



Savannah-Chatham County Public School System

208 Bull Street / Savannah, Georgia 31401 / (912) 395-5600

September 19, 2021

Ladies and Gentlemen:

The Savannah-Chatham County Public School System ("SCCPSS") would like to take this opportunity to announce that it is requesting proposals for **RFP 22-18 Security Services (Annual Contract)**.

Enclosed is a Request for Proposals ("RFP") packet, which provides instructions for the submission of proposals and identifies the goods and/or services requested by SCCPSS. **Due to the COVID-19 epidemic, all proposals should be submitted electronically in the PDF format by email to the following SCCPSS Purchasing Department email address: purchasing@sccpss.com.**

Proposals must be received by email prior to **October 19, 2021 at 11:00:00 AM** (as determined by the timestamp assigned by the District's email program) at which time no additional proposals shall be accepted. **Time is of the essence, and any proposal received on or after this deadline for submission will not be accepted.** Offerors are responsible for ensuring that their proposals are timely received and registered by Purchasing Department personnel. If an Offeror does not receive an email confirmation that its proposal has been received and registered between the hours of 9:00 A.M. and 5:00 P.M. on the day the proposal is sent or prior to **10:59:99 A.M. on October 19, 2021** then Offerors should email or call the purchasing department at (912) 395-5572 to confirm receipt. While SCCPSS will accept all proposals received by the purchasing@sccpss.com email account by 10:59:99 A.M., Offerors should not wait until the last minute to submit proposals. **Any proposals received after 10:59:99 A.M. will be rejected.**

It shall not be sufficient to show that the proposal was sent by email before the scheduled deadline.

All proposals must be submitted with the RFP name, number, and closing date and time clearly marked on the subject line of the submitting email. A copy of the proposal register will be posted on the District's website after the closing date.

While all forms are required, Offerors will not be required to submit notarized forms with their initial proposal due to COVID-19. However, all forms must be signed. The successful Offeror will be required to submit notarized forms when normal operations resume. If the successful Offeror fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any contract before or after award and/or hold the Offeror liable for damages.

If an offeror is unable to submit a proposal at this time but would like to remain on the list of potential vendors for SCCPSS, please complete and return only the "No Proposal Statement Form" included with this RFP packet and clearly mark the outside of the envelope with the words "No Response."

If you have any questions concerning this solicitation, please submit them in writing to **Katrina Hagan, Purchasing Agent** at purchasing@sccpss.com. Please note that all communications relating to this solicitation must be directed to the Purchasing Department in writing to purchasing@sccpss.com pursuant to SCCPSS policy.

Thank you for your interest in responding to this RFP.

Sincerely,

for Sabrina L. Scales, NIGP-CPP, CPPB
Purchasing Director

Mission - To ignite a passion for learning and teaching at high levels.
Vision - From school to the world: All students prepared for productive futures
"AN EQUAL OPPORTUNITY EMPLOYER"

REQUEST FOR PROPOSALS (RFP): #22-18
Security Services (Annual Contract)

I. INTRODUCTION

The Board of Public Education for the City of Savannah and the County of Chatham, the body corporate responsible for public education in Chatham County, which is commonly known as the Savannah-Chatham County Public School System (hereinafter referred to as the "District" or the "SCCPSS"), which is governed by the elected school board, seeks sealed proposals for **Security Services (Annual Contract)** as specified in this Request for Proposal ("RFP").

It is worth noting at the outset that the competitive sealed proposal ("RFP") process differs from competitive sealed bidding in two important ways:

- 1) It permits discussions with competing Offerors and changes in their proposal, including price; and
- 2) It allows comparative judgmental evaluations to be made on various criteria (in addition to cost) for award of the contract.

Vendors who wish to be awarded a contract by the Board to provide the goods and/or services requested by this RFP shall be referred to herein as the "Offeror(s)". To be considered for an award of a contract under this RFP, Offerors should carefully read this solicitation document, which is called **Request for Proposals (RFP) 22-18**, and all of the forms, product specifications, service requirements, contract documents, or other materials that may be attached hereto or referenced herein. This RFP and the associated documents identify the goods and/or services requested by the SCCPSS, contain the instructions for preparing and submitting proposals, and outline the process by which the Board will award a contract for those goods and/or services, if it decides to award a contract at all.

II. GENERAL TERMS AND CONDITIONS FOR THIS RFP

A. A "Cone of Silence" Applies to this RFP.

A "Cone of Silence" is imposed upon this RFP after advertising and terminates at the time the Board awards a contract. The Cone of Silence prohibits any communications by written, oral, or electronic form by, or on behalf of, a prospective Offeror for this solicitation, including any persons affiliated with or in any way related to a prospective Offeror, and any member of the elected school board, the superintendent or her staff, any persons involved in evaluating the bid, program managers, or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular vendor or vendors and to prevent prospective Offerors from circumventing the process for selection set forth in this RFP.

The Cone of Silence does not apply to oral communications with the Director of Purchasing, or the Director of Purchasing's designees, at pre-proposal conferences, site visits (as applicable), presentations before selection committees, or contract negotiations with offerors selected for award. Written communications expressly authorized by this solicitation, such as (1) the submission of the proposal itself, (2) requests for interpretation, requests for material substitutions, protests, or similar inquiries to the purchasing department, (3) documents circulated at oral presentations before selection committees, or (4) documents circulated in connection with contract negotiations with the Offeror(s) selected for award are also permitted in communication with the Director of Purchasing or the Director of Purchasing's designees. The Cone of Silence does not apply to presentations allowed by Board policy or to the Board of Education at a duly called public meeting.

In addition to any other penalties provided by law, violation of the Cone of Silence by any Offeror may result in the rejection of the Offeror's response as "not responsible" and disqualify the Offeror from being awarded any contract as a result of this solicitation. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District's Purchasing Department.

B. The Goods and/or Services requested by the SCCPSS.

The goods and/or services requested by the SCCPSS in this RFP are described in more detail in "Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements," which is incorporated into this RFP by this reference.

C. The Advertising Dates for this RFP.

This RFP is being advertised on the Purchasing Department page of the District website www.sccpss.com, from Sunday, September 19, 2021, until the deadline for submitting proposals. This RFP is also being advertised on the Georgia Procurement Registry website from Monday, September 20, 2021, until the deadline for submitting proposals.

This RFP is also being advertised in the Savannah Morning News, the newspaper for legal notices in Chatham County, on the following dates:

Sunday, September 19, 2021 and Sunday, October 3, 2021

D. Pre-Proposal Conferences Held by the Purchasing Department.

No Pre-Proposal Conference will be held.

Offerors should be advised that while there is no pre-proposal conference scheduled for this RFP, attendance may be required at an interview scheduled after the submission of proposals for this RFP.

Offerors should also be advised that other SCCPSS RFPs may require attendance at a pre-proposal conference as a condition to being deemed a "responsive" and "responsible" Offeror eligible for a contract award.

E. The Deadline for Submitting Proposals in Response to this RFP.

The deadline for submitting proposals in response to this RFP, unless extended by the SCCPSS, shall be as follows:

Thursday, October 19, 2021 prior to 11:00:00 A.M.

Time is of the essence, and any proposal received on or after this deadline for submission will not be accepted. Proposals must be received by email prior to October 19, 2021 at 11:00:00 AM (as determined by the timestamp assigned by the District's email program) at which time no additional proposals shall be accepted. Offerors are responsible for ensuring that their proposals are timely received and registered by Purchasing Department personnel. If an Offeror does not receive an email confirmation that its proposal has been received and registered between the hours of 9:00 A.M. and 5:00 P.M. on the day the proposal is sent or prior to 10:59:99 A.M. on October 19, 2021 then Offerors should email or call the purchasing department at (912) 395-5572 to confirm receipt. While the SCCPSS will accept all proposals received by the purchasing@sccpss.com email account by 10:59:99 A.M.,

Offerors should not wait until the last minute to submit proposals. Any proposals not received by 10:59:99 A.M. will be rejected.

It shall not be sufficient to show that the proposal was sent by email before the scheduled deadline. Furthermore, the only clock that shall matter for the purposes of determining the timely receipt of email submissions is the timestamp assigned by the District's e-mail program to the email account associated with the following email address: purchasing@sccpss.com.

