



Bidder Name:

**TARRANT COUNTY
PURCHASING DEPARTMENT**

JACK BEACHAM, C.P.M., A.P.P.
PURCHASING AGENT

MELISSA LEE, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

RFB NO. 2018-092

**REQUEST FOR BID
FOR
ANNUAL CONTRACT
FOR
SECURITY GUARD SERVICES**

**RFBS DUE MAY 7, 2018
2:00 P.M.**

RFB NO. 2018-092

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The Table of Contents is intended as an aid to Bidders and not as a comprehensive listing of the bid package. Bidders are responsible for reading the entire bid package and complying with all specifications.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

PRE-BID CONFERENCE

All bidders are encouraged to attend a Pre-Bid Conference to be held:

DATE: FRIDAY, APRIL 20, 2018
TIME: 2:00 P.M.
**LOCATION: TARRANT COUNTY ADMINISTRATION BUILDING
PURCHASING DEPARTMENT CONFERENCE ROOM
100 E. WEATHERFORD STREET, SUITE 303
FORT WORTH, TX 76102**

Note: There is No opportunity for remote attendance of this meeting

RSVP: Bidders planning to attend the pre-bid conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Thursday, April 19, 2018.

Send RSVP'S to James L. Bocks, at (817) 884-2629.

Questions from bidders will be addressed at the pre-bid conference. Any vendor who submits a bid without attending the scheduled pre-bid conference does so at his own risk. Such applicant who submits a bid and does not attend the scheduled pre-bid conference waives any right to assert claims due to undiscovered conditions.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR SECURITY GUARD SERVICES, COUNTYWIDE**. All bids submitted must be on the attached Price Form. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.

BY MAIL VIA US POSTAL SERVICE

ORIGINAL AND ONE (1) COPY

OF

COMPLETED BID

MUST BE RECEIVED IN THE

TARRANT COUNTY PURCHASING DEPARTMENT

AT 100 E. WEATHERFORD, SUITE 303

FORT WORTH, TEXAS 76196-0104

ON OR BEFORE MAY 7, 2018

AT 2:00 P.M.

BY COURIER, FEDERAL EXPRESS, UPS

ORIGINAL AND ONE (1) COPY

OF

COMPLETED BID

MUST BE RECEIVED IN THE

TARRANT COUNTY PURCHASING DEPARTMENT

AT 100 E. WEATHERFORD, SUITE 303

FORT WORTH, TEXAS 76102

ON OR BEFORE MAY 7, 2018

AT 2:00 P.M.

All bids, are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Original bid must be clearly marked "ORIGINAL" and contain all original signatures. "No-Bid" response to be returned on form included in section under forms.

Any bid received after the date and/or hour set for bid opening will not be accepted. Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Bidder's expense, or destroyed with written authorization of the Bidder. If bids are sent by mail to the Tarrant County Purchasing Department, the Bidder shall be responsible for actual delivery of the bid to the Tarrant County Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Bidder guaranteeing authenticity. After the official opening bids becomes the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in the bid. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of Tarrant County.

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No oral explanation or instruction will be given by County officials or employees in regard to the meaning of the proposal specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Request from interested proposers for additional information or interpretation of the information included in the specifications should be directed in writing to:

JAMES L. BOCKS, CPPB, SENIOR BUYER
FAX: (817) 884-2629

All documents relating to the bid, including but not limited to, the bid document, questions and answers, addenda, and special notices will be posted under the Bid number on the Tarrant County website and available for download by Bidders and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. **It is the Bidder's sole responsibility to review the site and retrieve all related documents up to the Bid due date.**

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth, Texas time, Tuesday, April 24, 2018. After the question deadline, all questions and their responses will be posted on the website and available for download by Interested Parties.

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of bid. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196 or email to SAP-invoices@tarrantcounty.com. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the Vendor in terms of specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. The vendor will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) day notice prior to cancellation.

Bids will be considered non responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistencies of any kind. However, Tarrant County reserves the right to waive any inconsistencies and to make award in the best interest of Tarrant County.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids containing any irregularities.
2. Unbalanced value of any items.

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one bid for the work contemplated.
3. Bidder being interested in any litigation against Tarrant County.
4. Bidder being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed, including but not limited to, by a financial statement, experience, equipment, and questionnaires.
6. Uncompleted work, which in the judgment of Tarrant County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.
8. Limited competition.

It is the Bidder's sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda, and special notices. The Signature Form must be signed and returned. Failure to provide signature on the form renders bid non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance with Federal and State Laws, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Section 552.136, Texas Government Code. Notice will be sent to you pursuant to Section 552.305 of the Texas government Code should Tarrant County receive an open records request to inspect your bid. This notice will allow you to assert any objections to the release of confidential information in response to an open records request. It is your responsibility to assert any objections to the release of your bid in response to an open records request. Tarrant County cannot argue on your behalf that the information contained in your bid is exempt from public release.

Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION.**" Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**"

Due care and diligence has been used in preparation of the information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Bidder. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Bidder to determine the full extent of the exposures.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

Vendor may not assign their rights and duties under an award without the written consent of the purchasing agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

TO THE EXTENT PERMITTED BY LAW, VENDOR AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (i) VENDOR'S BREACH OF ANY OF THE TERMS OR PROVISIONS OF THIS AGREEMENT OR (ii) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDOR, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

VENDOR(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

VENDOR(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS, AND PAY ALL TAXES, MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. VENDOR ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. VENDOR ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective from date of award or notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by the Vendor, the contract may be renewed for an additional twelve (12) month period, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

 2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Vendor for an additional twelve (12) month period, provided such option be stipulated and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. Required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option or seek a new bid solicitation.

 3. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among governmental entities that participate in its Cooperative Purchasing Program. Cooperative Purchasing can be a great benefit to Tarrant County Vendors by providing an avenue to offer materials and services to participating entities. A current list of participating entities is included in this solicitation and an up-to-date list can be found on the Tarrant County website.
 - A. Should other Governmental Entities decide to participate in the contract, would you, as the Vendor, agree that all terms, conditions, specifications, and pricing would apply? A "NO" answer could result in complete rejection of bid.

Yes No
- 1) If you, the Bidder, checked yes, the following will apply:
 - a) Governmental Entities utilizing Intergovernmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials and services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material and services as needed.
 - b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing Inter-Governmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.
- d) Vendor(s) awarded contract(s) resulting from bid will be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. The information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

B. SECONDARY/ALTERNATE AWARD: Secondary or Alternate Vendors serve in a backup capacity only. In the event the Primary is unable to honor the terms and conditions of the contract, the Secondary Vendor(s) may be called. If the Secondary Vendor is unable to honor the terms and conditions of the contract, the Alternate Vendor(s) may be called. The Primary Vendor is the first contact. Use of the Secondary or Alternate Vendor(s) must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.

