



**REQUEST FOR PROPOSALS
ARMED SECURITY SERVICES
FOR THE VILLAS AT EASTWOOD
RFP 19-02**

**ISSUE DATE: MARCH 11, 2019
DUE DATE: April 1, 2019 @ 2:00PM**

**8933 INTERCHANGE DRIVE
HOUSTON, TX 77054**





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REQUEST FOR PROPOSALS
for
Armed Security Guard Services for The Villas at Eastwood
RFP NO. 19-02

The Harris County Housing Authority (“**HCHA**”) on behalf of The Villas at Eastwood is requesting proposal submissions from armed security guard services (Offerors), with experience in providing armed guard security services for The Villas at Eastwood a 200 unit multi-family/mixed use development located at 1933 Hussion Street, Houston, TX 77003.

This **RFP** contains submission requirements, the scope of service, period of service, terms and conditions and other pertinent information for submitting a proper and responsive proposal. **RFP #19-02** will be posted on **March 11, 2019** and can be downloaded from **HCHA’s** website www.hchatexas.org.

Prospective **Offerors** desiring any explanation or interpretation of this solicitation must make the request in writing no later than **March 19, 2019**. The request must be emailed to Samson Babalola at finance@hchatexas.org. Any information given to a prospective **Offeror** about this solicitation will be furnished to all other prospective **Offerors** as a written amendment to the solicitation. All amendment(s) to this solicitation, if issued, will be posted on **HCHA’s** website www.hchatexas.org. All **Offerors** are encouraged to check the **HCHA** website for amendment(s) issuance.

The proposal(s) must be enclosed in a sealed envelope and labeled as follows: **Armed Security Guard Services for The Villas at Eastwood - Request for Proposals. RFP #19-02, Due Date and Time: April 1, 2019, 2:00 P.M. (CST), Name of Offeror: _____.**

The **RFP** submission must be addressed to **Attn: Finance Department, Harris County Housing Authority on Behalf of The Villas at Eastwood, 8933 Interchange Drive, Houston, Texas 77054**. Submissions may also be emailed as a PDF attachment to finance@hchatexas.org.

Submittals must reach **HCHA** no later than **2:00 P.M. (CST)** on **April 1, 2019**. Late submissions will be handled in accordance with the provisions in Form HUD-5369-B title “Late Submissions, Modifications, and Withdrawal of Offers.” Submittals will be held in confidence and will not be released in any manner until after the contract award.

Submittals will be evaluated on the criteria stated in the **RFP**. Negotiations may be conducted with **Offerors** who have a reasonable chance of being selected. After evaluation of the proposals, if any, the contract will be awarded to the responsible **Offeror(s)** whose qualifications, project proposal and other factors considered are the most advantageous to **HCHA**.

HCHA reserves the right to reject any and all submissions.

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ATTACHMENTS:

Attachment A:	Conflict of Interest Questionnaire (CIQ)
Attachment B:	M/WBE Participation Form
Attachment C:	Affirmative Action for Disabled Workers
Attachment D:	Instructions to Offerors for Non-Construction (Form HUD-5369-B)
Attachment E:	Certifications and Representations of Offerors for Non-Construction Contracts (Form HUD 5369-C)
Attachment F:	Form of Non-Collusive Affidavit
Attachment G:	Certification of Payments to Influence Federal Transactions
Attachment H:	Declaration (Required Submission)
Attachment I:	Section 3 Policy
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I. INTRODUCTION

Harris County Housing Authority (**HCHA**), on behalf of The Villas at Eastwood is seeking proposals from interested armed security guard services referred to as the “Offeror,” for The Villas at Eastwood, a 200 unit, mixed-use/mixed income property located at 1933 Hussion Street, Houston, TX 77003.

The Villas at Eastwood consists of three residential buildings ranging from 4 to 5 stories and includes 144 surface parking spaces on 3.8 acres of land. Buildings 1 and 2 will include of 110 apartment units in two “L” shaped 4-story wood frame structures on the south side of the site with a courtyard between the two structures. Building 2 will include 5,861 SF of supportive service space and offices on the ground floor serving the residents of the development. Building 3, on the north side of the site, will consist of 90 apartment units in one 5-story wood frame structure. HCHA offices, comprising 18,800 square feet, will be located on the 1st and 5th story of this building.

Offerors are required to submit written proposals that present the Offeror’s qualifications and understanding of the services to be performed. The Offeror’s proposals should be prepared simply and economically and should provide all information it considers pertinent to its qualifications for the scope of services contained herein. Emphasis should be placed on completeness of services offered and clarity of content of the proposal.

