



Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Competitive Bid
Request for Proposal
This is Not an Order

Security Services

Date:	May 10, 2021
Site Walk-thru:	Not Applicable
Proposal Due On:	June 1, 2021
Return Proposal To:	Kevin Casey Dean of Technology & CSO Kennebec Valley Community College 92 Western Avenue Fairfield, Maine 04937
Telephone:	(207) 453-5141
Email:	kcasey@kvcc.me.edu

Competitive Bid Request for Proposal
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Competitive Bid Request for Proposal Security Services

1.0 Introduction

Kennebec Valley Community College (KVCC) is soliciting proposals from experienced and qualified companies to provide security services for its two campuses. A combination of foot and vehicle patrols is desired. The goal of this project is to augment the College’s Department of Campus Safety & Security’s efforts with a professional security presence on both campuses to assist in preventing and managing security and emergency-related events at the College.

A detailed explanation of the scope and specifications is contained in **Section 6.0, Scope of Services and Specifications**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 8.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

2.0 Background

Kennebec Valley Community College is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield, Maine is reached by taking Exit 132 off Interstate 95. The 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

The Fairfield campus consists of five separate buildings, and the Alfond campus (at Hinckley) consists of ten buildings and a complex of four farm buildings located approximately one quarter mile from the rest of the campus.

3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	May 10, 2021	
Site Walkthrough	Not Applicable	Not Applicable
Proposals Due On	June 1, 2021	2:00 P.M. ET
Award Decision & Notification	June 7, 2021	

4.0 Examination of Specifications and Schedule

Each bidder or authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. Failure to do so will be at the bidder's own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

5.0 Submission of Bids

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than June 1, 2021 by 3:00 P.M. ET.**

All proposals are to be marked "Security Services" and mailed to:

Kevin Casey
Dean of Technology and CSO
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Proposals may also be e-mailed to: kcasey@kvcc.me.edu, with the subject line "Security Services".

6.0 Scope of Services and Specifications

The Scope of Services and Specifications set forth in this Request for Proposal (RFP) represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services shall be negotiated between the College and the successful Proposer.

The Contractor must be currently in the business of Security Services and be capable of providing these services to meet the needs of KVCC.

Primary security for both campuses is provided by the College's Department of Campus Safety & Security. KVCC employs a full time Safety & Security Director as well as several Student Security Officers. KVCC also has in place, an Emergency Response Team (ERT), a group comprised of ten employees who set security and safety policy for the College and serve as the emergency communication and response force for the College.

6.1 Scope

The successful Proposer will provide uniformed security services for Kennebec Valley Community College at its Fairfield and Alford campuses.

Post Orders

Uniformed security personnel will:

- Follow KVCC Safety & Security SOP Manual

- Monitor all doors and entrances; access to internal and external spaces on both campuses is controlled by a combination of metal keys and access cards
- Monitor all parking lots and inspect vehicles for appropriate parking permits
- Issue parking permits and provide information about parking on campus
- Issue warnings and tickets for illegal parking and moving violations as required
- Escort staff and students to their vehicles when requested or as needed
- Have a professional appearance and be in uniform when on duty
- Employ excellent customer service skills
- Assist custodial staff to monitor the facilities prior to closing for the night
- Enforce college rules and regulations
- Act as the first responder to all incidents while on duty unless the Director of Safety and Security is present
- Act as the direct contact with local police, fire department and Director of Safety and Security if the 911 system needs to be activated
- Be trained in CPR, AED, and First Aid if not already certified (at Proposer's expense)
- Use KVCC-provided office telephone, two-way radio, and mobile devices in accordance with KVCC policies and procedures

Required Hours

- Campus hours of operation vary throughout the year, based upon the College's academic calendar and course schedule.
- Patrol hours for both campuses will be 6 to 8 hours Monday through Friday and a 6 to 12 hour Saturday shift (exact schedule TBD), Saturday coverage may include both campuses (exact schedule TBD).
- Patrol hours may exclude holidays and College breaks during which the college is closed.
- There may be additional hours for special events and some add-on coverage, as necessary.
- All security guards must be scheduled in a manner to avoid any overtime billing. Exceptions may occur so an overtime rate must be quoted.
- The current approximate annual hours of service are estimated to be 3,200 hours.

Reporting

- Fill out electronic Daily Activity Reports (DAR's) for each shift documenting security officer activity and Incident Reports (IR's) for each incident when security officers are on duty using a digital guard management system to be provided by Proposer, prior experience in a commuter community college of comparable size is preferred.

7.0 Contractor's Insurance

The Contractor shall maintain throughout the term of the agreement general liability insurance to insure against all claims of bodily injury or death, and property damage, arising out of work performed under this agreement. Such insurance shall provide coverage in an amount not less than \$1,000,000 per occurrence and shall list

KVCC as an added insured Contractor shall also maintain worker's compensation insurance in amounts required by state law.

8.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Kevin Casey
Dean of Technology and CSO
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

or via email at kcasey@kvcc.me.edu

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

9.0 Bid Review and Evaluation

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

Evaluation Method

- a. Technical ability to meet the outlined specifications and post orders
- b. Proposer's project approach, experience, and reference input
- c. Cost, to include hourly rates

10.0 Preparation of Bids

KVCC seeks the proposal that best meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal shall include:

- a. The contractor's name(s)
- b. Contact information (Address, phone, Fax, Email)
- c. Proposal with detailed specifications and pricing. Detailed specification requirements are outlined in **6.2 Specifications**
- d. Acknowledgement of any addendums issued
- e. Company specific terms and conditions

11.0 Withdrawal of Bids

All proposals must be valid for at least thirty (30) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension.

KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facility and training programs.

12.0 Taxation and Compliance

Maine Community College System d/b/a Kennebec Valley Community College is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

13.0 Standard Terms and Conditions

NOTICE TO VENDORS AND BIDDERS: STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS.

MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;

2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to “trade secret” exemption from disclosure under Maine’s Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine’s Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.