This deadline may be extended for all prospective Offerors within the discretion of the Director of the Purchasing Department or her designee for any reason. A non-exclusive list of reasons why the deadline may be extended include: the issuance of addenda to this RFP or the associated specifications, a total absence of proposals, SCCPSS closure due to inclement weather, etc. The Director of the Purchasing Department will either extend the deadline for all Offerors or not all.

F. Delivery and Submission of Proposals.

Offerors shall timely deliver proposals by email to purchasing@sccpss.com. The proposal and all required forms shall be submitted as PDF document attached to the email.

All proposals must be submitted with the RFP name, number, and closing date and time clearly marked on the subject line of the submitting email.

Please include with your proposal all documents requested by this solicitation, including, but not limited to, a copy of your firm's current business license and certificate of insurance. **Failure to include all of the information and/or documents requested by this solicitation could result in the offeror's proposal not being considered by the SCCPSS.**

While all forms are required, Offerors will not be required to submit notarized forms with their initial proposal due to COVID-19. However, all forms must be signed. The successful Offeror will be required to submit notarized forms when normal operations resume. If the successful Offeror fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any contract before or after award and/or hold the Offeror liable for damages.

G. Receipt and Registration of Proposals.

Proposals must be received by email addressed to the purchasing@sccpss.com email account prior to October 19, 2021 at 11:00:00 AM (as determined by the timestamp assigned by the District's email program) at which time no additional proposals shall be accepted. Offerors are responsible for ensuring that their proposals are timely received and registered by Purchasing Department personnel. If an Offeror does not receive an email confirmation that its proposal has been received and registered between the hours of 9:00 A.M. and 5:00 P.M. on the day the proposal is sent or prior to 10:59:99 A.M. on October 19, 2021 then Offerors should email or call the purchasing department at (912) 395-5572 to confirm receipt. While the SCCPSS will accept all proposals received by the purchasing@sccpss.com email account by 10:59:99 A.M., Offerors should not wait until the last minute to submit proposals. Any proposals not received by 10:59:99 A.M. will be rejected.

Proposals and modifications shall be shown only to Board personnel having a legitimate interest. Only after award of the contract shall proposals be open to public inspection. If this RFP is cancelled before the award of a contract, the District will retain, but not make open to public inspection, copies of

the proposals it received to help preserve the competitiveness of a future solicitation process for the same goods and services.

H. Timely-filed, Signed Proposals Considered an Offer.

An Offeror's timely-filed, signed proposal shall be considered an offer on the part of the Offeror which may become a binding contract on the Offeror if accepted by the District following a vote by the elected school board at the conclusion of the proposal evaluation process. By submitting a proposal in response to this RFP, Offeror agrees that the proposal will remain open for acceptance by the District for at least 120 days without any changes in terms or pricing.

In the event that the Offeror refuses to perform its promises made in its proposal after acceptance by the District, the District may take such action as it deems appropriate to redress the Offeror's failure to perform, including legal action for damages or equitable relief, including specific performance, for the Offeror's lack of required performance.

I. Non-Response by Prospective Offerors.

If an Offeror does not wish to submit a proposal in response to this RFP but would like to remain on the list of potential vendors for the SCCPSS, please complete and return only the "No Proposal Statement Form" included with this RFP packet and clearly mark the outside of the envelope with the words "No Response."

J. Form and Formatting of Proposals.

The form and formatting requirements for proposals requested by this RFP are described in "Attachment A- Description of Property, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements."

K. Bid Bonds.

A bid bond **IS NOT** required with Offeror's proposal for this RFP.

If a bid bond is required by this RFP, the requirement is set forth in more detail in "Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements," which is incorporated by this reference.

L. Performance Bonds.

A performance bond **IS NOT** required in connection with this RFP.

If a performance bond is required by this RFP, the requirements of any such Performance Bond will be set forth in "Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements," which is incorporated by this reference.

M. Offeror's Essential Credentials and Business Structure to be considered a "Responsible Offeror."

To be even considered for a possible award of a contract for the goods and/or services requested by this RFP, an Offeror must be deemed a "responsible" Offeror by the SCCPSS Purchasing Department.

To be considered a “responsible” Offeror for the purpose of this RFP, an Offeror must be licensed and have the capacity to provide the goods and/or perform the services requested by this RFP and must be able to meet the minimum licensing, bonding, insurance, and contractual requirements of this RFP. The Board reserves the right to request an Offeror to provide additional information or documentation to demonstrate that it is a “responsible” Offeror. Failure to provide the requested additional information, in itself, will be sufficient grounds for the Board to declare the Offeror to be not “responsible” for the purposes of this RFP.

To be considered a “responsible” Offeror, the Offeror’s majority (51%) ownership, whether public or private, must be held by citizens or lawful permanent residents of the United States.

To be considered a “responsible” Offeror, the Offeror must attach to its proposal a copy of any and all business licenses needed for the Offeror to provide the requested goods and/or services, including any local business licenses needed to provide the good and/or services requested by this RFP in Chatham County.

If the Offeror is a corporation, a copy of a current Annual Corporate Registration issued by the State in which the Offeror is incorporated is required to demonstrate that the Offeror is a “responsible” offeror.

While any lawful form of business may be a “responsible” Offeror, if the Offeror is a partnership or joint venture (PJV), a copy of the contractual agreement between the participants in the PJV must be provided with the PJV’s proposal. The PJV agreement must be adequate to its purpose of establishing a safe and well-structured good faith relationship between the participants, and must comply with all applicable laws, including Antitrust Laws. The agreement must include adequate provisions to address unforeseen events such as the demise of any one of the partners or joint venture companies, and the like.

If the Offeror is a corporation, a copy of a current Annual Corporate Registration issued by the State in which the Offeror is incorporated is required to demonstrate that the Offeror is a “responsible” offeror.

While any lawful form of business may be a “responsible” Offeror, if the Offeror is a partnership or joint venture (PJV), a copy of the contractual agreement between the participants in the PJV must be provided with the PJV’s proposal. The PJV agreement must be adequate to its purpose of establishing a safe and well-structured good faith relationship between the participants, and must comply with all applicable laws, including Antitrust Laws. The agreement must include adequate provisions to address unforeseen events such as the demise of any one of the partners or joint venture companies, and the like.

If a joint venture, information and documentation must be provided to establish whether the joint venture is a business entity created for the purpose of functioning as the joint venture, or whether the joint venture is operated through the existing legal status of the venture partners. All information regarding the legal structure and reporting of income for tax purposes of the PJV must be provided. The District may disqualify from consideration the Offer of any PJV when it determines such disqualification to be in its best interest.

The District WILL NOT enter into an agreement with more than one legal business entity. Additionally, if two or more projects have not been previously undertaken and successfully completed by a PJV Offeror, each party to the PJV responding to this RFQ must submit complete but separate proposals making clear that it is a part of a PJV Offer. It is required that each participant in a PJV be routinely and on a daily basis in the business of providing services which are closely similar or identical

to those Services solicited by this RFP.

N. Insurance, Warranty, Indemnity and Other Requirements for “Responsible” Offerors.

To be considered a “responsible” Offeror, all Offerors may be required to meet minimum insurance, warranty, indemnity and other requirements set forth in more detail in “Attachment A-Description of Property, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements,” which is incorporated by this reference.

O. O.C.G.A. § 13-10-91 and E-Verify Compliance Required for “Responsible” Offerors.

To be considered a “responsible” Offeror, all Offerors are required to comply with O.C.G.A. § 13-10-91, a Georgia statute that prohibits a public employer such as the SCCPSS from entering into any contract with a contractor who fails to participate in the federal work authorization program E-Verify or fails to demonstrate that it is not required to participate in the E-Verify program. In order to be deemed a “responsible” Offeror eligible for this RFP, the Offeror must provide the affidavit(s) or other documentation required O.C.G.A. § 13-10-91. While the District provides sample O.C.G.A. § 13-10-91 affidavit forms in this RFP, Offerors are solely responsible for familiarizing themselves with their obligations under O.C.G.A. § 13-10-91 and making sure that they provide the Board with the required documentation.