The successful offeror will provide a uniformed licensed armed security guard to perform services under this contract. Uniforms shall identify the offerors company by badge with the company's name or company's logo. The security guard shall be identified by name tag either affixed to or sewn on the uniform while performing security guard duties. Security guards must have at least one (1) year of security or police service experience. All security guards must be armed and possess communication radios or phones

The proposal must be submitted no later than 2:00 PM on Monday, April 1, 2019, to the following mailing or e-mail address:

Harris County Housing Authority
On Behalf of The Villas at Eastwood
Attn: Finance Department
8933 Interchange Drive
Houston, TX 77054
E-mail: finance@hchatexas.org

II. PROCUREMENT SCHEDULE

The anticipated schedule for the **RFP** is as follows:

SCHEDULE

<u>EVENT</u>	<u>DATE</u>
Advertised	March 10 and March 17, 2019
Post on HCHA Website	March 11, 2019
Pre-Submission Conference	N/A
Receipt of Written Questions	March 19, 2019
Response to Written Questions	March 21, 2019
Submission Date	April 1, 2019

III. DELIVERABLES

If submitting a hard copy, one (1) original proposal and three (3) copies of the typewritten submission, including all required information, must be executed and submitted in a sealed envelope or package. Any handmade corrections made in the proposal must be initialed by the principal or authorized officer of the **Offeror**. The original proposal must bear the original signature of a principal or authorized officer of the **Offeror**.

Proposals may also be emailed as a PDF attachment to finance@hchatexas.org. If submitting an electronic copy, only one (1) proposal need be emailed. Electronic submission of the proposal shall be considered signed by a principal or authorized representative of the **Offeror**. **Electronic submissions must be received by the due date and time for consideration.**

Offerors are solely responsible for ensuring that their proposals are received by the time and date stated. Receipt at **HCHA** after the due date and time specified will be cause for rejection.

Proposal Due Date/Time:

Proposals must be submitted on or before **2:00 p.m. CST on April 1, 2019** in a bound and sealed envelope or package or by email attachment. If submitting a hardcopy submission of the proposal, the face of the envelope or package must contain, in addition to the address below, the title “**Armed Security Guard Services for The Villas at Eastwood**” – **Request for Proposals. RFP #19-02, Due Date and Time: April 1, 2019, 2:00 P.M. (CST), Name of Offeror: _____.**” If submitting an electronic copy of the proposal, the subject line must contain the title “**Armed Security Guard Services for The Villas at Eastwood**” – **Request for Proposals. RFP #19-02, Due Date and Time: April 1, 2019, 2:00 P.M. (CST), Name of Offeror: _____.**”

Submission Place/Address

Proposals must be submitted to **Attn: Finance Department, Harris County Housing Authority, 8933 Interchange Drive, Houston, Texas 77054** or by email to finance@hchatexas.org.

Proposals by telegram, telephone, or facsimile, or handwritten proposals, will not be accepted by **HCHA**.

IV. SCOPE FOR ARMED SECURITY GUARD SERVICES

The Offeror shall furnish all labor, supervision, and equipment necessary to maintain the minimum standards of performance acceptable to HCHA and The Villas at Eastwood Management. Offerors will provide a commissioned security guard and/or safety officer (legally licensed to carry weapons) to perform security guard service at The Villas at Eastwood. The security guard(s) is present to serve as a deterrent to unlawful activity and to assist persons entering The Villas at Eastwood by referring them to the appropriate building, office, etc.

Two security posts will be established at The Villas at Eastwood, 1933 Hussion Street, Houston, Texas 77003. The Armed Security Officer will be stationed at the security posts. They will be responsible for maintaining a safe and secure environment for The Villas at Eastwood. Offeror shall provide two (2) Armed Security Officer at the security post(s) five (5) days per week from 8:00AM – 5:00PM, Monday through Friday with an hour (1) lunch break. They will also provide one (1) Armed Security Officer seven (7) days a week from 4:00PM – 12:00AM, and 12:00AM to 8:00AM, and Saturday and Sunday from 8:00AM –

5:00PM, to patrol premises after hours. The armed security guard services will include, but will not be limited to, the following duties and responsibilities:

- Understands Texas open and concealed carry laws, and how to apply them to the Security Posts in order to maintain a safe and secure environment for HCHA employees and The Villas at Eastwood residents, vendors, and employees.
- Contact Manager or Manager's Aide in response to fire alarm or emergency notification alarms.
- Contact appropriate personnel and police department in case of unauthorized door access in Housing Authority facilities such as maintenance and/or administration buildings.
- Receive calls for emergency after regular business hours and contact the appropriate emergency personnel or employee(s) on call for assistance.
- Observe behavior in common areas ensuring rules and regulations are adhered to i.e., smoking in a non-smoking area and take appropriate action.
- Maintain a daily log listing all occurrences and or incidents with significant data pertaining to all activities.
- Periodic inspections of outside property which shall include all parking lots, office buildings, and ensure proper use of handicapped parking and fire zones.
- Periodically inspect all exits, including fire stairwells and respond to alarms indicating unauthorized use.
- Report inoperative interior and exterior lighting.
- After hours inspection of office and building door locks, verification that sensitive areas are secured.
- Investigate fire, burglar and emergency notification alarms for entire property including office buildings.
- Attendance at Housing Authority court hearings when requested to provide first-hand accounts of incidents.
- Informs visitors of policies and procedures as necessary.
- Ensures all clients and visitors are properly signed in.
- Notifies mailroom staff promptly when packages arrive.
- Notifies the appropriate department or employee(s) promptly when visitors arrive with scheduled appointments.
- Notifies Property management, CEO, General Counsel, or another Executive staff member promptly when unusual or disruptive behavior occurs in the intake area or outside. Takes all other appropriate actions, including, but not limited to, contacting and communicating with law enforcement or other emergency personnel (including, but not limited to Fire Department, Fire Marshal, Ambulance/EMT), make police reports, and testifying in person or by affidavit as required or requested by HCHA or The Villa at Eastwood Management.

The armed security guard is not limited to the responsibilities and may be requested to assist or address other concerns as needed.

V. RECORD KEEPING REQUIREMENTS

- Logs - a written legible log shall be kept for all activities taking place during each shift.
- Incident Reports – a report with photos shall be filed with the Housing Authority Staff and The Villas at Eastwood Management for all incidents of suspected criminal activity and/or disturbances within 24-hours of occurrence of such incidents.
- The Security Guard Service must submit accounting for all revenues and expenditures in a

manner which will facilitate the ready identification of all incurred and billable costs. Also, the Housing Authority must have access to all billable hours (payroll time-sheets, etc.) prior to authorization of payment.

VI. TRAINING AND QUALIFICATIONS

The successful offeror is responsible for verifying the training of guard(s) in security related law and procedures. On-site training and crime prevention techniques and other assigned security related duties will be provided by the offeror.

A pre-employment screening and evaluation shall be conducted by the offeror to assess the suitability of a prospective employee prior to assignment to a location site. The offeror shall screen all prospective employees prior to job site assignment.

The successful offeror shall provide all necessary equipment to perform security guard duties. Equipment shall include, but not be limited to: firearms, handcuffs, flashlights, portable communication equipment, rain gear, cold weather gear, log sheets and stationery supplies.

VII. SUBMISSION REQUIREMENTS

The proposal must include:

- A separate price for the additional services.
- Minimum requirements for anticipated staff to be hired for this proposed service, including the hourly rate of pay and proposed benefits.
- If existing personnel are to be utilized to fill these positions, resumes for each outlining their experience.
- Resumes for personnel responsible for the management and supervision of the firms employees.
- Documentation and descriptions of experience for items mentioned in the special requirements, evaluation criteria sections and the proposed contract as delineated in this request for proposal.
- Your firms proposed security plan which addresses preventing criminal and drug activities.
- Identify your plan for employment and training opportunities.
- A description of your policies and procedures and how they will be used in the conduct of this proposed contract.
- A minimum of three references with at least one financial reference.
- A description of the firm's organization (proprietor, partnership, corporation), its leadership and a description of partnership structure and the use of subcontractors (if any).
- Must complete the attached forms listed above.

VIII. EVALUATION/SELECTION CRITERIA AND PROCESS

HCHA will select the top firm based upon its proposal and scoring, and the effectiveness and quality of the presentation at the interview.

The Housing Authority reserves the right to reject any and all proposals, and to negotiate with top rated firms. All offerors will be notified by mail regarding the outcome.

HCHA staff will submit its recommendation to the Board of Commissioners of the Housing Authority of the most highly rated firm, for its approval and award of a contract for armed security guard services.