- 1) In the event the Secondary or Alternate Vendors are called upon, they will offer the materials and services at their awarded price(s), or better. Any attempt to increase their awarded price(s) may be cause to remove the Vendor from the contract. Calling upon the secondary or alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primarily Vendor.
- 2) If a Secondary or Alternate Vendor represents themselves as the Primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the Secondary or Alternate Vendor may be removed from the contract.
- 3) Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

Yes No

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1.	Alamo Heights ISD	49.	City of Blue Mound	102.	City of Forest Hill
2.	Allen ISD	50.	City of Bovina	103.	City of Forney
3.	Alvord ISD	51.	City of Bowie	104.	City of Fort Worth
4.	Anderson County	52.	City of Boyd	105.	City of Frisco
5.	Anna Fire Department	53.	City of Bridge City	106.	City of Gainesville
6.	Aransas County	54.	City of Bridgeport	107.	City of Galena Park
7.	Arlington ISD	55.	City of Brownwood	108.	City of Galveston
8.	Armstrong County	56.	City of Bryan	109.	City of Ganado
9.	Atascosa County	57.	City of Burkburnett	110.	City of Garland
10.	Bastrop County	58.	City of Burleson	111.	City of Gatesville
11.	Bell County	59.	City of Caddo Mills	112.	City of Georgetown
12.	Benbrook Water Authority	60.	City of Canton	113.	City of Glen Heights
13.	Bethany Special Utility District	61.	City of Carrollton	114.	City of Godley
14.	Bexar County	62.	City of Castle Hills	115.	City of Granbury
15.	Birdville ISD	63.	City of Cedar Hill	116.	City of Grand Prairie
16.	Blue Ridge Fire Department	64.	City of Cedar Park	117.	City of Grand Saline
17.	Bosque County	65.	City of Celeste	118.	City of Grapevine
18.	Branch Fire Department	66.	City of Celina	119.	City of Greenville
19.	Brazoria County	67.	City of Cibolo	120.	City of Haltom City
20.	Brazos County	68.	City of Cleburne	121.	City of Haslet
21.	Briar Volunteer Fire Department	69.	City of Cockrell Hill	122.	City of Heath
22.	Brooks County Constables, Precincts 1-4	70.	City of Colleyville	123.	City of Hitchcock
23.	Brown County	71.	City of Columbus	124.	City of Horizon City
24.	Bulverde Police Department	72.	City of Combine	125.	City of Hudson Oaks
25.	Burnet County	73.	City of Commerce	126.	City of Huntsville
26.	Cameron County	74.	City of Converse	127.	City of Hurst
27.	Carroll ISD	75.	City of Coppell	128.	City of Hutchins
28.	Carrollton-Farmers Branch ISD	76.	City of Copperas Cove	129.	City of Hutto
29.	Castleberry ISD	77.	City of Corinth	130.	City of Irving
30.	Cedar Hill ISD	78.	City of Corsicana	131.	City of Italy
31.	Chambers County	79.	City of Crowley	132.	City of Jacksboro
32.	Cherokee County	80.	City of Cumby	133.	City of Jefferson
33.	City of Aledo	81.	City of Dalworthington Gardens	134.	City of Keene
34.	City of Allen	82.	City of De Leon	135.	City of Keller
35.	City of Alvord	83.	City of Decatur	136.	City of Kennedale
36.	City of Amarillo	84.	City of Deer Park	137.	City of Killeen
37.	City of Anna	85.	City of Denison	138.	City of Krum
38.	City of Arlington	86.	City of Denton	139.	City of Kyle
39.	City of Athens	87.	City of DeSoto	140.	City of La Vernia
40.	City of Aubrey	88.	City of Diboll	141.	City of Lake Dallas
41.	City of Austin	89.	City of Duncanville	142.	City of Lake Worth
42.	City of Azle	90.	City of Early	143.	City of Lancaster
43.	City of Balch Springs	91.	City of Eastland	144.	City of Laredo
44.	City of Bangs	92.	City of El Paso	145.	City of League City
45.	City of Baytown	93.	City of Electra	146.	City of Leander
46.	City of Bedford	94.	City of Emory	147.	City of Lewisville
47.	City of Bells	95.	City of Escobares	148.	City of Lindale
48.	City of Benbrook	96.	City of Euless	149.	City of Little Elm
		97.	City of Everman	150.	City of Littlefield
		98.	City of Farmers Branch	151.	City of Live Oak
		99.	City of Farmersville	152.	City of Lubbock
		100.	City of Ferris		
		101.	City of Floresville		

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

153.	City of Lucas	207.	City of Southmayd	255.	Eagle Mountain-Saginaw ISD
154.	City of Lufkin	208.	City of Springtown	256.	East Texas Council of Governments
155.	City of Lumberton	209.	City of Stephenville	257.	Ector County
156.	City of Mansfield	210.	City of Sulphur Springs	258.	Ector County ISD
157.	City of Marshall	211.	City of Taft	259.	Eddy County, NM
158.	City of McAllen	212.	City of Taylor	260.	El Paso County
159.	City of McKinney	213.	City of Temple	261.	El Paso County Hospital District dba University Medical Center of El Paso
160.	City of Melissa	214.	City of Terrell	262.	Electra ISD
161.	City of Merkel	215.	City of Texarkana, AR	263.	Ellis County
162.	City of Mesquite	216.	City of Texarkana, TX	264.	Erath County
163.	City of Midlothian	217.	City of The Colony	265.	Everman ISD
164.	City of Morgan's Point Resort	218.	City of University Park	266.	Fannin County
165.	City of Murphy	219.	City of Van Alstyne	267.	Floyd County
166.	City of Nacogdoches	220.	City of Venus	268.	Fort Bend County
167.	City of Nederland	221.	City of Vernon	269.	Fort Bend County ESD #2
168.	City of New Braunfels	222.	City of Waco	270.	Fort Worth Housing Authority
169.	City of North Richland Hills	223.	City of Watauga	271.	Fort Worth ISD
170.	City of Odessa	224.	City of Waxahachie	272.	Fort Worth Transportation Authority
171.	City of Ovilla	225.	City of Weatherford	273.	Franklin County
172.	City of Palestine	226.	City of Westworth Village	274.	Freestone County
173.	City of Parker	227.	City of White Settlement	275.	Frisco ISD
174.	City of Pasadena	228.	City of Whitesboro	276.	Grandview Police Department
175.	City of Pelican Bay	229.	City of Whitewright	277.	Grapevine\Colleyville ISD
176.	City of Pharr	230.	City of Wills Point	278.	Grayson County
177.	City of Plano	231.	City of Wilmer	279.	Gregg County
178.	City of Port Isabel	232.	City of Wylie	280.	Grimes County
179.	City of Poteet	233.	Clay County	281.	Guadalupe County
180.	City of Pottsboro	234.	Clear Creek ISD	282.	Hardin County
181.	City of Princeton	235.	Cochran County	283.	Harris County Emergency Services District #7
182.	City of Ralls	236.	Collin County	284.	Harris County Emergency Services #24
183.	City of Red Oak	237.	Collin County Community College District	285.	Harrison County
184.	City of Rhome	238.	Comal County	286.	Hawkins ISD
185.	City of Richardson	239.	Cooke County	287.	Hays County
186.	City of Richland Hills	240.	Coryell County	288.	Heart of Texas Region MHMR Center
187.	City of River Oaks	241.	Cottdonale Volunteer Fire Department	289.	Henderson County
188.	City of Roanoke	242.	Crowley ISD	290.	Hill County
189.	City of Robinson	243.	Dallas County	291.	Hood County
190.	City of Rockwall	244.	Dallas/Fort Worth International Airport Board	292.	Hopkins County
191.	City of Round Rock	245.	Dallas ISD	293.	Housing Authority of the City of Austin
192.	City of Rowlett	246.	Decatur ISD	294.	Humble ISD
193.	City of Royse City	247.	Denison ISD	295.	Hunt County
194.	City of Runaway Bay	248.	Denton County	296.	Hurst Eules Bedford ISD
195.	City of Rusk	249.	Denton County Fresh Water Supply Dist. No. 1-A	297.	Hutchinson County
196.	City of Sachse	250.	Denton ISD	298.	Idea Public Schools
197.	City of Saginaw	251.	DeSoto ISD	299.	Jack County
198.	City of San Angelo	252.	Diana Special Utility District		
199.	City of San Benito	253.	Duncanville ISD		
200.	City of San Marcos	254.	Duval County		
201.	City of Sanger				
202.	City of Sansom Park				
203.	City of Seagoville				
204.	City of Sherman				
205.	City of Sour Lake				
206.	City of Southlake				

