



**REQUEST FOR PROPOSALS
For
SECURITY GUARD SERVICES**

RFP NO.: 2019-S-06

Date Issued: March 6, 2019

Proposals will be received at the offices of the Corpus Christi Regional Transportation Authority, hereinafter called the "CCRTA", at 602 N. Staples, Corpus Christi, Texas 78401 until 3:00 p.m. (CST) Wednesday, April 24, 2019 for Security Guard Services at the Staples Street Center and Bear Lane Operations Facility. This is three (3) year service contract with one (1) two-year option. Services are expected to begin June 28, 2019. Proposals will be valid for one hundred twenty (120) calendar days from the proposal due date.

PROPOSERS are encouraged to attend a pre-proposal conference scheduled for 3:00 p.m. (CST), Wednesday, March 20, 2019 in the CCRTA Board Room on the second floor of the Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401. The purpose of this meeting is to provide an overview of the requirements of the project and to answer any questions PROPOSERS may have concerning this procurement.

If you are unable to attend the pre-proposal conference but would like to remotely participate via GoToMeeting, please send a request for login information to procurement@ccrta.org.

Requests for Information/Approved Equals will be due by 3:00 PM, Wednesday, April 3, 2019, with a response by Wednesday, April 10, 2019.

Copies of this Request for Proposals (RFP) and information may be obtained from the CCRTA website at www.ccrta.org/news-opportunities/business-with-us/. Further information may be obtained from Annie Hinojosa, Director of Procurement, or Sherrié Clay, Procurement Administrator at (361) 289-2712.

The CCRTA has a Disadvantaged Business Enterprise (DBE) program; however, the CCRTA has determined that ZERO PERCENT (0%) DBE participation is required for this contract. The CCRTA encourages the Prime Contractor to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses. For additional information, please contact Christina Perez, DBE Liaison Officer, at (361) 289-2712.

For the purposes of this procurement, the following proposal documents are applicable:

- Request for Proposals,
- Instructions to Proposers,
- Special Instructions,
- Scope of Work,
- Standard Service Terms and Conditions,
- Proposed Fee Schedule (Appendix A),
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Sample Form 1295 (Appendix E)
- Accessibility Policy (Appendix F),
- References (Appendix G),
- Request for Information/Exceptions/Approved Equals Requests (Appendix H), and
- Proposal Submission Checklist (Appendix I).

The following documents must be signed and returned with your proposal in order for it to be considered responsive:

- Response to RFP - **One (1) original, five (5) hard copies, and one (1) electronic version in PDF format supplied on a USB Flash Drive,**
- Proposed Fee Schedule (Appendix A) – **One (1) signed hard copy sealed separately in an envelope,**
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Accessibility Policy (Appendix F), and
- References (Appendix G).

The following documents must be submitted prior to award if not submitted with the Proposal:

- Copy of Insurance

The following documents are required to be submitted ONLY upon notification of recommendation for award:

- Form 1295 "Certificate of Interested Parties"
- W-9 Form

Failure to provide this information may deem your firm to be non-responsive.

INSTRUCTIONS TO PROPOSERS

1. GENERAL.

The following instructions by the CCRTA are intended to afford proposers an equal opportunity to participate in the CCRTA's contracts.

2. EXPLANATIONS.

Any explanation desired by a proposer regarding the meaning or interpretation of these Instructions or any other proposal documents must be requested in writing to the CCRTA with sufficient time allowed for a reply to reach proposers before the submission of their proposals. Oral explanations or instructions will not be binding. Any information given to a prospective proposer concerning a Request for Proposals will be furnished to all prospective proposers as an amendment to the request if such information is necessary to proposers in submitting proposals on the request or if the lack of such information would be prejudicial to uninformed proposers.

3. SPECIFICATIONS.

3.1 Proposers are expected to examine the specifications, standard provisions, and all instructions. Failure to do so will be at the proposer's risk. Proposals that are submitted on other than authorized forms or with different terms or provisions may not be considered as responsive proposals.

3.2 The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.

4. INFORMATION REQUIRED.

4.1. Each proposer shall furnish the information required by the Request for Proposals. The proposer shall sign the Proposed Fee Schedule and the proposal, which collectively shall constitute the proposer's offer. Erasures or other changes must be initialed by the person signing the documents. Proposals signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the CCRTA.

4.2. All prices shall be entered on the Proposed Fee Schedule in ink or be typewritten. Totals shall be entered in the "Total Price" column of the Proposed Fee Schedule, and in case of discrepancy between the unit price and the extended total price, the unit price will be presumed to be correct.

4.3. Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in the Request for Proposals will be

considered. The cover letter must bear the signature of a person duly authorized to legally commit for the proposer. All costs of proposal preparation will be borne by the proposer.

- 4.4. The CCRTA does not have to pay federal excise taxes or state and local sales and use taxes, except for contracts for improvements to real property.
- 4.5. Information submitted in response to this RFP will not be released by the CCRTA during the proposal evaluation process or prior to contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after contract award.

5. **SUBMISSION OF PROPOSALS.**

- 5.1. Sealed Proposals should be submitted in an envelope marked on the outside with the proposer's name and address and proposal description addressed to:

**Corpus Christi Regional Transportation Authority
Staples Street Center
ATTN: Procurement Department
602 N. Staples Street
Corpus Christi, Texas 78401
Proposal For: RFP No. 2019-S-06 Security Guard Services
Proposal Due Date: Wednesday, April 24, 2019 by 3:00 PM**

If hand delivery is preferred, please deliver to the CCRTA receptionist located on the third floor at the above location to be time and date stamped.

- 5.2. **The Proposed Fee Schedule must be signed and submitted in a separately sealed envelope.** Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the published proposal date and time shown on the Request for Proposals. Proposals received after the published time and date cannot be considered. Any proposals which are mislabeled or do not indicate the proposer's name or address as required above may be opened by the CCRTA solely for the purpose of identifying the proposer for return of the proposal.

5.3. **Schedule**

Proposals shall be governed by the following schedule:

- **March 6, 2019 - RFP Issued**
Proposal documents are available at the CCRTA Website: www.ccrta.org/news-opportunities/business-with-us/.
- **March 20, 2019 - Pre-Proposal Conference** at 3:00 pm (CST) at the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401. If you are unable to attend the pre-proposal conference but would like to

remotely participate via GoToMeeting, please send a request for login information to procurement@ccrta.org.

- **April 3, 2019 - Request for Information Due**
Written Requests for Information (Appendix H) are due by 3:00 PM (CST). Please submit **one** form for **each** Request for Information/Approved Equals. Request for Information/Approved Equals must be emailed to procurement@ccrta.org, hand-delivered, or received via mail at the CCRTA's Staples Street Center, Attn: Procurement Department, at 602 N. Staples Street, Corpus Christi, Texas 78401.
- **April 10, 2019 – CCRTA's Response to Request for Information Due**
Responses will be posted as an addendum to the CCRTA's website at www.ccrta.org/news-opportunities/business-with-us/.
- **April 24, 2019 - Proposals Due**
Written proposals are due no later than 3:00 PM (CST). All proposals must be received at the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401 prior to deadline.
- **Best and Final Offer – TBD**
CCRTA will evaluate each proposal for completeness and responsiveness to its needs and may request Best and Final Offers from any or all proposing firms.
- **Tentative Contract Award – June 12, 2019**
CCRTA Board of Directors will meet to award a contract to the successful Proposer.

6. MODIFICATION OR WITHDRAWAL OF PROPOSALS.

Proposals may be modified or withdrawn by written or email notice received by the CCRTA prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by a proposer or an authorized representative prior to the proposal deadline; provided the proposer's identity is made known and he or she signs a receipt for the proposal.

7. OPENING PROPOSALS.

All proposals shall be opened by the CCRTA as soon after the proposal deadline as is reasonably practicable. Information submitted in response to the Request for Proposals shall not be released by the CCRTA during the proposal evaluation process or prior to Contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after Contract award.

8. EVALUATION FACTORS.

- 8.1. The CCRTA will award contracts based upon the criteria set forth in the Request for Proposals. Contracts may be awarded on a lump sum basis or on a unit price basis, provided that in the event a contract specifies a unit price basis, the compensation paid by the CCRTA shall be based upon the actual quantities supplied.
- 8.2. Pre-award inspection of the proposer's facility may be made prior to the award of the Contract. Proposals will be considered only from firms that are regularly engaged and licensed in the business of providing the goods and/or services described in the Request for Proposals for a reasonable period of time; and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a Contract under the terms and conditions herein stated. The terms "equipment" and "organization" as used herein shall be construed to mean a fully-equipped and well-established company in line with the best business practices in the industry as determined by the CCRTA. In making the award, the CCRTA may consider any evidence available to it of the financial, technical, and other qualifications and abilities of a proposer, including past performance (experience) with the CCRTA and other similar customers. A record of nonperformance or poor performance may disqualify a proposer from award.

