



ALFRED STREET BAPTIST CHURCH
REQUEST FOR PROPOSAL
SECURITY/PARKING ATTENDEE SERVICES

Statement of Work

Section 1: Background

Alfred Street Baptist Church (ASBC), founded in 1803, is a 501(c)3 organization. ASBC has experienced extensive growth, from 2,500 members in 2008 to currently over 8,000+ members, along with 80 active ministries with an emphasis on children’s ministries and missions. In addition to worship services held at Saturday night and Sunday morning/afternoon, ASBC conducts various events, activities, and operations throughout the week during the calendar year. The protection and safety of congregants and visitors is of paramount importance to ASBC.

Section 2: Scope of Work

The Contractor shall provide all contract management, trained personnel, equipment, supplies, supervision, and other items necessary to perform the site security and parking attendee requirements in support of ASBC), as defined in the Statement of Work (SOW). These services include, but are not limited to: patrol, entry control, parking and traffic/crosswalk control, protection of property and persons, and security and safety surveillance duties. The fully licensed, bonded, and insured Contractor shall provide professional, competent, and trained security guards/parking lot attendant personnel who meet the standards for providing private, undercover guard services in the applicable locality and state; in addition to the standards described herein.

Section 3: Staffing Hours & Duty Location(s)

Guard personnel are unarmed contractor employees conducting security duties at all of the ASBC facility/property locations, parking lots, and surrounding areas.

The ASBC site security and parking lot attendee services shall be provided by the Contractor based on the minimum staffing level, locations, and schedule outlined below:

Day/Time/Event	Parking Garage Level 1	Parking Garage Level 2	Town Homes Surface Lot (N. Henry Street)	Church Back Parking Lot (S. Patrick Street)	301 Alfred St.	Burgess Parking lot (alley across from church)	S. Patrick Street Crossing	Old Town West Parking Lot
Sunday Worship (5:30am - 2pm)	1	1	1	1	1	1	1	1
Monday (5pm - 10pm)				1	1			
Tuesday (5pm - 10pm)				1	1			
Wednesday (5pm - 10pm)				1	1			
Thursday (5pm - 10pm)				1	1			
Friday (5pm - 10pm)				1	1			
Saturday Worship (3pm - 8pm)	1			1	1		1	1
Special Event (CAYA) (5pm - 10pm)	1			1	1		1	1
Special Event (March Gladness) (5pm - 10pm)	1			1	1		1	1
Special Event (Revival) (5pm - 10 pm)	1			1	1		1	1

Special Event (Brother's Keeper) (TBD)	1			1	1		1	1
Special Event (Watch Night Service) (TBD)	1			1	1		1	1

The level of staffing and schedule may be subject to change during performance of the contract based on a determination made by ASBC.

Section 4: Description of Services

Security and parking lot attendee requirements provided for the duration of this contract include the following.

Section 4.1: General Duties & Responsibilities

4.1.1: The Contractor shall guard and protect ASBC property, materials, and equipment from unauthorized access, theft, or damage and provide alert to any situation and condition conducive to threat or injury.

4.1.2: The Contractor shall provide security guard background investigation and training support services.

4.1.2.1: The Contractor shall ensure personnel performing services under this contract acquire and maintain the applicable locality and state certifications. The Contractor shall document training and certification of personnel in the skills, concepts, and other requirements to perform the services as outlined in the contract.

4.1.3: The Contractor shall respond to and provide assistance to ASBC employees, members, and visitors involving security-related and safety-related situations.

4.1.4: The Contractor shall provide supervisory functions to the security guards to a level which successfully ensures compliance with the SOW, identifies and corrects performance issues, and addresses issues with the conduct of its employed personnel.

4.1.5: The Contractor shall cooperate with and assist law enforcement in connection with crimes, theft, injuries, and/or threats committed against ASBC, members, and visitors, as well as assist in the conduct of inquiries related to security-related incidents.

