



**LUZERNE COUNTY COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
CAMPUS SECURITY SERVICES**

Section I. INTRODUCTION

Luzerne County Community College is seeking proposals from qualified Companies to provide uniformed security service for LCCC facilities in Hazleton, Berwick, Pittston, Watstown, Wilkes-Barre, PA. and Main Campus, Nanticoke (on an as needed basis). This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible Companies. The RFP establishes minimum requirements a company must meet in order to be eligible for consideration as well as information to be included in the Company's proposal.

Carefully examine the specifications, conditions and limitations. The selection of the successful Company will be made based on LCCC's evaluation and determination of the relative ability of each Company to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company History and Organization
- 2 Management Approach
- 3 Personnel Selection Process
- 4 Cost Proposal and Invoicing
- 5 Insurance
- 6 References

LCCC is not obligated to accept the lowest cost and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

Section II. SUBMISSION OF PROPOSALS

Responses to this RFP are due by 12:00 P.M. (Noon) on Thursday, April 2, 2020. Late submittals will be rejected. All proposals are to be sealed and addressed to:

Luzerne County Community College
Purchasing Director, Mr. Len Olzinski – Building 5 Room 513A
1333 S. Prospect Street
Nanticoke, PA 18634
Phone 570-740-0370
Email lolzinski@luzerne.edu

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to Douglas K. Fawbush, Director of Campus Safety and Security at 570-740-0305 or dfawbush@luzerne.edu.

Section III. CONTRACT TERM

The term of this contract shall be for a five (5) year period, commencing on July 1, 2020 and then for five (5) consecutive fiscal years thereafter, unless terminated by either party with thirty (30) days written notice with a renewal option to June 30, 2025.

Section IV. SCOPE OF SERVICES

The requested service includes approximately 20 hours or less of uniformed security service per week, per off campus location, with the schedule to be determined by the site director. Hours of work will be generally weekday evening hours, which may include holidays, during days of College operation. Company shall provide armed (PA Act 235 f certified) uniformed security services in and around College properties at the Berwick Campus, 107 South Market Street, Berwick, the Hazleton Campus, 100 West Broad Street, Hazleton, PA., Greater Susquehanna Center, 1100 Main St., Watsontown, PA. 17777, the Wilkes-Barre Corporate Learning Center, 2 Public Square, Wilkes-Barre, PA., and Pittston Center, 13 S. Main St. Pittston, PA. The requested service for LCCC Main Campus, 1333 S. Prospect St, Nanticoke, PA. (on an as needed basis), includes approximately 96 hours or less of uniformed security service per week, the Company shall provide armed (PA Act 235 f certified) uniformed security services on College property, with the schedule to be determined by the director of security. Hours may include holidays, during days of College operation. Contracted security personnel will provide a variety of services, which may include, but not be limited to the following general tasks: entry and egress access control, roving patrols of interior and exterior building areas, visitor and building employee identification verification, incident and daily operating reports, monitoring and responding to site emergencies, building intrusion detection systems, alarms and fire detection equipment, responding as necessary to support other safety duties. Company shall provide appropriate and necessary management and supervision for all Company's employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Company's rules and regulations, as well as any other policy established by the contracting parties.

Company is responsible for the daily personal appearance of security personnel. Company shall provide seasonal uniforms, weather-appropriate protective clothing, weapons and any other necessary equipment to support continuous performance of contract requirements. Company shall administer all cost accounting and billing relative to this contract. Company shall respond as necessary to accommodate additional duty hours as may be requested by Luzerne County Community College.

Section V. ADDITIONAL CRITERIA REQUIRED

Proposal prepared by company should include information on the following;

1. Company History and Organization

Provide a brief company history, mission statement and organizational summary. Explain ownership (private or public) and include brief biographical information regarding the personnel who would be directly responsible for the management and local supervision of this project.

2. Management Approach

Describe in detail how your firm will be organized to manage this project. Indicate by position or title the person who will have the overall responsibility for the LCCC account.

3. Personnel Selection Process

Describe how recruitment and selection of security officers is accomplished. All personnel and supervision provided under this RFP must be thoroughly trained, experienced and qualified to perform the work to which they are assigned. Company shall have a documented employment process which shall include application, interview, drug testing and background check phases. A written description of the Company's employment process and qualifications is to be included in the response.

4. Cost Proposal and Invoicing

Provide hourly billing rates, including holiday/overtime rates for each of the uniformed security officer(s). Propose invoicing frequency and procedures. Explain how any discounts may be applied for different payment terms.

5. Insurance

The successful Company shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance
- Automobile Liability

Include a copy of Certificate of Insurance including limits with the response.

6. References

Provide at least three (3) client references whose facilities are comparable in size, profile and security service hours to Luzerne County Community College. Include company name, address, contact person and contact number.

To : Vendor

From: Len Olzinski – Director of Purchasing

Re : Background Clearance Requirement

Date : September 23, 2019

Please see the following information regarding Background Clearance Requirements. Your immediate attention to this matter is requested.

Project: PA Act 153 - Background Clearance Requirement

Act 153 – The Pennsylvania state legislature sought to strengthen protections for children in the PA Child Protective Services Law. The law went into effect on December 31, 2014 and now requires colleges and universities to obtain background clearances for any individual having routine interaction with children at the college or in a college-sponsored program, activity, or service. This requirement applies to college employees, volunteers, independent contractors, and students. This law requires mandatory reporting of suspected child abuse directly to the PA Department of Human Resources.

All Contractors will be required to obtain the three (3) mandatory background clearances: 1) PA Criminal Background, 2) PA Child Abuse History, and 3) FBI Cogent Clearance Fingerprinting.

These clearances must be provided for all contractor representatives/employees who will be on the campus of Luzerne County Community College (“College”) to perform the work awarded. If you are unable to obtain these state required background checks, you will be ineligible to perform work at the College.

Below are the following required clearances and instructions to obtain them.

1. **Act 34 - PA Criminal Background** (On-line)

Results are usually instantaneous. Make sure you hit “yes” to get a copy.

<https://epatch.state.pa.us/>

Cost \$22

2. **Act 151 - PA Child Abuse History** (On-line)

Results are mailed or can be viewed and printed at the website.

Google Chrome - <https://www.compass.state.pa.us/cwis>

Cost \$8

3. **Act 114 - FBI Fingerprinting** - IdentoGO (On-line)

Register on-line by selecting Digital Fingerprinting. Enter the Service Code 1KG756.

<https://www.identogo.com/locations/pennsylvania>

Estimated cost - \$22.60

ACKNOWLEDGEMENT OF CLEARANCES

Company Name : _____

Address : _____

City, State, ZIP : _____

Phone # : _____

Fax # : _____

Please sign and date that you understand the enclosed letter and hold a clear background check in accordance with the law for each employee/representative of your organization that comes to the College Campus (es) including our dedicated centers. Please fax back this Acknowledgement of Clearances form to the Purchasing Office at 570-740-0525 or mail to Purchasing Office, 1333 S. Prospect St., Nanticoke PA. 18634

The College will keep this form on file. You may be requested at any time to provide proof of clearances for each employee/representative on the College campus.

Authorized Signature:

Date:

Printed Name/ Title
