



PORT OF PALM BEACH DISTRICT

REQUEST FOR PROPOSALS

For

PORT CONTRACT SECURITY SERVICES

RFP Issue Date:

September 2, 2008

Sealed Proposals Due:

September 12, 2008

By: 2:00 pm

PORT OF PALM BEACH DISTRICT

MARITIME OFFICE COMPLEX

6TH FLOOR

ONE EAST 11TH STREET

RIVIERA BEACH, FLORIDA 33404

REQUEST FOR PROPOSALS (RFP)

Issue Date: September 2, 2008, 10 am (local time) at address above.

Title: Port Contract Security Services – RFP #09-101

Period of Agreement: The purpose of this Request for Proposals is to solicit sealed Proposals to establish an agreement for Security Services for the Port of Palm Beach District for fiscal year 2009 beginning on October 1, 2008. Upon establishing an Agreement, the District reserves the right to continue to utilize the services of Security Company until the District again solicits such services.

Sealed Proposals Due: By September 12, 2008, 2 pm (local time) at address above.

Inquiries: This RFP is determined to be complete. Please limit your inquiries to one telephone or facsimile inquiry prior to the sealed proposal date. Please contact Ken Hern, Director of Seaport Security, at (561) 842-4201 or by facsimile at (561) 845-7726.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO:

Port of Palm Beach District

Maritime Office Complex

6th Floor

One East 11th Street

Riviera Beach, FL 33404

The outside of the envelope or mailing container must be labeled "Port Contract Security Services RFP # 09-101".

IF HAND DELIVERED, DELIVER TO:

The same address as above

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INVITATION TO BID FOR
PORT CONTRACT SECURITY SERVICES

PORT OF PALM BEACH DISTRICT
RIVIERA BEACH, FLORIDA

1. Sealed bids for Port Contract Security Services at the Port of Palm Beach District will be received by the Owner, PORT OF PALM BEACH DISTRICT, until 2:00 p.m. local time on September 12, 2008, at One East 11th Street, 6th Floor, Riviera Beach, Florida 33404. Bids received after this time will be returned unopened. Bids submitted will be opened publicly and read aloud thereafter. Bid sets will be available on September 2, 2008, at 10:00 a.m. Bidders may obtain a complete set of Bidding documents at the address listed above.
2. The project consists generally of security services at the Port of Palm Beach District.
3. Bidding Documents may be examined at the Port of Palm Beach District (contact Ken Hern at 561/842-4201).
4. Bidders will be permitted to withdraw their Bids at any time prior to Bid opening.
5. The Port reserves the right to waive any technicalities/irregularities and/or to reject any and/or all Bids. The Port further reserves the right to award a contract to that Bidder whose submittal best serves the interests of the Port, in the sole discretion of the Port.

END OF INVITATION TO BID

Advertised August 31, 2008

EXHIBIT “A”

REQUEST FOR PROPOSALS

RFP # 09-101

**REQUEST FOR PROPOSAL # 09-101
PORT CONTRACT SECURITY SERVICES
PORT OF PALM BEACH DISTRICT, RIVIERA BEACH, FLORIDA**

PROPOSALS ARE DUE TO THE
PORT OF PALM BEACH DISTRICT OFFICES
ONE EAST 11TH STREET, 6TH FLOOR
RIVIERA BEACH, FLORIDA 33404
NO LATER THAN
2pm, local time, September 12th, 2008

Sealed proposals for the Port Contract Security Services will be received by the Port of Palm Beach District until 2:00 pm., local time, on September 12th, 2008 at One East 11th Street, Rivera Beach, Florida 33404, 6th floor reception desk. Proposals will be opened promptly at the time and place specified above. Proposals received after this time will be returned unopened. The District is not responsible for delays caused by mail, package or courier service, including the US Mail or caused by any other occurrence.

Objective:

The Port of Palm Beach is conducting a search for a state licensed Contract Security Service Company that will engage in the business of providing professional security upon a contract basis and desires to provide such services to the Port of Palm Beach District.

Nature of Proposals Being Solicited

Qualified Security Service Company's are invited to submit a proposal to provide Port Contract Security Services, as of October 1st, 2008 at the Port of Palm Beach District.

Scope of Services

The company shall provide qualified unarmed, trained and class "D" licensed personnel to provide safety and security at the Port of Palm Beach District.