P. Local and/or Minority/Women Business Enterprise (LMWBE) Policies.

It is the policy of the Board to maximize the utilization of qualified local, minority, and women owned business enterprises (“LMWBEs”) who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District’s facilities construction, maintenance and repair programs. Prime contractors on district construction projects shall make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers and provide proof of such efforts and contracts with and payments made to LMWBEs upon request. The Board also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBEs with relevant and necessary experiences to grow their business.

For the purposes of this policy, good faith efforts may include, but not be limited to, the following:

- Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities.
- Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.
- Communicate with the City of Savannah’s Office of Economic Development to identify available and qualified LMWBE firms.
- Review the District’s list of vendors indicating an interest in providing services to the District.
- Select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.
- Solicit and negotiate with available and qualified LMWBEs for specific subcontracting opportunities.
- Assign substantive work to LMWBEs or LMWBE teaming partners.

For the purposes of this policy, a local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah, Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.

For the purposes of this policy, a Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority or persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African American: A person with origins in any of the Black racial groups of Africa;
2. Hispanic American: A person with origins from Mexico, South America, Central America or the Caribbean Basin, regardless of race; and
3. Asian American: A person with origins from the Indian subcontinent, countries of the Asian Pacific region, and surrounding countries; and
4. American Indian: A person with origins from the indigenous people of North America.

For the purposes of this policy, a Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

SCCPSS shall, through their program management and construction management providers, engage in efforts to communicate opportunities afforded by the District's facilities construction, maintenance and repair programs to LMWBEs, including but not limited to:

- Communicate opportunities associated with SCCPSS facilities construction, maintenance and repair programs to the citizens of Chatham County.
- Work with other local governments and relevant community organizations to provide technical assistance and guidance to LMWBEs;
- Develop strategies to assist prime contractors in maximizing their utilization of LMWBEs;
- Develop and provide informational sessions to educate LMWBEs in the requirements of the District's procurement process;
- Provide notices as outlined above and maintain a list of vendors who have provided or are interested in providing services to the SCCPSS, as outlined above.

SCCPSS may, from time to time, audit vendor contracts with and payments to LWMBE contractors and subcontractors and may require that proof of such contracts and payments be provided to the SCCPSS.

All Offerors must read, complete and return all of the LMWBE forms attached to this RFP.

Q. The Board's Reservation of Rights to Cancel this RFP, to Amend the RFP Process, to Disqualify Offerors, and to Waive Irregularities and Technicalities.

The Board, in the discretion of the Purchasing Director, the Chief Financial Officer, the Superintendent, or the Board's governing body, the elected School Board, may cancel this RFP at any time before the Board awards a contract to any Offeror(s). The Board may decline to purchase the goods and/or services solicited in this RFP at all or it may decide to purchase some or all of the same goods and/or services through a similar or different procurement process.

The Board, in the discretion of the Purchasing Director, the Chief Financial Officer, the Superintendent, or the Board's governing body, the elected School Board, reserves the right to amend this RFP and all attachments in any way and at any time (without cancelling it in its entirety) before the deadline for the submission of proposals. Any addenda amending this RFP will be made available to all Offerors on the SCCPSS website. As stated above, the

submission deadline will be extended at least seventy-two (72) hours if any addenda are issued less than seventy-two (72) hours before the submission deadline.

The Board further reserves the right to amend this RFP in any way after the deadline for the submission of proposals (without cancelling the RFP in its entirety), except the Board will not amend the original proposal formatting or submission requirements, the criteria for determining whether the Offeror is a "responsive" or "responsible" Offeror, or any of the initial evaluation criteria used for determining whether the Offeror is "reasonably susceptible of being selected for award" or "short-listed," phrases commonly used by the Purchasing Department to indicate that an Offeror performed well enough on the initial evaluation criteria to be eligible to participate in interviews or subsequent rounds of evaluations. A non-exclusive example of such an amendment to an RFP may be changes to second round evaluation criteria to help differentiate those short-listed Offerors determined to be "reasonably susceptible of being selected for award."

The Board further reserves the right to redo any stage of this RFP (without cancelling it in its entirety) if the Board, in the discretion of the Purchasing Director, the Chief Financial Officer, the Superintendent, or the Board's governing body, the elected School Board, has concerns that a stage of the RFP should be redone to eliminate any question of whether it was conducted properly.

The Board reserves the right to reject any and all proposals submitted in response to this RFP, and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board.

The Board has the right to disqualify a proposal of any Offeror on the basis that the proposal is "nonresponsive", or the Offeror is "not responsible."

A proposal shall be deemed "nonresponsive" if it fails to include all of the information or documents required by this RFP.

An Offeror shall be deemed "not responsible" if the Board determines that the Offeror fails to meet the minimal requirements to be eligible for consideration, including but not limited to, a lack of capacity to do the work or provide the services requested, a lack of proper insurance, the lack of a valid business license, failure to satisfy e-Verify requirements, being disqualified from working for the SCCPSS because of poor performance on a prior project, or some other reason that gives the Board reason to question the responsibility or reliability of the Offeror. The District reserves the right to request an Offeror to provide additional information in response to any concern that an Offeror may not be a "responsible" Offeror. Failure to provide the requested additional information, in itself, will be sufficient grounds for the Board to declare the Offeror to be not "responsible" for the purposes of this RFP.

R. Evaluation and Award of Contract.

A contract with the Board, if one is awarded at all, for the goods and/or services requested in this RFP will be awarded by means of the evaluation process described in in "Attachment A - Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements."

Depending on the nature of the goods and/or services the Board may provide a sample of the contract it is willing to execute with a successful Offeror. If such a sample contract is attached, then the Offeror is deemed to have agreed that all of the terms contained therein will be acceptable by submitting a proposal. If the Offeror wants to propose materially different terms, then the Offeror should file a request for Material Substitution using the procedure outlined above before submitting its proposal.

For other goods and/or services, the Board may ask Offerors to provide a proposed contract. The terms of that proposed contract will be evaluated as part of the selection process and the District may ask short-listed Offerors determined to be reasonably susceptible for award to negotiate specific terms. The specifications for the goods and/or services requested by this RFP may also include specific contract terms outlined in "Attachment A - Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements" that should be included in any contract proposed by an Offeror.

By way of a non-exclusive example, the specifications may provide that the Board will not agree to any contract provision requiring the Board to indemnify any Offeror as such provisions are prohibited by Board policy and state law. Conversely, there may be times when the Board requires an Offeror to maintain certain levels of insurance, to honor certain warranties, or to provide indemnity to the Board.

S. Consideration of Offeror Past Performance.

Successful Offerors should be advised that they will be evaluated by the District over the duration of the contract period. Performance will be documented. Poor performance may result in the Offeror being disqualified on future RFPs. Good performance may result in the Offeror receiving additional points on future RFPs.

T. Public Information.

It is the policy of the Board that at the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal. Failure to list all proprietary sections of the submitted proposal shall relieve the Board from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.

U. Offeror Questions, Requests for Interpretations, and Issuance of Addenda.

If an Offeror should have any questions relating to an RFP, including but not limited to the interpretation of RFP language, the specifications for the goods and/or services requested, the terms of sample contract provisions attached to this solicitation, the preparation or submission of Proposals, or the evaluation and contract award process outlined in this RFP, the offeror may deliver written requests for interpretation by email to the Purchasing Department's designated email purchasing@sccpss.com. Email must contain the **"RFP 22-18, SECURITY SERVICES FOR SAVANNAH CHATHAM COUNTY PUBLIC SCHOOL SYSTEM QUESTION SUBMITTAL"** clearly marked in **UPPER CASE** in the subject line of the submitting email. Question emails without the "RFP Number, Name and Questions Submittal" clearly identified in the subject line of the email may not be considered.

All answers to questions and any interpretations of documents shall be made by addenda to the RFP and shall be made available to all Offerors on the District's website. While the Board will also make a good faith effort to mail or fax any addenda to all Offerors who attended pre-proposal conferences, submitted requests for interpretations to the District, or otherwise communicated an interest to receive notice of addenda, the Board's failure to provide an Offeror with individualized notice of an addenda will not provide an Offeror with grounds to protest the implementation of this RFP. Offerors are ultimately responsible themselves for keeping track of addenda issued by the Board before the deadline for submitting proposals in response to this RFP.

