



Request for Proposal (RFP) 2024-04

Security Guard Services

All Proposals Must Be Submitted To:

Port of Port Arthur Navigation District

Attn: Larry Kelley

221 Houston Avenue

Port Arthur, Texas 77640

Attention: RFP 2024-04 Security Guard Services

All Proposals must be received:

June 17, 2024, 2:00 PM

Proposals received after the submission deadline and time will not be considered.

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1. RFP Overview

1.1 Port of Port Arthur Background

The Port of Port Arthur, (Port) was established in 1965, and oversees a deep draft modern seaport located on the Sabine Neches Waterway. The Port is a multi-berth facility operating 24-hour, year round, including holidays. The Port operates multiple berths and has tenant facilities on Port owned property. Background information about the Port is available on the website, <https://portpa.com/>. Certain designated parts of the Port owned property operate in compliance with 33 CFR requirements for certain maritime facilities.

1.2 Purpose of the RFP

The intent of this Request for Proposal is to obtain proposals for qualified professional Security Guard Services (Contractor) for staffing services providing related unarmed security and patrol services twenty-four (24) hours a day, seven (7) days per week (Monday – Sunday, including holidays). The primary focus of these services is to provide unarmed security and patrol services to monitor Port activity, manage safe and efficient vehicular traffic and personnel flow, observe, report, and investigate suspicious or criminal activity, and ensure compliance with certain 33 CFR requirements as it relates to maritime facilities. The Port will provide office space, utilities for the office space, including internet, landline telephone service, and certain equipment, including office equipment (computer workstation(s) and related equipment), and portable radios, handheld devices, scanners for use by the selected Contractor. Proposing Contractors should carefully review the requirements of this RFP to ensure that they meet all stated requirements. The Port includes marine terminals, multimodal areas, laydown space, railyards and the Port-owned property.

1.3 Procurement Schedule

Event	Date
RFP Issued	05/28/2024
Mandatory Pre-Proposal Conference	06/10/2024, 2:00 PM
Deadline for submissions	06/17/2024, 2:00 PM

** The schedule may be adjusted, as necessary at the discretion of the Port.*

1.4 RFP Coordinator

All communications concerning this RFP must be submitted via email to Rebecca Underhill, Director of Accounting at bids@portpa.com. Proposers should rely only on written statements issued by the RFP coordinator. All requests for information will be distributed to attendees of the mandatory pre-proposal meeting. **Proposer's contact with anyone else in the Port is expressly forbidden and may result in disqualification of the Proposal.** Further, any oral communications will be considered unofficial and non-binding on the Port.

1.5 RFP Amendment and Cancellation

The Port reserves the unilateral right to amend this RFP in writing at any time. The Port also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued, notification shall be posted on the Port's website at: <https://portpa.com/>. **It is the responsibility of the proposer to periodically review the Port's website for amendments to this RFP.**

1.6 Proposal Submittal

- Proposals are to be received by the Port no later than the date and time indicated in schedule. A Proposer's **failure to submit a Proposal as required before the deadline will cause the Proposal to be disqualified.**
- Proposers must submit three (3) bound copies and one (1) .pdf copy on a flash drive.
- An authorized representative of the Proposer must sign the Proposal form.
- Any portion of the Proposal that is considered proprietary information or otherwise potentially exempt from Public Information Act disclosure must be clearly marked "confidential." Vague and general claims as to confidentiality will be considered public information.
- **Facsimile and e-mail transmittals cannot be accepted.**
- The proposal package should be clearly labeled with the following:
 - Proposal for RFP 2024-04 Security Guard Services
 - Proposal Due Date and Time:
 - Proposer Name:
 - Proposer Address:
 - Proposer Phone Number:

There is no expressed or implied obligation of the Port of Port Arthur to reimburse responding Proposers for any expenses incurred in preparing proposals in response to the RFP and the Port of Port Arthur will not reimburse responding Proposers for such expenses.

All Proposals must be received in the offices of the Port of Port Arthur, 221 Houston Avenue, Port Arthur, Texas 77640, no later than 2:00 PM Central Time, June 17, 2024. The Port of Port Arthur is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/stamp in the offices of the Port of Port Arthur shall be the official time of receipt. **Late submissions cannot be considered and will be returned unopened.**

2. Proposal Requirements

2.1 Proposal Form

The pricing / billing rate portion on the Proposal is to be submitted on the enclosed **Proposal Form For Security Guard Services**. The pricing will be inclusive: the Contractor will absorb any and all costs associated with complying, on an on-going basis, with the General Specifications set out in this package.