4.1.6: The Contractor shall participate in a post award meeting (either in-person at ASBC or teleconference, as determined by ASBC) with 10 business days following contract award. On minimal occasions over the duration of the contract, ASBC may determine meetings as appropriate to review requirements, the Contractor's performance, and/or have the Contractor apprise ASBC of problems, if any, being experienced.

4.1.7: The Contractor shall implement and maintain its security and parking attendee plan for each function staffed by security guard/parking attendee personnel.

4.1.7.1: The Contractor shall ensure an efficient and effective transfer of duties/functions from the incumbent service provider.

Section 4.2 Access & Passage Patrol

4.2.1: The Contractor shall maintain a post to check entry to the ASBC facilities and parking lots.

4.2.2: The Contractor shall enforce all access control procedures of entrances and exits to not allow unauthorized persons to the parking lots and church during congregational activities and services.

4.2.3: The Contractor shall conduct routine and random patrols throughout the ASBC facilities and parking sites, and surrounding area, at minimum, every 15 minutes.

4.2.4: The Contractor shall ensure doors, windows, and any other entry/exit points of ASBC facilities are secured after duration of services, events, and operational hours.

4.2.5: The Contractor shall provide parking and pedestrian control services.

4.2.5.1: The Contractor shall direct individuals to proper allocated parking spaces

4.2.5.2: The Contractor shall direct parking and issue warnings as required by ASBC to ensure conformance to parking guidelines. Tactful and courteous warnings shall be made to individuals who violate site parking regulations.

4.2.5.3: The Contractor shall provide assistance to individuals at all crosswalks during the hours of ASBC services, activities, and events.

4.3 Emergency Response

4.3.1: The Contractor shall, when emergency situations arise that require immediate attention, divert security guard from their normal assigned duties to assist these conditions, as directed by designated ASBC site and/or local emergency response officials.

4.4 Security Reporting

4.4.1: The Contractor shall immediately report to ASBC and local police law enforcement, when required, incidents involving criminal conduct or persons observed attempting to gain, gaining, or who have gained unauthorized access to ASBC facilities.

4.4.2: The Contractor shall respond to incidents and report security deficiencies and incidents to ASBC staff immediately following the incident, and update thereafter as needed. The report shall include, but is not be limited to, date and time of incident; narrative report of incident; notifications made; and any follow-up actions performed.

4.4.3: The Contractor shall submit reports to ASBC of any damages, required fixes, etc. observed from patrol of the ASBC facilities and parking lots.

Section 5: Standards of Conduct

5.1: Neglect of duties and all forms of insubordination shall not be allowed. This includes, among other things, sleeping on duty, unreasonable delays, failure to carry out assigned responsibilities, conducting personal affairs during duty hours, submitting false reports, and/or refusing to render assistance or

cooperate in upholding the integrity of the security and parking attendee support at the ASBC facility sites. Disciplinary action in response to violations of these requirements will be provided by the Contractor to his/her employees.

5.2: Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be permitted. Security guards shall remain professional in all dealings and exercise restraint if confronted with verbal and/or physical assaults, exercising the force continuum as needed to address the situation. Security guards shall find a balance between protecting the ASBC community while also simultaneously not offending members and visitors. Violations to these requirements and associated disciplinary actions will be provided by the Contractor to its employees.

5.3: The Contractor shall not allow any employee (while on duty) to possess, sell, consume, or be under the influence of intoxicants, drugs, or substances which produce similar effects. Violations to this requirement and associated disciplinary actions will be provided by the Contractor to its employees.

Section 6: Deliverables

DELIVERABLE	SOW SECTION	FIRST SUBMISSION	SUBSEQUENT SUBMISSION
6.1: Proof of Insurance/Licenses/Certifications	4.1	Proposal Due Date	As required
6.2: Security & Parking Attendee Plan	4.1.7	Proposal Due Date	As required
6.3: Transition Plan	4.1.7.1	Proposal Due Date	As required
6.4: Incident Report	4.4.2	Immediately after each incident	As required, for each incident

Section 7: Period of Performance

The period of performance for the contract will include a base period of 12-months, with two 12-month option periods that will be exercised at the discretion of ASBC.

