

RIVERSIDE
COUNTY
Fair
& National Date Festival

**REQUEST FOR PROPOSALS
(RFP)**

**YEAR ROUND NIGHTLY SECURITY GUARD SERVICES
FOR THE
RIVERSIDE COUNTY FAIR & NATIONAL DATE FESTIVAL**

Contact Person: Pamela Iniguez
Address: 82-503 Hwy 111, Indio, CA 92201
Phone: (760) 863-8247
Date: August 16, 2018

REQUEST FOR PROPOSALS

PART I

THE RIVERSIDE COUNTY FAIR & NATIONAL DATE FESTIVAL

A. GENERAL INFORMATION

The Riverside County Fair and National Date Festival (herein after referred as "Fair") in releasing this RFP intends to award a contract for a period of one (1) year, with (2) one-year options to renew, for the purpose of providing year round nightly security guard services located at the Riverside County Fair & National Date Festival. This contract will be subject to an annual evaluation of contract performance and the contractor continuing to meet all requirements each respective year of the contract.

B. PROPOSER RESPONSIBILITY

Read the documents very carefully, as the Fair shall not be responsible for error or omissions on the part of the proposer. Carefully review final submittal, as reviewers will not make interpretations or detect, or correct, error in calculations.

C. DELIVERY OF PROPOSALS

Two (2) sets of original proposals must be received prior to the closing times and at the place stated below. Failure to meet these requirements will result in an unaccepted proposal. **Faxes are unacceptable.**

Proposals must be delivered no later than 2:00 p.m., Thursday, August 30, 2018 to:

ATTN: Pamela Iniguez
Riverside County Fair & National Date Festival
82-503 Hwy 111
Indio, CA 92201

D. TENTATIVE SCHEDULE

RFP Released: August 16, 2018

Interview, if necessary, to clarify proposals: TBA

E. PROPOSER/CONTRACTOR STATUS FORM

All proposers must complete, sign and submit the attached **Proposer/Contractor Status Form** in response to the RFP. Failure to comply will deem the proposer non-responsive. The Riverside County Fair and National Date Festival reserved the right to verify the information on the **Proposer/Contractor Status Form** at the time of the bid. If the proposer is a corporation, the form must include the title of the person signing (i.e., corporate officer), status, and a copy of the corporate resolution authorizing the signing of the form. If a partnership, the signing partner must indicate limited or general partner.

F. ADDITIONAL INFORMATION

Facility

The Fairground covers approximately 120 acres of County property. The following buildings, structures and parking lots are located on the Fairgrounds: Administration Office, Fullenwider Auditorium, Taj Mahal, Shalimar Building, Crafts & Hobbies Building, Gem & Mineral Building, Junior Building, Queens Gallery, Livestock Pavilion, Grandstand Arena, Fairground Maintenance Yard, Fair Board Room, Amphitheatre Stage, Exterior Restroom Facilities and RV Lot.

Days and hours of operation

Days and hours of operation will be 6:00 p.m. to 6:00 a.m., seven days per week. Security services will not be required during the annual Riverside County Fair and National Date Festival held in February. Security services will cease on the Thursday morning prior to opening Friday of Fair and shall resume services on Sunday evening of the last day of the Fair. Additional hours may be requested by management.

Contractor/Proposer shall provide one patrol officer and one fully marked patrol vehicle with a full light bar and alley lights from 6 p.m. to 6 a.m. seven days per week. Contractor/Proposer will be responsible for patrolling the Fairgrounds including the administration building parking lot. Contractor/Proposer is responsible for checking all gates, exterior building doors and making sure they are properly secured.

THE PROPOSALS SHALL BE FOR THE TOTAL PRICE ON A YEARLY BASIS. THERE SHALL BE NO ADDITIONAL CHARGES WITHOUT AN AMENDMENT TO THE AGREEMENT SIGNED BY BOTH PARTIES.