The Port is exempt from Sales Tax. No sales tax shall be included on the prices Proposal.

The Port will provide office space, utilities for the office space, including internet, landline telephone service, and certain equipment, including office equipment (computer workstation(s), handheld devices, scanners, and related equipment), and portable radios for use by the selected Contractor.

2.2 Firm Qualifications, References, Personnel and Staffing

The Port is seeking a contract with a competent firm(s) registered and licensed to practice in the State of Texas that have a minimum of 5 years of experience in Professional Security Guard Services.

Qualifications

- List the Firm's qualifications, licenses and ability to perform the service requirements listed in the scope of work.
- List the qualifications of key personnel to be assigned to this project, including but not limited to education, training, registrations, certifications, and licenses.
- Describe the Firm's resources, including total number of employees (professional, technical and administrative), number and location of offices, number and types of equipment to support this project. Describe any special equipment or facilities available to perform the requested work. Identify any tasks outlined in the RFP that would be subcontracted.

Firm Experience and References

- Number of years experience providing Security Services
- Relevant experience with projects of similar size and scope performed over the past ten (10) years. For each project listed, include scope of services performed, date services provided and name, titles, and telephone numbers of each client or client's representative.
- Provide the following information for key personnel to be assigned to this project:
 - Total years experience
 - Number of years experience working for the Firm
 - Primary work assignment for the projects outlined in this RFP
 - Relevant experience with projects of similar size and scope
 - Resumes for key personnel to be involved in this project

Quality of Service and Project Approach

- Discuss Firm's approach to developing the tasks, deliverables, staffing and schedules for the services requested in this RFP

- Describe the Firm’s policies, procedures and plans to ensure quality services (continuing education, on-going training, internal quality practices, personnel recruitment and retention, etc.)

2.3 Required Certifications

This section will contain any licenses, certifications and assurances as required by the Texas Board of Private Investigators and Private Security Agencies and the Texas Department of Public Safety. The Firm should include copies of the Licenses.

All guards will be in possession of a valid Transportation Worker Identification Credential (TWIC card) and a valid State issued driver’s license.

2.4 Financial Stability

Submit a copy of your organization’s most recent financial statements – audited or unaudited. The statements will be treated as confidential, and distribution will be limited to only those Port employees involved in the selection process.

2.5 Staffing Plan

See Description of Services (3.1).

3. Contractor Requirements

3.1 Description of Services

- Port requires qualified professional Security Guard Services, (Contractor) for staffing services to provide unarmed security and patrol services twenty-four (24) hours a day, seven (7) days per week (Monday – Sunday, including holidays). The primary focus of these services is to provide unarmed security and patrol services to monitor Port activity, manage safe and efficient vehicular traffic and personnel flow, observe, report, and investigate suspicious or criminal activity, and ensure compliance with certain 33 CFR requirements as it relates to maritime facilities. The port will also require certain operation driven information support. Exemplified by but not limited to vessel, rail and truck activity, general cargo inspection for condition or quantity to prevent loss including vehicle inspection. Vessel crew change, pilot and seafarer access are normal occurrences and coordinating/handling TWIC escort activity and commercial credit card transactions. While the Port deters handling cash, on a case by case example there is a procedure for a cash drop in to secure one-way safe. The Port will provide office space, utilities for the office space, including internet, landline telephone service, and certain equipment, including office equipment (computer workstation(s) and related equipment), and portable radios, handheld devices, scanners for use by the selected Contractor. The Port includes marine terminals, multimodal areas, laydown space, railyards and the Port-owned property.
- **Staffing Plan** - Contractor to develop and recommend, in this RFP: Staffing levels, schedules, general orders and examples of specific orders. To the successful Contractor, all Orders to be issued in writing to all guards listing all applicable duties and various emergency and non-emergency contacts. All subject to Port approval.

- In providing services at the Port, the selected Contractor must ensure guards comply with the following requirements:

Possess (and have on person at all times while providing services at the Port) valid TWIC card and a valid state issued driver's license.