All requests for interpretation must be submitted to the Purchasing Department on or before the close of business, 5:00 PM on Monday, October 4, 2021. The Board shall not be required to answer any questions about this RFP submitted after this date.

The Purchasing Department will extend the deadline for submitting proposals for all Offerors by at least seventy-two (72) hours if it issues any addenda within seventy-two (72) hours before the scheduled proposal submission deadline.

The Purchasing Director, or her designee, in her discretion, may extend the deadline for submitting requests for interpretation for all Offerors if the deadline for submitting proposals is also extended.

The Purchasing Director, or her designee, are the only individuals authorized by the District to make any representations to any Respondent. All special request and replies, if any, will be circulated to all Respondents who would therefore be entitled to amend their Proposals.

V. Requests for Material Substitution of Products, Services, or Contract Terms.

The goods and/or services requested by the SCCPSS in this RFP are described in more detail in "Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements." which is incorporated into this RFP by this reference.

In the event an Offeror would like to propose terms that conflict with the required terms stated in the Attachment A for this RFP, the Offeror should request substitution of conflicting terms by the deadline for Requests for Material Substitution. All determinations of the acceptability of the proposed replacement terms shall rest with the Board staff and their decision shall be final.

Offeror may submit additional proposal terms that do not expressly conflict with the minimum required terms set forth in Attachment "A." Such terms will be evaluated by the District.

The foregoing notwithstanding, the District reserves the right to negotiate any and all terms up until the elected School Board votes to award a final contract as a result of this RFP.

All requests for the material substitution of good and services and the change of contract terms shall be submitted to the Purchasing Department by email to the Purchasing Department's designated email purchasing@sccpss.com. Email must contain the **"RFP 22-18 SECURITY SERVICES FOR SAVANNAH CHATHAM COUNTY PUBLIC SCHOOL SYSTEM REQUEST FOR MATERIAL SUBSTITUTION"** clearly marked in **UPPER CASE** in the subject line of the submitting email. Material substitution emails without the "RFP Number, Name and Request for Material Substitution" clearly identified in the subject line of the email may not be considered.

All answers to requests for material substitution shall be made by addenda to the RFP and shall be made available to all Offerors on the District's website. While the Board will also make a good faith effort to mail or fax any addenda to all Offerors who attended pre-proposal conferences, submitted requests for interpretations to the District, or otherwise communicated an interest to receive notice of addenda, the Board's failure to provide an Offeror with individualized notice of an addenda will not provide an Offeror with grounds to protest the implementation of this RFP. Offerors are ultimately responsible themselves for keeping track of addenda issued by the Board before the deadline for submitting proposals in response to this RFP.

All requests for material substitution must be submitted to the Purchasing Department on or before the close of business, 5:00 PM on Monday, October 4, 2021. The Board shall not be required to answer any questions about this RFP submitted after this date.

The Purchasing Department will extend the deadline for submitting proposals for all Offerors by at least seventy-two (72) hours if it issues any addenda within seventy-two (72) hours before the scheduled proposal submission deadline.

The Purchasing Director, or her designee, in her discretion, may extend the deadline for submitting requests for material substitution for all Offerors if the deadline for submitting proposals is also extended.

W. Protests

Any actual Offeror or bona fide prospective Offeror who is aggrieved in connection with this RFP may protest to the Purchasing Director by email to purchasing@sccpss.com. **Please include the "RFP 22-18 SECURITY SERVICES (ANNUAL CONTRACT) PROTEST" clearly marked in UPPER CASE in the subject line of the email.** It is incumbent upon the Offeror to receive confirmation from the Purchasing Department that its protest has been received. Offerors who do not receive confirmation of the protest by email during normal business hours of 9:00am to 5:00 p.m. on the day the protest is sent should call the Purchasing Department to confirm receipt of the protest at (912) 395-5572.

By submitting a Proposal in response to this RFP, the Offeror waives any objection to the content of this RFP (including any attachment or addenda) as well as any objection to any procedure outlined therein. Protests filed after the deadline for submissions shall only concern the implementation of the RFP as applied to the Offeror.

Any protest to the content of this RFP (including any attachment or addenda) as well as any objection to any procedure or evaluation criteria outlined therein shall be filed no later than five (5) business days prior to the deadline for submissions of proposals, unless the objection concerns an addenda issued fewer than five (5) business days prior to the deadline for submissions of proposals, in which case, an objection may be filed to that addenda only at any time before the submission deadline.

Any protest filed after the submission deadline shall be submitted within five business (5) days after the action by the District on which the grievance is based, but in no case later than five business (5) days after the date of the District's notice of intent to award a contract for the provision of goods and/or services requested in his RFP, which will be transmitted by email or fax to all Offerors.

The Board shall not intentionally withhold information that is stated in this RFP to be forthcoming at certain intervals, but failure of the District to notify an Offeror who might be aggrieved by the content of such notification shall not give rise to any claim or rights resulting from said failure. Only formal protests will be considered, and in order for a protest to be considered as formal, it must be presented in written form, and must contain a minimum of the following:

- A specific identification of the statutory or regulatory provision(s) that the District's purchasing staff member or department is alleged to have violated,
- A specific description of each act alleged to have violated the statutory or regulatory provision(s) identified above,
- A precise statement of the relevant facts that include timelines and all involved parties, and
- An identification of the issue(s) that needs to be resolved that support the protest.

The letter of protest shall be taken under consideration by the Chief Financial Officer and/or the Superintendent, who shall respond to the protesting Offeror within ten (10) business days of receipt of the letter of protest. The initial written response may explain that the Chief Financial Officer and/or the Superintendent need additional time to review the Protest. In any event, a final decision will be issued on the Protest by the Chief Financial Officer and/or the Superintendent before the execution of a final contract with the Successful Offeror. This written decision shall be final and conclusive.

X. Offerors Not Entitled to Reimbursement for their Costs Associated with Submitting Proposals.

The Board recognizes that participating in this RFP process, or any government procurement process, can be time consuming and expensive for Offerors. In participating in part of this process, Offerors acknowledge that their costs in participating in this process are the costs of attempting to do business with the SCCPSS.

All Offerors or potential Offerors, including unsuccessful Offerors or Offerors or potential Offerors who file protests, agree that the Board shall not be responsible for reimbursing the Offeror for any costs they may

incur in connection with this RFP, including staff time, printing costs, attorneys' fees, or expenses of litigation.

Y. Gratuity Prohibition.

No Offeror shall offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the District for the purpose of influencing consideration of this solicitation.

Z. Certification of Independent Submission of Proposals.

By submitting a proposal in response to this RFP, the Offeror must certify that:

1. The information contained in any proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition with any other Offeror or with any competitor;
2. The information in the proposal has not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to the District's final determination regarding this RFP, directly or indirectly to any other Offeror or to any competitor;
3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition; and,
4. In the event the Offeror is a partnership or joint venture, each party thereto certifies the above.

[RFP CONTINUES ON NEXT PAGE]

II. RFP ATTACHMENTS, SPECIFICATIONS, SAMPLE CONTRACTS, AND FORMS

The following attachments, specifications, sample contracts and forms are part of this RFP and are herein incorporated by this reference.

A. Attachment A: Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.

B. Attachment B: Forms to be submitted with this RFP.

1. **Solicitation Form 1:** **Proposal Submission Checklist**
(to be included on the front of any proposal)
2. **Solicitation Form 2:** **Proposal Certification Form**
(to be included behind the checklist and before the Offeror's proposal)
3. **Solicitation Form 3:** **Offerors References**
4. **Solicitation Form 4:** **Contractor Affidavit** Under O.C.G.A. § 13-10-91
5. **Solicitation Form 5:** **Subcontractor Affidavit** Under O.C.G.A. § 13-10-91
(submit only if contractor may use subcontractors)
6. **Solicitation Form 6:** **Sub-Subcontractor Affidavit** Under O.C.G.A. § 13-10-91
(submit only if subcontractors may use sub-subcontractors)
7. **Solicitation Form 7:** **Disclosure of Responsibility Statement**
(and any related attachments)
8. **Solicitation Form 8:** **Good Faith Efforts Requirements**
9. **Solicitation Form 9:** **Joint-Venture Disclosure Statement**
(only need if a joint venture used)
10. **Solicitation Form 10:** **Offeror's Sealed Fee Proposal Form**
(Offeror should submit Form 10 in the form of a "PDF" separate from Technical Response labeled "RFP 22-18 Fee Proposal.")
11. **Solicitation Form 11:** **No Proposal Statement Form**

C. Attachment C: **Sample Contract**

Attachment A

SECURITY SERVICES FOR SAVANNAH CHATHAM COUNTY PUBLIC SCHOOL SYSTEM (ANNUAL CONTRACT) RFP #22-18

Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.