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

300.	Jasper County	348.	Normangee ISD	389.	Stephens County
301.	Jefferson County	349.	North Central Texas Council of Governments	390.	Sterling County
302.	Jim Wells County	350.	North Texas Municipal Water District	391.	Stonewall County
303.	Johnson County	351.	North Texas Tollway Authority (NTTA)	392.	Tarleton State University
304.	Johnson County Special Utility District	352.	Northwest ISD	393.	Tarrant Appraisal District
305.	Karnes County	353.	Nueces County	394.	Tarrant County 9-1-1 Emergency Assistance District
306.	Kaufman County	354.	Olton Police Department	395.	Tarrant County College District
307.	Kaufman ISD	355.	Orange County	396.	Tarrant County Emergency Services District 1
308.	Keller ISD	356.	Orange County Drainage District	397.	Tarrant County Hospital District
309.	Kennedale ISD	357.	Palo Pinto County	398.	Tarrant County Workforce Development Board
310.	Kerens ISD	358.	Panola County	399.	Tarrant Regional Water District
311.	Kinney County	359.	Paradise ISD	400.	Taylor County
312.	Krum ISD	360.	Parker County	401.	Temple College
313.	Lake Dallas ISD	361.	Parker County Emergency Services District 1	402.	Terrell ISD
314.	Lake Worth ISD	362.	Parmer County	403.	Texas A&M University at Commerce
315.	Lamar County	363.	Potter County	404.	Texas A&M University-Kingsville
316.	Lamb County	364.	Public Transit Service of Mineral Wells	405.	Texas Alcoholic Beverage Commission
317.	Lampasas County	365.	Quinlan ISD	406.	Texas Dept. of Parks & Wildlife
318.	Lavon Police Department	366.	Rains County ESD #1	407.	Texas Dept. of Public Safety
319.	Leon County	367.	Rancho Viejo Police Department	408.	Texas Woman's University
320.	Lewisville ISD	368.	Randall County	409.	Titus County
321.	Limestone County	369.	Red Oak ISD	410.	TML Multistate Intergovernmental Employee Benefits Pool
322.	Little Elm ISD	370.	Red River County	411.	Tom Green County
323.	Lovejoy ISD	371.	Refugio County	412.	Town of Addison
324.	Lowry Crossing Volunteer Fire Dept.	372.	Region 9 Education Service Center Wichita	413.	Town of Argyle
325.	Lubbock County	373.	Region II Education Service Center (ESC)	414.	Town of Double Oak
326.	Mansfield ISD	374.	Richardson ISD	415.	Town of Edgecliff Village
327.	Maverick County	375.	Rockwall County	416.	Town of Fairview
328.	McKinney ISD	376.	Round Rock ISD	417.	Town of Flower Mound
329.	McLennan County	377.	Sam Rayburn ISD	418.	Town of Hickory Creek
330.	McLennan Community College	378.	San Jacinto College District	419.	Town of Highland Park
331.	Medina Valley ISD	379.	San Patricio County	420.	Town of Lakeside
332.	Merilee Special Utility Dist	380.	Schleicher County	421.	Town of Little Elm
333.	MHMR of Tarrant County	381.	Senior Center Resource and Public Transit, Inc. of Hunt County	422.	Town of Northlake
334.	Midland County	382.	Seven Points Fire Rescue	423.	Town of Pantego
335.	Midway ISD	383.	Sherman ISD	424.	Town of Ponder
336.	Milam County	384.	Smith County	425.	Town of Prosper
337.	Mills County	385.	Springtown ISD	426.	Town of Providence Village
338.	Montgomery County	386.	South Montgomery Fire Department	427.	Town of Sunnyvale
339.	Montgomery County Emergency Services District No. 10	387.	South Texas College	428.	Town of Trophy club
340.	Montgomery County Hospital District	388.	SPAN, Inc.	429.	Town of Westlake
341.	Mount Pleasant Police Department			430.	Town of Westover Hills
342.	Mount Vernon PD			431.	Travis County
343.	Nacogdoches County				
344.	Navarro County				
345.	Nevada Volunteer Fire Department				
346.	New Caney ISD				
347.	Nolan County				

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

- 432. Travis County Healthcare District
- 433. Trinity River Authority
- 434. United States Marshals Service
- 435. University of North Texas
- 436. University of North Texas Health Science Center
- 437. University of Texas at Arlington
- 438. University of Texas at Dallas
- 439. University of Texas MD Anderson Cancer Center
- 440. Upper Trinity Regional Water District
- 441. Upshur County
- 442. Upton County
- 443. Van Alstyne ISD
- 444. Van Zandt County
- 445. Vernon ISD
- 446. Victoria County
- 447. Waco ISD
- 448. Walker County
- 449. Waller County
- 450. Ward County
- 451. Weatherford College
- 452. Weatherford ISD
- 453. Westminster Fire Dept.
- 454. Weston Volunteer Fire Department
- 455. White Settlement ISD
- 456. Williamson County
- 457. Williamson County Emergency Services District No. 3
- 458. Winkler County
- 459. Wilson County
- 460. Wise County
- 461. Wood County
- 462. YMCA of Metropolitan Dallas
- 463. Young County
- 464. Zapata County

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. MINIMUM INSURANCE REQUIREMENTS

- A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
- 1) Workers' Compensation/Employer's Liability:
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2) Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage
— \$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3) Auto Liability:
 - a. Combined Single Liability (CSL) – \$500,000 per occurrence
- B. Tarrant County reserves the right to review the insurance requirements of the section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
- C. Required Provisions:
1. Proof of Carriage of Insurance - All Certificates of Insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, TX 76196 prior to work commencing.
 2. All certificates shall provide Tarrant County with an unconditional thirty (30) day written notice in case of cancellation or any major change.
 3. As to all applicable coverage, Policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 4. All copies of the Certificates of Insurance shall reference the project name and solicitation number for which the insurance is being supplied.
 5. Vendor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 6. If applicable, the Vendor is responsible for making sure any subcontractor(s) performing work under the agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. **CRIMINAL BACKGROUND CHECK:**

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. Vendor must provide information, including but not limited to, Employee Name, date of birth, and driver's license number for each individual required to pass a Criminal Background Check.
 2. Award of a contract could be affected by Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a required Criminal Background Check Could affect the award of the contract or could result in termination of the contract..
 4. The Criminal Background Check applies to the individual and not the Company.
 5. Passing status must be maintained by Vendor personnel for duration of the contract.

6. **INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:**

- A. The following is only applicable when Vendor is providing an Information Technology hosted or cloud solution:
1. **Confidentiality, Integrity, Availability (CIA)**
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
 2. **Breach Notification**
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspects unauthorized access has or may have occurred. In the event of a suspected unauthorized access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
 3. **Data**
All Tarrant County data will remain in the 48 contiguous states at all times.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **Right to Audit**
Tarrant County reserves the right to audit vendor datacenters which house Tarrant County Data or receive SSAI 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).
7. There is no opportunity for remote attendance of the Pre-Bid Conference. Bidders are not allowed to call in to attend this meeting.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

Evaluation criteria will include, but is not limited to the following:

- a. Unit Price
- b. Delivery
- c. Bidder's past performance record with Tarrant County
- d. Tarrant County's evaluation of Bidder's ability to perform
- e. Tarrant County's experience with products bid
- f. Special needs and requirements of Tarrant County
- g. Results of testing Samples (if needed).

