



## City of Grand Forks Request for Proposals

Community Security Service Contract

RFP# BB2022-15-RFP

Date of issue – August 8, 2022

Date of Closing – August 22, 2022, 2pm

### Overview

The City of Grand Forks is seeking proposals from individuals and/or organizations (the proponent) that are interested in providing general community security services on behalf of the City.

All contract documents are available through BC Bid and on the City of Grand Forks website. Proponents are solely responsible for ensuring any addenda are downloaded, reviewed, and included in their bid. Questions regarding this RFP can be directed to Dave Bruce, Manager of Bylaw Services, at 250-442-8266 or via email at [dbruce@grandforks.ca](mailto:dbruce@grandforks.ca). Do not send pricing information to this email address.

Proponents must refer to the RFP Documents for the terms governing the selection process. Proposals shall be prepared and submitted at the sole expense of the proponent and without cost to the Corporation of the City of Grand Forks. All proposals received by the City of Grand Forks Corporate Officer become the property of the Corporation of the City of Grand Forks and as such are subject to the Freedom of Information and Protection of Privacy Act.

Proposals may be submitted until 2:00 p.m. (local time), Monday, August 22, 2022. At this time, only electronic submissions are being accepted.

### Electronic Submissions

Proposals may be submitted electronically in pdf format with the RFP name and number noted in the email subject line to: [corporate@grandforks.ca](mailto:corporate@grandforks.ca).

If submissions exceed the permitted email size of the Bidder or the City, proponents should submit the proposal in multiple emails indicating on each email the total number of emails being sent. All emails must be received by the City no later than the closing time in Grand Forks, BC. Late submissions will not be accepted or considered.

The City will not be liable for any delay or non-receipt of emails for any reason including technological delay or issues by either party's network or email program. The City accepts no responsibility for submissions that fail for any reason to enter into the City of Grand Forks' email system by the closing time. As email transmission can be delayed due to high volumes of internet traffic, file transfer size, transmission speed etc., it is the proponent's responsibility to submit their proposal sufficiently in advance of the closing time to allow for receipt by the City. Proponents submitting email bids near the deadline do so at their own risk.

# Project Specifications

## 1. Introduction

The City of Grand Forks is requesting proposals from B.C. licenced security service providers to assist staff with security service requests. This can include requests received by the general public to attend to perceived security concerns from activities occurring on City property, and bylaw offence observations, both of which occur outside of regular city hall hours.

The City is currently in the process of hiring a Community Safety Bylaw Officer (CSBO), who will be attending to these functions for the majority of the week with relatively flexible hours, so this security service is being requested for the times not covered by the CSBO. It would be expected that regular communication between this proponent and the CSBO will be a component of the service. At this time the areas and times coverage is most needed include:

- Early mornings
- Evenings two to three times a week
- After hours facility call-outs, 4pm through to 7 am
- Vacation coverage

### Contract Description

- The budget provided for this contract is \$20,000
- The duration of this contract will be seasonal from September 8, 2022 to August 31, 2023, with no services required November 1 to February 28
- The contract will include an option to be extended on a year-to-year basis for a maximum of 3 years

## 2. Project Timeline

Project Milestones include the following:

- August 22: closing date
- August 29: agreement in place
- September 8: start date
- August 31, 2023: expiration of this contract

## 3. Project Deliverables

Proposal should demonstrate a clear vision for exactly what services can be provided within the given timeframe and budget.

An overall understanding of community expectations for this service is a prerequisite.

At a minimum, proposals must include:

- A description of the services provided for the \$20,000 annual contract including
  - Extent of eligible services provided
  - Total hours of service provided daily/weekly over the duration of the contract

- Regular hours of operation if applicable
- Method used to fulfill the contract such as foot/vehicle patrols, response, call-out
- Any periods of time service will not be available
- Any services explicitly not included as part of the contracted amount but available for an additional fee (services and fees to be listed as an attachment to this proposal)
- Optional services that could be included November 1 through to February 28
- Proposed reporting model including method of reporting, frequency and the types of data to be tracked
- Qualifications, certification, and experience
- References from similar contracts or positions
- Any other value-added services you will be providing but not charging for

#### **4. Submission Requirements**

- Proposals must include the Bid Form, completed in full.
- The proposal must be received at the closing location by the specified closing date and time.
- The proposal must be signed by a person authorized to sign on behalf of the Proponent.
- The proposal must be in English.
- Proponents may amend their bid via email to [corporate@grandforks.ca](mailto:corporate@grandforks.ca). Email changes must be received prior to the closing time. Any proposal change should disclose only price changes and any change that discloses a lump sum price, a unit price, an extended total, or total price will result in the entire bid being rejected. If a proponent emails a change to the proposal, the proponent accepts all risk associated therewith, including lost or misdirected email and any malfunction of the City's equipment.
- In the case of a unit price contract, if the proposal contains an error in adding amounts, the total proposal price is the total resulting from correct addition by the City of the amounts.