9. ELIGIBILITY FOR AWARD.

- 9.1. In order for a proposer to be eligible for award of the Contract, the proposal must be responsive to the Request for Proposals; and the CCRTA must be able to determine that the proposer is responsible to perform the Contract satisfactorily.
- 9.2. Responsive proposals are those complying with all material aspects of the Request for Proposals. Proposals which do not comply with all the terms and conditions of the Request for Proposals will be rejected as non-responsive.
- 9.3. Responsible proposers at a minimum must:
 - 9.3.1 Have adequate financial resources or the ability to obtain such resources as required during the performance of the Contract;
 - 9.3.2 Have a satisfactory record of past performance;
 - 9.3.3. Have necessary management and technical capability to perform;
 - 9.3.4. Be qualified as an established firm regularly engaged in the type of business to perform the Contract required by this Request for Proposals;
 - 9.3.5 Be otherwise qualified and eligible to receive an award under applicable federal, state, county, or municipal laws and regulations; and

9.3.6 Certify that it is not on the U.S. Comptroller General's list of ineligible contractors – signing and submitting the proposal is so certifying. (NOTE: This requirement is only applicable to federally-funded contracts.)

9.4. A proposer may be requested to submit written evidence verifying that it meets the minimum criteria necessary to be determined a responsible proposer. Refusal to provide requested information shall result in the proposer being declared not responsible, and the proposal shall be rejected.

10. RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

10.1. Reject or cancel any or all proposals;

10.2. Waive any defect, irregularity or informality in any proposal or proposal procedure;

10.3. Waive as an informality, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is improved or not impaired;

10.4. Extend the proposal due date;

10.5. Reissue a Request for Proposals;

10.6. Procure any item or services by other means;

10.7. The CCRTA reserves the right to retain all proposals submitted. The selection or rejection of a proposal does not affect this right; and

10.8. The CCRTA reserves the right to negotiate a Contract with the proposer having the best evaluation as determined by the CCRTA. No award will be made automatically based upon the lowest price or based solely on the proposal submitted. The CCRTA additionally reserved the right to suspend negotiations with the first proposer should it not progress in a manner satisfactory to the CCRTA and commence negotiations with the next best rated proposer.

11. ACCEPTANCE.

Acceptance of a proposer's offer in some instances will be in the form of purchase orders issued by the CCRTA. Otherwise, acceptance of a proposer's offer will be by acceptance letters issued by the CCRTA. Subsequent purchase orders and release orders may be issued as appropriate. Unless the proposer specifies otherwise in the proposal, the CCRTA may award the contract for any item or group of items shown on the Request for Proposals.

12. PROTESTS.

In the event that a proposer desires to protest any procedure, the proposer should present such protest, in writing, to the CCRTA Chief Executive Officer within five (5) business days following board approval of an award. The protest shall state the name and address of the protestor, refer to the project number and description of the Request for Proposals, and contain a statement of the grounds for protest and any supporting documentation. For federally-assisted contracts, certain additional protest procedures apply and may be found in the Supplemental Conditions contained within the Request for Proposals.

13. EQUAL OPPORTUNITY.

Proposers are expected to comply with the Affirmative Action Programs of the CCRTA with respect to its provisions concerning contractors.

14. SINGLE PROPOSAL.

14.1. In the event a single proposal is received, the CCRTA will, at its option, either conduct a price and/or cost analysis of the proposal and make the award by negotiation or reject the proposal and revise the Request for Proposals. A price analysis is the process of examining the proposal and evaluating a prospective price without evaluating the separate cost elements. Price analysis shall be performed by comparison of the price quotations, with published price lists, or other established or competitive prices. The comparison shall be made to a purchase of similar quantity and involving similar specifications. Where a difference exists, a detailed analysis must be made of this difference and costs attached thereto.

14.2. Where it is impossible to obtain a valid price analysis, it may be necessary for the CCRTA to conduct a cost analysis of the proposal price. Cost analysis is the review and evaluation of a proposer's cost or pricing data and of the factors applied in projecting from such data the estimated costs of performing the contract, assuming reasonable economy and efficiency.

14.3. The price and/or cost analysis shall be made by personnel of the CCRTA's selection. The CCRTA's discretion exercised as to its options in this regard shall be final.

15. FORM 1295 "CERTIFICATE OF INTERESTED PARTIES"

(Only required to be submitted upon notification of recommendation for award.)

Bidders must comply with Government Code Section 2252.908 and submit Form 1295 "Certificate of Interested Parties" upon notification that Bidder has been recommended for award. Form 1295 requires disclosure of "interested parties" with respect to entities that enter contracts with cities. These interested parties include:

(1) persons with a "controlling interest" in the entity, which includes: a. an ownership interest or participating interest in a business entity by virtue of units, percentage, shares,

stock or otherwise that exceeds 10 percent; b. membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or c. service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers; or

(2) a person who acts as an intermediary and who actively participates in facilitating a contract or negotiating the contract with a governmental entity or state agency, including a broker, adviser, attorney or representative of or agent for the business entity who has a controlling interest or intermediary for the business entity.

Form 1295 must be electronically filed with the Texas Ethics Commission at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. The form must then be printed, signed, and filed with the CCRTA. For more information, please review the Texas Ethics Commission Rules at <https://www.ethics.state.tx.us/legal/ch46.html>. A Sample Copy of Form 1295 has been provided for reference only.

SPECIAL INSTRUCTIONS

1.0 GENERAL INFORMATION

The Corpus Christi Regional Transportation Authority, hereinafter referred to as the "CCRTA", is seeking proposals from interested and qualified companies or firms that have more than five (5) years of experience in providing security guard services for the Staples Street Center and Bear Lane Operations Facility. Firms shall submit (1) original and five (5) hard copies of their proposal, which must be concise and straightforward, and one (1) electronic version in PDF format supplied on a USB Flash Drive.

All proposals must be submitted before the deadline in the solicitation and addressed with the information as noted in the "Instructions to Proposers" Section 5. The proposal contents shall include the following:

2.0 PROPOSAL REQUIREMENTS

Proposers, which have relevant experience, are invited to complete and submit proposals. To enhance comparability, proposal elements must be addressed in the informational sequence noted below:

- Cover Letter,
- Key Personnel Experience,
- Project Approach,
- Relevant Experience and Past Performance
Training – All City, State, and Department of Public Safety (DPS) regulation requirements,
- Certification Forms (Appendix B through G),
and
- Proposed Fee Schedule (Appendix A) **(submitted in a separately sealed envelope).**

Firms shall submit (1) original and five (5) hard copies of their proposal, which must be concise and straightforward, and one (1) electronic version in PDF format supplied on a USB Flash Drive.

The proposal contents shall include the following:

2.1 Proposal Contents and Format

The contents of the proposal shall include the following:

2.1.1 Cover Letter

A cover letter shall summarize key points in the proposal, include appropriate

introductory and contact information with the name of the firm's principle liaison, and bear the signature of a person duly authorized to legally commit the firm.

2.1.2 Key Personnel Experience

Identify key personnel and team hierarchy. Provide resumes of key personnel including the project manager.

Resume(s) for all key personnel who will be involved with any aspects of the contract shall be submitted. Resume(s) shall include name and title, education, security guard training (to include type of training received) and the list below.

Resumes of proposed qualified security guard(s) with a minimum of one year field experience. Time spent in training shall not be counted in the one year field experience requirement. Offeror shall briefly identify the duties of each security guard personnel, to include type of training individual has, and how often training is provided to the security guard and actual number of years of experience.

2.1.3 Project Approach

Consists of a narrative of how the firm would accomplish this project. Provide a narrative description of the firm's project plan and approach required to accomplish the objective listed in the scope of work.

2.1.4 Relevant Experience and Past Performance

Consists of a summary of the firm's organization and the firm's past overall experience as well as experience on similar or related contracts. Include the number of hours per week and duration of the contract. Include a list of five (5) verifiable references on similar or related contracts, including company or client's name, address, telephone number, and e-mail address of the contact person. Below see the list of the type of information requested for the firm's history:

- Company qualifications and experience shall include the documentation of respondent history, including capabilities in the area of services to be provided, size, and scope of operation.
- Similar experience, including scope of work that demonstrates an expertise in providing the required armed security guard services.
- Number of years in business.
- Number of security guards.
- Average length of employment of security guards.

2.1.5 Training

Consists of a detailed narrative of the firm's organizational requirements for training of the armed security guards. The CCRTA is most interested in all training beyond the minimum requirements of DPS.

Include in the narrative the types of training the armed security guards complete annually and the typical hours associated with the training. Emphasis any "specialized training" that is also part of the training program that may not be a part of the ongoing training required by DPS.

Discuss the training requirements of a supervisor and if it differs from the staff.

2.1.6 Certification Forms (Appendix B through G)

2.1.7 Price Schedule (Appendix A)

Proposed Fee Schedule (Appendix A) **(submitted in a separately sealed envelope).**

3.0 PROPOSAL SUBMISSION REQUIREMENTS

3.1 Submission requirements

3.1.1 Proposal Availability

RFP copies may be obtained online at www.ccrta.org/news-opportunities/business-with-us/.

3.1.2 Proposal Submission

Proposals may be hand delivered or mailed to:

Corpus Christi Regional Transportation Authority
Staples Street Center
3rd Floor
Attn: Procurement Department
602 N. Staples Street
Corpus Christi, Texas 78401

If hand delivery is preferred, please deliver to the CCRTA receptionist located on the third floor at the above location to be time and date stamped.