Quantities indicated on the Price Forms are estimates based upon the best available information. Tarrant County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

Any **catalog, brand name or manufacturer's reference** used is considered to be descriptive - - not restrictive -- and is indicative of the type and quality Tarrant County desires to purchase. Bids on similar items of like quality may be considered if the bid is noted and fully descriptive brochures are enclosed. If notation of substitution is not made, it is assumed Vendor is bidding item specified. Vendor will not be allowed to make unauthorized substitutions after award.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

SPECIFICATIONS

I. SCOPE OF WORK

Tarrant County is seeking Vendors to provide security guard services for requested Tarrant County site areas.

II. CURRENT SITES REQUESTING SECURITY GUARD SERVICES

A. Tarrant County is requesting security guard services at the following locations:

1. Juror Parking (LaGrave Field)
300 NE 6th Street
Fort Worth, TX 76106
2. Lynn W. Ross Juvenile Detention
2701 Kimbo Road
Fort Worth, TX 76111
3. Resource Connection Campus*
1100 Circle Drive
Fort Worth, TX 76119

***NOTE: This campus consists of sixteen (16) buildings (including an Aquatics Center), 292 acres (including a Wilderness Area) and fifteen (15) parking lots.**

B. Tarrant County encourages Bidders to visit each site prior to submission of bid.

III. SECURITY GUARD DUTIES – ALL SITES

A. All security guards performing services under this agreement shall observe all regulations in effect at Tarrant County facility. While on Tarrant County property security guards performing services under this agreement shall be subject to control by Tarrant County, however, under no circumstances shall security guards performing services under this agreement be deemed to be employees of Tarrant County. Security guards performing services under this agreement shall not represent themselves as employees of Tarrant County.

B. Security guards performing services under this agreement shall be required to perform a variety of tasks dealing with the safety and security of Tarrant County patrons, employees and property. Such tasks may include, but are not limited to the following:

1. Building checks
2. Locking and unlocking facilities
3. Writing reports
4. Controlling entry to site areas

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

5. Monitoring site areas
6. Responding to emergencies
7. Checking identification
8. First Aid/First Responder
9. Discouraging violations including, but not limited to:
 - a. Vagrancy
 - b. Disruptiveness
 - c. Violence
 - d. Unauthorized sales and advertising
 - e. Vandalism
- C. Security guards performing services under this agreement shall be required to maintain the security and integrity of the site with a constant focus on community/customer relations.
- D. Security guards performing services under this agreement shall be required to call for local law enforcing assistance prior to investigation of actual or indicated violations at site areas. Security guards performing services under this agreement shall be required to assist in apprehending and holding violators with local law enforcing agencies.
- E. Security guards performing services under this agreement shall be required to cooperate with local police, state police and other personnel of Tarrant County who have proof of identification and validity of purpose.
- F. Security guards performing services under this agreement shall be required to be visible and accessible to the public for purposes of providing information to the public and obvious security presence at the site area to give the public confidence in the safety of the area.
- G. Security guards performing services under this agreement shall be required to receive document, and store found articles during the execution of services under this agreement. Security guards performing services under this agreement shall turn in found articles a Tarrant county designated place at the conclusion of the security guard's shift.
- H. Security guards performing services under this agreement shall be required to not have family, friends or other visitors accompany them to, or visit them at any site area while performing services under this agreement.
- I. Security guards performing services under this agreement shall be required to perform services with their full attention and shall be required to not have personal devices or materials during their shift that might distract from the performance of services.

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IV. ADDITIONAL SECURITY GUARD DUTIES – JURY PARKING

- A. In addition to all other required specifications, vendors must provide security guard services to the Jury Parking site area that adhere to the specifications listed in this section.
- B. Vendors must provide a single, unarmed security guard, with vehicle, to monitor Jury Parking site area during requested days when citizens have been summoned for Tarrant County jury duty.
- C. Vendors must provide a single, armed security guard with vehicle on requested days from 6:00 a.m. to 6:00 p.m.
- D. Tarrant County Jury Services will provide a calendar of requested days for services.
- E. During the calendar year 2017, security guard services were requested on one-hundred fifty-one days for the Jury Parking site area.
- F. Security guards performing services under this agreement at the Jury Parking site area shall deter loitering and suspicious activity at the Jury Parking site area.
- G. Security guards performing services under this agreement for Jury Parking site area shall deter damage or theft of summoned citizen property.
- H. In the event initial deterrence activity fails, security guards performing services under this agreement at the Jury Parking site area shall contact Tarrant County Sheriff's office to assist in removing unwelcome individuals. During emergencies, security guards performing services under this agreement at the Jury Parking site area shall contact 911 or emergency services. After initial contacts have been made during emergencies or situations requiring a call to Tarrant County Sheriff's Department, security guards performing services under this agreement at the Jury Parking site area shall contact Tarrant County Jury Services to communicate the details of the event.
- I. Security guards performing services under this agreement for Jury Parking site area must park in a visible area near summoned citizen vehicles during their shift.
- J. Security guards performing services under this agreement for Jury Parking site area shall conduct an on foot patrol around the perimeter of the Jury Parking site area. Foot patrols must be conducted once during the morning hours (6:00 a.m. – 12:00 p.m.), and once in the afternoon hours (12:00 p.m. – 6:00 p.m.) at a minimum.
- K. There are no bathroom facilities currently located at the Jury Parking site area.
- L. Security guards performing services under this agreement at the Jury Parking site area must take breaks in a way that does not form a pattern from shift to shift. Vendors shall not bill Tarrant County for security guard time spent on breaks.

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V. ADDITIONAL SECURITY GUARD DUTIES – LYNN W. ROSS JUVENILE DETENTION CENTER

- A. In addition to all other required specifications, vendors must provide security guard services to the Lynn W. Ross site area that adhere to the specifications listed in this section.
- B. Vendors must provide a single, armed security guard, to post at the lobby desk of Lynn W. Ross site area on Saturdays and Sundays from 10:00 a.m. to 6:00 p.m.
- C. Vendors must provide a single, armed security guard to post at the lobby desk of the Lynn W. Ross site area on Tarrant County holidays from 2:30 p.m. to 8:00 p.m.
- D. During the 2018 Tarrant County fiscal year (October 1, 2017 – September 30, 2018) Tarrant County observes the following holidays:
 - 1. November 23, 2017 – Thanksgiving Day
 - 2. November 24, 2017 – Day after Thanksgiving
 - 3. December 25, 2017 – Christmas Day
 - 4. December 26, 2017 – Day after Christmas
 - 5. January 1, 2018 – New Year’s Day
 - 6. January 15, 2018 – Martin Luther King Jr. Day
 - 7. February 19, 2018 – Presidents Day
 - 8. March 26, 2018 – Cesar Chavez Day
 - 9. March 30, 2018 – Good Friday
 - 10. May 28, 2018 – Memorial Day
 - 11. July 4, 2018 – Independence Day
 - 12. September 3, 2018 – Labor Day
- E. Security guards performing services under this agreement at the Lynn W. Ross site area shall maintain order in the lobby area of the Lynn W. Ross site area.
- F. Security guards performing services under this agreement at the Lynn W. Ross site area shall deescalate situations involving disruptive visitors.
- G. In the event initial de-escalation activity fails, security guards performing services under this agreement at the Lynn W. Ross site area shall contact Tarrant County Sheriff’s office to assist in maintaining order or removing disruptive individuals. During emergencies, security guards performing services under this agreement at the Lynn W. Ross site area shall contact 911 or emergency services. After initial contact have been made during emergencies or situations requiring a call to Tarrant County Sheriff’s Department, security guards performing services under this agreement at the Lynn W. Ross site area shall contact Juvenile Console Control to communicate the details of the event.
- H. Security guards performing services under this agreement at the Lynn W. Ross site area shall check all visitors for weapons upon entering the lobby area.