#### **5. Evaluation**

- Proposals will be evaluated on the best value to the City based on:
  - Total number of hours available
  - Times during the day available
  - Diversity of services available
  - Value-added components provided
  - Past performance, levels of qualifications, references
- The City will be under no obligation to receive further information, whether written or oral, from any bidder.
- The City reserves the right to accept or reject any or all of the proposals submitted.
- Award of any contract will be subject to budget consideration and requirements of the City of Grand Forks Procurement Policy.

#### **6. Additional Information**

- Except as expressly and specifically permitted in the RFP, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the

RFP, and by submitting a bid, each bidder shall be deemed to have agreed that it has no claim.

- It is the sole responsibility of the bidder to determine the current site conditions and locations.

## **7. Requests for Clarification**

Bidders may inquire into and clarify any requirements of this RFP. Questions must be communicated to the City's contact person at least five days prior to the closing date. It is the bidder's responsibility to clarify any details prior to submitting a bid. The Corporation of the City of Grand Forks will assume no responsibility for any oral instruction or suggestion.

## **8. Omissions and Discrepancies**

If a Bidder finds discrepancies in, or omissions from, the bid documents or if he/she is in doubt as to their meaning, he/she should advise the City immediately.

Responses, if not already addressed in the RFP, will be addressed in the form of addenda, posted in the same location as the original RFP documents. No oral interpretations will be effective to modify any provisions of the Bid unless a written addendum has been issued by the Corporate Officer prior to the advertised closing date and time. The Bidder is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their bid. Bidders must also acknowledge receipt of each addendum (if any) in the space provided on the bid form.

## **9. Bid Irrevocability**

By submission of a clear and detailed written notice, the Bidder may amend or withdraw its bid prior to the closing date and time. Any amendment submitted which results in the disclosure of pricing or other salient points of the original bid will result in disqualification of the Bidder. At closing time, all bids become irrevocable.

Bids shall be firm for a period of at least 30 days from the RFP closing date and shall be used as the basis for and be included as part of the contractual agreement that will be entered into with the selected firm. The City reserves the right to negotiate scope and price with the lowest qualified bidder without any obligation to any other bidders.

By submission of a bid, the Bidder agrees that should its bid be successful, the Bidder will enter into a contract for the work with the City of Grand Forks, the content and format of such contract to be determined by the City of Grand Forks.

# Proposal Bid Form

## 1. Contact Information

|                                       |              |
|---------------------------------------|--------------|
| Name of Organization (if applicable): |              |
| Name of Authorized Representative:    |              |
| Job Title of Representative:          |              |
| Address:                              |              |
| City:                                 | Postal Code: |
| E-Mail Address:                       | Phone #:     |
| Website:                              | Date signed: |
| Authorized Representative Signature:  |              |

## 2. Pricing and Evaluation

- Outline your schedule to provide each deliverable in the Project Specifications, and briefly (in 500 words or less) the approach to meet the City's strategic priorities.
- Provide examples of previous work that demonstrate experience with community security service, complete with references.
- Within the proposal, provide a list of services the City can expect, services the City cannot expect, services which may be available for an additional charge, and value-added services which will come at no additional cost.
- Proposals will be evaluated with the following criteria:
  - Total number of hours available
  - Diversity of hours available
  - Past performance
  - Value-added bonuses

### 3. Conflict of Interest

- List all projects, contracts, or commissions, etc. the Proponent has undertaken with the City of Grand Forks within the last 3 years. If no business interactions have taken place, please state that.
- If there have been business interactions as defined above, please declare if there are any outstanding claims, litigation, liens, costs, or other disputes, ancillary or otherwise relating to these interactions.

|                       |  |
|-----------------------|--|
| Authorized Signatory: |  |
| Date:                 |  |

### 4. Addenda

The Proponent acknowledges receipt of the following Addenda and agrees that this Bid has been completed in accordance with them:

|          |  |
|----------|--|
| Addenda: |  |
|----------|--|