The project specifications listed in this section supersede any contradictory references made in the General Terms and Conditions section of this RFP.

1.0 General Intent.

The Savannah/Chatham County Public School System (hereinafter referred to as "SCCPSS") is currently soliciting proposals from qualified firms to provide Security Services for the Savannah Chatham County Public School System as detailed in Attachment A. Any deviations from the scope of services must be clearly noted by the Offeror. Adequate information to allow the Board to evaluate those exceptions must be submitted with the proposal. **SCCPSS has an expected contract start date of January 1, 2022.**

2.0 Background.

Savannah-Chatham County Public School System (SCCPSS) is the 10th largest school district in Georgia. It is an urban district located in southeast Georgia, which has seen rapid community growth. A total of fifty-five (55) educational facilities and nine (9) other educational centers serving approximately 37,000 students and their families. SCCPSS employs approximately 5,600 employees.

3.0 Scope of Services.

- 3.1 Qualified security firms must have demonstrated experience in commercial security and with security in governmental facilities.
- 3.2 All security personnel must meet the Title 43-Professions and Businesses; Chapter 38-Operators of Private Detective Businesses and Private Security Businesses. (Rules of Georgia Board of Private Detective and Security Agencies; Chapter 509).
- 3.3 The successful Offeror must provide an account of each officer's time worked at each location which will be provided in a monthly invoice so that the SCCPSS can verify the hours worked. Also, SCCPSS would like documentation of the roaming security personnel. Contractor shall provide a report of times for stationary as well as roving guards with monthly invoice.
- 3.4 Cell phone usage other than that which is required for work related matters is prohibited while on duty.
- 3.5 Section 6-2504 Uniform Vehicles
It shall be unlawful for any person having a permit under this article to wear uniforms or to use vehicular markings which are confusingly similar to the uniform and vehicular markings of the Savannah -Chatham County Board of Education Police Department.
- 3.6 Section 6-2505 Suspension or Revocation
The Police Chief may, after hearing, suspend or permanently revoke a permit or refuse to renew a permit issued under this Article if it is determined that the holder of such permit has committed an act which is a violation of this Article or the provisions of any federal or state law which reasonably relates to the security industry.

3.7 Security Personnel is required to be certified and trained in the areas below.

- X-Ray and magnetometer operations
- Security and Integrity Training
- First aid training (including use of defibrillator)
- Restraint/take-down techniques
- Suspicious package procedures
- Dealing with workplace violence
- Notification procedures
- Firearms - Certifications and gun permits
- Disaster procedures
- Professional uniforms and equipment.
- Background investigations
- Drug and alcohol testing

Appearance

- Employees are required to wear their complete uniform every day that is issued by the company.
- Uniforms must be wrinkle free and clean.
- Uniform shirts must always be tucked in pants.
- Pants must be worn on the hips.
- Shoes and socks must be black and clean with no holes.
- Employee's uniforms must fit properly, not too big or too small.
- Black belt must always be worn with uniform.

Security Personnel Duties for Central Office Building

Security Personnel work hours, Monday through Friday 7:30 a.m. to 5:30 p.m.

Contractor shall furnish any and all communication devices necessary for the performance of the contract.

Central Office, located at 208 Bull St. Savannah, GA 31401, will utilize magnetometer and X-ray equipment on the first floor at the main entrance. The security personnel will be required to screen all persons entering the building. Two (2) security guards will be posted at the main entrance to check visitors through an X-ray machine and magnetometer. The X-ray machine will be used for checking packages brought into the building for weapons and contraband.

Central Office, located at 208 Bull St. Savannah, GA 31401, will require three (3) security guards. Two (2) unarmed security guards for the front entrance and one (1) armed guard to monitor the rear entrance (adjacent to Campus Police), rear parking lot, and cameras. The armed security guard will also patrol the building throughout the day. The unarmed security personnel are required to monitor all occupants that enter and exit the Central Office Building.

Security personnel may be required to administer COVID screening to **all** persons entering SCCPSS Central Office or other designated District facility until pandemic response measures are no longer required. The screening shall comply with Center of Disease Control, Department of Public Health, and SCCPSS Guideline and Protocols.

The COVID screening shall include but is not limited to:

- Temperature checks
- COVID screening questions adopted by Center of Disease Control, Department of Public Health, and SCCPSS Guidelines and Protocols

Security Personnel Duties for Whitney Administrative Complex

Monthly Board Meetings and special called meetings are held at Whitney Administrative Complex located at 2 Laura Ave. Savannah, GA 31404. The Board meeting schedule for 2022 has not been published at

the time of this solicitation advertisement. Board meetings are usually held on the first Wednesday of each month, and special called meeting are scheduled as required.

Up to two (2) security personnel will be required for services.

Security personnel will be required to work 10:00 AM to 3:00 PM on the meeting days listed in Attachment C. Security personnel will work until released by Chief of Police or his designee. The length of Board meetings varies from month to month. A board meeting could be in session for four (4) hours, give or take an hour. For the purpose of evaluating cost for this RFP, the District will use five (5) hours as the number of hours worked per meeting for two (2) security personnel at Whitney Administrative Complex.

Security personnel are also required to attend non-scheduled public meetings when given a seven (7) day notice.

The District will utilize a walk through metal detector at the entrance in which Board Meetings are held. The security personnel will be required to screen all persons entering the building. The security personnel will perform a limited search of all packages brought into the building for weapons and contraband.

Security personnel shall administer COVID screening to **all** persons entering Whitney Administrative Complex Board Room or other designated District facility until the pandemic response measures are no longer required. The screening shall comply with Center of Disease Control, Department of Public Health and SCCPSS Guidelines and Protocols.

The COVID screening shall include but is not limited to:

- Temperature checks
- COVID screening questions adopted by Center of Disease Control, Department of Public Health, and SCCPSS Guidelines and Protocols.

Training provided by SCCPSS at no cost to the successful Offeror

SCCPSS will be required to provide training to the successful Offeror on the following systems specific to Savannah Chatham County Public School System:

- Door security
- CCTV coverage of sensitive areas such as entrances/exits
- Alarm system
- Alarm response procedures
- Interior emergency lighting
- Visitor controls
- Customer service

SCCPSS shall provide general training to all personnel providing services to the SCCPSS on the following:

- Public Relations -Dealing with disgruntled visitors, stakeholder and or employees etc.
- Search/seizure procedures
- Bomb threat procedures
- Report writing
- Radio protocol
- Emergency Management procedures
- Mental Illness
- COVID-19 screening protocols

4.0 Term of Contract.

This solicitation will result in a contract that shall remain effective for a one (1) year period beginning with the full execution of the contract. To the extent allowed by Georgia law, the resulting contract may be renewed at the District's option for up to three (3) additional contract terms, provided that all terms and conditions remain unchanged and all parties agree. Notice of such renewal shall be given at least ninety (90) days prior to the expiration of the initial term and of each additional term.

5.0 Silence of Specifications.

The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.

6.0 Evaluation Procedure and Procedure for Award.

By the proposal submission deadline, Offerors will submit their proposals in response to this RFP. Proposals shall be formatted as described in Section 7.0, Manner of Preparation, Order of Required Forms and Documents, and Organization of Proposals, and Submission of Fee Proposals, and **should be submitted with all forms and documents requested.** Proposals will initially be reviewed by the Purchasing Department to determine whether the Proposals are "responsive" and the Offerors are "responsible" as described in the General Terms and Conditions of this RFP in light of the goods and/or services requested in this RFP as described more fully in this Attachment "A." If any proposal is determined not to be "responsive," the Purchasing Department will inform the Offeror in writing that its proposal will not be considered on the basis that it is not "responsive." If any Offeror is determined by the Purchasing Department to not be "responsible," the Purchasing Department will inform the Offeror in writing that its proposal will not be considered on the grounds that the Offeror is not a "responsible" Offeror.

