



REQUEST FOR PROPOSALS

FOR

Campus Security

At

River Valley Community College

Issued by the

Community College System of New Hampshire

RFP #RVC23-01

Date of Issue: October 3, 2022

Proposals must be received no later than
2:00 PM on October 28, 2022

All questions related to the RFP should be submitted via e-mail to:

Sean Fitzpatrick, System Office Procurement at sfitzpatrick@ccsnh.edu

The full content of this Request for Proposals, Attachments, Appendices, Response to Questions and all Addenda via CCSNH website located at:

<https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

The RFP contains specific protocols relating to discussion and other communications regarding this RFP. Any violations of these provisions may result in immediate disqualification of a firm's submission.

Prospective firms are encouraged to promptly notify CCSNH of any apparent inconsistencies, problems, or ambiguities in the RFP.

ABOUT RIVER VALLEY COMMUNITY COLLEGE:

River Valley Community College (RVCC) located in Claremont, NH has a long-standing history of providing accessible, student-centered, higher education programs for a diverse population of students seeking career, degree or transfer opportunities.

RVCC leadership is committed to lifelong learning and continues their strong tradition of providing education in the sciences, career and technical programs as well the liberal arts. The institution endeavors to promote economic development through community engagement and workforce development for the region. Future goals include becoming more innovative, entrepreneurial, and collaborative.

PURPOSE:

The purpose of this REQUEST FOR PROPOSAL is to establish a contract for River Valley Community College, a component college of the Community College System of New Hampshire for on-site campus security for a three-year period dated November 14, 2022, through June 30, 2025.

VENDOR CERTIFICATIONS

The vendor who is awarded the contract must be duly registered to conduct business in the State of New Hampshire.

CONTRACT TERM:

The term of any resulting contract shall end on or before June 30, 2025,

River Valley Community College shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

SCHEDULE OF KEY EVENTS:

Issue of Request for Proposal	Monday, October 3, 2022
Mandatory Site Visit	Wednesday, October 12, 2022 @ 10:00 A.M.
Proposal Due Date & Time	Friday, October 28, 2022 @ 2:00 P.M.
Award and Notification to Successful Contractor, no later than	Friday, November 4, 2022
Contract Date & Commencement of Services	Monday, November 14, 2022

PAYMENT AND COMPENSATION:

Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by River Valley Community College.

SCOPE OF SERVICES:

The winning contractor will provide uniformed security services for River Valley Community College at the Claremont campus when the college is open, excluding holidays that the college is closed and reduced hours during college breaks between semesters, based on the schedule listed below. The contractor will report to the Chief Accounting Officer at River Valley Community College. Prior experience in a commuter Community College of comparable size is preferred. There may be additional hours for special events. All security guards must be scheduled in a manner to avoid any event that incurs overtime billing. Exceptions may occur so an overtime rate must be quoted. The

current approximate annual hours of service for year-one are estimated at 2,189, years-two is estimated at 2,904 hours and year-three is estimated at 2,583 hours.

Duties and Responsibilities:

Uniformed security personnel will:

- Monitor, maintain and enforce NH State laws, campus rules and regulations and provide for the safety and welfare of students, faculty, and staff while on college property at River Valley Community College.
- Serve as the first point of contact for general information and guidance at the front entrance for students, employees and public.
- Have professional appearance and employ excellent customer services as it relates to an educational environment
- Patrol college property and monitors surveillance cameras to provide for the safety and welfare of students, faculty, staff and property. Inspects grounds at specified intervals for fire, theft, lighting and other safety hazards and reports on hazardous conditions within the college campus.
- Ensure that the campus is properly secured upon closing and sets the security system after ensuring that all faculty, staff and students have safely exited the building.
- Conduct routine tests of burglar and fire alarm systems to insure they are working properly.
- Work collaboratively with faculty and staff
- Assist in conducting fire drills and/or drills, as required.
- Enforce college rules and regulations pertaining to students, faculty, staff and visitors while on college property.
- Report violations of law occurring on campus grounds to the appropriate Law Enforcement Agencies.
- Writes incident reports documenting incidents that happen on campus.
- Maintain a daily activity log for each shift documenting security officer activity and complete Incident Reports (IR's) for each incident when security officers are on duty.
- Make identification badges for new students, staff, and faculty.
- Comply with all system, college, state, and federal rules and regulations;
- Maintain CPR/AED, basic first aid, and de-escalation training certification.
- Escort staff and students to their vehicles when requested or as needed
- Act as the first responder to all incidents while on duty and will act as the direct contact with local police and fire departments if the 911 system needs to be activated.

Schedule:

November 14, 2022- May 5, 2023 (fall and spring)

Start date-October 3rd or as soon as possible.