G. INSURANCE

The proposer awarded the contract shall provide a signed original Certificate of Insurance which evidence the following coverages from companies licensed to issue such insurance in the State of California:

- (a) Workers' compensation insurance as required by the laws of the State of California;
- (b) Commercial general liability insurance, on an occurrence basis, with limits not less than \$1,000,000 combined single limit per occurrence (for injury, death, property damage or other occurrence);
- (c) For contracts involving use of vehicles (automobiles, trucks or other vehicles), commercial automobile liability insurance, on an occurrence basis, with limits of not less than \$1,000,000 combined single limit per occurrence (for injury, death, property damage or other occurrence); and
- (d) Any other insurance required by law or the State of California for this type of activity or event.

The insurance certificates must also include the following:

- (a) The dates of inception and expiration of the insurance;
- (b) A statement that the following are listed as additional insureds: The County of Riverside; the Riverside County Fair and National Date Festival; the Riverside County Economic Development Agency; and the officers, employees, servants and agents of these entities;
- (c) A statement that the insurance cannot be cancelled or reduced without 30 days prior written notice to COUNTY; and
- (d) A statement that the certificate holder shall be: County of Riverside, Riverside County Fair and National Date Festival, 82-503 Hwy 111, Indio, California 92201.

Proposal shall indemnify and hold harmless COUNTY, including its officers, employees and agents, from any and all liabilities, claims, debts, damages, demands, or actions of whatever kind or nature (including,

but not by way of limitation, wrongful death, bodily injury, property damage, and legal representation and expenses) arising out of or in any manner connected with CONTRACTOR's performance related to this Agreement.

PART II

RULES GOVERNING COMPETITION & TECHNICAL EVALUATION

A. RFQ REQUIREMENTS AND CONDITIONS

(1) Errors

If a proposer discovers any ambiguity, conflicts, discrepancy, omission, or other error in the RFP, he/she shall immediately notify the Fair of such error in writing addressed to the contact person listed on the cover page and request modification or clarification of the documents. Modifications will be made in writing by way of addendum issued pursuant to Paragraph 2, Addenda below. Clarification will be given by written notice to all parties to whom the *Riverside County Fair and National Date Festival* had sent notice of the RFP and to persons or entities requesting be given notice of any modification or notices.

(2) Addenda

If necessary, the Riverside County Fair and National Date Festival will modify the RFP prior to the date set for submission of final proposals, by issuance of an addendum to all parties who have furnished notice of the RFP for bidding purpose.

(3) Definitions

The use of "shall", "must" or "will" indicates a mandatory requirement or condition in this RFP. Failure to include such mandatory requirements or conditions will result in the disqualification of a proposal. The word "should" or "may" indicates a desirable attribute or condition, but are permissive in nature and may affect the score the proposal receives.

(4) Grounds for Rejection

A proposal shall be rejected if:

- It is received at any time after the exact time and date set for receipt of bids as stated in Part I, Paragraph C.
- It is not prepared in accordance with the required proposal format or information is not submitted in the format required by the RFP.
- The firm has submitted multiple bids in response to the RFP without formally withdrawing other bids.
- It contains false or misleading statement or references, which do not support attributes or conditions, contended by the proposer. The proposal shall be rejected if, in the opinion of the Fair, such information was intended to mislead the Fair in its evaluation of the proposal and attribute, condition or capability of requirement to this RFP).
- It is unsigned.

(5) RIGHT TO REJECT ANY AND ALL PROPOSALS

It is the policy of the Fair not to solicit proposals unless there is a bona fide intention to award a contract. However, the Fair reserves the right to reject any or all proposals or to cancel the RFP at any time during the process.

B. OTHER INFORMATION

1. **Disposition of Proposals**

All materials submitted in response to this RFP will become property of the Fair. All proposals, evaluation and scoring sheets shall be available for public inspection at the completion of the Committee scoring process and announcement of intent to award. If an individual requests copies of these documents, the Fair will assess a fee to cover costs of duplication. Documents may be returned only at the Fair option and at the proposer's expense. One copy of each proposer's proposal shall be retained for official Fair files.