After the Purchasing Department determines whether the proposals are "responsive" and the Offerors are "responsible," an Evaluation Committee will evaluate all the "responsive" proposals from all the "responsible" Offerors using the evaluation criteria set forth in Section 7.3 below and score the proposals.

After the Evaluation Committee has completed its final ranking of Offerors, the Evaluation Committee shall recommend that the District make award to the Offeror, which, in its opinion, have made the proposal that best meet the District's needs. After considering the Evaluation Committee's recommendations, the Superintendent or her designees, may negotiate a contract with any offeror deemed by the District to be reasonably susceptible for award. Before any negotiated contract becomes binding on the District it must be approved by the District's governing body, the elected school board, or its designee pursuant to board policy. The District is not obligated to select the Offeror with the best technical score, the best price, the best score based on a combination of technical score and price, or the recommendation of the Evaluation Committee. The scoring and recommendation of the Evaluation Committee is intended to only serve as a guide to assist the Superintendent, her designees, and the Board with the negotiation and award of contracts, and its recommendations are non-binding. All offerors will be notified of the District's intended selection before final award are made.

The District reserves the right to negotiate and award contracts among multiple offerors for the same goods and/or services to meet its needs.

7.0 Manner of Preparation, Order of Required Forms and Documents, and Organization of Proposals, and Submission of Fee Proposals.

7.1 Manner of Preparation.

All proposals shall be:

- Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.
- Due to the COVID-19 epidemic, all proposals shall be submitted electronically in PDF Format by email to the following email address: purchasing@sccpss.com. The email shall contain in the subject line **"RFP 22-18 PROPOSAL SUBMITTAL – DO NOT OPEN UNTIL OCTOBER 19, 2021 AT 11:00 A.M."**
- Submittals shall contain all forms and requested information as listed below in Section 7.2, including but not limited to a copy of your firm's current business license and certificate of insurance. Failure to include all of the information and/or documents requested by this solicitation could result in the Offeror's proposal not being considered by the SCCPSS.
- While all forms are required to be submitted, Offerors will not be required to submit notarized forms with the initial proposal due to COVID-19. However, all forms must be signed. The successful Offeror(s) will be required to submit notarized forms when normal operations resume. If the successful Offeror(s) fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any before or after award and/or hold the Offeror liable for damages.
- Offerors are encouraged to carefully review all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

7.2 Order of Required Forms and Documents.

For this solicitation, the proposal, forms, and requested documentation should be submitted to the Purchasing Department in the following order to facilitate Purchasing Department review. The total absence of any of these forms or documents will result in the proposal being declared to be "nonresponsive."

1. Solicitation Form 1: Proposal Submission Checklist
2. Solicitation Form 2: Proposal Certification Form
3. The Offeror's typewritten or printed proposal which shall be organized as provided in Section 7.3 below.
4. Solicitation Form 3: Offerors References
5. Solicitation Form 4: Contractor Affidavit Under O.C.G.A. § 13-10-91
6. Solicitation Form 5: Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(submit only if contractor may use subcontractors)
7. Solicitation Form 6: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(submit only if subcontractors may use sub-subcontractors)
8. Solicitation Form 7: Disclosure of Responsibility Statement
9. Solicitation Form 8: Good Faith Efforts Requirements
10. Solicitation Form 9: Joint-Venture Disclosure Statement
(submit only if Offeror is a joint venture)
11. Offeror's Certificate of Insurance: Documents showing that Offeror has the minimum insurance requirements required by this solicitation.
12. A copy of the Offeror's Current Business License/Tax Certificate
13. Any State of Georgia licenses required to provide the goods and/or services requested by this RFP.
14. A copy of the Offeror's W-9, showing its Federal Tax Id. Number and Certification
15. Sealed Fee Proposal (Solicitation Form 10, which is to be submitted in the format of a "PDF" separate from Technical Response and labeled "RFP 22-18 Fee Proposal").

7.3 Organization of Proposals.

Offerors' typewritten or legibly printed proposals shall be organized and tabbed as follows to track the evaluation criteria that will be used by the SCCPSS to evaluate proposals:

To be considered, proposers must submit a complete response to the RFP. **The format provided below is not negotiable.** To assure a uniform review process and obtain a maximum degree of comparability, each proposal shall include the following content and be presented in tabbed sections in the following order.

Title Page

Show the RFP subject, the name of the proposer's firm, local address, telephone number, name of contact person and date.

Table of Contents

Clearly identify the material by section and page number.

STEP 1: TECHNICAL PROPOSAL (Total Possible Points 70):

Section A: Letter of Transmittal (Not Scored)

This letter will summarize in a brief and concise manner, the Offerors' understanding of the scope of work and make a positive commitment to timely provide requested services. An authorized agent of the Offeror must sign the Letter of Transmittal indicating the agent's title or authority. The letter should not exceed two (2) pages in length.

Section B: Business Profile (Not Scored)

Describe in this section, the business organization, history, account representation and their respective roles.

- a. **Business Organization:** Provide a brief description of the firm, its history, and a statement which describes the firms' experience in providing Security Services for a governmental agency and identify any other services your firm offers.
- b. **Firm's History:** Provide the full name, address, telephone number, fax number, email address for the firm and/or subordinate firm that will perform or assist in performing the services described herein. State if the firm has operated under a different name within the past ten (10) years. If so, state the name of the firm previously operated under.
- c. **Structure:** Discuss the ownership and organizational structure of your company. Provide an organizational chart (in block form) which includes key personnel that will be assigned to a resulting contract.
- d. **Account Representation/ Qualifications:** Provide the name(s), title(s), address, phone number, fax number, and email address for each representative(s) who will be assigned to perform services under a resulting contract, and their role under a resulting contract. Include a narrative for each team member which describes their qualifications, education, and experience. Include resume/credentials for each representative and state how long they have been with your firm. Highlight key and relevant experience. Credentials may be subject to verification.
- e. **Customer Service:** Identify who will serve as the District's primary account representative and the name, address and phone number for whom all contract related correspondence will be forwarded.
- f. **Office/Service Location:** State the name, location(s), address, phone number, fax number, and email address of the Office/Service Center that will be handling all placing of security personnel.
- g. **Organizational Changes:** State what changes have occurred in the firm over the past six (6) months in regard to staff, organizational structure, capitol, etc., and any reason for the changes. Also state any additional changes that the firm will implement over the next six (6) months.

- h. **Agreement Terminations:** Describe complete details of any contract that has not been renewed or has been terminated with your firm within the past five (5) years. State the reason(s) for the termination or non-renewal.

Section C: Experience, Capabilities and Certifications (Total Possible Points 30):

In this section, describe the firm's experience in providing Security Services and its capability to meet the District's goals. Discuss your firm's qualifications to include:

- a. **Experience:** Describe your firm's specialized experience in providing security services to educational, government or municipal agencies (preferably within the Southeast Region of the State of Georgia) or to private companies with scope of service requirements that are similar to or the same as that requested by the District.
- b. **Client Base:** Identify the size of you firm, the years firm has been in business, the size of your current customer/client base and the size of your sales/customer service staff.
- c. **Vacations/Absences** Describe the process that will be utilized by your firm to assure that sufficient staffing levels are maintained so that scheduled vacations or unexpected illnesses do not interfere with the services to be provided under a resulting contract.
- d. **Financial Capability:** Provide documentation that will allow the District to determine that your firm has sufficient resources and the financial stability to perform the services requested. Approved documentation includes copies of the firm's Annual Audited Financial Reports and/or irrevocable letters of credit. This information shall remain confidential and will not be made part of the public record.
- e. **Client References:** Provide a list of five (5) current or past clients that your firm has provided Security Services to within the past five (5) years of similar size and scope. Include a brief description of the type of services provided to each, date of services, how long reference has been a client of the firm, client name, and phone and fax number and email address. The District reserves the right to contact any reference provided.
- f. **Litigation History:** Provide details of any federal, state or local government regulatory investigations, findings, actions, or complaints that your firm and/or organization affiliated with your firm has received within the past three (3) years. If the issue(s) has been resolved, state the corrective action taken.
- g. **Current Service Commitments/Responsibilities:** State what existing contractual agreements that your firm currently has and identify the responsibilities and time (%) that each proposed team member will need to dedicate to those agreements.