The RFP will be evaluated and rated on, but may not be limited to, the following criteria:

CRITERIA	POINTS
Background and Experience	30
Cost of Proposal/Services	25
Security Plan: Preventing criminal and drug activities	25
Experience of Security Staff	15
Section 3 and MWBE Efforts	5

IX. INSURANCE

The offeror shall obtain insurance with a responsible company or companies, having a minimum rating of B+ or above, licensed to do business in the State of Texas. The offeror or insurance carrier shall forward official insurance certificates to the HCHA. The offeror shall provide public liability, property damage, personal liability and automobile insurance with a one million dollar (\$1,000,000) combined single limit. In addition, workers compensation shall be provided in accordance with the State of Texas rules and regulations. The HCHA or affiliate and The Villas at Eastwood shall be named as an additional insured.

X. PAYMENTS

Payment will be made to the Offeror within thirty (30) days upon receiving an approvable monthly invoice. The invoice shall state the period and services performed and amount. Special services, if requested and provided, will be billed via a separate invoice and comprise of a detailed description of the service provided and the date it was provided. HCHA and/or The Villas at Eastwood Management shall notify Offeror of any adjustments required to be made to an invoice. Invoices should contain an invoice number, remittance address, itemized products and/or services provided, and price as quoted.

Prior to any and all payments made for goods and/or services provided under this contract, the Offeror must provide their taxpayer identification number or social security number as applicable. This information must be on file with HCHA and/or The Villas at Eastwood Management. Failure to provide this information may result in a delay in payment and/or backup withholdings as required by the Internal Revenue Service.

HCHA and/or The Villas at Eastwood Management is exempt from all federal, state and local taxes unless otherwise stated in this solicitation. HCHA and/or The Villas at Eastwood claims exemption from all sales and/or use taxes under Texas Tax Code 151.309 as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to HCHA and/or The Villas at Eastwood.

XI. CONFIDENTIALITY OF PROPOSALS

There will be no public opening of proposals. All proposals and information concerning same shall remain confidential until all negotiations are completed, and the Notice of Award is issued. Offerors are hereby notified that all proposals received by HCHA shall be included as part of the official contract file. Therefore, any part of the proposals that is not considered confidential, privileged or proprietary under any applicable Federal, State or local law shall be available for public inspection upon completion of the procurement process. Any material submitted by the Offeror that is to be considered as confidential must be clearly marked as such; however, the applicable provisions of Federal, State and local laws shall govern the confidentiality of proposals despite anything contrary to this provision stated in the proposal.

XII. MINORITY/WOMEN BUSINESS PARTICIPATION

The firm awarded the contract agrees to use its best efforts to subcontract with minority business enterprises and/or women business enterprises, certified as such or recognized by the HCHA as such. The Offeror shall make a good faith effort to subcontract a sufficient dollar amount with MBE/WBE firms or attorneys to ensure the final contract dollars are expended on one or more MBE/WBEs. All adjustments to increase the contract will also increase the total amount that the Offeror must make a good faith effort to expend on MBE/WBEs. In the event HCHA has a reasonable belief that the Offeror will not use its best efforts to meet the 30 percent (30%) MBE/WBE participation goal, HCHA reserves the right to pull work from the contract. Best efforts may be established by showing the Offeror has contracted and solicited bids/quotes from subcontractors in identifying MBE/WBEs.

XIII. AVAILABILITY OF RECORDS

The U. S. Department of Housing and Urban Development, the U.S. Government Accounting Office, the Harris County Housing Authority, and any duly authorized representatives of each, shall have access to, and the right to examine any and all pertinent books, records, documents, invoices, papers, and the like, of the firm(s) office or firm, which shall relate to the performance of the services to be provided.

XIV. PERTINENT FEDERAL REGULATIONS WITH REGARD TO NONDISCRIMINATION AND EQUAL OPPORTUNITY

The requirements of Title VIII of the Civil Rights Act of 1968 and Title VI of the Civil Rights Act of 1964, relating to prohibitions against discrimination in housing and the benefits of federally funded programs because of race, color, religion, sex or national origin must be met by the successful Offeror.

The successful Offeror must adhere to federal regulations prohibiting discrimination on the basis of age under the Age Discrimination Act of 1975 and prohibit discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1989.

The requirements of Executive Order 11246, relating to equal employment opportunity in connection with federally funded programs must be met by the successful Offeror.

The successful Offeror must also meet the requirements of Section 3 of the Housing and Urban Development Act of 1968, relating to the training and employment of individuals, and contracting for business opportunities in metropolitan areas in which federally funded programs are being operated.

The successful Offeror must meet the requirements of Executive Orders 11625, 12432, and 12138 relating to the use of minority and women's business enterprises in connection with federally funded programs.