



REQUEST FOR PROPOSALS: SECURITY SERVICES FOR HUNTSVILLE-MADISON COUNTY LIBRARY

The Board of Directors of the Huntsville-Madison County Public Library (HMCPL) is issuing a Request for Proposals (RFP) for security services for the following branches:

Downtown Huntsville Library (“Downtown”) located at 915 Monroe Street SW, Huntsville, Alabama 35801.

Madison Public Library (“Madison”) located at 142 Plaza Drive, Madison, AL 35758.

North Huntsville Library (“North”) located at 3011-A Sparkman Drive, Huntsville, AL 35810.

South Huntsville Library (“South”) located at 7901-L Bailey Cove Road, Huntsville, AL 35802.

Proposer may submit a proposal for all branches, a single branch, or a combination of branches.

RFP OVERVIEW

RFP Title:	Security Services for Huntsville-Madison County Public Library
Timeline:	RFP Issuance October 15, 2024
Optional Pre-proposal Tours:	Downtown: Tuesday, October 22, 3:00 p.m. Madison: Friday, October 25 3:00 p.m. North: Thursday, October 24, 2:00 p.m. South: Wednesday, October 23, 3:00 p.m.
Proposal Submission Due:	Friday, November 1, 2024 2:00 p.m.
Anticipated Start of Service:	December 2024
Contract Period:	Three years with no automatic renewal

The RFP information is available at <https://hmcpl.org/rfp>.

OPTIONAL PRE-PROPOSAL TOUR FOR PROPOSERS

Four pre-proposal tours for proposers will be held. Attendance at these sessions is optional. Interested proposers should notify the Library of their intention to attend the pre-proposal tour by calling the Library Administration Office at 256-532-5950 or by email to sefird@hmcpl.org. Please specify which tour(s) you plan to attend. Attendees will meet at the front entrance at each library.

SCOPE OF WORK

Security schedules for each branch

Branch	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours
Downtown	9 a.m.- 2 p.m.	9 a.m.- 2 p.m.	9 a.m.- 2 p.m.	9 a.m.- 2 p.m.		9 a.m. – 5 p.m.	1 p.m. – 5 p.m.	32
Madison	2 p.m. – 8 p.m.	2 p.m. – 8 p.m.	2 p.m. – 8 p.m.	2 p.m. – 8 p.m.	11 a.m.-5 p.m.	11 a.m.-5 p.m.	1 p.m. – 5 p.m.	40
North	4 p.m. – 8 p.m.	4 p.m. – 8 p.m.	4 p.m. – 8 p.m.	4 p.m. – 8 p.m.	1 p.m. – 5 p.m.	1 p.m. – 5 p.m.	1 p.m. – 5 p.m.	28
South	2 p.m. – 8 p.m.	2 p.m. – 8 p.m.	2 p.m. – 8 p.m.	2 p.m. – 8 p.m.	1 p.m. – 5 p.m.	1 p.m. – 5 p.m.	1 p.m. – 5 p.m.	36

For Downtown, approximately 192 additional hours are available for scheduling based on the need for leave coverage for an on-staff Security Assistant. Additional hours may be requested at branches to cover after business hour events.

Contractor shall provide unarmed uniformed security services in and around each property for the specified schedule. Contract security personnel will implement the Library's security objectives according to the library's Code of Conduct. Duties may include but is not limited to: assisting staff with opening and closing procedures, roving patrols of interior and exterior building areas, monitoring behavior of library users, responding to security issues when notified by staff or library users, overseeing library user traffic during a weather/fire alarm or utility outage, communicating with the manager on duty regarding security risks, logging security incidents in accordance with branch procedures, and responding as necessary to support other life safety duties as identified in post orders and standard operating procedures.

RESPONSIBILITIES OF CONTRACTOR

The Contractor shall take all responsibility for the work, shall bear all costs or losses resulting from the amount or character of the work, or from any unforeseen obstructions or difficulties which may be encountered, or because of the conditions of the facility in which the work is done is different from what is assumed or expected. The Contractor shall assume defense of, and indemnify and hold harmless HMCPL, the Library Board of Directors, and its officers, employees and agents, from all claims of any kind arising from the performance of this Contract.

The Contractor shall provide the necessary supervision for the project. The Contractor must furnish the library with a phone and email contact for the responsible supervisor and/or scheduler. Contractor shall provide appropriate and necessary management and supervision for all Contractor's employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Contractor's rules and regulations, as well as any other policy established by the contracting parties.