Section D: Project Understanding and Methodology (Total Possible Points 30):

In this section, discuss (in summary form) the firm's understanding of the Scope of Services requested to include:

- a. **Compliance with Scope of Service Requirements:** Provide a written narrative which describes how your firm will comply with the specifications and Scope of Services and emphasize your firm's knowledge and experience in providing Security Services to K-12 educational, municipal or governmental agencies.
- b. **Project Understanding, Approach & Methodology:** Describe the approach and methodology that will be used to provide security services under a resulting contract to ensure that the District will receive quality service in a timely and accurate manner.
- c. **Emergency Replacement of Security Personnel:** Describe the method in which your firm will handle an employee not reporting to work, whether a no show or call out. Detail how your firm will provide a replacement to ensure the District's operations are not interrupted for an extended period of time.

- d. **Report/Invoice Capabilities:** Provide report and/or invoice samples which show the employee name, days and hours the employee worked. Describe the billing method used.
- e. **Exceptions:** If there are any exceptions to the specifications, please explain what they are and why they exist.
- f. **District Responsibilities:** Describe in detail, what assistance will be required by District staff for your firm to comply with the Scope of Service requirements described herein.
- g. **Limitations to Services:** Describe any limitations that your firm may have in providing the services requested herein.
- h. **Transition/Implementation Plan:** Describe your firm's methodology and approach to guarantee a successful and smooth implementation of services at the commencement of a contract. Provide a timeline to outline your firm's implementation process from beginning to end including any milestone dates.
- i. **Contract Close-out Procedures:** Describe the procedures that will be used by your firm at contract close-out, if a resulting contract is not renewed and/or terminated. Describe what assistance will be required by the District and the time required to transfer and return all District owned data and/or District owned property.
- j. **Additional Services:** Describe any additional services that will be provided to the Savannah-Chatham County Public School System, at no additional cost, upon the award of a contract.
- k. **"Best Practices":** Describe your firms' service standards and guidelines and your interpretation of "Best Practices."
- l. **Quality Assurance Program:** Briefly describe how your firm will assure that all security personnel will meet or exceed all applicable Local, State, and Federal requirements in providing security services to the Savannah Chatham County Public School System.

SECTION E: Other Relevant Facts/Information (Total Possible Points 5):

In this section, provide the key reasons why you believe that your firm should be selected by the District to provide security services. Emphasize qualities and traits that make the firm unique, or gives it special advantage over other proposing firms. Attach any supplemental documentation that you believe is relevant.

STEP 2: FEE PROPOSAL (Total Possible Points 35):

Cost must be provided in a separate pdf clearly marked "RFP 22-18 FEE PROPOSAL". The firm offering the overall lowest cost to the District will receive the total amount of points for cost. The remaining firms will be awarded points for cost according to the following formula:

$$(\text{Total cost of lowest firm} / \text{Total cost of firm to be ranked}) \times 35 \text{ points} = \text{points awarded}$$

The fee proposals from the firms will be opened and evaluated. After the initial review of all fee proposals, the District may request "Best and Final Offers". Proposers will state the basis for their fee on the Fee Proposal (Solicitation Form 10) form provided herein. Please note: All fees must be submitted in the format of and on the Fee Proposal (Solicitation Form 10) form.

*****NO FEES OR COSTS SHALL BE STATED IN THE TECHNICAL PROPOSAL*****

Interviews/Firm Presentations (if requested)

The evaluation panel may decide to conduct interviews with the any firm(s). If interviews are conducted, each of the firm(s) will be scheduled an interview/presentation time. The interviews will last approximately one (1)

hour. There will be no separate evaluation points awarded for interviews/presentations; however, technical evaluation points may be revised based on the information that is presented and/or clarified during the interview process. It will be the sole discretion of the evaluation team to decide if interviews will be required.

8.0 Evaluation Criteria.

For this solicitation, Proposals will be evaluated using the following Evaluation Matrix by an Evaluation Committee of District staff and/or outside consultants (unaffiliated with any Contractor) engaged by the SCCPSS for the purpose of evaluating proposals. For this solicitation, the following Evaluation Matrix will be used.

Criteria	Weight
Experience, Capabilities and Certifications (Section C)	30
Project Understanding and Methodology (Section D)	30
Other Relevant Facts/Information (Section E)	5
Fee Proposal	35
Total Points	100

9.0 Collusion/Financial Benefit.

The Offeror certifies that his/her proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation, making a proposal for this RFP without prior knowledge of the competitive process; and is in all respects fair, without outside control, collusion, fraud, or otherwise action. Upon signing the proposal, offeror certifies that no member of the governing body of the Savannah Chatham County Public School System, or members of his/her immediate of family, including spouse, parents or children, or any other officer or employee of the District, or any member or employee of a Commission, Board or Corporation controlled or appointed by the Executive Officer or Council has received or has been promised, directly or indirectly, any financial benefit related to this RFP and/or a contract resulting thereof.

10.0 Audit Requirements.

At any time during normal business hours and as often as the District may deem necessary, the Service Provider shall make available for examination by the District and/or representatives of the District's Internal Audit Department, all of its records related to matters covered under this contract. It shall also permit the District and/or representatives of the District's Department of Internal Audit to audit, inspect, examine, and make copies of excerpts or transcripts from such records pertaining to personnel, conditions of employment and other data relating to all matters covered by this contract. All documents to be audited shall be available in the main office of the District or at the offices of the Service Provider.

11.0 Insurance.

The successful Offeror shall procure and maintain throughout the term of this Agreement the following insurance limits and coverage and shall, upon executing this Agreement, provide the District a certificate(s) of insurance evidencing the same, showing that the District and all of its elected school board members, administrators, officers, employees, agents, attorneys, heirs, successors, and assigns, are listed as additional named insureds on all insurance policies except for Contractor's workers' compensation and professional liability policies: The policies of insurance shall be primary and written on forms acceptable to the Board and placed with insurance carriers approved and licensed by the Insurance Department in the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A:8. Further the contractor will provide copies of all insurance policies required thereunder. No changes are to be made to these specifications without prior written specific approval by the Board.

A. Commercial General Liability Insurance, including Bodily Injury, Property Damage, Personal Injury, Blanket Contractual and Broad Form Property Damage Coverage including Products and Completed Operations, and XCU exposure with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate.

- B. Commercial Automobile Liability Insurance**, including owned, non-owned, leased and hired motor vehicle coverage with limits not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage, \$2,000,000 aggregate.
- C. Worker's Compensation Insurance** Statutory limits in accordance with O.C.G.A.34-9-120 et. Seq.
- D. Umbrella Liability Insurance** with a limit of not less than \$1,000,000 per claim, \$1,000,000 aggregate.

An Offeror may satisfy the commercial automobile liability insurance policy requirement by having a commercial general liability that includes automobile coverage with limits equal to those required of a separate commercial automobile liability insurance policy. If an Offeror cannot obtain automobile liability insurance because it does not own any vehicles of its own, it can satisfy the auto insurance coverage by having a non-owned and hired motor vehicle coverage endorsement for its commercial general liability insurance policy.

If the Offeror believes that additional insurance coverages other than those listed in Attachment A are required to ensure coverage for damages arising out of the performance of this contract, then Offeror should notify the District by the deadline for requests for interpretation and material substitution, **5:00 P.M. by Monday, October 4, 2021.**

12.0 Terms of Contract.

For this solicitation, the District has attached a Sample Contract as Attachment D for the provision of the goods and/or services requested by this RFP. By submitting a proposal, the Offeror agrees that all the terms of the Sample Contract are acceptable to the Offeror and agrees to enter a contract as a result of this solicitation substantially similar to the attached Sample Contract.

If any of the terms of the Sample Contract are not acceptable to the Offeror, the District requests that the Offeror provide a Request for Material Substitution before submitting its proposal asking to substitute different terms or providing a copy of their firm's contract for services for District review. Submission must occur on or before 5:00 P.M. on Monday, October 4, 2021.