Proposers shall submit one (1) original and five (5) hard copies of their proposal, which must be concise and straightforward, and one (1) electronic version in PDF format supplied on a USB Flash Drive.

Proposers shall submit one (1) Proposed Fee Schedule (Sealed Separately).

3.1.3 Late Submittal

Proposals received after the proposal due date will be deemed non-responsive and will be returned unopened.

4.2 Proposal Qualification

4.2.1 Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in this RFP will be considered.

4.2.2 The cover letter must bear the signature of a person duly authorized to legally commit for the PROPOSER.

4.2.3 Proposal Preparation

All costs of proposal preparation will be borne by the PROPOSER.

4.2.4 Proposal Withdrawal

Proposals may be withdrawn either personally or by written request prior to the closing time for receipt of proposals. Thereafter, all proposals shall remain valid for a period of one hundred twenty (120) calendar days.

4.3 Release of Information

The CCRTA shall not release information submitted in response to this RFP during the proposal evaluation process or prior to contract award. PROPOSERS are advised that the CCRTA may be required to release proposal information, other than trade secrets, after contract award.

5.0 EVALUATION AND AWARD

5.1 Evaluation Criteria

The CCRTA will review all proposals for completeness. Those proposals found incomplete or failing to address the needs of the CCRTA as stated herein will not be evaluated. Firms are urged to initially submit their best offer. An award (if any) will be made to that Firm whose proposal is deemed most advantageous to, and in the best interest of, the CCRTA and the general public. Evaluation factors with their weights are as follows:

Key Personnel Experience(15 Points)

Project Approach(20 Points)

Relevant Experience and Past Performance(15 Points)

Training(20 Points)

Pricing (30 Points)

5.2 Evaluation Procedures

An Evaluation Committee comprised of the CCRTA’s staff, will evaluate all proposals, received as specific, in accordance with the above criteria. The evaluators in applying the major criteria to the proposals may consider additional sub-criteria beyond those listed. Furthermore, as a result of RFP changes and/or necessary proposal clarifications, a request for final revised pricing may be issued after the proposals are submitted, but before contract award. During the evaluation period, the CCRTA reserves the right to interview some or all the proposing firms and the right to conduct site inspections of some or all of the Proposer’s facilities.

5.2.1 Award

The CCRTA will evaluate the proposals received and will submit the proposal considered to be the most competitive to the CCRTA’s Board of Directors, for consideration and selection. The CCRTA may also negotiate contract terms with the selected Proposer prior to award, and expressly reserves the right to negotiate with several Proposer’s simultaneously and, thereafter, to award a contract to the Proposer offering the most favorable terms to the CCRTA.

The CCRTA reserves the right to award its total requirements to one Proposer or to apportion those requirements among several Proposer’s as the CCRTA may deem to be in its best interest.

5.2.2 Notification and Award and Debriefing

Proposer’s who submit a proposal in response to this RFP shall be notified in writing regarding the firm who was awarded the contract. Such notification shall be made within three (3) days of the date the contract is awarded.

Proposer’s who were not awarded the contract may obtain a prompt explanation concerning the strengths and weaknesses of their proposal. Unsuccessful Proposer’s, who wish to be debriefed, must request the debriefing in writing and the CCRTA must receive it within three (3) days of notification of the contract award.

STATEMENT OF WORK

1.0 General Background

The CCRTA is seeking proposals from interested and qualified companies or firms that have more than five (5) years of experience in providing security guard services. The Contractor will provide security guard services at the CCRTA's Staples Street Center and Bear Lane Operations Facility.

2.0 Project Description

The Contractor will provide commissioned security guards not to exceed 8,736 billable hours and a non-commissioned security guard not to exceed 6,240 billable hours per year, to include supervision, to perform all necessary security related functions required to protect the CCRTA's patrons, employees, tenants and property. The location of the performance of the security guard services will be at the CCRTA's Staples Street Center building at 602 North Staples, Corpus Christi, TX.

The Staples Street Center property site consists of a three-story office building, which is about 79,000 square feet. Within the building there is a green roof area on the third floor. The building has two elevators and three public restrooms. Adjacent to the property is a parking lot consisting of approximately 150 parking spots. Also, at the property site is a public transit station with eight bus bays, which will be operated by the CCRTA.

The building is a multi-tenant building and one of the tenants is Valley Transit bus system and will also be staging the arrival and departures of their patrons at this location. They will have three bus bays separate from the CCRTA's bus bays.

Across the street from the parking lot is another lot that will provide for parking overflow and will need to be secured as well.

The building is 100 percent leased out.

The Contractor will provide non-commissioned security guard services not to exceed 824 billable hours per year, to include supervision, to perform all necessary security related functions required to protect the CCRTA's patrons, employees, tenants and property. The location of the performance of the security guard services will be at the CCRTA's Bear Lane Operations Facility at 5658 Bear Lane, Corpus Christi, TX.

Other than protecting the CCRTA's property, the Contractor must provide security guards during special events at the building/property sites at no overtime cost.

3.0 Level of Service

The Contractor will provide commissioned and non-commissioned security guards. The Contractor will provide security guards seven (7) days a week, 24 hours a day. The CCRTA's staff will determine the start and end time for each post. Setting work shifts for each post is at the discretion of the Contractor.

The Contractor's security commissioned guards and day/night supervisors provide approximately 168 hours per week. The hours may be more or less depending on the demand of service. The CCRTA reserves the right to increase or decrease the hours per week. During the initial month and final month of the contract there is a ramp-up/ramp-down process. The hours per week will increase/decrease during this period. The CCRTA requests that non-commissioned officers be compensated \$12/hour and commissioned officers be compensated \$15/hour.

The CCRTA will inform the Contractor in writing when posts are added or deleted. The Contractor is not allowed to change the rate per hour due to adjustments to the number of security guards, hours or posts. The CCRTA reserves the right to prohibit any project manager, supervisor or security guard from providing service under this Contract for any cause related to past performance, allegation of wrongdoing, or any reason, whether substantiated or not.

4.0 Supervisory Personnel

4.1 Supervisor

Supervision of the Contractor's day-to-day operation is the responsibility of the Contractor. The Contractor's Supervisor in charge of work under this contract must be of unquestionable integrity and must have a minimum of two (2) years of successful security experience in an administrative and supervisory capacity. The Supervisor will be available to receive and follow orders from the CCRTA's Director of Safety and Security and/or designee, which affects the operation of the security force. The Supervisor must visit the site every day for one hour in the morning and one hour in the evening - to ensure proper and satisfactory performance of the contract requirements.

The Contractor will provide, in writing to the Contract Administrator, the name of the individual the Contractor has selected to ensure the oversight of its employees and contract compliance. This individual must sign in and out when inspecting the security guards at the Staples Street Center and also must visit one hour at the Bear Lane location on Saturdays and Sundays.

In addition, the telephone numbers of at least two management personnel with decision-making authority (prioritized by the Contractor) will be available to CCRTA. These individuals may be contacted on a 24-hour basis in case of an after-hours emergency.

The Supervisory personnel will respond in person to any emergency or when specifically requested at any time by the CCRTA.

Duties and Responsibilities: The following duties and responsibilities of the Supervisor are not all inclusive, and comprise only primary functions. Additional duties assigned by the CCRTA staff will be provided at no additional charge to the CCRTA.

- Must be commissioned/non-commissioned,
- Must meet with the CCRTA's Director of Safety and Security and/or designee weekly at a time indicated by the CCRTA's Director of Safety and Security or designee to discuss security guard/supervisor work schedules, upcoming assignments and other issues. This is to be supplemented with daily phone calls. The frequency of meetings can be changed by the CCRTA's Director of Safety and Security or designee,
- Good working relationship with the CCRTA employees, CEO, the CCRTA Executive Staff, Tenants, and Board Members,
- Point of contact for the CCRTA's Director of Safety and Security and/or designee,
- Liaison between the CCRTA's Director of Safety and Security and/or designee and Contractor,
- Decision-making authority for the Contractor,
- Oversight of supervisors and security guards,
- Assists in coordinating the security needs of all the CCRTA properties through the instruction of the CCRTA's Director of Safety and Security and designee,
- Coordinates and implements assignments received from the CCRTA's Director of Safety and Security and designee on a daily basis,
- Coordinates with the CCRTA's Director of Safety and Security and designee to provide security guards for special events as indicated in the general project description,
- On-site coordination of security guards and supervisors at special events and/or special assignments,
- Disseminates information received from the CCRTA's Director of Safety and Security and designee to Contractor's supervisors and security guards,
- Assists in orienting and training new employees,
- Ensures all security guard posts and supervisor positions are manned on a daily basis,
- Directs and oversees the security Sign-In Roster,
- Physically inspects twice a day all security guards at all posts including posts at night and on weekends,
- Conducts uniform inspections,
- Prepares security guard/supervisor work schedules,
- Ensures the Contractor's invoice is submitted on the date requested by the CCRTA,
- Attends meetings requested by the CCRTA staff,
- Issues disciplinary actions to employees,
- Makes contact with others to defuse volatile disturbances,
- Prepares and maintains records and reports on a daily, weekly, monthly, and yearly basis for the CCRTA's Director of Safety and Security and designee,
- Issues and maintains records of the CCRTA radios and the CCRTA vehicles (the CCRTA vehicles must be authorized initially by the CCRTA's Director of Safety and Security and/or designee),
- Returns calls to the CCRTA's Director of Safety and Security and designee within 20 minutes,

- Must respond on site within 30 minutes if service is required after operational hours of contract,
- Other duties as assigned, and
- These requirements exclude marginal functions that are incidental to performing the job.