Monday-Thursday hours 8:00am-10:00pm

Friday hours 8:00am-5:00pm

Week of December 19-23, 2022 8:00am-5:00pm

Week of March 13-17, 2023 8am-5:00pm

Campus Closed-no staffing needed (fall and spring)

November 11, 2022 Veterans Day

November 24-26, 2022 Thanksgiving Holiday

December 26-30 2022 Holidays and Winter Recess

January 2, 2023 New Year's Day Holiday

January 16, 2023 Martin Luther King Jr./Civil Rights Day Holiday

February 20, 2023 Presidents' Day Holiday

May 8-August 4, 2023 (summer hours, one evening per week)

One weekday/evening (TBD) 8:00am-10:00pm

Four weekdays (TBD) from 8:00am-5:00pm

August 7-August 25, 2023 (summer hours, no evenings required)

Monday-Friday 8:00am-5:00pm

Campus Closed-no staffing needed (summer hours)

May 29, 2023 Memorial Day Holiday

June 19, 2023 Juneteenth Holiday

July 4, 2023 Independence Day Holiday

SITE VISITATION:

Site visitations will be held on the date and time below. Attendance at the site visitation walkthrough is a mandatory requirement for bid acceptance. Bidders are responsible for having ascertained pertinent local conditions, such as equipment, locations, accessibility, and general character of the site, knowledge of conditions affecting the work. The act of submitting a bid is to be considered as full acknowledgment that the bidder inspected the site and is familiar with the conditions and requirements of these specifications.

Site Visitation Schedule:

Date & Time: Wednesday, October 12, 2022, at 10:00 AM

Sign-in Address: RVCC Main Building, 1 College Place Claremont, NH 03743

On-Site Contact: Maureen Znoj

All bidding contractors will be required to sign in upon arriving to the RVCC campus to record their attendance. Only bid submissions received by contractors who have attended a site tour will be considered complete and eligible for award. Bids received by contractors who have not visited the campus will not be reviewed.

Any inquiries regarding site visitations can be directed to Sean Fitzpatrick at sfitzpatrick@ccsnh.edu

ADDITIONAL INFORMATION:

River Valley Community College reserves the right to make a written request for additional information from a bidder to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

Required Material Safety Data Sheets (MSDS) for material brought on site by the successful bidder must be available on site at all times.

All local, state, and federal regulations are to be followed. Any fines assessed to CCSNH or Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

The Contractor who is awarded the contract will need to complete a CCSNH Contract for Services (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the

individual signing the contract is authorized to do so. The Contractor will also need to supply a current Certificate of Good Standing from the Secretary of State.

Workers' compensation requirements as outlined in the Contract for Services and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers' compensation insurance coverage for all of its employees on this site.

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractor's employees, and other related personnel who will be physically required to work at River Valley Community College, providing the following information for each person:

Name
Employer's Company Name

River Valley Community College reserves the right to request a criminal background check on any employee of Contractor. River Valley Community College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY.

In connection with the performance of the Services, the Contractor shall comply with all statutes, of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws. During the term of any contract, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap laws, regulations, and orders, sexual orientation, or national origin and will take affirmative action to prevent such discrimination. If the contract is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.

INSURANCE:

Insurance will be more fully addressed at the time a Contract for Services is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of CCSNH and River Valley Community College, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance is in addition to the workers' compensation insurance requirements outlined above in this document.

The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the CCSNH, and authorized to do business in the State of New Hampshire.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by the River Valley Community College.

The certificates are required to name Community College System of New Hampshire and River Valley Community College as additional insureds.

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, River Valley Community College will email addenda to all who have already submitted bids and post any changes to its website <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>. Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed

SUBMISSION OF RFP RESPONSE:

Bids are due on **Friday, October 28, 2020 at 2:00 pm**. If any Addenda to the RFP are issued, please acknowledge in your bid.

Proposals should be emailed to Sean Fitzpatrick, sfitzpatrick@ccsnh.edu. Receipt confirmation will be sent within 24 hours.

Bid responses must include the following:

- Completed Exhibit A – Bid Form
- Bidder's W9
- Bidder's Certificate of Insurance

AWARD:

The contract will be awarded to the bidder whose proposal best meets the criteria listed in the above scope of work and provides the greatest overall value to RVCC.

River Valley Community College reserves the right to accept or reject any or all the proposals.

River Valley Community College reserves the right to waive all informalities in its best interest.

BID RESULTS:

Bid results may be viewed when available, once the award has been made, on our web site only at: <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

EXHIBIT A

PROJECT: RVC23-02 Campus Security

COLLEGE NAME: River Valley Community College

BID FORM

Company Name: _____

Address: _____

Telephone Number: _____

Security Services 2022-2023 Cost (2,189 Hours)	Security Services 2023-2024 Cost (2,904 Hours)	Security Services 2024-2025 Cost (2,583 Hours)	Total Contract Cost (7,676 Hours)
\$	\$	\$	\$

Overtime Rate: \$ _____

Signature: _____

Printed Name: _____

Date: _____

Acknowledging Inclusion of Addendum:

Signature: _____

Printed Name: _____

Date: _____

This bid must be signed by a person authorized to legally bind the contractor.