

**REQUEST FOR PROPOSALS
FOR SECURITY SERVICES CONTRACT
PORT SAN LUIS HARBOR DISTRICT**

KEY RFP DATES

❖ RFP Issued:	November 17, 2021
❖ Deadline for Submission of Questions:	November 22, 2021
❖ Answers to Written Questions Posted on Website:	November 24, 2021
❖ Proposals are Due:	December 1, 2021
❖ Notification of Interviews:	December 2, 2021
❖ Finalists Interviewed:	December 8, 2021
❖ Contract Recommended for Board Approval	December 14, 2021

I. INTRODUCTION

The Port San Luis Harbor District (“District”) is soliciting written proposals for the purpose of providing non-armed security services at the Port San Luis Harbor properties. The contracted provider (“Contractor”) will perform primarily non-daylight hours security service in land areas managed by the District.

The service agreement will be in the form of a three-year contract, with the option two one-year extensions, revocable by either party upon 30 day written notice to the other party. It is the intention of the District to select a proposal based on the best service and highest benefit to the public. Security organizations with prior government contract experience are preferred for this security service agreement.

The primary objective of the District for the contracting of security services in the Port San Luis Harbor areas is to obtain a contract service adequate to meet the needs of the District. The terms and conditions of this Request and of the attached agreement are designed to attain this objective on a basis which will be fair and equitable to the contractor and the District throughout the term of the proposed agreement.

II. MINIMUM QUALIFICATIONS

The minimum-security service will provide the following:

- Roving patrol by foot and vehicle throughout the District properties, which include land, pier and beach areas.
- Providing routine non-emergency information to boaters and visitors to the area.
- All services are specifically described in Section VI of this document.

III. CONTRACT DOCUMENT

Upon the District’s acceptance of a proposal, the District and the Contractor will enter into an agreement. Applicants desiring special conditions or deviations from any of the agreement provisions enumerated should clearly state them in their proposals. No further changes will be made once the proposal is accepted unless agreed upon by both parties.

IV. PROPOSAL FORMAT

All proposals must include, as a minimum, the information specified below. Failure to include this information will seriously detract from a proposal and may be cause for its rejection. The inclusion of any additional information that will assist in the evaluation is encouraged. The adequacy, depth, and clarity of the proposal will influence to a considerable degree its evaluation. The proposal submitted must be complete enough for a selection to be made from the material contained in it alone. Proposals submitted for the "Security Services Contract" at Port San Luis Harbor must address all the following:

- 1. Contract Title:** Contract Security Services for Port San Luis Harbor District
- 2. Applicant or Firm Name**
- 3. Firm Qualifications**
 - a. Type of organization, size, professional registration and affiliations.
 - b. Outline of recent security services completed that are directly related to this proposal request.
 - c. Qualifications of personnel to be assigned to fulfill this contract. (Professional licenses, training certificates, etc)
 - d. Client references from recent related security contact for referral.
- 4. Understanding of and approach to providing security services at Port San Luis Harbor.**
 - a. Summary of services to be provided based upon the scope of work.
 - b. Description of the organization and staffing to be used for this request.
 - c. Indication of information and participation the proposer will require from the District.
 - d. Indication of time frame necessary to begin security services once a Notice to Proceed is issued.
- 5. Fees and Insurance**
 - a. Propose total fixed fees to provide security services as described under Scope of Work. Include overtime and holiday fee schedule. Fees shall be presented on a hourly basis.
 - b. Insurance coverage for proposed services shall be in the amount of \$1,000,000 General Liability Insurance. This amount of insurance coverage shall be reflected in the estimated professional fee. Workers Compensation is also required.
 - c. The Consultant shall provide within five (5) days after the Notice of Award is issued, a copy of their existing liability insurance naming Port San Luis Harbor District and its employees and officers as additionally insured. This shall be maintained in full force and in effect for the duration of the contract and must be in an amount and format satisfactory to the District.
 - d. The Consultant agrees to and does hereby indemnify and hold harmless the District, its employees, officers, agents, consultants from every claim or

demand made and every liability, loss, damage or expense of any nature whatsoever which may result from this contract.

V. PROPOSAL SUBMITTAL

All proposals, consisting of five (5) copies and a flash drive, may be received at the Harbor Office, Port San Luis Harbor District, 3950 Avila Beach Drive, Avila Beach, CA 93424 on or before 4:30 PM, December 1, 2021. Late proposals will not be considered.

All correspondence should be directed to:

Port San Luis Harbor District
PO Box 249
Avila Beach CA 93424
(805)595-5434, Contact: Matthew Ashton, Harbor Patrol Chief
Email: matta@portsanluis.com

All proposals must be submitted in a sealed envelope and plainly marked "Proposal for Security Service" and include the name and address of the applicant. No proposals will be accepted beyond the date and time given above.

The District holds the names of the applicants and the contents of their proposal in confidence until after the submission deadline has passed and the written report to the Board of Commissioners recommending a selection has been issued. At such time, all proposals become public records and will be available for inspection. Financial statements of the proposer, however, are not released to the public, and proposers are, therefore, requested to submit any required financial statements on separate sheets.

All proposals must be prepared in ink or typewritten and signed by the applicant. Any proposal may be withdrawn prior to the scheduled time for opening of proposals as provided above. The District may award a contract based on a proposal at any time after the closing date by approving and executing an agreement with the selected applicant. Emailed or faxed proposals will not be considered, but modification by email or fax for proposals already submitted may be considered if received prior to the closing date/time. Negligence in the part of the Proposer in preparing the proposal confers no right to withdraw the proposal after it has been opened.