4.2 Day and Night Supervisor

The Contractor's security supervisors must be individuals of unquestionable integrity, and each must have a minimum of two (2) years of successful security experience in an administrative and supervisory capacity. These supervisors will be available to receive and follow orders and instructions from the CCRTA's Director of Safety and Security and/or designee, which affect the operation of the security force. The supervisors oversee the activities of security personnel and assist in coordinating the security needs of all the CCRTA's properties through the instruction of the project manager, the CCRTA's Director of Safety and Security and designee. Assignments are received in the form of written and oral orders.

Supervisors must possess knowledge and skills in administering corrective measures to employees. They are required, in some instances, to make on-site, immediate, binding decisions that could be consequential in nature. Supervisors must report all security infractions and report damage to the CCRTA's property and/or equipment to the project manager, the CCRTA's Director of Safety and Security and and/or designee. The day and night supervisors report to the project manager. Operational directives by the CCRTA's Director of Safety and Security and designee will usually be given to the project manager. If the project manager is not readily available, the CCRTA's Director of Safety and Security and designee may instruct the day and night supervisors to perform assignments.

All assignments received must be completed. The day and night supervisors shall not function as security guards, fill a security guard post or function as the project manager. A day/night supervisor can fill a post only in an emergency basis. This is to be the exception and not the norm because a day/night supervisor on a post is unable to complete the required duties and responsibilities.

Duties and Responsibilities: The following duties and responsibilities of the Day and Night Supervisors are not all inclusive, and comprise only primary functions. Additional duties assigned by the CCRTA's staff will be provided at no additional charge to the CCRTA.

- Decision-making authority for the Contractor,
- Directs and oversees security personnel activities on duty,
- Coordinates security personnel work schedules,
- Oversees the security Sign-In Roster,
- Ensures all security post coverage,
- Documents and reports all disciplinary actions of employees,
- Conducts uniform inspections,

- In the absence of the project manager, acts as a liaison between the CCRTA's Director of Safety and Security and/or designee and Contractor,
- Assists in orienting and training new employees,
- Documents and maintains records of the CCRTA's radios, vehicles logs (vehicles are authorized by the CCRTA's Director of Safety and Security and designee) and other logs deem necessary,
- Makes contact with others to defuse volatile disturbances,
- Prepares and maintains records and reports on a daily, weekly, monthly, and yearly basis for the CCRTA's Director of Safety and Security and/or designee,
- Develops good relationships with the CCRTA's employees, CEO, Executive Staff, Tenants, and Board Members,
- Be commissioned,
- Other duties as assigned,
- This job requirement excludes marginal functions that are incidental to performing the job.

5.0 Security Guards

Without exception, the Contractor will provide security guards to staff every post assigned by the CCRTA's Director of Safety and Security and/or designee. Additional posts may be included at a later date such as for park and ride locations and transfer centers. The Contractor must provide security guards for special events and other assignments as specified by the CCRTA, at no cost of overtime. Security guards must perform the tasks for the corresponding post. Security guards will usually receive operational directives from the project manager or supervisors. If the project manager and supervisors are not readily available, the CCRTA's Director of Safety and Security and/or designee may instruct the security guards to perform assignments. All assignments received by the CCRTA's Director of Safety and Security and/or designee must be completed. A security guard cannot function as the project manager or day/night supervisor.

If the number of security guards is insufficient to cover unmanned posts, it is ultimately the Contractor's responsibility to have access to additional security guards. **Failure to provide security guards and supervisors for all posts assigned by the CCRTA's Director of Safety and Security is a serious offense that may result in Liquidated Damages and, possibly, contract termination.**

6.0 On-Property Security Coverage

Duties and Responsibilities. This job requirement excludes marginal functions that are incidental to performing the job. Additional duties assigned will be provided at no additional charge to the CCRTA.

6.1 Administration Lobby Security Guard

- Must be commissioned,
- Greet and assist the CCRTA employees, guest, and visitors,
- Answer security desk phone and refer callers,

- Enforce visitor sign in policy to access the 1st, 2nd and 3rd floors,
- Enforce the CCRTA's Employee ID badge policy,
- Lock and unlock doors upon request of authorized the CCRTA employees,
- Periodically monitor the Visitors Parking Lot for suspicious activity,
- Issue parking citations to vehicles violating parking rules and regulations or vehicles not displaying the appropriate parking decal, and
- Monitor reserve parking when assigned.

6.2 Property Patrol – PM/Night Shift

- Check and secure main entrance doors and exterior doors at the Staples Street Center (SSC),
- Monitor any vehicle traffic at main parking lot,
- Provide escort service for employees/tenants after hours upon request to the parking lot/s, and
- Check all main doors (SSC).

6.3 Staples Street Center Building and Adjacent CCRTA Property

- Sign In and Sign Out on the CCRTA's duty roster,
- Check in for tour of duty with the CCRTA's Police/Security Office.
- Will adhere to all the CCRTA policies and procedures,
- Check daily activity log for special events, tours, and/or meetings in the facility,
- Greet and check Employee Identification Card of all individuals entering the building,
- Enforce the sign-in policy to all the CCRTA's visitors and/or employees without identification card,
- Monitor courier delivery and maintain delivery log to include contacting the addressee on the package,
- Answer security desk phone and refer calls as needed,
- Conduct interior building check of all office doors,
- Conduct exterior building check, including gates,
- Report and document any safety, security, and maintenance issues to Building Operations Manager,
- Report all emergencies to Building Operations Manager,
- Provide escort service to employees and visitors upon request,
- Maintain and turn in a daily activity log for his/hers shift,
- Monitor the CC-TV modular for the building,
- Conduct bus checks and report to dispatcher of any suspicious activity, and
- Will be alert for suspicious people or vehicle(s) entering.

6.4 Special Events – Commissioned and Non-Commissioned Security Guards

- Provide coverage for special events with a commissioned or non-commissioned security guard on an as needed basis.

7.0 Minimum Qualifications

Following are minimum qualifications for the project manager, supervisors and security guards. Except as authorized in writing in advance, all Contractors'

personnel for this contract will meet the following qualifications:

- Lawful resident of the United States and have appropriate work authorizations, where applicable,
- 20 years old,
- Literate in English. Ability to read and understand printed regulations, written orders and instructions, and compose reports that convey complete information,
- Ability to acquire a good working knowledge of all duty requirements of a security guard, supervisor, project manager within the terms of this contract,
- Current and valid Texas Driver's License,
- Physically capable of their assigned work and will be free from any communicable diseases and mental disabilities,
- Physical examination within the last six (6) months prior to being assigned to the CCRTA. A physician certification giving notice as to the results will be furnished to the CCRTA's Director of Safety and Security and/or designee before assigned to duty for this contract,
- Must be trained on walk-thru security metal detector that will be on CCRTA's Staple Street Center location,
- Must adhere to all drug and alcohol testing requirements, and
- Must have a random drug test done quarterly.

8.0 Responsibilities of Supervisors and Security Guards

8.1 Safety

Perform all necessary services to assure the safety and protection of CCRTA's employees, patrons and their personal property against injury, molestation, loss or damage from any preventable cause including, but not limited to fire, theft, trespass, and intentional damage. Will be alert for suspicious people or vehicle(s) entering the CCRTA's buildings and parking lots.

8.2 Familiarity of all the CCRTA's Properties

Must know the all offices located in the building, departments, parking lots, and the CCRTA bus transfer station/Valley Transit bus staging area.

8.3 Inspection Tours

Make inspection tours as described in the scope of services.

8.4 Deviations from Prescribed Schedule

Be authorized to deviate from prescribed schedules covering patrol of the assigned sectors and other assigned locations whenever unusual conditions or circumstances so demand. Such deviations and the reasons will be recorded in the security guard's daily activity log.

8.5 Maintain Order

Maintain order within the area of assignment.

8.6 Unauthorized Access

Be alert to discover and assist in apprehending persons gaining unauthorized access to the CCRTA's property.

8.7 Emergency Assistance

In case of an emergency or occurrence adversely affecting the interest of CCRTA, will immediately call the CCRTA Dispatcher by phone or by two-way radio. The security guard must also notify the CCRTA's Director of Safety and Security or designee and submit a written report of the incident.

8.8 Report on Time

Report for duty on time and must sign in on the hours work log at the CCRTA's Director of Safety and Security Office. Off property security officers will contact the security office CCRTA 2-way radio or telephone to notify the office of their start/end tour of duty.

8.9 Report Damage

Report any damage to the CCRTA's property, including but not limited to, gates, fences, lights, buildings, vehicles and grounds.

