

**City of Federal Way
REQUEST FOR QUOTE
SECURITY SERVICES**

I. PURPOSE OF REQUEST.

The City of Federal Way ("City") is requesting quotes for the purpose of Security Service work. The City's needs are outlined in the following Request for Quotes ("RFQ").

II. TIME SCHEDULE.

The City will follow the following timetable, which should result in a selection of a contractor by March 7, 2017.

Issue RFQ	2/15/17
Deadline for Submittal of Quotes	3/1/17 @2:00 p.m.
Notify Contractor Chosen	3/7/17

III. INSTRUCTIONS TO PROPOSERS.

A. All quotes shall be sent to:

Robyn Buck, Administrative Assistant II (253)835-2527
City of Federal Way
33325 8th Avenue South, Federal Way, WA 98003-6325
E-mail: Robyn.Buck@cityoffederalway.com

Questions should be directed to Jason Gerwen, Parks and Facilities Manager at (253) 835-6962 or 253-261-3941

B. All quotes must be in a sealed envelope and clearly marked in the lower left-hand corner: "RFQ – Security Services". All quotes must be received by 2:00 p.m., March 1, 2017 on provided attachment; Security Services Quote Sheet at which time they will be opened. Two (2) copies of the RFQ must be presented if hand delivered. E-mail quotes will be accepted if sent to: Robyn.Buck@cityoffederalway.com

C. Quotes should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

D. The Parks & Facilities Manager or representative will notify the contractor selected by March 7, 2017.

E. **All quotes must include the following information:**

- The names of individuals from those firms who will be working and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.
- References, to include similar type sites presently maintained.

IV. **SELECTION CRITERIA.** Each quote will be independently evaluated on factors 1 through 3.

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of written proposal to the purpose & scope of service.	25%
2. Price.	50%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines & experience in similar work.	<u>25%</u>
Total Criteria Weigh	100%

V. **TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any & all quotes, to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the quote.
- D. Any quote may be withdrawn up until the date and time set above for opening of the quotes. Any quote not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the quotes have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review, and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the quote sheet.
- H. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. Contractor will not sub-contract more than 10% of any task without prior approval of the City. It is the Contractor's responsibility to provide close supervision.
- H. Contractor will be responsible for all State and local laws, regulations, licensing and reporting requirements.

VI. DEFINITIONS

Owners; Park, Recreation & Cultural Services; City and/or City of Federal Way and their authorized representatives shall be understood to mean one and the same.

Contract Administrator shall be the City of Federal Way Parks Maintenance Divisions duly authorized representative.

Approved means approved by the owner.

Specifications shall mean these specifications and all addenda thereto.

VII. SCOPE OF SERVICES

- A. The Contractor will furnish all labor, tools, vehicles and specialized equipment to accomplish the following contracted services: Locking gates and restrooms, insuring that park patrons have left City property and restrooms prior to locking. Flexibility in locking schedule is required when seasonal events or permitted activities are occurring in parks after hours, such as; concerts and softball or soccer tournaments.
- B. The Contractor shall have a Certified Protection Professional (CPP) on staff that can oversee and train staff properly.
- C. The Contractor will ensure that employees comply with all applicable City of Federal Way and Washington State laws, regulations and practices with respect to work performed for the City of Federal Way. Contractor and employees shall be trained and skilled to perform security duties.
- D. The Contractor's personnel will conduct themselves in a professional manner at all times.
- E. Each employee will wear or display the company's name and/or logo. Vehicles working on City sites will have company name and phone number displayed.
- F. Report any damage, or potential hazard, involving City property immediately to the City of Federal Way Parks Department, (253) 835-6960. After hours emergencies should be reported to the Police/Fire Communications Center - 911.
- G. Incidents, altercations, or accident involving the public shall be reported to the Contract Administrator within 24 hours. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
- H. The Contractor, at his or her expense, will remedy in a timely manner any damage to Public or Private Structures.

VIII. LOCATIONS & SPECIFICATIONS:

Celebration Park - 1095 S. 324th St

- Upper softball plaza – check facility ‘A’ and lock restrooms, lock north and south plaza gates.
- Check lower restroom facility ‘B’ and lock restrooms
- Visual check that facility ‘C’ is secured. (maintenance building)

City Hall - fenced fleet parking lot near; 600 S 333rd St

- Lock 2 gates to the fleet vehicles, on the north side of the parking lot.
(note: there are 2 other fenced areas that are managed by the Police Dept)

Dumas Bay Sanctuary - 30844 44th Ave SW

- Lock entrance gate
- Unlock entrance gate by 7:00 AM

French Lake Park - 31531 1st Ave S

- Lock entrance gate to the off leash dog area
(May - Aug. locked @ 9 PM; Sept. - April locked @ Dusk)

Steel Lake Park and Sports Annex - 2410 S. 312th St

- Lakeside – lock the entrance gate, lock walk through gate on west side, check beach facility & lock restrooms, drive by and check other buildings and lock the exit gate.
- Sports Complex side - check restroom facility and lock restrooms

Lakota Park - 31334 SW Dash Point Road (softball fields)

- Lock restrooms and check that gates are secured.

Sacajawea Park - 1401 S Dash Point Rd. (Soccer and softball)

- Lock upper restrooms near playground – summer only May thru Sept.
- Lock lower restrooms near softball fields

Saghalie Park - 33914 19th Ave. SW (behind the school)

- Lock upper restroom by tennis courts
- Lock lower restroom by softball fields
- Lock gate leading toward lower restroom by softball fields.
- Lock gate to upper parking lot from SW 340th
- Lock gates to lower parking lot from 19th Ave. SW

Town Square Park – 31600 Pete von Reichbauer Way S.

- Lock restrooms and check that gates are secured.

VIII. COMPENSATION

- A. Please present detailed information on the contractor's proposed quote for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

PUBLICATIONS

Name of Publication:

Dates:

City of Federal Way website
www.cityoffederalway.com/bids

Feb 15, 2017 thru March 1, 2017