2. **Confidentiality of Proposals**

The Fair will be holding the contents of all proposals in confidence until issuance of the Award. All proposers must identify at the time of submittal all of the specific information or materials that are proprietary or otherwise legally protected to retain the claim of confidentiality.

The Fair will employ the best efforts to prevent the release of said materials; however, the Fair will not be held negligent for the inadvertent release of any proprietary or confidential information or materials.

3. **MODIFICATION OR WITHDRAWAL OF PROPOSALS**

Any proposal, which is received by the Fair before the time and date set for receipt of proposals, may be withdrawn or modified by written request of the proposer. However, in order to be considered, the modified proposals must be received by the original time and date set for receipt of proposals in Part I.

A proposer cannot withdraw or modify a proposal after the due date and time for receipt of proposals. Furthermore, a proposal cannot contain "expiration clauses" or special conditions referring to specific times or dates. For example, a statement similar to "This proposal and the cost estimate are valid for 60 days" will be considered non-responsive to the RFP.

REQUEST FOR PROPOSALS
PART III

**YEAR ROUND NIGHTLY SECURITY GUARD SERVICES-
PART A**

NOTE:

1. Provide detailed budget including hourly rates for all proposed personnel.
2. Contractor/Proposer will be required to supply all necessary equipment (i.e., flashlights, radios, patrol vehicle, etc).
3. All security personnel will be required to wear full uniform approved by the City of Indio Police Dept and BSIS.

**PART IV
QUALIFICATIONS, EVALUATION AND SCORING PROCESS**

Each proposal shall be evaluated for responsiveness to the Riverside County Fair & National Date Festival's needs as described in this RFP. This part describes the process the Riverside County Fair and National Date Festival will follow when evaluating and scoring proposals and awarding the proposal (if any is awarded) and contains the exact scoring criteria to be used. During the evaluation and selection process, the Committee may wish to interview a proposer for clarification purposes only. The proposer will not be allowed to ask questions concerning other proposers, but only to respond to clarification questions from the Committee. Proposals cannot be changed by the proposer after the time and date designated for receipt.

A. EVALUATION AND SELECTION

1. Following the deadline for receipt of proposals as state in Part I, each proposal will be examined to determine if:
 Submittal (receipt) was by the deadline time and date, and the physical format requirements were met.

This is not a public review.

2. Technical proposals that meet the submittal format requirements, as stated in the previous paragraph, will be submitted to the Committee for review of the technical information and to determine that all required documentation is accurate and correct. Proposals that do not present the information in the format required may be rejected as non-responsive.

This is not a public review.

3. The Riverside County Fair and National Date Festival reserves the right to verify any references and employment experiences referenced or disclosed in this proposal or to ascertain the accuracy of information presented. Misinformation or inaccuracy is grounds for disqualification or receipt of a lower score.
4. The Committee will evaluate each proposal that meets the format requirements of preceding paragraph two, and assign points for the technical proposal.
5. The Committee may request interviews of the proposer for clarification of proposal. Following any interviews, the proposal may be re-scored.

This is not a public review.

6. The "Financial Proposal Bid Form" of the highest ranked qualified proposer will then be opened and reviewed by the Committee. The Fair Manager will negotiate an armed security guard services contract with the proposer. If a security contract amount is not agreed upon then the Fair Manager will terminate the negotiations and move on to the next highest ranked responsible qualified proposer.
7. The winning proposer is the proposer who then has the highest score.
8. All proposers will be notified of the results. Notification of successful bid award will be sent by mail within ten (10) working days of bid award.
9. Contract award is formally approved at a subsequent Board of Supervisors meeting.