8.10 Unauthorized Traffic

Patrol and monitor for unauthorized vehicle traffic and unauthorized parking by non-CCRTA employees. The CCRTA will allow the use of a patrol vehicle to authorized security guards and supervisors to conduct only the CCRTA's business. The project manager will not have access to a CCRTA vehicle.

8.11 Assist Police Agencies

Detect, identify, report, and assist any police agency in apprehending people committing criminal offenses.

8.12 Parking Violations

Issue parking violations to vehicles that do not have the appropriate parking permit. The original copy will be turned-in to the CCRTA's Director of Safety and Security.

8.13 Special Assignments

Supervisors and security guards will receive special assignments, the supervisors and security guards will be responsible for reading and carrying-out orders.

8.14 Other Security Functions

Perform other security functions as directed by the CCRTA Director of Safety and Security and designee.

8.15 No Television or Radio

Security Guards on duty will not be permitted to watch television, listen to radio, study, or read any non-business-related material.

8.16 Flyers

Distribution of flyers is not allowed.

8.17 Other Shifts

A security guard on duty is not allowed to have worked an 8-hour shift at another contract prior to reporting for duty at the CCRTA.

9.0 Contractor's Responsibilities

9.1 Approval of Supervisors and Security Guards

The Contractor will submit a list proposed security guards for assignment to this contract to the CCRTA's Director of Safety and Security or designee within thirty (30) calendar days of notice of contract award. The Contractor will also submit to the CCRTA's Director of Safety and Security or designee a "Criminal History Check" for the project manager, supervisors and security guards who will be assigned to perform under this contract. The CCRTA's Director of Safety and Security or designee will evaluate and approve or disapprove the proposed project manager, supervisor and security guards. The Contractor will be notified immediately regarding the approval status of the proposed project manager, supervisor, and security guards.

A letter indicating the names of the all newly hired security guards must be delivered to the CCRTA's Director of Safety and Security or designee. This process will be followed for all new hires and rehires.

9.2 Clear Police Record

The Contractor will provide sufficient personnel, including a project manager, supervisors and security guards, to properly fulfill its service obligations under this contract. Contractor agrees to and shall insure that the project manager, supervisors, and security guards assigned to the CCRTA have a clear police record. The CCRTA defines "clear police record" as a police record free of outstanding arrest warrants, pending felony or misdemeanor charges and no probation/jail time or deferred adjudication.

As part of the scope of work, Contractor agrees to and shall verify police records. Contractor shall report, as soon as possible, all prior convictions/deferred adjudication and any and all present/pending charges to the CCRTA's Director of

Safety and Security or his designee, not only during the pre-qualification phase, but any time new information pertaining to an individual assigned to the CCRTA arises, while this contract is in effect.

9.3 Disciplinary Action Program

The Contractor must have a disciplinary action program to address issues of absence, tardiness, not following orders, sleeping on the job, not wearing proper uniform or failure to follow appearance requirement, customer complaints, leaving posts without cause, etc.

9.4 Financial Responsibility

The Contractor will illustrate financial responsibility for providing all labor, uniforms, badges, equipment, materials, supplies, training, drug and alcohol testing requirements, supervision, and management for the performance of this contract.

9.5 Weekly Work Schedule

The Contractor will provide a weekly work schedule of all supervisors and security guards. The weekly work schedule will indicate the post and the name of the person filling the post. The work schedule will be submitted to the CCRTA's Director of Safety and Security or designee every Friday by 1:00 p.m.

9.6 Cell Phones

The Contractor will provide a smart phone to the guard on duty.

9.7 Liability

The Contractor will assume full liability for any act of its employee(s) in the exercise of security guards and supervisory functions.

9.8 CCRTA/Patron Property

The Contractor will be financially responsible for damaged or stolen the CCRTA or patron property caused by his/her employees. The Contractor will make timely repairs or replacement of property damaged by his/her employees.

9.9 Employee Attendance

The Contractor will establish a procedure for determining if employees are at the work site on time and in proper uniform. An attendance record will be maintained daily and will be made available to the CCRTA's Director of Safety and Security and/or designee.

9.10 Weapon

Commissioned supervisors and security guards must be qualified with the weapon that he/she will be carrying on duty while at the CCRTA. Proof of

qualification must be submitted to the CCRTA's Director of Safety and Security and/or designee before he/she is allowed to work at the CCRTA.

Supervisors and security guards will not be allowed to carry a weapon they have not qualified with and submitted records of qualification for the CCRTA's review, no exceptions. The maximum allowable caliber for all weapons is 357 caliber for revolvers and 45 caliber for automatic pistols. The weapon must be approved by the Contractor and project manager.

9.11 Uniforms

The Contractor will furnish a minimum of four sets of uniforms per year for all supervisors and security guards. A uniform will be worn at all times while engaged in the performance of the duties required. Uniforms and the wearing of same in general will conform to the requirements and standards prescribed by the DPS. Uniforms must be approved by the CCRTA's Director of Safety and Security. See Appendix A for Uniform Requirements.

9.12 Appearance Requirement

The Contractor must have a policy for appearance and hygiene requirements of male and female supervisors and security guards. No visible tattoo's allowed.

9.13 Uniform Inspections

The Contractor will establish a policy for random uniform inspections of security guards by the project manager and supervisors.

9.14 Delegating Assignments

The Contractor will establish a procedure for delegating special assignments to supervisors and security guards. The supervisors and security guards assigned will be responsible for reading and carrying-out orders.

9.15 CCRTA's Policies and Procedures

The Contractor will establish a procedure for instructing supervisors and security guards assigned to the CCRTA on the CCRTA's policies and procedures.

9.16 Abandoned Vehicles

The Contractor will establish a procedure for supervisors and security guards to report abandoned vehicles at the park and ride facilities to the CCRTA's Director of Safety and Security and/or designee.

9.17 Sexual Harassment Program

The Contractor must have an anti-discrimination, sexual harassment and retaliation policy and program. The Contractor is to provide written procedures for its employees to follow in reporting any complaint of discrimination, sexual harassment or retaliation. The Contractor must provide every employee a copy of

the antidiscrimination, sexual harassment and retaliation policy, as well as a copy of the written procedures. Every employee is to complete a one-hour training program concerning antidiscrimination, sexual harassment and retaliation program.

The Contractor's policy and procedure should clearly reflect that any complaint or allegation of discrimination, sexual harassment and retaliation and/or retaliation against a third party client's employee -- such as a CCRTA employee, representative or agent — must be reported through the established procedure; and that where an allegation is made against a third party client's employee -- such as a CCRTA employee, representative or agent — the Contractor's Human Resources staff will immediately notify the third party client's responsible EEO Officer. To the extent any allegation is made against a CCRTA employee, representative or agent, CCRTA's EEO Officer, should be notified immediately; and the Contractor and the Contractor's employees must provide all cooperation necessary for investigation and resolution of the allegations.

9.18 Invoices

The contractor must submit invoices bi-weekly.

10.0 Training Program for All Supervisors and Security Guards

Once a security guard is hired, the security guard must complete three eight (8)-hour day training requirements within seven (7) days prior to being assigned a shift at no additional cost to the CCRTA. A letter indicating that a security guard has completed training must be delivered to the CCRTA's Director of Safety and Security before a security guard can provide service under this contract. The Contractor is responsible for training all security guards and supervisors in the responsibilities of all posts. All training materials and supplies will be provided by the Contractor. The Contractor is responsible for all costs related to training. The training requirements may be increased by the CCRTA. Any increases to the training program will be provided at no additional cost to the CCRTA.

11.0 Items Provided to Contract by CCRTA

- 11.1 Desk – The CCRTA will provide the Contractor a desk located at the CCRTA's Security Office.
- 11.2 Telephone - The Contractor will have access to one phone located at the CCRTA's Security Office. The telephone will be used for business purposes only.
- 11.3 Two-Way Radio – The CCRTA will provide two-way radios for use by supervisors and some of the security guards. The Contractor is responsible for cost of repairs if the two-way radio is damaged. The Contractor is responsible for the cost of replacement if the two-way radio is lost, stolen, or unit cannot be repaired. The CCRTA will deduct this cost from any compensation owed the Contractor.

12.0 Report and Records

12.1 Security Guard/Supervisors Work Schedule

The weekly schedule is used to record security guard and supervisor assignments for the week. Security guard/supervisors' work schedules will be submitted by 1:00 p.m. every Friday to the CCRTA's Director of Safety and Security and/or designee. The work schedules must be for the following week. The security guard/supervisors' work schedule format will be provided by the CCRTA. A daily assignment schedule is distributed to Base Dispatch and Bus Operation Dispatch.

12.2 Project Manager Weekly Schedule

The Contractor must provide the project manager's weekly work schedule for the following week every Wednesday by 3:00 p.m. to the CCRTA's Director of Safety and Security and/or designee. The CCRTA's Director of Safety and Security can change the project manager's work schedule at any time.

12.3 Security Employee Sign in Roster

The sign in roster is used to record daily security hours of service to the CCRTA's Director of Safety and Security and/or designee.

12.4 Unmanned Posts/Late to Post

Must provide a list daily of unmanned posts and those who have arrived late to their post to the CCRTA's Director of Safety and Security and/or designee.

