
“Enhancing Neighborhoods, Strengthening Communities, Changing Lives”

SOLICITATIONTYPE: Request for Proposals
RFP NUMBER: RFP 21-02

DESCRIPTION: Authority Wide Security Services

ISSUE DATE: April 16, 2021

PROPOSAL DUE DATE & TIME: May 17, 2021 at 5:00 PM

PROPOSAL DELIVERY LOCATION: Greater Dayton Premier Management (GDPM)
400 Wayne Avenue
Dayton Ohio 45410

DIRECT INQUIRIES TO: Procurement Department
(937) 910-7500/ Fax(937)910-7628
Procurement@gdpm.org

Submitting a response to this RFP on or before the stated date and time will be the sole responsibility of the respondent.



DAYTON METROPOLITAN HOUSING AUTHORITY
dba
GREATER DAYTON PREMIER
MANAGEMENT 400 WAYNE AVENUE
DAYTON OH 45401-8750

"Enhancing Neighborhoods, Strengthening Communities, Changing Lives"

RFP
REQUEST FOR PROPOSALS

#21-02

Authority Wide Security Services

Prepared by: Greater Dayton Premier Management
400 Wayne Avenue
Dayton, Ohio 45410

REQUIREMENTS & SPECIFICATIONS

Project Overview:

Greater Dayton Premier Management wishes to solicit security services from a professional security company to conduct **unarmed** routine patrols at designated GDPM properties 7 days per week, during evenings and weekends. Additionally, the company may be assigned to a fixed post at GDPM Hi-Rises to sign in all visitors, personnel, or professionals coming to see residents during non-business hours and weekends.

GDPM may also seek to fill a fixed post-position located at the Central office during business hours. The security company shall have one marked security vehicle to conduct patrols during the time of this agreement. The Security Company shall also maintain a uniform dress code that will provide a professional appearance as well as properly identify the personnel. Below is a list of sites (but not limited to) where security services could be utilized:

GDPM Site Name/Address	Roving Security Patrol	Fixed Post Security	
Hallmark/Meridian @ 714 Plymouth Ave.	Yes	Yes	
The Metropolitan @ 50 Central Ave.	Yes	Yes	
Grand Ave Hi-Rise @ 465 W. Grand Ave.	Yes	Yes	
Wentworth Hi-Rise @ 2765 Wentworth Ave.	Yes	Yes	
Westdale Hi-Rise @ 108 Melba St.	Yes	Yes	
Wilmington Hi-Rise @ 958 Wilmington Ave.	Yes	Yes	
Park Manor @ 220 Park Manor Dr.	Yes	Yes	
Wilkinson Plaza @ 126 W. Fifth St.	Yes	Yes	
811 Oldfield Desoto Bass Office	Yes	No	
Central Office @ 400 Wayne Ave.	Yes	No	
Hilltop Office 631 Groveland Ave.	Yes	No	
Mount Crest 700 Mount Crest	Yes	No	
1794 W. Stewart St. Desoto warehouse	Yes	No	

Scope or Services:

1. Roving Security Patrol (see list above for locations):

**The post will consist of 1 officer 6 hours per day, 7 days a week.
The exact working hours shall be determined by the PHA and
would expect to vary.**

Consists of one security officer patrolling all GDPM Hi-rise locations, Central Office, and any other GDPM property to be determined by GDPM, this officer will have supervisory responsibilities. The security officer shall conduct mobile and foot patrol of designated GDPM community sites.

The patrolling officer will accomplish the following duties:

- Security Patrol will inspect designated sites for safety hazards such as trash,

electrical, fire hazards and poor lighting conditions.

- Security Patrol will observe designated sites for criminal acts and violation of GDPM security policies.
- Security Patrol shall maintain a daily written record of the events that occur on their shift.
- Security Patrol shall prepare incident reports and critical information reports for supervisors and managers, along with Intelligence Reports to document and report suspected criminal activity. All incident reports/memos shall be addressed to the GDPM Security Officer or his or her designee in type-written format.
- Security Patrol member(s) shall appear and testify in legal proceedings as directed by the courts having jurisdiction.
- Patrol will also respond to Burglar Alarms at designated sites during their regular tour of duty.