B. QUALIFICATIONS

Security Company:

1. Licensed PPO (Private Patrol Operator) with BSIS (Bureau of Security and Investigative Services, State of California)
2. Licensed in the City of Indio (Business License for Security Company)
3. Maintain and provide a copy of liability insurance with a minimum of \$1, 000.000 (one million dollars) and the County of Riverside must be named as additionally insured.
4. Maintain and provide a copy of Workers' compensation insurance as required by the laws of the State of California.

Guards:

5. Must have a Valid Guard Card issued by Bureau of Security and Investigative Services (BSIS) and provide copy.
6. Must have a Valid Baton Permit and certificate for the type of baton carried, and provide copy.
7. Valid Chemical agents permit, and provide copy.
8. Must have a Valid Firearm permit issued by BSIS, and provide copy.
9. Must provide make, model, serial number and caliber of firearm to be carried.
10. Must wear approved uniform.
11. Must provide copies of the certificates for 40 hours of training and 8 hours of continual education as required by Bureau of Security and Investigative Services (BSIS).

C. SCORING PROCESS

1. Past Experience and Previous Performance

30 Points

Provide qualifications and experience as they relate to the proposed provision of specified services within the last three years. Attach a list of performance history under similar or relevant conditions. Specify overall qualifications of company and business philosophy, attitude, interest in project, integrity, etc.

2. Personnel

25 Points

Attach a copy of personnel manual and application policies or statement of (e.g., dress code organizational chart, personal integrity, level of experience requirement, etc.). Attach statement of firm's detailed working knowledge of security and professional experience. Include the number of trained experienced armed and unarmed guards employed with a photo of uniformed appearance. Include a copy of qualification for the Security Company and Guards.

3. References

15 Points

Attach names, addresses, and telephone numbers of at least three (3) business related references from events, fairs (including California), or facilities. Submit at least three (3) letters of recommendation from any past contractors within the past three years.

4. Form Submittal

30 Points

The Fee Schedule shall include Part III A of Request for Qualification and Proposer/Contractor's Form.

PART V
MANDATORY FORMAT AND CONTENT REQUIREMENTS

A. INTRODUCTION

This part provides instruction to the proposer regarding the mandatory proposal format and content requirements. The proposer must remember that

1. All bids submitted must follow the proposal format instructions;
2. All information must be presented in the order and the manner requested;
3. All questions must be answered;
4. All requested data must be supplied
5. All proposals not following the required format will be deemed non-responsive and will be rejected.

B. PROPOSAL FORMAT AND CONTENT

Each proposal must be prepared and submitted as two (2) separate documents placed in two (2) separate sealed packages; the Financial Proposal Form must be sealed in a separate envelope; all three (3) sealed packages are then inserted into one (1) comprehensive package. All packages need to be clearly labeled in the manner described in Part I, paragraph C.

1. **Tier 1, “Technical Proposal”**

Information in the technical proposal is to be provided in the order requested beginning with the cover letter page. Each page is to be numbered at the bottom starting with the number 1; all pages should be 8 ½ x 11-inch paper and all narrative portions of the proposal should be typed.

The first page of the technical proposal must be signed cover letter on the letterhead of the proposer and contain the following statement verbatim:

“Submission of this proposal signifies that all the terms, conditions, requirements, protest procedures, performance measures and instructions concerning the award of the Contract for Year Round Nightly Security Guard Services RFP to which this proposal responds, have been read and understood. Further, in signing this letter, as the authorized representative of the submitting firm, it is expressly agreed by the proposer that failure to have provided accurate and truthful information in this proposal or any deviation from any requirement or performance measure stated in the RFP shall constitute grounds for rejection of this proposal. And further, proposer agrees that if the submitted proposal is not in the format of the RFP, proposer’s proposal will be deemed non-responsive.”

The person’s name must be printed clearly above the signature line and dates. If proposer fails to submit this document, and it is not signed and dated, the proposal will be rejected as being non-responsive.