12.5 Personnel Files

The Contractor must keep a personnel file for each of the Contractor's employees, such as the project manager, supervisors and security guards used for this contract at the CCRTA office. The Contractor must provide any employee's personnel file if requested by the CCRTA's Director of Safety and Security or designee. The personnel file must include the following information in the following order:

- Personal Information Sheet — consisting of general employee information (i.e.name, date of hire, SSN, address, contact numbers, emergency contact numbers, commission status and dates of commission, firearm qualification records and brief description of person),
- Photo of employee,
- Copy of Commission Card,
- Copy of Weapons Qualification Certificate,
- Copy of Driver's License,
- Copy of Social Security Card,
- Any medical document relieving the CCRTA of medical liability,
- Employer letter verifying that employee has cleared a criminal history check, and
- Copy of the negative pre-employment drug and alcohol test.

12.6 Incident Report

Incident reports used to record safety and security incidents that occur on the CCRTA's property are to be submitted to the CCRTA's Director of Safety and Security and/or designee.

12.7 Accident Report

Accident reports used to report the CCRTA's vehicle accidents on the CCRTA's property or public roads are to be submitted to CCRTA's Director of Safety and Security and/or designee.

12.8 Information Report

Information reports used to report any information that may be pertinent to investigations, liability issues, or legal issues are to be submitted to the CCRTA's Director of Safety and Security and/or designee.

12.9 CCRTA Vehicle Log

The vehicle log is to record usage of "car pool" vehicles.

12.10 Radio Check List

The radio checklist is used to record the daily radio count.

12.11 Billable Hours

The billable hours for the contract will only consist of the following:

8,736 billable hours for commissioned security guards at Staples Street Center

6,240 billable hours for non-commissioned security guards at Staples Street Center

824 billable hours for non-commissioned security guards at Bear Lane Operations Facility

The CCRTA shall not be responsible for any other hours that have not been specifically approved in advance by the CCRTA's Director of Security and Safety.

13.0 Substance Abuse Prevention Program

The Contractor must establish and maintain a program for the prevention of drug use and alcohol misuse in transit operations. This anti-drug use and alcohol misuse policy must include a written substance abuse policy and drug and alcohol testing programs in accordance with Federal regulations 49 CFR Part 655, Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, The Drug Free

Workplace Act, 49 CFR Part 29, and Procedures for Transportation Workplace Drug and Alcohol Testing Programs, 49 CFR Part 40.

The Contractor will have a comprehensive anti-drug use and alcohol misuse program in place that meets or exceeds all Federal requirements. The Drug and Alcohol Testing program will include required training as well as pre-employment testing, reasonable suspicion testing, post-accident testing (when there is a human fatality, any individuals involved in the accident requiring immediate medical care away from the scene, or the vehicle is towed), return to duty testing, random testing, and follow-up testing. The Contractor's Drug and Alcohol Program Manager will attend a Transportation Safety Institute hosted Substance Abuse Management and Program Compliance course. A.D.H.H.S. approved laboratory shall be used for all required drug testing. The CCRTA shall have the right to audit Contractor's records and drug testing program. The Contractor is responsible for all testing and cost for all drug and alcohol testing requirements and the Contractor will not pass these costs to the employee.

Contractor will submit the following and obtain the CCRTA's approval prior to contract award:

- 13.1 A copy of the Contractor's anti-drug use and alcohol misuse policy and program,
- 13.2 Name, address, and telephone number of the Medical Review Officer,
- 13.3 Name, address, telephone number, and contact person at the drug testing facility,
- 13.4 Name, address, and telephone number of Substance Abuse Professional (SAP), and
- 13.5 A roster of all employees with pre-employment drug testing results must be provided prior to contract commencement.

14.0 Other Requirements

- 14.1 Contractor shall ensure that each employee subject to the Substance Abuse Prevention Program receives a copy of Substance Abuse Prevention Program and confirms acceptance.
- 14.2 Required training will be conducted before performing a safety-sensitive function.
- 14.3 Required training for all employees who supervise or direct safety-sensitive employees.
- 14.4 A negative drug and alcohol screen result from the MRO must be received before any employee performs a safety-sensitive function.
- 14.5 Provide monthly updated Employee Roster (including terminated employees) with the following:
 - 14.5.1 Employee Name,
 - 14.5.2 Employee SS Number,
 - 14.5.3 Employer's Employee Number, if available,

- 14.5.4 Date MRO confirmed negative pre-employment drug and alcohol screen,
 - 14.5.5 Date of required training,
 - 14.5.6 Date employee began performing safety-sensitive function, and
 - 14.5.7 Employment termination date.
- 14.6 Complete annual MIS Reports per 49 CFR 655 and submit to the CCRTA by February 15 following the reporting period.
- 14.7 Report all positive drug or alcohol results to the CCRTA's Safety Department within twenty-four (24) hours.
- 14.8 Report all accidents subject to post-accident testing to the CCRTA within twenty-four (24) hours of occurrence.
- 14.9 Other reporting documentation as required.
- 14.10 A copy of all drug and alcohol results shall be sent to the CCRTA within 5 calendar days of the Contractor receiving the results.

15.0 Liquidated Damages

The Contractor agrees that the CCRTA will be substantially damaged in amounts that will be difficult or impossible to determine if a security post is unmanned. Therefore, if a post is unmanned, the Contractor agrees, as a part of consideration for the awarding of this Contract, to pay the CCRTA Liquidated Damages at the rate of thirty dollars (\$30.00) per hour for every hour or part of the hour the post is unmanned. **Liquidated Damages will be assessed when a security supervisor and security guard arrive past the posted time.** The CCRTA and the Contractor agree that the Liquidated Damages rate is reasonable and that the payment by Contractor of Liquidated Damages is in lieu of actual damages for failure to provide a supervisor or security guard for a post and is not assessed as a penalty. In consideration thereof, Contractor waives any defense as to the validity of any Liquidated Damages agreed to herein as they may appear on the grounds that such Liquidated Damages are void as penalties or are not reasonably related to actual damages. Further, Contractor agrees that the CCRTA may withhold accrued Liquidated Damages from payment.

16.0 Contractors Employees

Security guards provided by the Contractor must be employees of the Contractor.

APPENDIX A

UNIFORM REQUIREMENTS

TABLE

Uniform Requirements

Qty. Per Set	Description
4	Pants (per year)
4	Uniformed Shirts (per year)
1	Name Tag
1	Security Guard Badge
1	Nyloid Duty Belt Triple Release
1	Security Guard Cap (per year)
1	Security Bomber Jacket
1	American Flag on Sleeves
1	Security Flash Light
1	Metal Security Whistle
1	Raincoat With Security ID
1	Security Safety Vest with Security ID
2	Guard Patrol System with 30 check points each

STANDARD SERVICE TERMS AND CONDITIONS

1. SERVICE STANDARDS

Contractor shall perform all work set forth in the specifications in a “first class” manner, consistent with all applicable regulations and industry standards. All work shall be performed to the reasonable satisfaction of the CCRTA, and any defective or substandard performance shall be promptly remedied.

2. INVOICES AND PAYMENTS

Contractor shall submit separate invoices, in duplicate, specified in the contract documents to Corpus Christi RTA – Staples Street Center, Attn: Accounts Payable, 602 N. Staples Street, Corpus Christi, Texas 78401. Invoices shall indicate the contract number and shall be itemized in accordance with the different components of work set forth in the Price Schedule. Payment shall not be due until thirty (30) days after the date the above instruments are submitted or the work is actually performed, whichever is later. In the event payment has not been made by the due date, Contractor shall submit a reminder invoice marked “overdue.” The CCRTA reserves the right to review all of Contractor’s invoices after payment and recover any overcharges resulting from such review.

3. TOOLS, EQUIPMENT AND SUPPLIES

Contractor shall provide such tools, equipment, supplies, materials, employees, management, and any other items or services as may be necessary in order to enable Contractor to provide the services required under the terms of this Contract.

4. ESTIMATED QUANTITIES

The estimated quantities for services, supplies or work to be performed noted in the Price Schedule are approximate. These quantities are to be used only for the comparison of proposal and the award of this Contract and are based on past and projected usage. Contractor agrees and understands that the actual quantities to be utilized are within the sole and absolute discretion of the CCRTA. Should the actual quantities be greater or lesser than the estimates contained in the Price Schedule, Contractor agrees that, regardless of the amount of such variance, it shall not be the basis for deviating from the quoted unit prices. Further, Contractor agrees to honor quoted unit prices for the duration of this Contract.

5. INDEMNIFICATION

Contractor shall indemnify and hold harmless the CCRTA, its officers, employees, agents, attorneys, representatives, successors and assigns from any and all claims, demands, costs, expenses (including attorney’s fees and expert witness fees), liabilities and losses of whatsoever kind or character arising out of or in connection with any act or omission of Contractor or its officers, employees or agents, during the term of this Contract. Contractor shall assume on behalf of the CCRTA and the indemnified parties described above, and

conduct with due diligence and in good faith, the defense of any and all such claims, whether or not the CCRTA is joined therein, even if such claims be groundless, false or fraudulent.