2. Fixed Post Security (see list above for locations):

The post will total 18 man hours per day 7 days per week and may include more than one location per night in 4 hour increments. The exact working hours shall be determined by the PHA

The fixed post security officers shall monitor the main entrances of their assigned sites and sign in and out, utilizing a photo ID, all visitors coming into and out of the building, including nurses or care takers.

GDPM reserves the right to add to or limit the number of fixed post positions as deemed necessary. The fixed post personnel may also be asked to rotate between several GDPM sites. Fixed post personnel may also be asked to work additional hours of coverage for anything GDPM deems an Emergency or Unforeseen circumstances.

The Fixed Post officers will accomplish the following duties:

- Fixed Post Security will observe designated sites for criminal acts and violation of GDPM security policies.
- Fixed Post Security shall maintain a daily written record of all events that occur on their shift.
- Fixed Post Security shall prepare incident reports and critical information reports for supervisors and managers, along with Intelligence Reports to document and report suspected criminal activity. All incident reports/memos shall be addressed to the GDPM Security Officer or his or her designee in type written format.
- Fixed Post Security members shall appear and testify in legal proceedings as directed by the courts having jurisdiction.

3. Central office fixed post located at 400 Wayne Avenue, Dayton OH 45410.

The assignment will require one (1) officer 45 hours per week. The hours and days will be determined by GDPM. THIS POSITION IS UNARMED.

The primary functions of the assignment are as follows:

- Maintain access and control of all persons entering and exiting the building via the main entrance;
- Monitor additional entrances to the property when possible;
- Provide patrol to the common areas of the building to include hallways, stairwells, lobby areas upper and lower levels, briefing room, interview stations, computer lab and elevator;
- Patrol the surrounding exterior of the building including all parking areas;
- Prevent any illegal parking or obstruction to the building entrance;
- Prevent any congregating or loitering in front of the main entrance and lobby areas;
- Refer to GDPM Criminal Trespass list, if needed;
- Provide type written reports of any incidents that may occur during the tour of duty;
- Provide documentation of daily activity and tasks completed during the tour of duty;
- Respond to any displays of loud or inappropriate behavior;
- Assist with any medical incident involving staff or the public;
- Assist with the evacuation of the building if circumstances arise;
- Be willing to stay on duty in the event of any incident extending beyond regular business hours;
- GDPM will provide the agency's in-house security procedure.
- The man-hours allowed for this post may be used at GDPM's discretion and location.

Time Table and Contract Period:

Date	Time, if applicable	Action
Friday, April 16, 2021	N/A	Date RFP Issued
Thursday, April 29, 2021	N/A	Pre-Proposal Conference Zoom Meeting
Friday, April 30, 2021	5:00 PM	Deadline for written questions from responders
Monday, May 3, 2021	N/A	Provide written responses to responders, addendums and/or clarifications to responders
Monday, May 17, 2021	5:00 PM	RFP Due @ 400 Wayne Ave Drop Box

Year 1	Year 2 (Option 1)	Year 3 (Option 2)
<u>July 1, 2021 – June 30, 2022</u>	<u>July 1, 2022 – June 30, 2023</u>	<u>July 1, 2023 – June 30, 2024</u>

2.0 GENERAL INFORMATION

Introduction

The mission of GDPM is “to provide low to moderate income residents of Montgomery County access to decent, safe, affordable housing and to advocate on behalf of our clients on community issues and services that affect their ability to secure and maintain housing”.

GDPM is committed to a goal of 15 percent of all professional services contract funds being awarded to Minority Business Enterprises (MBEs: MBE/DBE/SBE/WBE/VBE/EDGE). The firms submitting are encouraged to include MBE participation to the maximum extent possible.

