractors shall be aware, if awarded that no person having a conflict of interest with College shall be employed without full disclosure and approval of the District Board of Trustees of Lake-Sumter State College

The successful proposer must submit, prior to signing of contract, a Certificate of Insurance including Lake Sumter State College as additional insured for Commercial General Liability and



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### 3. Firm's Past Experience

- x Provide experience in providing security officers services
- x Include two (2) professional references from current or past clients (within three years)
- x Respondents should submit any information they deem appropriate for evaluation of past performance.
- x Include a list of all existing clients.

### 4. Team Experience

- x Provide resumes of the proposed security officers. Include their related work experience and qualifications along with copies of active licenses and certifications. Include the length of tenure with the firm and percentage of time these individuals will be devoted to the College's contract.
- x Provide resumes of the proposed supervisors that will provide services to the College. Include their related work experience and qualifications along with copies of active licenses and certifications. Include the length of tenure with the firm and percentage of time these individuals will be devoted to the College's contract.

### 5. Methodology, Transition and Approach to the project

- x Provide a statement of the firm's understanding of the project and methodology and approach to managing the College's services. Please include information detailing previous higher education experience.
- x Provide a sample security plan and explain how it would be implemented.
- x Explain how quality assurance would be measured and monitored.

### 6. Price Proposal

- x Services described in this RFP shall compensated on an hourly rate. No additional fees are allowed including increased fees for night hours, weekend hours, special events, or schedule changes.
- x The contractor may submit a request for an increase, based on the current CPI, on an annual basis.

### 7. Contract Forms

- x All contract forms must be completed (with all blanks filled in), executed and properly notarized when indicated.



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### SECTION 4 REQUIRED FORMS TO BE SUBMITTED ALONG WITH PROPOSAL

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**CMBE/WBE CERTIFICATIONS**

(Please type or print clearly for reproduction purposes)

<b>IDENTIFICATION</b>			
Company Name			
Address	City	State	ZIP (9-digit)
Phone #	Fax #		Web page address
Contact Person	Title		
Address of Parent Company	City	State	ZIP (9-digit)
Federal Employer Tax Identification No (9-digit) OR (FEIN)			
Are you a 1099 recipient?	If YES, under what name		

**OWNERSHIP** Please check all applicable boxes



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### PUBLIC ENTITY CRIMES

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- (a) A predecessor or successor of a person convicted of a public entity crime: or
  - (b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executive, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and





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convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_The entity submitting this sworn statement, or one or more of its officers, directors,







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SECTION 6

STATEMENT OF NON RESPONSE

If you are not submitting a Request for Proposals on this service please complete and return this form to: Lake-Sumter State College, 9501 U.S. Highway 441, Williams-Johnson Building, Room 133, Leesburg, FL 34788, Attention: Purchasing Department.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

I/We have declined to submit RFP 22-01 for Armed Security Services because of the following reasons:

- \_\_\_\_\_ Our work schedule did not allow for sufficient time to respond to submit a Qualification
- \_\_\_\_\_ At this time the Vendor is too understaffed to reply to this qualification
- \_\_\_\_\_ The Vendor does not have the experience to be considered for the award of this proposal
- \_\_\_\_\_ Other (specify below)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_