6. INDEPENDENT CONTRACTOR

At all times during the term of this Contract, Contractor shall be an independent contractor to the CCRTA, and Contractor shall not in any event be deemed an employee or other representative of the CCRTA. Any persons employed by Contractor shall at all times hereunder be deemed to be the employees of Contractor, and Contractor shall be solely liable for the payment of all wages and other benefits made available to such employees in connection with their employ. Contractor shall remain solely responsible for the supervision and performance of any such employees in completing its obligations under this Contract. Contractor warrants that any such employees shall be fully covered by workers' compensation insurance and that each of such employees has been carefully screened as to character and fitness for the performance of his or her job.

7. ASSIGNMENT

Contractor shall not assign or subcontract any of its rights, duties or obligations under this Contract without prior written consent of the CCRTA. Contractor shall be entitled to assign, pledge or encumber its right to receive payments under this Contract pursuant to security interests created in conformity with the Uniform Commercial Code so long as the CCRTA shall never be obligated to negotiate with any such third party in respect to compliance with the terms and conditions of this Contract. Any such assignment, pledge or encumbrance shall be limited by any rights of offset by the CCRTA for damages or claims arising under this Contract or any other obligation owed by Contractor to the CCRTA.

8. AMENDMENTS

No amendments, modifications or other changes to this Contract shall be valid or effective absent the written agreement of both parties hereto.

9. TERMINATION

The CCRTA shall have the right to terminate for default all or any part of its Contract if Contractor breaches any of the terms hereof or if Contractor becomes insolvent or files any petition in bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which the CCRTA may have in law or equity, specifically including, but not limited to, the right to sue for damages or demand specific performance. The CCRTA additionally has the right to terminate this Contract without cause by delivery to Contractor of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

10. ADVERTISING

Contractor shall not advertise or publish, without the CCRTA's prior consent, the fact that it has entered into this Contract, except to the extent necessary to comply with proper

requests for information from an authorized representative of the federal, state or local authorities.

13. GRATUITIES

No gratuities in the form of entertainment, gifts, or otherwise, shall be offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the CCRTA with a view toward securing a contract or securing favorable treatment with respect to a contract.

14. EQUAL OPPORTUNITY

Contractor agrees that during the performance of this Contract it will:

14.1. Treat all applicants and employees without discrimination as to race, color, religion, sex, national origin, marital status, age or handicap.

14.2. Identify itself as an "Equal Opportunity Employer" in all help wanted advertising or requests.

Contractor shall be advised of any complaints filed with the CCRTA alleging that Contractor is not an equal opportunity employer. The CCRTA reserves the right to consider such complaints in determining whether or not to terminate any portion of this Contract for which the services have not yet been performed; however, Contractor is specifically advised that no equal opportunity employment complaint will be the basis for denial of payment for any services already completed.

15. ENFORCEABILITY

This Contract shall be interpreted, construed, and governed by the laws of the United States and the State of Texas and shall be enforceable in any state court of competent jurisdiction in Nueces County, Texas. Contractor shall comply with all applicable laws and regulations in performing under this contract.

16. NOTICES

Notices shall be given to the parties by delivering or mailing such notice to the addresses set forth in the Contract documents, or at such other addresses as the parties may designate to each other in writing.

17. INTERPRETATION

This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms thereof. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used herein, and acceptance of a course of performance rendered under this Contract shall not be relevant to determine the meaning of this

Contract even though the accepting party has knowledge of the performance and opportunity for objection.

18. LIQUIDATED DAMAGES

For this RFP, liquidated damages have been included under the Scope of Work of this solicitation. Said damages are not imposed as a penalty but as an estimate of the damages that the CCRTA will sustain from delays or poorly performed work. These damages by their nature are not capable of precise proof. The CCRTA may withhold the amount of liquidated damages from monies otherwise due the CONTRACTOR.

CERTIFICATION FORMS

Please fill out and sign the following forms and return with your signed proposal.

**Do NOT Alter Any Forms.
Doing so will deem your proposal as non-responsive.**

Please fill out and sign the following forms and return with your signed proposal.

Reminders:

- Acknowledge any addendums issued on the bottom of (Appendix D) Certification and Statement of Qualifications form.
- Include your firm's DUNS number on the bottom of (Appendix D) Certification and Statement of Qualifications form. Be sure that your firm is registered with the System of Award Management "SAM" and visit SAM.gov to ensure that your firm's status is active with no exclusions before submitting your proposal.

PRICE SCHEDULE (APPENDIX A)

Proposers must provide fees for both the Three-Year Base and for the One (1) Two-Year Option

APPENDIX A

PRICE SCHEDULE

RFP No.: 2019-S-06

PROPOSER: _____

Instructions:

- (1) The following itemized proposal prices includes all costs for labor, materials, insurance, overhead, travel, profits, and all other costs necessary to perform the work in accordance with the contract documents.
- (2) This is three-year base contract with One (1) Two-Year option.
- (3) PROPOSERS must complete all information requested -- no items may remain blank (use N/A or other as necessary).
- (4) **Submit one original PRICE SCHEDULE.** On the outside of your sealed proposal address your envelope with the information as noted in "Instructions to Proposers" Section 5.

Three-Year Base

Location	Annual Hours (A)	Hourly Billing Rate (B)	Total Annual Cost (A x B)= (C)	Total Three- Year Base Cost (C x 3)
Staples Street Center Commissioned Security Guard	8,736			
Staples Street Center Non-Commissioned Security Guard	6,240			
Bear Lane Location Non-Commissioned Security Guard	824			
TOTAL				

**Three-Year Base
Add Alternate**

Overtime Hourly Rate for Commissioned Security Guard	
Overtime Hourly Rate for Non-Commissioned Security Guard	

Two (2) One-Year Option

Location	Annual Hours (A)	Hourly Billing Rate (B)	Total Annual Cost (A x B)= (C)	Total One (1) Two-Year Option Cost (C x 2)
Staples Street Center Commissioned Security Guard	8,736			
Staples Street Center Non-Commissioned Security Guard	6,240			
Bear Lane Location Non-Commissioned Security Guard	824			
TOTAL				

**Two (2) One-Year Option
Add Alternate**

Overtime Hourly Rate for Commissioned Security Guard	
Overtime Hourly Rate for Non-Commissioned Security Guard	

Signature

Printed Name

Title

Date

APPENDIX B
CERTIFICATION FORM

In submitting this proposal, the undersigned certifies on behalf of its firm and any proposed subcontractors as follows:

- (1) **Proposal Validity Certification:** If this offer is accepted within one hundred twenty (120) calendar days from the due date, to furnish any or all services upon which prices are offered at the designated point within the time specified;
- (2) **Non-Collusion Certification:** Has made this proposal independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to this Request for Proposals with any other FIRM or with any other competitor,
- (3) **Affirmative Action/DBE Certification:** Is in compliance with the Common Grant Rules affirmative action and Department of Transportation's Disadvantaged Business Enterprise requirements.
- (4) **Non-Conflict Certification:** Represents and warrants that no employee, official, or member of the Corpus Christi Regional Transportation Authority's Board of Directors is or will be pecuniary benefited directly or indirectly in this Contract,
- (5) **Non-Inducement Certification:** The undersigned hereby certifies that neither it nor any of its employees, representatives, or agents have offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any director, officer, or employee of the Corpus Christi Regional Transportation Authority with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to the performance of this Contract.
- (6) **Non-Debarment Certification:** Certifies that it is not included on the U. S. Comptroller General's Consolidated List of Persons or Firms currently debarred for violations of various contracts incorporating labor standards provisions, and from Federal programs under DOT regulations 2CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4
- (7) **Integrity and Ethics:** Has a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. Section 5325(j)(2)(A)
- (8) **Public Policy:** Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. Section 5325(j)(2)(B)
- (9) **Administrative and Technical Capacity:** Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D)
- (10) **Licensing and Taxes:** Is in compliance with applicable licensing and tax laws and regulations
- (11) **Financial Resources:** Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U. S. C. Section 5325 (j)(2)(D)
- (12) **Production Capability:** Has, or can obtain, the necessary production, construction, and technical equipment and facilities.
- (13) **Timeliness:** Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- (14) **Performance Record:** Is able to provide a satisfactory current and past performance record.

Signature

Printed Name

Title

Date

APPENDIX C
CERTIFICATION AND STATEMENT OF QUALIFICATIONS

The undersigned PROPOSER hereby further certifies that she/he has read all of the documents and agrees to abide by the terms, certifications, and conditions thereof.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

Firm Name: _____

Business Address: _____
Street, City, State and Zip

Telephone: Office: _____ Fax: _____

Email Address: _____

Firm Owner: _____ Firm CEO: _____

Taxpayer Identification Number: _____

Number of years in contracting business under present name: _____

Type of work performed by your company: _____

Have you ever failed to complete any work awarded to you? _____

Have you ever defaulted on a Contract? _____

Taxpayer ID#: _____ Date Organized: _____

Date Incorporated: _____

Is your firm considered a disadvantaged business enterprise (DBE)? _____

If you answered yes to the DBE question, explain type. _____

ADDENDA ACKNOWLEDGMENT

Receipt of the following addenda is acknowledged (list addenda number):

DUNS # _____ (Required) A DUNS number may be obtained from D & B by telephone (currently at 866-705-5711) or the internet (currently at <http://fedgov.dnb.com/webform>).