The agency is also committed to its Section 3 participation goal for all professional service contracts, which constitutes 3 percent of the total contract amount. The successful proposer should show their effort in meeting these goals “to the greatest extent feasible.”

The Competitive Negotiation Process or Award without Discussion will be used to select the contract award, beginning with the highest ranked firm. GDPM reserves the right to negotiate a contract with the individual(s), firm(s), or organization(s) who provides the greatest benefit to GDPM, not necessarily the lowest price.

Contact Person: Procurement@GDPM.org, (937) 910-7500 Fax: (937) 910-7628

Contractor Disclosures

Contractor must provide disclosure of any pending or threatened court actions and/or claims against the Contractor. This information may not cause rejection of the proposal; but withholding the information may be cause to reject the proposal.

Conflict of Interest

No contractor will promise, or give to any GDPM employee anything of value that could influence that employee in their decision on awarding contracts. No contractor will try to influence an employee of GDPM to violate any procurement policies of the agency, the Ohio Revised code, or Federal Procurement Regulations.

Contractor Examination of the RFP

Contractors are expected to be familiar with the entire RFP. The contractor is expected to respond to the RFP

in a manner that makes it clear they understand and have responded to all sections of the RFP. If a contractor discovers any mistakes or omissions in the RFP they must notify GDPM's Contact Person in writing. Clarifications and corrections will be sent to all contractors who have registered with the agency for the RFP.

Changes to RFP

GDPM may make changes to this RFP. These changes will be posted <http://www.gdpm.org/doing-business-with-gdpm/requests-for-proposals.html>.

Availability of Funds

This RFP and all agency contracts are contingent on the availability of funds. If, during the RFP process, funds

are not available for the proposed services, the RFP process will be canceled. The contractor will be notified at the earliest possible time. GDPM is not required to compensate the contractor for any expenses incurred as a result of the RFP process.

Non-Appropriation Clause

The proposed services will be subject to termination in the subsequent fiscal years if the sufficient funds are not

appropriated and budgeted or are not otherwise available to continue making payments for the equipment of other services performing similar functions and services.

Right to Terminate

Both parties reserve the right to terminate the depository contract entered into as a result of this RFP for any

reason or for no reason upon giving 180 days written notice. GDPM further reserves the right to terminate the depository contract without notice for non-performance by Depository of any of the contract requirements, thirty (30) days after providing specific written notification of the deficiency. State and local law govern this RFP and any depository contract resulting from it. In the event there is a conflict between the terms of this RFP or any contractual term or condition, state and local law shall control and shall have the effect of making void the conflicting term or condition

Holidays

GDPM recognizes the following holidays as vacation days for its employees (if holiday below falls on a

Saturday GDPM is off Friday and if holiday is on Sunday GDPM is off on Monday): Holidays are not excluded for the services listed under the Scope of Work.

New Year's Day
Martin Luther King, Jr. Birthday
President's Day
Good Friday
Memorial Day
Independence Day

Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

3.0 TERMS & CONDITIONS

The RFP and the commitments made in the selected proposal will be contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

Type of Contract

The evaluation of proposals submitted in response to this RFP may result in the issuance of a contract. The contract will incorporate the requirements of the RFP, the contractor's proposal, and all other agreements that may be reached. For services outlined in this RFP, GDPM intends to award a contract. The contract will contain maximum dollar limits of services that may be performed under this contract. At no time, during the length of the contract the contractor may change the pricing submitted in response to this RFP. Failure to do so will signify breach of contract.

The contractor is normally responsible for the execution of the project/program and contract requirements.

If the contractor proposes a different type of approach, describe the contractual protection offered to ensure successful implementation of the project. If contractor proposes a multi-contractor or sub-contract approach, clearly describe the responsibilities of each party and the assurances of the performance you offer. The successful contractor's proposal, this RFP, and other applicable addenda will become part of the final contract and will merge into the contract.