The District reserves the right to reject any proposal that does not contain the terms of the Sample Contract or contains other terms unacceptable to the District. The District reserves the right to decline to enter into a contract with any Offeror that refuses to enter into a contract substantially similar to the Sample Contract attached hereto. The District reserves the right to negotiate all terms of any contract proposed by an Offeror up until any point before the School Board awards a contract to an Offeror.

**End of Attachment A
Forms to Follow**

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF
CHATHAM
RFP #22-18 SOLICITATION FORM 1**

Proposal Submission Checklist

Please include this Proposal Submission Checklist on the front of your proposal and check which documents are included.

- Solicitation Form 1: Proposal Submission Checklist
- Solicitation Form 2: Proposal Certification Form
- The Proposal: The Offeror's typewritten or printed proposal which shall be organized as provided in Section 7.3 of Attachment "A."

Forms to be included after the Proposal

- Solicitation Form 3: Offerors References
- Solicitation Form 4: Contractor Affidavit Under O.C.G.A. § 13-10-91
- Solicitation Form 5: Subcontractor Affidavit Under O.C.G.A. § 13-10-91 (submit only if contractor may use subcontractors)
- Solicitation Form 6: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91 (submit only if subcontractors may use sub-subcontractors)
- Solicitation Form 7: Disclosure of Responsibility Statement
- Solicitation Form 8: Good Faith Efforts Requirements
- Solicitation Form 9: Joint-Venture Disclosure Statement (submit only if Offeror is a joint venture)
- Offeror's Certificate of Insurance: Documents showing that Offeror has or can obtain the minimum insurance required by this solicitation.
- A copy of the Offeror's Current Business License/Tax Certificate
- Any State of Georgia licenses required to provide the goods and/or services requested by this RFP.
- A copy of the Offeror's W-9, showing its Federal Tax Id. Number and Certification
- Additional Documents Submitted by Offeror in Support of its Proposal
- Sealed Fee Proposal (Solicitation Form 10, which is to be submitted in the format of a "PDF" separate from Technical Response labeled "RFP 22-18 Fee Proposal.").

If the Offeror does not wish to submit a proposal for this RFP but would wish to remain on the Board's list of interested Offerors, please submit only Form 11 in an enveloped mark "No Response."

Solicitation Form 1

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP #22-18 SOLICITATION FORM 2

Proposal Certification Form

Please complete this form and sign it in the presence of a notary:

A. Local and/or Minority/Woman Business Enterprise Development Information.

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting proposals, proposals or Statements of Qualifications are required to report ownership status.

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> Local | <input type="checkbox"/> Woman | <input type="checkbox"/> Asian-American |
| <input type="checkbox"/> African-American | <input type="checkbox"/> Hispanic | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> Majority | <input type="checkbox"/> Non-Local | |

B. How Did You Hear About This RFP? (This information is for statistical use only.)

- | | |
|---|--|
| <input type="checkbox"/> Savannah News Press Legal Ad | <input type="checkbox"/> The Herald Legal Ad |
| <input type="checkbox"/> Received Request by Mail | <input type="checkbox"/> The Savannah Tribune Legal Ad |
| <input type="checkbox"/> Visiting the Purchasing Office | <input type="checkbox"/> Georgia Procurement Registry |

C. Offeror's Certification.

This is to certify that I, on behalf of the undersigned Offeror, have read this RFP in its entirety (including all attachments) and agree to be bound by the provisions of the contained herein.

This ____ day of _____ 20 ____ By: _____
Name (printed)

Title *Signature*

Company

Address (Street, City, State, Zip)

Phone No. *Fax No./Email address*

Federal Taxpayer I.D. No. *e-Verify No.*

Contact Person for This Proposal *Phone Number*

Acknowledge Receipt of Addendum(s) # ____ # ____ # ____ # ____ # ____ # ____

D. NOTARY:

Subscribed and sworn before me on
This the ____ day of _____, 20____

Notary public

My commission expires

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP #22-18 - SOLICITATION FORM 3

REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:

1. Company Name: _____
Contact Person: _____
Phone Number: _____ FAX Number: _____
E-Mail Address: _____

2. Company Name: _____
Contact Person: _____
Phone Number: _____ FAX Number: _____
E-Mail Address: _____

3. Company Name: _____
Contact Person: _____
Phone Number: _____ FAX Number: _____
E-Mail Address: _____

4. Company Name: _____
Contact Person: _____
Phone Number: _____ FAX Number: _____
E-Mail Address: _____

5. Company Name: _____
Contact Person: _____
Phone Number: _____ FAX Number: _____
E Mail Address: _____

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM

RFP 22-18 - SOLICITATION FORM 6

(Required only if the Offeror may use subcontractors)

Sub-Subcontractor Affidavit Required by O.C.G.A. § 13-10-91(b)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with _____ (prime contractor) and _____ (subcontractor) on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period, if awarded a contract, and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned sub-subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number *Date of Authorization*

Name of Sub-Subcontractor

RFP 22-18 Security Services (Annual Contract)

Name of Project

The Board of Public Education for the City of Savannah and the County of Chatham

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on

_____ in _____, and _____
Date *City* *State*

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on

This the _____ day of _____, 20____

Notary Public

My commission expires

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP 22-18 - SOLICITATION FORM 7

Disclosure of Responsibility Statement

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract of subcontract, or in the performance of such contract or subcontract.
2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the contractor. List any convictions or civil judgments under state or federal antitrust statutes.
3. List any convictions or civil judgments under state or federal antitrust statutes.
4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
5. List any prior suspensions or debarments by any government agency.
6. List any contracts not completed on time.
7. List any penalties imposed for time delays and/or quality of material and workmanship.
8. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.
9. List any pending civil actions against company for nonperformance of contract.

I, _____, of

Name of Individual Title & Authority

Company Name

declare under oath that the above statements, including any supplemental responses attached hereto, are true.

Signature

_____ in _____, and _____
Date City State

Subscribed and sworn before me on

This the _____ day of _____, 20__

Notary Public

My commission expires

Solicitation Form 7

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM

**RFP 22-18 - SOLICITATION FORM 8
Good Faith Efforts Requirements**

Offerors are required to submit with their proposal evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of competing on this contract. Such good faith efforts of a bidder will include, but not limited to, the following. **Please note, Offeror is not required to use any of the enterprises contacted.**

Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.	<input type="checkbox"/> Yes or <input type="checkbox"/> No If no, please explain:
Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.	Please explain efforts:

Solicitation Form 8

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP 22-18 - SOLICITATION FORM 9

Joint-Venture Disclosure Statement
(only needed if Offeror is a joint venture)

NAME OF OFFEROR: _____ RFP #: **22-18**

If the prime offeror is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LMWBE joint venture firm.

Joint venture firms	Level of work	Financial participation

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP 22-18 - SOLICITATION FORM 11

No Proposal Statement Form

In an effort to make the procurement of goods and services for the School District as competitive as possible, we are soliciting information from contractors and/or vendors who cannot bid. Your responsiveness and constructive comments will be appreciated.

Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues that you feel needs to be addressed.

- Specifications- Restrictive, too "tight", unclear, specialty item, geared toward one (1) brand or manufacturer only. ***(Please explain in detail below)***.
- Manufacturing- Unique item, production time for model has expired, etc.
- Bid Time- Insufficient time to properly respond to bid or proposal.
- Delivery Time- Specified delivery time cannot be met.
- Payment - Payment terms unacceptable. ***(Please be specific)***
- Bonding - We are unable to meet bonding requirements.
- Insurance - We are unable to meet insurance requirements.
- Removal - Remove our firm from your bidders list for the particular commodity or service.
- Keep - Please keep our company on your bidders list for future reference.
- Project is: ___/ Too Large _____/ Too Small _____/ Site or Location is Too Distant
- Miscellaneous - Do not wish to bid, do not handle this type of item(s) or services, unable to compete, Contract clauses are unacceptable, etc. ***(Please be specific)***

VENDOR STATEMENT:

CONSTRUCTION PROJECTS ONLY: Our Company is interested in this project as a:

- Prime Contractor Sub-Contractor Supplier/Distributor

Signature/Title

Company Name

Telephone Number

Solicitation Form 11