The Security Company selected will be expected to perform the following, in conjunction with providing The Port of Palm Beach District Security Services:

(A) The Security Company shall provide professional security services to The Port of Palm Beach District for all areas 24 hours a day 7 days a week. Such services shall include without limitation the control of access to the Port, coordinated with Port Security, Police and Fire personnel for the benefit of the Port of Palm Beach District and such other security services and activities as are generally provided for similar areas and as may be agreed between the parties and contained in a procedural manual written by the Security Company and approved by Port of Palm Beach District. The Security Company shall maintain a staff of Maritime Security trained personnel, in accordance CFR 33 part 105 and be able to pass strict background investigations in accordance with the Federal, Transportation Workers Identification Card (TWIC) and F.S. 311.12 personnel sufficient to accomplish its services as herein required.

(B) The Security Company shall provide qualified unarmed personnel to secure The Port of Palm Beach District. Said security shall be provided, subject to, and in accordance with, the terms and conditions included in the "Post Orders" written by the Security Company and approved by the Port of Palm Beach District.

(C) The Security Company shall acknowledge that it is of paramount importance that all personnel conduct themselves in a professional and courteous manner, with respect for the property and privacy of the management of The Port of Palm Beach District. The Security Company shall agree to dismiss any employee failing to conduct himself/herself in such a manner that would be unfitting The Port of Palm Beach District.

(D) The Security Company employees will pay their uniformed security officers all expenses including, but not limited to, salaries and expenses of, and all Federal Social Security taxes, Federal and State Unemployment taxes and any similar taxes relating to such employees.

(E) The Security Company shall be entirely responsible for providing adequate liability insurance, in the amount of \$1,000,000.00 to the Port of Palm Beach District. Before the effective start date of the winning bidder, the Security Company shall provide a certificate of insurance from its insurance agent, certifying the insurance to be in full force and effect, naming the Port of Palm Beach District as additional named insured and confirming that the policy cannot be cancelled without fifteen (15) days prior written notice to the Port of Palm Beach District.

(F) The Security Company shall be responsible for the purchase and maintenance of each employees uniform. The Security Company shall retain ownership of all uniforms and be responsible for coordination of their replacement as necessary. The uniform shall be clearly identified with the Security Company's name.

(G) The Security Company agrees to indemnify, defend and hold harmless the Port of Palm Beach District from and against any act, damage, claim, liability or suit arising from, or as a result of, any act or omission of its agents, contractors or employees whether in connection with the performance of its obligation under the contract, or otherwise while committed upon the property of the Port of Palm Beach District or while engaged in its normal duties. The foregoing indemnity by the Security Company shall survive the termination of this contract.

(H) It will be understood and agreed that the Security Company in the provision of its professional services as required herein is an independent contractor. Security Company shall have full and exclusive control and direction of the manner of performance of its duties as directed by the Port of Palm Beach District and the hiring and training of its employees. The Security Company agrees to maintain any and all licenses necessary to the business service it provides for itself and its employee.

A complete set of Proposal documents will be available on September 2nd, 2008 from the office of the Port of Palm Beach District at One East 11th Street, Riviera beach, Florida 33404, 6th floor Reception Desk. Proposal Documents may be examined at the Port of Palm Beach District (contact Ken Hern at 561/842-4201).

Offeror will be permitted to withdraw their Proposals at any time prior to Proposal opening.

The Port will not award a Contract to any Offeror who cannot prove to the satisfaction of the Port that they have a minimum of five (5) years of experience in the type of work called for in the Scope and are licensed Security Company's in the State of Florida and are financially able and organized to successfully carry out the work covered by the Scope.

Offeror must have a valid Florida business license at the time of Proposal opening for the work to be performed, in order for their Proposal to be considered. A copy of the Offeror's business license, in the name of the Offeror, must be attached to the Proposal. Should Offeror's license and certification not be current as referenced in this paragraph, the Proposal shall be rejected.

Sealed Proposals shall be addressed to the Port of Palm Beach District and plainly marked "PORT CONTRACT SECURITY SERVICES RFP # 09-101" on the outside of the envelope. The Offeror's name and address shall also be included on the outside of the envelope.

The Offeror agrees that the Proposal shall be good and may not be withdrawn for a period ending the later of ninety (90) calendar days after Proposal Opening, or the execution of the Contract between the successful Offeror and the Port.

The Port reserves the right to waive any technicalities/irregularities and/or to reject any and/or all Proposals. The Port further reserves the right to award a contract to that Offeror whose submittal best serves the interests of the Port, in the sole discretion of the Port.

Offeror may request a meeting and site visit to clearly understand the breadth and scope of the work. Please contact Ken Hern at 561/842-4201.