Contract Period

The proposed pricing will remain in effect from the date of contract commencement for a 12-month period or upon exhaustion of the total contract amount for the 12-month period. Contractor is to provide pricing per category item for the initial contract year and two (2) one (1) year optional extensions. Renewal of an optional periods to be at the discretion of the Authority.

A contract will be in effect for a period the periods stated above unless otherwise terminated or funds are exhausted. The contractor can claim payment only for services already provided, in amount determined by the negotiated rate. Reimbursement by GDPM is made within 30 days of receipt of invoices and any required documentation.

Billing and Payment:

Unless otherwise agreed to by the parties, the charges assessed shall be billed by Contractor and paid by the GDPM on an annualized basis. **Reimbursement by GDPM is made within 30 days of receipt of invoices and any required documentation.** Invoices must be issued on the last calendar day of each service month and mailed with attention to Accounts Payable (GDPM Central Office location).

At no time will the payments be allowed to exceed work performed or the dollar amount of the contract.

Confidentiality & Security

Any contractor that has access to confidential information will be required to keep that information confidential.

4.1 SUBMITTING PROPOSALS

Preparation of Proposal

Proposals must portray a clear picture of the contractor's qualifications to provide the services required in the RFP. The contractor should respond to the RFP instructions and requirements. The proposal must include all

costs that relate to the responses submitted.

All proposals become the property of GDPM to use. All proposals will be considered public information and will be open for inspection.

Proposal Cost

The cost of creating proposals is the responsibility of the contractor and shall not be chargeable to GDPM. The contractor must guarantee the pricing listed in the proposal will remain in effect for a minimum of 180 days after the proposal submission date.

False or Misleading Statements

Proposals containing false or misleading statements may be rejected.

Contractor Representative's Signature

An officer of the Respondent, who is legally authorized to enter into a contractual relationship on behalf of the Respondent, must sign the submission package, and Respondent(s) must affix the organization's corporate seal to these documents. In the absence of a corporate seal, a Notary Public must notarize the submission package signature. The signature must indicate the title or position the individual holds in the contractor's organization. Any and all unsigned proposals will be rejected.

Delivery of Proposals

Contractors must submit one (1) electronic copy on USB a flash drive and one (1) bound and tabbed original with table of contents and four (4) completed bound and tabbed copies with table of contents to GDPM's Contact Person at the address listed in the RFP. **All proposals must be double sided.** The completed submission package must be received by **5:00 p.m. Eastern Standard Time, on May 17, 2021.** The original and all copies of the submission package must be labeled with the Respondents name, address, telephone number, e- mail, due date and RFP title: **"RFP 21-02: Authority-Wide Security Services"** Proposals received after the deadline **will not** be considered. If mailed, the contractor should use certified or registered mail, UPS, or Federal Express with return receipt requested. **Contractors are permitted to use Dropbox located near main entrance parking lot.** Faxes or electronically mailed proposals **will not** be accepted. All contractors must carefully review their final proposals. Once opened, proposals cannot be changed; however GDPM may request information or respond to inquiries for clarification purpose only.

All contractors submitting a proposal must agree to honor the terms and conditions contained herein for a period of one-hundred and eighty (180) days.

Acceptance and Rejection of Proposals

GDPM reserves the right to accept or reject any or all proposals, to take exception to the RFP specifications, or to waive any formality. Firms may be excluded from further consideration for failure to comply with the specifications of this RFP. The recommendation of GDPM staff, GDPM Chief Executive Officer and GDPM's Board of Housing Commissioners shall be final

No Proposal

If a respondent wishes to remain on the contractor's mailing list, but is not submitting a proposal, the "No Proposal/Offer" form (contained in this Solicitation) must be returned by the stated proposal closing date. Mark the form "No Proposal" and explain the reason for not submitting. Failure to respond three times in succession, without justification, shall be cause for removal of the contractor's name from our mailing list.