APPENDIX D

DISCLOSURE OF INTERESTS CERTIFICATION

FIRM NAME: _____

STREET: _____ CITY: _____ ZIP: _____

FIRM is: 1. Corporation 2. Partnership 3. Sole Owner
 4. Association 5. Other _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheets.

1. State the names of each “employee” of the Regional Transportation Authority having an “ownership interest” constituting 3% or more of the ownership in the above named “firm”.

NAME	JOB TITLE AND DEPARTMENT (IF KNOWN)
_____	_____
_____	_____

2. State the names of each “official” of the Regional Transportation Authority having an “ownership interest” constituting 3% or more of the ownership in the above named “firm”.

NAME	TITLE
_____	_____
_____	_____

3. State the names of each “board member” of the Regional Transportation Authority having an “ownership interest” constituting 3% or more of the ownership in the above named “firm”.

NAME	BOARD, COMMISSION OR COMMITTEE
_____	_____
_____	_____

4. State the names of each employee or officer of a “consultant” for the Regional Transportation Authority who worked on any matter related to the subject of this contract and has an “ownership interest” constituting 3% or more of the ownership in the above named “firm”.

NAME

CONSULTANT

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Regional Transportation Authority, Texas as changes occur.

Certifying Person: _____

Title: _____

(Type or Print)

Signature of Certifying Person: _____

Date: _____

**APPENDIX E
Sample Form 1295**

CERTIFICATE OF INTERESTED PARTIES		FORM 1295																																							
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY																																							
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.		Must file online at www.ethics.state.tx.us/File																																							
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.																																									
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.																																									
4	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 45%;">Name of Interested Party</th> <th rowspan="2" style="width: 25%;">City, State, Country (place of business)</th> <th colspan="2" style="width: 30%;">Nature of Interest (check applicable)</th> </tr> <tr> <th style="width: 15%;">Controlling</th> <th style="width: 15%;">Intermediary</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)		Controlling	Intermediary																																		
Name of Interested Party	City, State, Country (place of business)			Nature of Interest (check applicable)																																					
		Controlling	Intermediary																																						
5 Check only if there is NO Interested Party. <input type="checkbox"/>																																									
6 UNSWORN DECLARATION My name is _____, and my date of birth is _____. My address _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country). I declare under penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20____. (month) (year) <div style="text-align: right; margin-top: 10px;"> _____ Signature of authorized agent of contracting business entity (Declarant) </div>																																									
ADD ADDITIONAL PAGES AS NECESSARY																																									

Appendix F



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD APPROVED

ACCESSIBILITY POLICY

POLICY STATEMENT

To provide full participation and equality of opportunity for people with disabilities, people who are aging and other people with access and functional needs, the Corpus Christi Regional Transportation Authority (CCRTA) Board of Directors calls for all CCRTA departments, within their regular duties and responsibilities, to establish a commitment to access.

APPLICABILITY

This policy statement is broad, cross-cutting and designed for application to all actions of the CCRTA, including but not limited to the following:

- Policy Development
- Customer Service
- Service Provision and Operation (Directly Provided or Contracted)
- Employment
- Physical Environment
- Communications/Media/Website
- Public Involvement
- External Meetings and Agency Sponsored Events
- Fleet Characteristics
- Maintenance
- Safety/Security/Emergency Operations
- Procurements
- Staff Development and Training
- Construction and Engineering
- Route and Service Planning

IMPLEMENTATION

Effective implementation of the Accessibility Policy statement begins with the establishment of a Universal Access Team. Each CCRTA department will designate sufficient and appropriate team members to serve and meet monthly to ensure compliance with the policy. This team will help develop guiding principles in conjunction with the CCRTA Regional Committee on Accessible Transportation (RCAT). Meeting of the Universal Access Team will be coordinated through the designated CCRTA ADA Coordinator and report current activities and initiatives to the Chief Executive Officer (CEO).

Support of all CCRTA staff will include initial and ongoing training and professional development regarding integration and elimination of barriers for people with disabilities, people who are aging and other people with access and functional needs.

Additional tools available to all CCRTA staff will include the use of an Impact Statement (approved by the CEO) to ensure an effective outcome. The Impact Statement will provide for the review of programs, projects, and developing or ongoing CCRTA services that answer, at a minimum, the following questions:

- Are any barriers being created for people with disabilities, people who are aging and other people with access and functional needs?
- Is CCRTA enhancing access and integration for people with disabilities, people who are aging and other people with access and functional needs?
- Does the program, project, or service result in the most integrated setting appropriate for people with disabilities, people who are aging and other people with access and functional needs?
- Has CCRTA taken steps to reduce or eliminate any negative impacts?

POLICY REVIEW

Review of this policy will be done no less than annually or more frequently as needed. To complement the review, CCRTA staff through the Universal Access Team will establish procedures and conduct the following:

- Establish Review Baseline
- Conduct Internal Review of Regulatory Compliance to include an ongoing ADA Performance Monitoring Program for all modes of transportation
- Self-Evaluation Review and Update
- ADA Transition Plan Review and Update
- Establish Best Practices and Lessons Learned Components

Adopted July 6, 2011

Signed by: _____ Company: _____

Position: _____ Date: _____

APPENDIX G

REFERENCES: The Proposer must supply a list of four (4) similar projects which your company has completed within the last five (5) years that satisfactorily met the client's specifications.

1. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____

2. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____

3. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____

4. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____

CONTRACTS ON HAND: The Proposer must provide a list of contracts that the firm is currently in process:

APPENDIX H

REQUEST FOR INFORMATION/EXCEPTIONS/APPROVED EQUALS REQUEST

(Please submit **one** form for **each** Request for Information/exception/approved equal)

Page: _____

VENDOR: _____

PROJECT: RFP No. 2019-S-06

PAGE: _____ PARAGRAPH: _____ SUBJECT: _____

Request:

Signature

FOR CCRTA USE

Approved: _____ Disapproved: _____ Clarification: _____

Response:

Chief Executive Officer/Designee

APPENDIX I

PROPOSAL SUBMISSION CHECKLIST

This checklist is a tool to assist Proposers in including all required documents which must be submitted in the Proposer's proposal package.

Proposal Documents Required	Check
Proposals MUST BE submitted in the following format:	
1. Cover Letter	
2. Key Personnel Experience	
3. Project Approach	
4. Relevant Experience and Past Performance	
5. Copy of Insurance	
6. Certification Forms:	
6.1 Certification Form (Appendix B)	
6.2 Certification and Statement of Qualifications (Appendix C)	
6.3 Disclosure of Interest Certification (Appendix D)	
6.4 Accessibility Policy (Appendix F)	
6.5 References (Appendix G)	
Proposals MUST include the following:	
1. One Original Proposal	
2. Five hard copies of Proposal	
3. One Electronic copy on a USB Flash Drive	
Price Schedule (Appendix A) – One (1) original sealed in a separate envelope. Sign, Print Name, list Title, and Date at the bottom of the Price Schedule. NO OTHER COPIES ARE TO BE SUBMITTED. DO NOT INCLUDE A COPY ENCLOSED WITH YOUR PROPOSAL.	
1. List the Proposer's Name	
2. Complete the Price Schedule	
3. Sign, Print, Date and Provide Title on Price Schedule (Appendix A)	
6.1 Certification Form (Appendix B) – Sign, Print, Date and List Title	
6.2 Certification and Statement of Qualifications (Appendix C)	
- Certification and Statement of Qualifications (Appendix C) Proposer must:	
1. Sign	
2. Print Name	
3. Title and Date	
4. Firm Name	
5. Business address: Street, City, State and Zip	

6. Office and fax telephone numbers	
7. Email address	
8. Firm owner and Firm CEO	
9. Taxpayer Identification Number	
10. Number of year in contracting business under present name	
11. Type of work performed by your company	
12. Have you ever failed to complete any work awarded to you?	
13. Have you ever defaulted on a Contract?	
14. Taxpayer ID# and Date Organized	
15. Date Incorporated	
16. Is your firm considered a disadvantaged business enterprise (DBE)?	
17. If you answered yes to the DBE question, explain type.	
18. Addenda Acknowledgement – write in each addendum issued (<i>i.e.</i> Addendum No. 1, 2, and 3)	
19. DUNS# - Insert your firm's active DUNS#. You may check the status of your firm's DUNS# at SAM.gov	
6.3 Disclosure of Interest Certification (Appendix D)	
- Disclosure of Interest Certification (Appendix D) the Proposer must:	
1. Firm Name	
2. Street, City, Zip	
3. Identify your Firm by circling one of 1-4 or provide other in 5	
4. If there is a conflict of interest in the Disclosure Questions, then provide the name of the individual, job title and department or board, commission or committee.	
5. If there is not conflict then move to the Certificate section and Print, list Title, Sign and Date	
6.4 Accessibility Policy (Appendix F) – Sign, List Company, Position, and Date	
6.5 References (Appendix G)	
- References (Appendix G) the Proposer must:	
1. List 4 similar projects which he/she has completed within the last five years.	
2. Provide a list of contracts that the firm currently has in process.	