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- I. Lynn W. Ross Juvenile Center will provide security guards performing services under this agreement at the Lynn W. Ross site area with walk through metal detectors and a metal detection wand. Equipment provided by Lynn W. Ross Juvenile Justice Center is to be used for business purposes only at all times and is not allowed to be moved from the Lynn W. Ross lobby area. Vendors shall be responsible for costs related to damage of Lynn W. Ross proved equipment caused by vendor representatives and employees.
- J. Security guards performing services under this agreement at the Lynn W. Ross site are shall perform a check of the lobby and bathroom areas to ensure all areas are clear at the end of their shift.
- K. Security guards performing services under this agreement at the Lynn W. Ross site area shall check that the Training Corridor door is locked at the end of their shift.
- L. Security guards performing services under this agreement at the Lynn W. Ross site are shall check out their set of keys at the beginning of their shift from Juvenile Console Control. Security guards performing services under this agreement at the Lynn W. Ross site area shall return their set of keys at the end of their shift to Juvenile Console Control.
- M. Security guards performing services under this agreement at the Lynn W. Ross site area shall not interact with any juveniles residing at the Lynn W. Ross site area under any circumstances.

VI. ADDITIONAL SECURITY GUARD DUTIES – RESOURCE CONNECTION

- A. In addition to all other required specifications, vendors must provide security guard services to Resource Connection site area that adhere to the specifications listed in this section.
- B. All security guards performing services under this agreement at the Resource Connection site are must check-in and check-out of their shift at Building 5051. All security guards performing services under this agreement at the Resource Connection site area must sign-in and use the time card to clock-in and clock-out at building 5051 location.
- C. All security guards performing services under this agreement at the Resource Connection site are shall maintain order at the Resource Connection site area.
- D. All security guards performing services under this agreement at the Resource Connection site are shall deescalate situations involving disruptive individuals at the Resource Connection site area.
- E. All security guards performing services under this agreement at the Resource Connection site are shall deter damage to property at the Resource Connection site area.

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- F. In the event initial deterrence or de-escalation activity fails, security guards performing services under this agreement at the Resource Connection site area shall contact 911 or emergency services. After initial contacts have been made during emergencies, security guards performing services under this agreement at the Resource Connection site area shall contact Resource Connection Administration to communicate the details of the event.
- G. All security guards performing services under this agreement at the Resource Connection site area shall not offer riders to anyone.
- H. Patrolling Security Guards
1. Vendors must provide a single, unarmed security guard, with vehicle, around the clock, 24/7 for patrol at the Resource Connection site area.
 2. Vendors must provide a single, unarmed security guard, with golf cart for patrol at the Resource Connection site area UPON REQUEST. Tarrant County Resource Connection is exploring if this position is necessary for their security needs. Bidders are to provide pricing, Tarrant County will attempt to schedule with the Vendor two (2) weeks in advance of the start of requested services.
 3. All patrolling security guards performing services under this agreement at the Resource Connection site are must respond immediately to Resource Connection tenant calls for assistance.
 4. When not performing specific duties (e.g. door checks, specified posts), all patrolling security guards performing services under this agreement at the Resource Connection site are must patrol the entire Resource Connection site area. Patrols must follow the following specifications at a minimum:
 - a. Driving up to each building on the Resource Connection Campus
 - b. Driving through each parking area on the Resource Connection Campus
 - c. Driving through the Resource Connection Wilderness area
 - d. Include occasional stationary postings that do not last more than fifteen (15) minutes
 - e. Visiting the interior of each building on the Resource Connection Campus at least once per shift
 - f. Ensure that driving circuits, stationary postings, and interior visits do not conform to a discernable pattern from patrol to patrol
 5. All patrolling security guards performing services under this agreement at the Resource Connection site are must give special attention during patrols to the following locations:
 - a. Community Services Corrections Division of Tarrant County is building 1500
 - b. Facilities Management of Tarrant County in and around building 5041 and 5051

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- c. My Health My Resource of Tarrant County in buildings 5000 and 5020
6. All patrolling security guards in vehicles performing services under this agreement at the Resource Connection site area must park in and monitor the JPS Clinic Parking lot (Building 2500) when the clinic closes between the hours of 8:00 p.m. and 8:30 p.m.
7. All patrolling security guards performing services under this agreement at the Resource Connection site area must give special attention during patrols to the following locations on Saturdays and Sundays:
 - a. Aquatic Center in Building 2200
 - b. Conference Center in Building 2300
 - c. Community Garden near Building 1801
8. All patrolling security guards performing services under this agreement at the Resource Connection site area must unlock and lock doors, windows, and gates using the following schedule.
 - a. Unlock all exterior doors at Building 2300 at 5:00 a.m. Monday through Saturday
 - b. Lock all exterior doors at Building 2300 at 9:00 p.m. Monday through Saturday (or after any event at this location has concluded)
 - c. Conduct exterior door check at all buildings between the hours 8:30 p.m. and 10:00 p.m. every day
 - 1) If a door is found to be unlocked, shut and lock the door
 - 2) If an unlocked door cannot be locked, immediately contact Tarrant County Facilities and inform them of the location of any unsecured door
 - d. Check all exterior windows at all buildings between the hours of 2:00 a.m. and 4:00 a.m. for tampering or damage
 - 1) Report any window tampering or damage immediately to Tarrant County Facilities
 - e. Unlock back gate at 5:00 a.m., Monday – Friday
 - f. Lock back gate at 7:00 p.m., Monday – Friday
9. All patrolling security guards performing services under this agreement at the Resource Connection site area must follow the following instructions for monthly Project Safe Neighborhood meeting located at Building 2300:
 - a. Project Safe Neighborhood meeting typically take place on the final Thursday of each month
 - b. Lock all gymnasium and exterior doors at Building 2300 at 4:00 p.m.
 - c. Lock restroom doors from inside the gym in order to prevent access to hallways and lobby areas

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- d. Monitor Building 2300 parking lot from 4:00 p.m. to 6:00 p.m. and again from 7:00 p.m. to 8:00 p.m.
 - e. Assist Tarrant County Sheriff's Deputies as needed
10. All patrolling security guards performing services under this agreement at the Resource Connection site area must check in with Ground Supervisors in charge of Work Release Crews on Saturdays and Sundays to inquire if any extra security assistance is needed. Work Release Crews are typically at the Resource Connection site are during the hours of 8:00 a.m. through 3:00 p.m.
11. All patrolling security guards performing services under this agreement at the Resource Connection site are shall allow access to the Resource Connection Wilderness Area to the following groups:
 - a. Audubon Society
 - b. Botanical Research Institute of Texas
 - c. Fort Worth Nature Center & Refuge
 - d. Fort Worth Pollinator Ambassadors
 - e. Lepidopterist Society
 - f. Mayor's Monarch Groups
 - g. Native Plant Society of Texas
 - h. Native Prairie Associations of Texas
 - i. Texas Master Gardeners
 - j. Texas Master Naturalist
 - k. Texas Parks & Wildlife
 - l. The Great Seed Bomb
12. Vendors must provide a vehicle that has four-wheel drive to the patrolling security guard(s) performing services under this agreement at the Resource Connection site area that require a vehicle. The four-wheel drive vehicle requirement is in addition to any vehicle specifications already required in this agreement.
13. Resource Connection will provide patrolling security guards performing services under this agreement at the Resource Connection site area with a mobile phone. Mobile phone provided by Resource Connection is to be used for business purposes only at all times. Vendors shall be responsible for the cost of charges generated from unauthorized use of Resource Connection provided mobile phone by vendor representatives and employees. Tarrant County will only provide a single mobile phone that must be shared between multiple guards working during the same shift at the Resource Connection site area.