The second component of the Tier 1 Technical Proposal is a completed Proposer/Contractor Status Form.

The third component of the Tier 1 Technical Proposal requires the submittal of detailed responses to the Criteria as listed in Section B of Part IV of the RFP.

Tier 2, “Financial Proposal Bid Form” The Form must be completed and signed, and sealed in a separate envelope from the Technical Proposal.

**REQUEST FOR PROPOSALS
PART VI**

FORMS SECTION

1. PROPOSER/CONTRACTOR STATUS FORM
2. FINANCIAL PROPOSAL; PROPOSAL FORM

Proposer/Contractor Status Form
Page 1 of 1

Contractor's Name _____ County _____

Address: _____ Federal ID# _____

City: _____ Zip: _____

Status of contractor proposing to do business (please check one)

_____ Individual _____ Limited Partnership _____ General

_____ Partnership _____ Corporation

Individual (Please Check One) _____ Resident _____ Non-Resident

If a sol partnership, state the true name of sole Proprietor: (i.e., John Roe Smith; not J. Roe Smith or not John R. Smith)

Partnership (please check one)

_____ Limited Partnership _____ General Partnership

If a partnership, list each partner identifying whether limed partner (s), stating their true full name and their interest in the partnership.

Corporation

Placed and date of incorporation

If not a California Corporation in good standing, please state the date the corporation was authorized to do business in California: _____.

Current Officers:

President: _____ Vice President: _____

Secretary: _____ Treasures: _____

Other Officers: _____

All must answer:

Are you subject to federal backup withholdings? _____

Proposer/Contractor Status Form
Page 2 of 2

Fictitious name

If contractor is doing business under a fictitious business name and will be performing under the fictitious name, please attach a clearly legible copy of the current fictitious filing.

Pending litigation hearings

Are any civil or criminal litigation or administrative hearings currently pending against the proposer's organization, owners, officers, or employees? _____

If yes, please state the case number, agency, or court where pending and status of litigation or hearing.

We reserve the right to verify the information provide o this form by the proposer during the RFP process. By signing this form , you are authorizing the release of any and all information pertaining to yourself and business in which you participate or have participated, including information of a confidential or privileged nature in the possession of government of private agencies or indivial who furnish such information from liability for damages which may result from furnishing the information requested.

I declare under penalty of perjury that the above information is true and correct and that I am authorized to sign this status form on behalf of the proposer/contractor.

Signature

Print name

If this status form is not completely filled out, signed and submitted with proposer's response to the RFP, the bid will be rejected as non-responsive, any false or misleading information will cause the bid to be rejected as non-responsive.

Financial Proposal Form
Year Round Nightly Security Guard Services
(Please submit two original copies)

I hereby submit the following bid for year round nightly security guard services on the grounds of the Riverside County Fair & National Date Festival for a one (1) year period 2019, and two (2) one-year options for 2020, and 2021.

2019 CONTRACT HOURLY RATE \$ _____, NOT TO EXCEED ANNUAL COST \$ _____

2020 CONTRACT HOURLY RATE \$ _____, NOT TO EXCEED ANNUAL COST \$ _____

2021 CONTRACT HOURLY RATE \$ _____, NOT TO EXCEED ANNUAL COST \$ _____

TOTAL THREE YEAR BID AMOUNT \$ _____

All proposers must fill in the following information and sign this form in order for the “Financial Proposal Bid Form” to be considered.

Firm name

Phone number

Address

City/Zip code

Taxpayer ID number

Proposer certifies to that proposer has thoroughly familiarized self with the Riverside County Fair facilities and accepts all reasonable disclosed risks in submitting this proposal that a prudent review of the facility would have revealed.

By its signature on this proposal form, the proposer certifies that he/she has read and understood the RFP package including the information regarding bid protests. Further, proposer certifies that the information provided by the proposer is accurate, true and correct, and not intended to mislead the Riverside County Fair in any manner.

Signature

Title