The Contractor shall furnish the Library with a current list of all employees that will perform work at the Library. Mandatory qualifications for Contractor personnel:

- Must be employees of the Contractor.
- Must be licensed and trained to be a security guard in the state of Alabama.
- Shall be professional and courteous at all times. The Library may require the Contractor to remove any employee from work for reasonable cause as determined by the Library.
- Must wear appropriate clothing identifying them as employees of the Contractor.
- May not bring family, friends, or pets to work.

The Contractor must verify Library holiday and closings each year.

Contractor shall work with the Library to develop a comprehensive set of Post Orders documenting both general procedures as well as site-specific responsibilities. Post Orders shall be prepared prior to the commencement of the contract and must be reviewed and approved by Library management with thirty (30) days from commencement of Contractor's services to Library. All security officers will be required to read and verify they understand the Post Orders and at minimum, shall be tested annually or more frequently during site inspections. Contractor shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both Contractor's and Library's standards.

Contractor is responsible for the daily personal appearance of security personnel. Contractor shall provide seasonal uniforms and weather-appropriate protective clothing necessary to support continuous performance of contract requirements. Security officers are prohibited from carrying weapons of any kind, including but not limited to: firearms, nightsticks, martial arts weapons or equipment, batons or any chemical agent spray or liquid.

Contractor shall agree to remove from the site, whenever required to do so by Library, any employee considered by Library to be unsatisfactory or undesirable to Library, within the limits of any applicable laws.

Contractor shall administer all cost accounting and billing relative to this contract. Contractor shall respond as necessary to accommodate additional duty hours as may be requested by Library.

The Contractor is to provide a monthly invoice for services at the end of each month. Invoice must be submitted to apayables@hmcpl.org.

ADDITIONAL INFORMATION

- The four branches in this RFP are open to the public 7 days per week:
 - Monday through Thursday – 9:00 a.m. to 8:00 p.m.
 - Friday and Saturday – 9:00 a.m. to 5:00 p.m.
 - Sunday – 1:00 p.m. to 5:00 p.m.
- The fiscal year schedule for the library is October 1 through September 30 of the following year.
- Number of visitors in FY 2024
 - Downtown: 301,261
 - Madison: 252,635
 - North: 159,197
 - South: 436,531
- No tobacco products may be used in the Library building or on the grounds.

REFERENCES

Proposers must provide 3 references of firms or companies where similar security services are currently being provided. Contact names, emails, and phone numbers must be listed.

CERTIFICATE OF LIABILITY INSURANCE

Proposers must be bonded and must provide a certificate of liability insurance.

The winning proposer must add HMCPL, the Library Board of Directors, employees and agents as additional insureds under any such insurance policy for purposes of services provided pursuant to this RFP and any resulting contract.

ALABAMA SECURITY REGULATORY BOARD CERTIFICATE

Proposers must provide a copy of their State of Alabama Security Regulatory Board certificate for their company.

QUESTIONS

All questions concerning this RFP shall be submitted by email to Stephen Efird at sefird@hmcpl.org. The Library will post on our website www.hmcpl.org a written response in the form of an Addendum for each question requiring a clarification or interpretation of the specifications. It is the responsibility of the proposer to look for Addendums. The Library will not be responsible for any other explanation of the specifications.

Questions submitted must provide, at a minimum, the following information:

- Proposer's name and contact information
- Question clearly stated
- Specific reference to applicable RFP section(s)

RATING CRITERIA

The contract will be awarded to the proposer submitting the most responsive and responsible proposal consistent with the specifications and requirements detailed in the RFP.

The following qualifications of a proposer will be considered by the Library:

1. Ability, capacity and skill to perform the contract and provide the service required within the time specified, without delay or interference;
2. Character, integrity, reputation, judgment, experience and efficiency
3. Quality of performance of previous contracts or services

All proposals will be rated on the following scale:

- | | |
|--|-----|
| ○ Cost | 40% |
| ○ Company Qualifications and Experience (including reference checks) | 30% |
| ○ Availability and Capacity of Company to Perform the Work | 30% |

PROPOSAL DELIVERY INSTRUCTIONS

Proposer may submit proposals for all branches, a single branch, or a combination of branches.

In order to fully respond to the RFP, each proposer must include:

- Signed Project Specifications and Detailed Requirements Acceptance Form (page 8)
- Completed & Signed Cost/Proposal Form (pages 9-11)
- Certificate of Liability Insurance
- State of Alabama Security Regulatory Board certificate
- 3 References
- 1 original and 1 print copy of the complete proposal
- 1 electronic copy of complete proposal (email to sefird@hmcpl.org)

Failure to include any of the required deliverables listed above or to comply with RFP specifications may result in the response being disqualified or receiving a lower rating.