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14. Vendors must replace any mobile phone that is lost or damaged by vendor representatives or employees. Replacement mobile phones must be provided by the vendor at no additional cost to Tarrant County. Replacement mobile phones must be provided within three (3) days from the date of discovery of mobile phone damage or loss. Replacement mobile phones must be approved by Tarrant County.
- I. ARC Dance Security Guards
 1. Vendors must provide three (3), unarmed security guards, monthly (typically the third Friday of each month), from 5:00 p.m. to 9:00 p.m., for security guard services at the ARC Dance.
 2. All security guards performing services under this agreement at the ARC Dance meetings must have the following instructions in addition to any instructions already required in this agreement:
 - a. Experience in encountering special needs populations
 - b. Training in encountering special needs populations
 3. All security guards performing services under this agreement at the ARC Dance are to have the following instructions in addition to any instructions already required in this agreement:
 - a. Patrol the exterior of Building 2300
 - b. Patrol the gymnasium of Building 2300
 - c. Ensure that any guest attending the ARC Dance do not wander from Building 2300
 - J. Freedom Church Security Guards
 1. Vendors must provide a single, unarmed security guard, weekly (on Wednesday), from 5:00 p.m. to 9:00 p.m., for security guard services for Freedom Church meetings.
 2. All security guards performing services under this agreement at Freedom Church meetings must have the following qualifications in addition to any qualifications already required in this agreement.
 - a. Provide security presence for duration of meetings at Building 2300
 - b. Patrol Building 2300 for unauthorized visitors
 - K. Special Events As Needed
 1. Tenants at the Resource Connection site are hold events throughout the year and occasionally required additional security guard services. Additional services are typically requests for an unarmed guard on foot.
 2. Resource Connection tenants will attempt to contact vendors at least two (2) weeks ahead of event dates in order to schedule additional guard services with the Vendor.
 3. Resource Connection tenants will attempt to schedule a minimum of four (4) hours of security guard service for each event.

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4. Vendors shall extend current contract pricing and specifications to Resource Connection tenants requesting security guard services for events held at the Resource Connection site area.

VII. SECURITY GUARD MINIMUM REQUIRED QUALIFICATIONS

- A. Security guards performing services under this agreement must be licensed as a Security Guard by the State of Texas. Security guards performing services under this agreement that are armed must have a Commissioned Security Guard License from the State of Texas.
- B. Security guards performing services under this agreement shall have one (1) year of experience in security, law enforcement, or related industry.
- C. Security guards performing services under this agreement with prior military service must have been released from service under honorable or general conditions.
- D. Security guards performing services under this agreement shall be able to speak, read, write, and understand English.
- E. Security guards performing services under this agreement must be a minimum of twenty-one (21) years of age.
- F. Security guards performing services under this agreement must be legal residents of the United States of America.
- G. Security guards performing services under this agreement that include driving a vehicle must possess a current, valid State of Texas Driver's License. Security guards performing services under this agreement that include driving a vehicle must provide proof of license to Tarrant County before they begin work under this agreement.
- H. Security guards performing services under this agreement that include having a firearm must possess a current, valid State of Texas License to Carry Firearms. Security guards performing services under this agreement that include have a firearm must provide proof of lice to Tarrant County before they begin work under this agreement.
- I. Vendors shall assure that security guards performing under this agreement are in good health with physical handicaps or impairments that would interfere with the performance of duties. Security guards performing services under this agreement shall be free of communicable disease, and possess binocular vision, correctable to 20/20 (Snellen).
- J. Security guards performing services under this agreement must be trained and experienced in performing the following:
 1. Meeting and interacting with the general public
 2. Enforcing order
 3. Curbing violent behavior

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4. Protecting residents, visitors, and employees from bodily injury or harassment
 5. Preventing theft and damage to property
 6. Search and seizure
 7. Handcuffing
 8. De-escalation
 9. Observation
 10. Reporting
 11. First Aid
- K. Security guards performing services under this agreement must be trained and knowledgeable in the following:
1. Local, State, and Federal Laws that pertain to their duties
 2. Special Populations Sensitivity
 3. Cultural Diversity
 4. Maintaining poise and self-control under stress
- L. In addition to being subject to standard background checks as required in this bid, security guards performing services under this agreement shall **UNDER NO CIRCUMSTANCES HAVE ANY CONVICTIONS OR PENDING HEARING PERTAINING TO HARE TO CHILDREN OR ELDERLY.**

VIII. VENDOR PROVIDED EQUIPMENT REQUIREMENTS

- A. Vendor shall provide security guards performing services under this agreement proper and suitable uniforms.
- B. Security guards performing services under this agreement must have uniforms that conform at a minimum to the following criteria:
 1. Law Enforcement style.
 2. Visible Vendor insignia
- C. Vendors must obtain approval from Tarrant County as to the style, type, color and dress code standards for security guards performing services under this agreement before work begins or if there is a change in previously Tarrant County approved uniforms.
- D. Vendors shall provide security guards performing services under this agreement winter jackets and rain gear marked with company's insignia for cold and inclement weather.
- E. Vendors shall be responsible for the maintenance of uniforms to the satisfaction of Tarrant County.

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- F. Vendors shall supply all personnel providing services under this agreement with an identification card, identification cards shall contain, at a minimum, the employee's name and vendor insignia. Identification cards are to be visibly worn at all times by any personnel performing services under this agreement at a Tarrant County site area.
- G. Vendors shall supply security guards performing services under this agreement with a working communication device (e.g. phone or radio) to contact local law enforcement as needed.
- H. Vendors shall supply security guards performing services under this agreement with materials for the creation of reports.
- I. Vendor shall supply security guards performing services under this agreement with handcuffs and flashlight.
- J. Vendor shall provide any materials needed to receive, document, and store found articles.
- K. Security guards performing services under this agreement shall not be permitted to provide for themselves unauthorized equipment such as additional weapons or chemical agents.
- L. Vendors shall supply security guards performing services under this agreement with a working vehicle for security guards performing services that require a vehicle.
- M. Vendors shall supply security guards performing services under this agreement with vehicles that conform, at a minimum, to the following specification:
 - 1. Prominent vendor insignia that is 10 inches by ten 10 inches on both the driver and passenger side of the vehicle.
 - 2. Prominent vendor insignia on both the hood and rear of the vehicle
 - 3. Up to date State of Texas Inspection
 - 4. Up to date State of Texas Registration
- N. Vendors shall supply security guards performing services under this agreement with a working golf cart (or like vehicle) for security guards performing services that require a golf cart.
- O. Vendors shall replace any vehicle or golf cart that is found to be inoperable within (12) twelve hours.
- P. Vendors shall be solely responsible for the maintenance of vehicles and golf carts used in the performing of services under this agreement.
- Q. Vendors shall maintain uniforms, badges, vehicles and any other Vendor provided Equipment in a state of cleanliness to the satisfaction of Tarrant County.