Withdrawal of Proposal

Proposals may be withdrawn by written request dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for opening. Negligence on the part of the Respondent in preparing the required documents confers no right of withdrawal or modification of proposal data after such documents are opened.

Evaluation and Award of Contract

The Competitive Negotiation Process will be used to select the agreement award, beginning with the highest ranked firm. GDPM reserves the right to negotiate an agreement with individual (s), firm(s), or organization (s) that provides the greatest benefit to GDPM, not necessarily the lowest price. Firms in the competitive range **will** be required to be interviewed by GDPM Senior Management.

GDPM will select the respondent that is the most advantageous to GDPM based upon the evaluation criteria stated herein. GDPM reserves the right to negotiate price and other factors with any acceptable respondent.

GDPM reserves the right to waive any minor irregularity or technicalities in the proposals received. GDPM reserves the right to award without discussion (s) and may make an award to multiple contractors. The professional services selective process will involve the ranking of professional firms by the appointed GDPM evaluation committee. Once the proposals have been evaluated, GDPM will negotiate with the Respondent (s) who falls within the competitive range. Fees for these services will be a negotiation factor as well as any other relevant factor identified by the evaluation committee. Once negotiations are completed, GDPM shall establish a common date and time for the submission of the Best and Final Offer (BAFO).

If a Respondent does not submit a notice of withdrawal or best and final offer, the Respondent's previous offer shall be construed as its best and final offer.

Preliminary Proposal Review

The review process will be conducted in two parts. The preliminary review will consist of a review to be sure the proposal meets the minimum requirements (and mandatory conditions) specified in the RFP. If they do not, they will be rejected.

Initial Review

Proposals in response to the RFP must meet the following requirements:

- The proposal must be received at the address indicated in the RFP no later than **5:00 p.m. Eastern Standard Time, on May 27, 2021**. Proposals that are not received at the designated address by the specified date will be rejected.
- Required number of copies submitted.
- Proposal signed by authorized contractor representative.
- Proposals that pass this initial review will be considered a valid proposal and will move on to the final review. Those that do not pass such review will be filed as rejected.

Final Review

- All valid proposals will be reviewed, evaluated, and rated by the Review Committee. The Review Committee will be composed of GDPM staff.
- The Review Committee will evaluate each proposal against the criteria in the RFP. During the review, the Committee may request additional information from the contractor. Such information requests and contractor's responses must always be in writing.
- All qualified proposals shall be reviewed by the Review Committee using a standard Proposal Review Evaluation Rating Sheet tailored specifically for this RFP. The number of evaluation points for each section varies according to the value assigned for that particular aspect of the program.
- Selected responders will be expected to discuss their proposals with GDPM Senior Management

prior to final selection. The discussion will be used to clarify responses made to this proposal and to answer any questions that either party may have concerning the proposal

The Review Committee members may request information from sources other than the written proposal to evaluate contractor's programs. Other sources of information may include oral presentations by contractors, written responses to clarifying questions posed by the Review Committee, and contractor's history/experience in providing similar services.

Review Committee member rating sheets will be used to focus discussion. The final composite Evaluation Rating Sheet that includes the prioritized contractor's rankings will be maintained on file by GDPM. The end result of the review process is a prioritized list from best to least.

Written notification will be made to all contractors who submitted a proposal. In awarding the contract, GDPM's evaluation will include, but will not be limited to:

- Criteria for the Stage 1 review;
- Strength and stability of the contractor to provide the requested services;
- Ability to meet the project/program time lines;
- Overall responsiveness and completeness of the bid proposal as well as the likelihood that, in GDPM's opinion and at GDPM's discretion, the bid proposal best meets or exceeds GDPM's specifications;
- Scope of service being proposed;
- Customer references;
- Cost of proposed service;
- Any other factors considered relevant by GDPM and demonstrated by the bid proposal or investigation by GDPM; and
- Experience with a similar project/program of comparable size and scope

Contractor finalists will be notified of their non-selection immediately after the preferred contractor is notified. If the successful contractor fails to execute the contract, GDPM may award the contract to another contractor whose proposal met the requirements of the RFP and any addenda. The period of time within which such an award of the contract may be made shall be subject to the written agreement between GDPM and the contractor.