PROPOSAL EVALUATION

| Description | Maximum Score |
|---|----------------------|
| a) Qualification and Experience of Firm | 20 percent |
| b) Firms ability to perform Scope of Services | 20 percent |
| c) Firms approach to Assignment & Maritime Security Training | 30 percent |
| d) References | 20 percent |
| e) Responsiveness to District Requirements | 10 percent |
| Total Maximum Score | 100 percent |

MANNER OF PERFORMANCE

- a) The Offeror warrants and represents that its personnel have the proper skills, training, background, knowledge, experience, rights, authorizations, integrity, character and licenses as necessary to perform the Services described herein, in a competent and professional manner.
- b) The Offeror shall at all times cooperate with the District and coordinate its respective work efforts to most effectively and efficiently maintain the progress in performing the Services.

BID FORM

In consideration of the above attachments, the offeror will under take the assignment for a

port-wide Contract Security Officer hourly rate of: \$_____.

Security Officer Overtime rate: \$_____.

Security Officer Holiday rate: \$_____.

Proposed Management/Supervisory strategy and hourly rate: \$_____.

Proposed Maritime Security Training strategy and hourly rate: \$_____.

*Please use exhibit "E", *Narrative Statement*, to fully explain your company's strategy in accomplishing the work as described in the RFP.

Company: _____

Address: _____

Contact Person: _____

Title: _____

Phone Number: _____

EXHIBIT “B”

INSURANCE REQUIREMENTS

REQUIRED INSURANCE COVERAGE

The limits of liability for the insurance required under this Contract shall not be less than as follows:

A. Workers' Compensation:

| | | |
|----|----------------------|----------------|
| 1. | Employer's Liability | \$1,000,000.00 |
|----|----------------------|----------------|

B. Contractor's Liability Insurance:

| | | |
|----|--|----------------|
| 1. | General Aggregate (Except Products – Completed Operations) | \$1,000,000.00 |
| 2. | Products – Completed Operations Aggregate | \$1,000,000.00 |
| 3. | Personal Injury (Per Person/Occurrence) | \$1,000,000.00 |
| 4. | Each Occurrence (Bodily Injury/Property Damage) | \$1,000,000.00 |
| 5. | Excess Liability | |
| | General Aggregate | \$1,000,000.00 |
| | Each Occurrence | \$1,000,000.00 |

C. Automobile Liability:

| | | |
|----|---|----------------|
| 1. | Bodily Injury | |
| | Each Person | \$1,000,000.00 |
| | Each Accident | \$1,000,000.00 |
| 2. | Property Damage | |
| | Each Occurrence | \$1,000,000.00 |
| | OR | |
| 3. | Bodily Injury and Property Damage Combined Single Limit | |
| | Each Occurrence | \$1,000,000.00 |
| | Aggregate | \$1,000,000.00 |

D. Contractual Liability:

| | | |
|----|---|----------------|
| 1. | General Aggregate | \$1,000,000.00 |
| 2. | Bodily Injury and Property Damage Combined, Each Occurrence | \$1,000,000.00 |

EXHIBIT “C”

**SWORN STATEMENT OF
CONTRACTOR**

RFP #09-101

**SWORN STATEMENT PURSUANT TO
SECTION 287.133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn Statement is submitted to the **PORT OF PALM BEACH DISTRICT (“PORT”)** by _____ whose business address is _____, and (if applicable) its Federal Employer Identification Number (FEIN) is: _____. (If the entity has no FEIN, include the Social Security Number of the individual signing this Sworn Statement: _____).
2. I understand that a “public entity crime” as defined in Florida Statutes §287.133(1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that a “convicted” or “conviction” as defined in Florida Statutes §287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Florida Statutes §287.133(1)(a), Means:
 - (a) A predecessor or successor of a person convicted of a public entity crime: or
 - (b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a “person” as defined in Florida Statutes §287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this Sworn Statement. [Indicate which statement applies.]

_____ Neither the entity submitting this Sworn Statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of this entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this Sworn Statement or one or more of its offices, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of this entity, or any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this Sworn Statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of this entity, or any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this Sworn Statement on the convicted vendor list. [attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PORT IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PORT PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT.

PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM:

By: _____

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this _____ day of _____
2008, by _____, as president of _____
_____, a Florida corporation on behalf of the
corporation. He/she is personally known to me or has produced _____
_____ as identification.

_____, Notary Public, Commission No. _____

_____, Name of Notary, typed, printed or stamped

EXHIBIT “D”

SPECIFIC REFERENCES

SPECIFIC REFERENCES

Please attach a list of those firms and/or public entities for which you are **currently** providing Security Services.

Indicate the following:

Name

Address

Contact Person with Title, Telephone number

Dates of Service

Description of Services Provided

Please indicate the same information of entities canceling or terminating your services within the last five (5) years. Also include the reason(s) for cancellation or termination.

EXHIBIT “E”

NARRATIVE STATEMENT

RFP #09-101

NARRATIVE STATEMENT

(Please do not use more than three, single-spaced pages to answer the requirements of this section.)