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IX. PERSONNEL MANAGEMENT REQUIREMENTS

- A. Personnel supplied by the Vendor shall be considered employees of the Vendor and shall not for any purpose be considered employees of Tarrant County. Vendor shall be responsible for payment of salaries, including withholding taxes, unemployment insurance, worker's compensation, Social Security, benefits, and the like as required by law.
- B. Vendors shall be required to render full and complete management services for their employees while on duty at an end user facility. Tarrant County will not be able to assist with such services as provision or storage of rain gear, issuing pay checks, or with any other management activities.
- C. Vendors shall provide an individual(s) to be designated supervisor(s) of all security guards providing services under this agreement at no additional cost to Tarrant County. The Vendor Supervisor(s) must speak, read, write and understand English.
- D. All Bidders shall provide, with their bid submission the name, email address, and telephone number of the Vendor Supervisor(s) assigned to Tarrant County facilities. Vendor Supervisors shall have complete authority to act for the company during the term of this agreement. Security guards performing security services under the terms of this agreement shall not perform or be assigned the duties of a Vendor Supervisor.
- E. Vendor Supervisor(s) shall provide a level of supervision that will ensure that employees:
 - 1. Are properly trained as set forth in the officer requirements section of the specifications and are able to perform all duties as required.
 - 2. Are always properly uniformed and present a neat appearance with the company's insignia displayed on outer garments including, but not limited to, shirt, jacket and hat (if used).
 - 3. Maintain a continued state of proper training.
 - 4. Possess any necessary permits and required documents.
 - 5. Are punctual and cover their entire shift.
- F. Vendor Supervisors shall make random, unannounced inspections of various shifts. Vendors Supervisors must make a random, unannounced inspection once a month at a minimum. These visits must take place at all site areas where the vendor is providing services. Vendors must provide documentation of these visits to be submitted with monthly invoices.
- G. Vendors assume full responsibility for the actions of their personnel while performing services under this agreement and are solely responsible for their supervision and control. If for any reason Tarrant County determines that any

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

- employees of the vendor have failed to perform their duties, vendors must take immediate action as deemed necessary by Tarrant County. Vendors shall be responsible for all employee discipline and termination. Failure to resolve such matters to the satisfaction of Tarrant County may result in termination of agreement.
- H. Vendors shall, upon request by Tarrant County, remove any employee(s) who, in the opinion of Tarrant County, have exhibited improper conduct, are not qualified to perform work duties, or are not needed to perform the work assigned to them. Examples of improper conduct are, but not limited to the following: (1) Insobriety, (2) Sleeping on the job, (3) Insubordination, (4) Tardiness, (5) Substandard performance. The Tarrant County Purchasing Agent or his representatives are empowered to have the Vendor replace offending employees immediately.
 - I. Vendor shall be required to maintain a list of employees assigned to each facility along with a schedule of when the employee is to work.
 - J. Vendors shall provide weekly schedules to each facility detailing the names of the employee(s) assigned and times each employee is schedule to work. Vendors are to immediately provide an updated schedule to affected facilities whenever a schedule change is made.
 - K. Vendors shall provide to Tarrant County the following required documents before an employee begins work at a Tarrant County facility. These documents are to include:
 - 1. Copy of valid TX Driver's License, front and back.
 - 2. Copy of valid Private Security Registration, front and back.
 - 3. Last four digits of Social Security Number.
 - 4. Copy of DD214 (if needed).
 - 5. Copy of valid TX License to Carry Firearm, front and back (if needed).
 - L. Vendors are responsible for ensuring employees are on time at designated site areas. Vendors are to immediately notify any affected facility if an employee will be late or missing from their scheduled work time.
 - M. Vendors shall supply trained substitutes in case of absence of regularly scheduled employee. Vendor are not to bill Tarrant County for hours not worked in the event there are gaps in service due to absent or tardy employees.
 - N. Vendor are solely responsible for scheduling personnel so as not to encounter overtime. Vendors are not to bill overtime charges to Tarrant County.
 - O. Vendors are solely responsible for adhering to all applicable labor laws regarding employee breaks for their employees. Vendors are not to bill Tarrant County for employee breaks (meal or otherwise).
 - P. Vendors shall submit monthly invoices on the first day of each month during the terms of this agreement. Vendors are to provide invoices detailing dates and hours worked.

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- Q. Vendors are responsible for compliance with all Federal and State employment laws, rules, regulations and mandates to include provisions for employee's unemployment Tax, FICA, Medical Tax, and including the Affordable Care Act under Federal regulations.
- R. Vendors are responsible for turning in to a designated place all articles found by their employees in or near the premises. Vendors are to receive, document, and store found articles during the execution of services under this agreement. Vendors are to provide any materials needed to receive, document, and store found articles.
- S. Vendors shall provide all proper safeguards and will assume all risks in performing the work for which it is responsible. Tarrant County does not guarantee police protection and will not be liable for any loss or damage sustained by Vendors.
- T. Vendors are to solely perform all services in this agreement. Vendors shall not subcontract any services in this agreement.
- U. Tarrant County has the right request, examine, and audit Vendor financial records, operational records and payroll records in order to enforce the terms of this agreement or to evaluate Vendor performance. Vendor records shall be maintained in such a manner so as to allow Tarrant County to ascertain any information easily to Tarrant County's satisfaction.
- V. Vendor shall provide a working email address for the purpose of receiving emails from Tarrant County. Vendor shall respond to emails from Tarrant County within twenty-four (24) hours from the time Tarrant County sends an email to the vendor provided email address. Vendor responses shall be either a phone call or email to the requesting individual.
- W. Vendor shall be responsible for the cost of any damages caused by security guards performing services under this agreement.
- X. Vendor shall be responsible for the cost of replacing any Tarrant County issued equipment lost by a security guard performing services under this agreement. Vendor shall be responsible for the cost or replacement of affected locks in the event that a security guard performing services under this agreement loses keys issued to them by Tarrant County Staff.

X. ADDITIONAL REQUIREMENTS

- A. Vendors shall comply with all procedural instructions that may be issued from time to time by Tarrant County representatives.

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

- B. During the period this agreement, no change is permitted in any of its conditions and specifications unless Vendors receive written approval from the Tarrant County Purchasing Agent. Should Vendors find at any time that existing conditions make modification in requirement desirable, he shall report such matter to the Tarrant County Purchasing Agent for consideration and decision, after consultation with department personnel.
- C. Vendors may be required to meet periodically with end user departments to discuss the services, and make amendments or change in procedures and operations as may be found necessary.
- D. Without limiting the responsibility of the Vendor for the proper conduct of security personnel and the protection of the properties being protected, the conduct of security personnel may also be guided by a set of standard written rules as agreed upon between Tarrant County and the Vendor.
- E. During the period of this agreement or the extension thereof, Tarrant County reserves the right to add or delete service locations. All additions shall be at the prevailing contract prices. Tarrant County will notify the Vendor as soon as possible in advance of any changes and number of personnel needed to provide the various services. Vendors will be given notice to effect requested change. If the awarded Vendor(s) cannot accommodate a change in personnel requirements within the prescribed period of time, Tarrant County reserves the right to procure security services from other security agencies, until such time that the Vendor can fulfill the change in personnel requirements.
- F. Tarrant County reserves the right to refuse access to its facilities at any time to any employee of the Vendor. The exercise of Tarrant County's rights shall not diminish the Vendor's obligation of performance arising under this agreement.
- G. Bidders shall provide evidence of being in the security guard business for no less than five (5) years.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in Tarrant County's procurement processes. Tarrant County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in Tarrant County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. Tarrant County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans, and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with Tarrant County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of Tarrant County.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. Tarrant County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with Tarrant County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of Tarrant County's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals, and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on Tarrant County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with Tarrant County's actual requirements.
 4. Specifications, terms, and conditions reflecting Tarrant County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. Tarrant County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with Tarrant County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require Tarrant County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County Purchasing Department shall serve as Tarrant County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as Tarrant County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. Tarrant County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout Tarrant County and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Tarrant County Purchasing Department will provide additional clarification of specifications, assistance with Price Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

Tarrant County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of the certification to this form and return with bid.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

REFERENCES

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your Vendor's ability to provide the intended goods or service of the bid. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service vendor company provides and that the bidder has completed a project of similar size and scope of work in this response. Inaccurate, obsolete, or negative responses from the listed references could result in rejection of your bid.