NOT possess any weapon while on Port property, including without limitation firearms, knives, pepper spray, mace, or batons.

A prohibition against the use of alcohol, tobacco, narcotics while on duty

A prohibition against the use of personal electronic devices while on duty.

Work while exposed to outdoor elements such as wind, rain, chill/cold, heat, humidity and noise.

Be able to read, write and understand the English language.

Be able to comprehend and implement / enforce complex post orders and rules / regulations.

Be able to understand handling requirements of Sensitive Security Information (SSI).

Periodically pass a criminal history records check (background check).

Be able to climb inside and bend under vehicles for inspections. Inspecting vehicles and personnel for dangerous or illegal items at vehicle and personnel gates, ingress/egress points.

Escorting non-TWIC holders in secure and restricted areas as required.

Performing equipment control for contractors working in port.

Controlling access to gates for construction activities.

Performing roving perimeter patrols, fence line inspections and patrols to port owned property. Including response to alarms. Providing foot patrol of terminal buildings, offices and other Port owned facilities to identify suspicious activity, improper escorting, unattended equipment, etc.

Monitoring, directing traffic flow at Port checkpoints or entry point areas including vehicle staging areas for Port users, trucks, personnel.

Inspecting and validating port-issued badges and evaluating TWIC cards (e.g., using technology such as portable card readers, comparing photos on badges to individuals presenting them, etc.)

Responding to emergency or critical / urgent incidents (e.g., to assist Port staff and/or law enforcement control access and/or establish a perimeter.

Interacting with Port workers, Port users, customers and tenants with the highest level of professionalism and courtesy.

Communicating in a clear and concise manner when security incidents arise and/or day-to-day operations.

- The Port reserves the right to not accept Contractor employees who, upon arrival to the work site, are deemed unfit to perform the duties as described in this RFP. The Port also reserves the right to reject any individual at any time. Such individuals will be immediately asked to leave the work site and will not be paid by the port for their time at the work site. The Port will immediately notify the Contractor of this occurrence. The Contractor will immediately send another employee to fulfill the original request as obligated, under the conditions of this RFP.

The Port reserves the right to terminate the services of the selected Contractor for non-compliance with any of these specifications or the services are not being performed to the Port's satisfaction.

- Security duties are based on Maritime Security and must comply with the Port of Port Arthur (POPA) Facility Security Plan (FSP). The FSP is considered security sensitive information and facilitated by the Port and enforced through the Facility Security Officer (FSO) and the Assistant Facility Security Officer (AFSO).

3.2 Uniforms / Equipment / Appearance

A professional appearance is important. The Security Guard must be in full uniform while on duty or in areas visible by port users. Maintaining personal hygiene, neat and groomed appearance is a requirement. This includes clean, well-fitted uniforms and shoes. Shirts must be tucked in. Guard must keep TWIC and state issued driver's license on their person at all times while on patrol. Security Guard Service will furnish guards with standard uniform and necessary Personal Protective Equipment, (PPE). PPE includes but not limited to rain gear, hard hat and safety vest. Security Guard Service shall display an approved sign or emblem indicating that the premises are being protected by them. Company badges will be prominently displayed on the uniforms and caps.

3.3 Time Records and Invoicing

Security Guard Service shall provide weekly copies of sign-in sheets, showing guards name, assignment and hours worked during the period. The weekly sign-in sheets will be included with the invoices for services provided to the Port on a weekly basis.

Invoices shall be sent to: Port of Port Arthur, Accounts Payable at ap@portpa.com. The Port will pay invoices within 30 days of receipt.

Should the Port incur a security infraction from the USCG for Guard Service not compliance with the Port Facility Security Plan (FSP), the Security Guard Service will be responsible for paying the fines and duties imposed. The Guard Service will also be placed on administrative notice.

3.4 Insurance

The Contractor shall maintain, at its sole cost and expense for the duration of the contract, insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives or employees.

The following is a list of standard insurance policies along with their respective minimum coverage amounts required during the entire course of the contract.

1. Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, and bodily injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Umbrella / Excess Liabilities: Coverage provided will be no less than **\$2,000,000**.
3. Automobile Liability: Commercial auto insurance for ANY AUTO, whether owned, non-owned, scheduled, or hired, with limits no less than **\$1,000,000** per accident for bodily injury and property damage. This requirement may be waived by port risk management if no vehicles enter or traverse port properties.
4. Workers’ Compensation: Insurance as required by the State of Texas with Statutory Limits including United States Longshoreman & Harborworkers coverage, as may be required. Employers’ Liability insurance with a limit of no less than **\$1,000,000** per accident for bodily injury or disease.

All policies are required to be on a per occurrence policy limit.

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A:VII if admitted in the State of Texas.

The Port will be named as additional insured and the insurer shall provide waivers of subrogation on all policies as allowed by law.

If the selected Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Port of Port Arthur requires and shall be entitled to the broader coverage and/or the higher limits maintained by the selected Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Port of Port Arthur.

The Contractor shall provide copies of insurance certificates required hereunder to the Port on or before the effective date of the agreements.

3.5 Diversity in Contracting

Proposer agrees to use its best efforts to implement the Port’s Diversity in Contracting Program in connection with this contract. The Port’s Policy Directive on Diversity in Contracting has been provided to the Proposer as a part of these specifications and can also be found on the Port’s website at <https://www.portpa.com>.

3.6 Contract Duration

The Contract Period shall be for one (1) year period beginning from the date of acceptance by the Board of Commissioners. The Port retains the option to extend to the Proposer awarded this Proposal, an extension at the end of the above period, upon agreement with the Proposer and the Port. Said optional extension and renewal of contract for up to four years, one year at a time will be subject to the annual contract renewal price established on the Proposal form. The Port will retain the option to terminate the contract for unacceptable performance detrimental to the Port's operation and/or legal standing with regulatory bodies.

4. Proposal Format and Content

Proposals should include the following:

1. Completed and Signed Proposal Form (2.1)
2. Statement of Firm Qualifications, Personnel and Staffing (2.2)
3. References (2.2)
4. Required Certifications (2.3)
5. Financial Statements (2.4)
6. Staffing Plan (3.1)
7. Questionnaire Form CIQ and any other certifications required by law

Failure to follow the specified format, to label the responses correctly, or to address all the subsections may result in the rejection of the Proposal.

5. Proposal Evaluation

The Port of Port Arthur will evaluate all responses to determine the extent to which they comply with the requirements of this RFP, and to which Proposer best meets the needs of the Port. The Port may choose to use competitive negotiations to develop the final contract with the qualified Proposer. Responses will be evaluated and scored using the criteria below, with a maximum score of 100 points.

- | | |
|---|-------------------|
| • Organization and capacity | 25 points maximum |
| • Staffing Qualifications and Staffing Plan | 25 points maximum |
| • References | 25 points maximum |
| • Pricing | 25 points maximum |

6. General Terms and Conditions

Gratuities

No person will offer, give, or agree to give, any Port employee or its representatives any gratuity, discount, or offer of employment in connection with the award of contract by the Port.

Nondiscrimination

No person will be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the Port's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by law; nor will they be excluded from participation in, be denied benefits

of, or be otherwise subjected to discrimination in the performance of contracts with the Port or in the employment practices of the Port’s contractors. Accordingly, all entities entering into contracts with the Port will, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

Proposal Preparation Costs

The Contractor is responsible for any and all costs associated with the preparation, submittal, and presentation of any Proposal.

Proposal Errors

Proposers are liable for all errors or omissions contained in the Proposal as submitted. No changes or alterations will be allowed after the deadline for submitting the Proposal. The Port, at its discretion, has the right to accept or reject a Proposal in part or whole due to errors and/or omissions of the response.

Conflict of Interest

The Texas Local Government Code chapter 176 requires that any vendor or person who enters into or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person’s employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with the local government entity. Questionnaire Form CIQ is included in the RFP and must be submitted with the response.

At the time the vendor submits the signed contract, the vendor must complete a “Disclosure of Interested Parties”, Form 1295 online with the Texas Ethics Commission at www.ethics.state.tx.us/file. An example of the form is attached as Exhibit B. DO NOT SEND THE FORM TO THE PORT. The form must be completed online with the Texas Ethics Commission.

Attachments –

- Exhibit A - Pricing Form for Security Guard Services
- Exhibit B- Form CIQ
- Exhibit C- Form 1295
- Exhibit D - Port of Port Arthur Diversity in Contracting Policy
- Exhibit E - Contract