Contractor Selections

GDPM reserves the right to make an award based solely on the Respondent or to negotiate further with one or more contractors. The contractor(s) selected for the award will be chosen on the basis of the greatest benefit to the Authority, not necessarily on the basis of the lowest price.

Post-bid Meeting

If a contractor wishes to discuss the selection process, the request for a meeting and the explanation for it must be in writing within five (5) working days after receipt of notification of the decision. The request shall state the reason(s) for the meeting, citing the law, rule, regulation or RFP procedures on which the request is based. All requests must be signed by an individual authorized to represent the contractor and addressed to the GDPM Contact Person.

Proposal Selection

Proposal selection does not guarantee a contract for services will be awarded. The selection process includes:

- All proposals will be evaluated based on the criteria in the RFP.
- Based upon the results of the evaluation, GDPM will select a proposer for the service(s) who it determines to be the top rated, responsive and responsible proposer.
- GDPM works with the proposer who was selected to finalize the details of the contract document.
- If GDPM determines that GDPM and the contractor are unable to successfully come to terms regarding the contract, GDPM reserves the right to terminate contract discussions with the proposer. If this

happens, GDPM reserves the right to select another candidate from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.

5.0 Evaluation Criteria

The professional services selective process will involve the ranking of Contractor by the appointed GDPM evaluation committee. In no circumstance a proposer shall contact any members of the evaluation committee or any GDPM employee besides the Contact Person specified in this proposal; failure to do so will more than likely result in removal of the proposer from the evaluation process.

The evaluation criteria to be used in reviewing proposals and their respective weights are as follows:

EVALUATION CRITERIA

NO.	FACTOR	MAXIMUM POINTS
1	The proposer PROVIDED the three year cost for required services and an Itemized Proposal Budget (price) relative to project.	20
2	The proposer DEMONSTRATED their ability to provide the necessary technical knowledge, skills, qualifications, including qualifications of assigned personnel and/or subcontractors (Years in business, resumes listing licenses and certifications, client references, esp. in government and/or non-profit organizations; subcontractor qualifications and references.)	20
3	The proposer DEMONSTRATED their companies availability, local services and support representation; (Location of main and branch offices, availability of staff; appointing a Project Manager, proposed schedule requirements, information about past experience and on-going support provided to other organizations, with references)	20
4	The proposer DESCRIBED their successful completion of similar past projects. Citing examples of similar project completion in size and scope with references.	20
5	The proposer PROVIDED an example of the weekly billing rate schedule that reflects the total hours worked at each billing rate	10
6	The proposer PROVIDED an example of the type of daily activity and or incident reporting procedure that will be utilized	10
	TOTAL POINTS	100

Section 3 Participation Points			
Category 1 Business	15 pt.	51% or more of the business is owned by public housing residents of a specific public housing community for which the Section 3 covered assistance is expended	15
Category 2 Business	12 pt.	51% or more of the business is owned by residents of a public housing community or communities within GDPM for which the Section 3 covered assistance is not being expended.	
Category 3 Business	9 pt.	<ul style="list-style-type: none"> • 51% or more of the business is owned by Section 3 eligible residents and/or • Will subcontract in excess of 25% of the total amount of subcontracts to category 1 or 2 Section 3 businesses 	
Category 4 and 5 Business	6 pt.	<p>Full time, permanent workforce includes 30% or more of Section 3 eligible residents.</p> <p>An entity selected to carry out HUD Youth Build program in Montgomery County in which Section 3 covered funding is expected.</p>	
Category 6 Business	3 pt.	Joint venture with inclusion of Section 3 business is a form of organization where: Section 3 business is responsible for a clearly defined portion of the work to be performed, holds management responsibilities in the joint venture, performs at least 25 percent of the work and is contractually entitled to compensation proportionate to its work.	
Total Maximum Points			