Failure to supply required references will deem the bid as non-responsive and will not be considered for award.

Bidder involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Bidder, agrees this bid becomes the property of Tarrant County after the official opening.

The undersigned affirms that the Bidder has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a bid.

The undersigned agrees, on behalf of Bidder that if this bid is accepted, Bidder will furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this bid will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute the contract, that the bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this bid have not been communicated to any other Bidder or to any employee of Tarrant County prior to the official opening of this bid.

Vendor hereby assigns to purchase all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have has read and understands the specifications and any attachments contained in this solicitation. **Failure to sign and return this form will result in the rejection of the entire bid.**

Signature _____ **X**

Authorized Representative

LEGAL NAME AND ADDRESS OF RESPONDENT:

_____ Date _____

_____ Name _____

_____ Title _____

Tel. No. _____ FAX No. _____

E-Mail Address: _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

THE FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!



Did you sign and submit all
Required Forms?

If not, the Bid will be rejected!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

COMPANY IS:

Business included in a Corporate Income Tax Return? _____YES _____NO

_____Corporation organized & existing under the laws of the State of _____

_____Partnership consisting of _____

_____Individual trading as _____

_____Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Proposal submission and time of award, the Respondent will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Effective September 1, 2017, Respondent verifies that they do not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. Respondent further verifies that it/he/she is not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Proposal in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

FORMS/DOCUMENTS CHECKLIST

<p>✓ Check Indicates Completion</p>	
	<p>1. References. Vendor has provided references, other than Tarrant County. References must be able to verify the quality of service the company provides and that the company has completed a project of similar size and scope of work in this bid.</p>
	<p>2. Signatures. All forms requiring a signature must be signed. Bids not signed will be rejected.</p>
	<p>3. Price Forms. All sections of Price Forms have been completed.</p>
	<p>4. Insurance Certificates (If required). Bidders must submit all Insurance Certificates prior to commencement of work. If no insurance requirements specified, mark N/A.</p>
	<p>5. Addenda. When applicable, Bidder acknowledges receipt of all Addenda, and any revised Forms. Bidder must sign and submit any required Signature Forms.</p>
	<p>6. It is the Bidder's sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda, and special notices. The Signature Form must be signed and returned. Failure to provide signature on the form renders bid non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance with Federal and State Laws, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.</p>
	<p>7. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.</p>
	<p>8. Accuracy for all mathematical and numerical entries is the sole responsibility of the Bidder. Tarrant County will not be responsible for errors made by the Bidder.</p>

THE ORIGINAL AND ONE (1) COPY OF THE FORM SHOULD BE RETURNED WITH BID!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

FORMS/DOCUMENTS CHECKLIST

✓Check Indicates Completion

✓Check Indicates Completion	
	9. Bidder's company is registered on TVORS (Tarrant Vendor On-Line Registration System)
	10. Bidder has sealed and marked the envelope with the Company Name, Bid Number, Bid Title, and due date.

THE ORIGINAL AND ONE (1) COPY OF THE FORM SHOULD BE RETURNED WITH BID!

NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- Could not meet specifications.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- Scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- Project not suited to our organization.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:

Tarrant County Purchasing Department
100 E. Weatherford, Suite 303
Fort Worth, TX 76196

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

PRICE FORM

SECTION I – JURY PARKING SITE AREA

1. Itemize all costs associated with hourly rates for UNARMED SECURITY GUARD STAFF WITH VEHICLE PERFORMING SERVICES AT JURY PARKING SITE AREA as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR

BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of <u>\$10.00</u>)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker's Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation	\$ _____
Vendor's Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 1,661)	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT VENDORS PAYROLL RECORDS.

NO SUBCONTRACTING ALLOWED.
NO INDEPENDENT CONTRACTORS.

THE ORIGINAL AND ONE (1) COPY OF THE FORM SHOULD BE RETURNED WITH BID!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

PRICE FORM

SECTION II – LYNN W. ROSS SITE AREA

1. Itemize all costs associated with hourly rates for ARMED SECURITY GUARD STAFF PERFORMING SERVICES AT LYNN W. ROSS SITE AREA as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR

BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of <u>\$10.00</u>)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker's Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation	\$ _____
Vendor's Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 898)	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT VENDORS PAYROLL RECORDS.

NO SUBCONTRACTING ALLOWED.
NO INDEPENDENT CONTRACTORS.

THE ORIGINAL AND ONE (1) COPY OF THE FORM SHOULD BE RETURNED WITH BID!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

PRICE FORM

SECTION III – RESOURCE CONNECTION SITE AREA

1. Itemize all costs associated with hourly rates for UNARMED SECURITY GUARD STAFF WITH VEHICLE PERFORMING SERVICES AT RESOURCE CONNECTION SITE AREA as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR

BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of <u>\$13.00</u>)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker's Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation	\$ _____
Vendor's Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 8,760)	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT VENDORS PAYROLL RECORDS.

NO SUBCONTRACTING ALLOWED.
NO INDEPENDENT CONTRACTORS.

THE ORIGINAL AND ONE (1) COPY OF THE FORM SHOULD BE RETURNED WITH BID!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

PRICE FORM

SECTION III – RESOURCE CONNECTION SITE AREA

2. Itemize all costs associated with hourly rates for UNARMED SECURITY GUARD STAFF WITH GOLF CART PERFORMING SERVICES AT RESOURCE CONNECTION SITE AREA as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR

BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of <u>\$13.00</u>)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker's Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation	\$ _____
Vendor's Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 1)	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT VENDORS PAYROLL RECORDS.

NO SUBCONTRACTING ALLOWED.
NO INDEPENDENT CONTRACTORS.

THE ORIGINAL AND ONE (1) COPY OF THE FORM SHOULD BE RETURNED WITH BID!

ANNUAL CONTRACT FOR SECURITY GUARD SERVICES

PRICE FORM

SECTION III – RESOURCE CONNECTION SITE AREA

3. Itemize all costs associated with hourly rates for UNARMED SECURITY GUARD STAFF WITH VEHICLE PERFORMING SERVICES AT RESOURCE CONNECTION SITE AREA as defined by applicable specifications in this bid.

SUMMARY OF LABOR COST PER HOUR

BILLED TO TARRANT COUNTY

Direct Wages to Employee (minimum of <u>\$13.00</u>)	\$ _____
Federal, State Unemployment Tax, FICA, Medical Tax on Employee	\$ _____
Worker’s Compensation and General Liability on Employee	\$ _____
Medical, Dental, Life Insurance, if applicable	\$ _____
Retirement, Pension, etc., per Employee, if applicable	\$ _____
Supplies, Equipment Cost/Upkeep/Depreciation	\$ _____
Vendor’s Overhead, Vendor Supervisor Pay, Profit, etc.	\$ _____
Other (Please specify: _____)	\$ _____
Total Labor Rate, Per Hour, Billed to Tarrant County (Estimated Annual Hours = 404)	\$ _____

NOTE: TARRANT COUNTY RESERVES THE RIGHT TO AUDIT VENDORS PAYROLL RECORDS.

NO SUBCONTRACTING ALLOWED.
NO INDEPENDENT CONTRACTORS.

THE ORIGINAL AND ONE (1) COPY OF THE FORM SHOULD BE RETURNED WITH BID!