Instructions/Notice to Bidders

1. Proposal Delivery

All questions regarding any aspect of this RFP must be addressed to the point of contact (POC) (*Delharty Manson at dmanson@alfredstreet.org*). Proposals shall be submitted to the aforementioned POC electronically via email prior to the due date of 5pm ET on April 23rd, 2021. If a bidder's proposal is received after the time and date specified, the proposal will be considered LATE and shall not be accepted. Bidders shall also deliver one (1) hard copy as a courtesy copy to 325 South Patrick St, Alexandria, VA 22314. Bidders shall make a clear statement in its submission that the proposal shall remain valid for a period of at least 180 days.

In submission of proposals electronically via email, bidders should be mindful of the size of its files and that all files have been scanned virus-free. Page margins shall be a minimum of one (1) inch on top, bottom, and each side, and the minimum type size shall be 10-point Times New Roman font. Bidders shall submit their proposal using Microsoft Office Word (or PDF file that with Adobe Acrobat). Bidders shall ensure that its ".docx" file submissions are fully compatible with Microsoft Word 2016.

2. Solicitation Questions and Responses

ASBC will allow a period following issuance of the solicitation for bidders to submit questions to the POC identified in Section 1 above. Questions received after 5pm ET on 6 April, 2021 may not receive a response from ASBC.

3. Proposal Content

Section	Title	Page Limit
1	Company Background	1
<i>Note: Bidder's cover page shall not count towards the page limit.</i>		
2	Security & Parking Attendee Plan (Approach)	5
<p>This section consists of information describe the bidder's proposed approach to successfully meet the SOW tasks, conveying and detailing the bidder's understanding of security and parking attendee services as well as any key functions and best practices to meet the requirements.</p> <p><i>Note: Copies of the bidder's licenses/certifications shall not count towards the page limit.</i></p>		
3	Past Experience	3
<p>This section consists of information referencing, at minimum, two (2) past and/or current clients/customers (within the past five years) where the bidder's performance reflects similar work to the requirements of this solicitation. The bidder shall ensure it has outlined in detail how each reference is relevant to the solicitation requirements. For each reference, the bidder shall, at minimum, include: 1) Client/Customer Name; 2) Duration (Period) of Contract/Agreement; 3) Place of Performance; 4) Name/Telephone Number/Email of client/customer POC.</p> <p><i>Note (1): ASBC may contact references provided in the proposal and/or any other references that may have been obtained as part of the evaluation process.</i></p> <p><i>Note (2): Copies of letters of recommendation and/or assessment of performance completed by clients/customers shall not count towards the page limit.</i></p>		
4	Price	2
<p>This section consists of information detailing the bidder's proposed monthly and overall price for the base year and each option year, in fulfilling the SOW requirements on the basis of a Firm-Fixed Price (FFP) contract. The bidder shall include its proposed labor categories/skill levels, hours, hourly rates, and any assumptions that have impacted the proposed price, and if no assumptions were made include a statement to that effect.</p>		

Proposal Evaluation Criteria for Award

ASBC intends to make a single contract, pending final approval by ASBC Church Council, to a qualified bidder on the basis of the lowest evaluated price of proposal meeting or exceeding the acceptability standards for the non-price criteria (Security & Parking Attendee Plan and Past Experience).

Bidders should be aware that ASBC's decision for award will be based upon information contained in the proposal and anticipates contract award without exchanges with bidders (although ASBC may determine it necessary); therefore, it is essential that the bidder's initial proposal contain its best offer, and all information necessary for the ASBC to conduct its evaluation.

The weight of the evaluation criteria is outlined below:

Criteria	Weight
Security & Parking Attendee Plan	60%
Past Experience	40%