Proposals are to be mailed or delivered to Stephen Efird, Huntsville-Madison County Public Library, PO Box 443, Huntsville, AL 35804, or 915 Monroe Street, Huntsville, AL 35801. The words “Sealed Proposal—Security Services” must be on the outside of the envelope.

Proposals must be received by 2:00 p.m. on Friday, November 1, 2024. The proposals will be opened at 2:00 p.m. in the Board Room located on the third floor of the Downtown Library, 915 Monroe Street. Late proposals will not be considered and will be returned unopened to the proposer. HMCPL will not be responsible for any carrier’s failure to deliver a proposal.

HMCPL reserves the right to reject in whole or in part any or all proposals, waive minor technicalities, informalities, or minor irregularities in any proposal and award the proposal which best serves the interest of HMCPL. HMCPL also reserves the right to implement all or portions of the proposal.

For further information, please contact Stephen Efird at 256-532-5952, or by email at sefird@hmcpl.org.

HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY

PROPOSAL SUMMARY

RFP TITLE: Security Services for Huntsville Madison County Public Library
PROPOSAL DUE: 2:00 p.m., Friday, November 1, 2024
"Sealed Proposal—Security Services" must be printed on outside of envelope
PROPOSAL OPENING: 2:00 p.m., Friday, November 1, 2024
Downtown Huntsville Library, Board Room, 3rd Floor Administrative Office, 915 Monroe St SW, Huntsville, AL 35801

ADDRESSES:

Mailing address:
Stephen Efirm
Huntsville-Madison County Public Library
P.O. Box 443
Huntsville, AL 35804

Delivery address:
Stephen Efirm
Huntsville-Madison County Public Library
915 Monroe Street
Huntsville, AL 35801

EMAIL: sefirm@hmcpl.org

PLEASE SUBMIT ONE (1) ORIGINAL PROPOSAL

AND

ONE (1) PRINT COPY OF COMPLETE PROPOSAL

AND

ONE (1) ELECTRONIC COPY OF COMPLETE PROPOSAL

All proposals must be signed on the Cost/Proposal Form (pages 9-11), and include a signed Project Specifications and Detailed Requirements Acceptance Form (page 8), Certificate of Liability Insurance, State of Alabama Security Regulatory Board certificate, and three (3) References.

HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY
PROJECT SPECIFICATIONS AND DETAILED REQUIREMENTS
ACCEPTANCE FORM

I acknowledge that I will comply with the Project Scope and Detailed Responsibilities listed in the RFP.

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE: _____(print)

SIGNATURE: _____

TITLE: _____

DATE: _____

COST/PROPOSAL FORM

SECURITY SERVICES FOR DOWNTOWN HUNTSVILLE LIBRARY

		Hourly Rate	Hourly Rate for Federal Holidays (if applicable)
Dec 2024 – Sept 2025		\$	
Oct 2025 – Sept 2026		\$	
Oct 2026 – Sept 2027		\$	
Oct 2027 – Sept 2028		\$	

SECURITY SERVICES FOR MADISON PUBLIC LIBRARY

		Hourly Rate	Hourly Rate for Federal Holidays (if applicable)
Dec 2024 – Sept 2025		\$	
Oct 2025 – Sept 2026		\$	
Oct 2026 – Sept 2027		\$	
Oct 2027 – Sept 2028		\$	

SECURITY SERVICES FOR NORTH HUNTSVILLE PUBLIC LIBRARY

		Hourly Rate	Hourly Rate for Federal Holidays (if applicable)
Dec 2024 – Sept 2025		\$	
Oct 2025 – Sept 2026		\$	
Oct 2026 – Sept 2027		\$	
Oct 2027 – Sept 2028		\$	

SECURITY SERVICES FOR SOUTH HUNTSVILLE PUBLIC LIBRARY

		Hourly Rate	Hourly Rate for Federal Holidays (if applicable)
Dec 2024 – Sept 2025		\$	
Oct 2025 – Sept 2026		\$	
Oct 2026 – Sept 2027		\$	
Oct 2027 – Sept 2028		\$	

AUTHORIZED REPRESENTATIVE: _____(print)

SIGNATURE: _____

TITLE: _____ DATE: _____

By signing the above, I certify that I am authorized by the Company named above to respond to this Request for Proposal.