The District will be the sole judge of the proposals, and its decision final. The District will not be responsible for any costs incurred by applicant in the preparation and submission of proposals. All materials submitted by applicant become the property of the Port San Luis Harbor District and may not be returned.

- This request does not constitute an offer of employment or to contract for permanent services.
- The District reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.

- The District reserves the option to retain all proposals, whether selected or rejected.
- All proposals shall remain firm for ninety (90) days following closing date for receipt of proposals.
- Proof of insurance must be provided with proposals.

VI. SCOPE OF WORK

The Port San Luis Harbor District is a special district government within San Luis Obispo County. As such, primary police protection is provided by the San Luis Obispo County Sheriff's Department. The District employs a full-time Harbor Patrol staff which provides public safety services to the Harbor and local community, including law and ordinance enforcement, medical response, and marine search, rescue and assistance.

1. The security consultant will provide surveillance and protection throughout the Port properties to prevent fire, theft, pilferage, malicious injury and destruction to the numerous boats and associated personnel and public property and facilities.
2. The security consultant will be required to observe and report to the proper authorities any activity that presents a potential problem.
3. The security consultant **will not** be required to provide water or off-shore services.
4. **Hours.** The current required hours for security consulting services are approximately 80+ hours per week generally from 7:00 PM – 7:00 AM with an added hour of coverage on weekends, including holidays. The District cannot guarantee the number of hours security services will be required in the future. Hours may increase or decrease based upon the needs of the District throughout the contract period.
5. **Coverage.** Minimum one (1) trained, licensed, uniformed and unarmed security guard officer on-duty within the property will be required for this contract. It is desired by the District that there be a level of officer consistency in providing for this contract service by allowing the same officer to become familiar with the duties and patrons of the Port.
6. **Property.** The Consultant will provide land-side security and safety patrols throughout the Port San Luis area as described below:
 - a. **Harford Pier:** The Harford Pier is approximately ¼ mile long and has several businesses, District office spaces, 3 boat landings, 4 electric hoists and numerous small craft alongside and on deck.
 - b. **Harford Land Area:** This area encompasses the parking lot directly in front of the Harford Pier and contains several businesses, 2 boat launch and recovery facilities, a camping area, a conference room with laundry, restrooms and showers and a sewage lift station. This area also contains the District Main Office and the entrance to the Port San Luis Boatyard.

- c. **Harbor Terrace:** This property contains the Port San Luis Commercial Fisherman's Gear Storage area, the Harbor District Laydown Yard, and a boat storage yard.
- d. **Flying Flags RV Resort:** Privately managed and patrolled public campground.
Note: There are no security or patrolling requirements for this area.
- e. **Fisherman's Beach:** This beach is located across from the Coastal Gateway camping area and between the Port San Luis trailer boat launching facility and Olde Port Beach.
- f. **Olde Port Beach:** This beach is located between the Harford Pier and the Cal Poly Pier.
- g. **Avila Beach and Pier:** This beach and pier are in the town of Avila between the Cal Poly Pier and Fossil Point. The San Luis Yacht Club facility, Lifeguard Headquarters, public restrooms, and showers are located at the base of the pier. There is also a public restroom and concession stand located at the end of the pier.
Note: There are no security or patrolling requirements for the town of Avila Beach. The District's responsibility is the actual beach, pier and single paid parking lot.
- h. **Avila Paid Parking Lot:** Located in the town of Avila Beach, the parking lot is open to the public for paid daytime parking.

7. Equipment.

- District will provide the following:
 - Fuel for patrol vehicle
 - Cell phone with important District officer, patron and business phone numbers
 - VHF handheld radio for use during patrol hours.
- **Consultant will provide the following:**
 - Clearly marked patrol vehicle (i.e. company logo, "Security Patrol" or equivalent) maintained and in good working order
 - Uniforms
 - Electronic Daily Activity Reporting
 - Guaranteed location check points (i.e QR codes, scan code) for designated locations
 - Other necessary equipment and service to satisfy the scope of work.

This list is not to be considered all of the terms the District will require in the final contract. It is intended to give a proposer a picture of the scope of work that will be performed. The District retains the right to negotiate a final contract and service terms.

V. PROPOSAL SELECTION

1. The selected security company is expected to comply with the requirements of the Private Investigator Act of the Bureau of Collection and Investigative Services for the State of California. A copy of current applicable license(s) is required at the time of proposal.
2. The District reserves the right to award the contract to the firm who presents the proposal which in the judgement of the District, best accomplishes the desired results, and shall include, but not limited to, a consideration of the following:
 - a. **Professional Service Fee**
 - b. **Completeness of Proposals**
 - c. **Proposers proven experience and relevant government service contracts**
 - d. **Availability and qualifications of personnel**
 - e. **Proposer's financial responsibility**
 - f. **Other data deemed relevant**
3. Proposals which provide for the contractor to cover the required hours, as listed in this RFP, without accruing overtime hours in their costs, will be given additional consideration during the evaluation process.
4. Selection will be made based on the proposals as submitted. The District retains the right to interview applicants as part of the selection process.

THIS IS NOT A BID SOLICITATION, AND THE DISTRICT IS NOT OBLIGATED TO ACCEPT ANY PROPOSAL OR TO NEGOTIATE WITH ANY APPLICANT. THE DISTRICT BOARD OF COMMISSIONERS RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS OR TO TERMINATE NEGOTIATIONS, WITHOUT LIABILITY. ALL TRANSACTIONS ARE SUBJECT TO FINAL APPROVAL BY THE BOARD OF COMMISSIONERS.