PROPOSAL FORMAT

Please refer to the “Delivery of Proposals” section for specific instructions on the number and type of proposal copies to submit. To simplify the process for evaluation, and to assure each proposal receives the same review, all responses must be submitted in the following format. Proposals must contain all the items listed. Responses should provide adequate information for reviewers to appropriately score each factor, however be concise in nature so that reviewers can easily find relevant information.

Proposal sections must be numbered corresponding to the following format and lettering:

TABLE OF CONTENTS The items listed follow the factors listed in the Evaluation Criteria with additional details as follows:

1. EXECUTIVE SUMMARY & EXPERIENCE/QUALIFICATIONS

The submission shall include a statement of the Service Provider’s understanding of the project, including reflections on the scope of work and the firm’s ability to meet the anticipated project milestones. Proposals shall describe the proposed project team, including a brief description of team members’ expertise, qualifications and role on the team/project. A resume should be provided for each key member. The submission should also include identification of potential subcontractors who will work on the project, if applicable.

The submission should include information pertaining to the Service Provider's experience working on similar projects (no more than 3). For each project, the summary should include the project client and contact information, a description of the Service Provider's role in the project, project budget and timeframe.

2. PLANNING & PROJECT MANAGEMENT

State specifically your intended practices for addressing the items listed in the "Scope of Services." Please cite your organization's commitment to meeting or exceeding the expectations and duties set forth.

3. SOUNDNESS OF APPROACH: See the evaluation criteria for details.

4. TRACKING AND REPORTING/ACHIEVE PERFORMANCE OUTCOMES: See the evaluation criteria for details.

5. FEE PROPOSAL See the evaluation criteria for details.

6. INSURANCE

A statement of liability insurance from an accredited insurance company/agent is required. A minimum of the liability insurance coverage is required should your firm be chosen. Listed within GDPM General Terms and Conditions

7. ATTACHMENTS

All other required information is set forth by each of the following exhibits. Please tab and label each exhibit individually. **Any Attachments left out are not required.**

All other required information is set forth by each of the following exhibits. Please tab and label each exhibit individually. **Any Attachments left out are not required.**

- Professional Services Quote Form (signed)
- GDPM General Terms & Conditions for Professional Services (reference document)
- HUD 5369 Form & Instructions (signed)
- Certification of Debarment (signed)
- MBE Good Faith (signed)
- Section 3 (signed)
- Equal Employment Opportunity Statement (signed)
- Drug Free Workplace Certification (signed)
- Non-Collusive Affidavit (signed)
- Certificate of Insurance (completed)

COST PROPOSAL

A SINGLE COPY OF THE COST PROPOSAL MUST INCLUDE THE FIRST YEAR COST AND THE COST FOR THE TWO (2) ONE (1) YEAR OPTIONAL EXTENSIONS.

Please submit your cost proposal in the below format:

ITEM	1st Yr. COST	2nd Yr COST	3rd Yr. COST	ADDITIONAL INFORMATION
A. Central Monitoring				1 officer 6 hours per day, 7 days a week
B. Roving Security Patrol				1 officer 6 hours per day, 7 days a week
C. Fixed Post Security				The post will total 12 hours per day, 7 days per week and may include more than one location per night in 4 hour increments
D. Central Office Fixed Post				1 officer 20 hours per week Monday – Friday except holidays
E. Flat Rate Vehicle				For mobile patrol
Total Cost				
Total				

Proposer must also provide the following information along with the above cost table:

- Example of the type of daily activity and or incident reporting procedure that will be utilized
- Example of the weekly billing rate schedule that reflects the total hours worked at each billing rate

END of RFP 21-02