



## **WORKFORCE SOLUTIONS** of the Coastal Bend

**TO:** Interested Parties

**FROM:** Ken Trevino, President/CEO

**DATE:** January 22, 2018

**SUBJECT:** REQUEST FOR PROPOSALS (RFP) – FIRE & SECURITY ALARM HARDWARE  
AND/OR MONITORING, TESTING, AND MAINTENANCE SERVICES

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Workforce Solutions, also known as the Coastal Bend Workforce Development Board, is soliciting responses from professional, qualified firms to provide fire and security alarm hardware and/or monitoring, testing, and maintenance services for its workforce centers and offices.

The description of the services solicited is provided in the attached RFP. Included in the RFP are the minimum requirements as it pertains to the qualifications, knowledge, and experience requested.

All inquiries should be directed to Robert Ramirez at (361) 885-3013 or [robert.ramirez@workforcesolutionscb.org](mailto:robert.ramirez@workforcesolutionscb.org). Mailed and hand delivered copies are acceptable. Faxed or electronic transmitted copies will not be accepted.

Workforce Solutions is an Equal Opportunity Employer/Program. Historically Underutilized Businesses (HUB's) are encouraged to apply. Auxiliary aid and services are available upon request to individuals with disabilities by dialing 711. They may use (512) 936-0342; (TDD):1-800-735-2989, Voice 1-800-735-2988.

# REQUEST FOR PROPOSALS (RFP)

*Issued by*



## **WORKFORCE SOLUTIONS** of the Coastal Bend

*For*

### **FIRE & SECURITY ALARM HARDWARE AND/OR MONITORING, TESTING, AND MAINTENANCE SERVICES**

Responses to be submitted to the

Coastal Bend Workforce Development Board (d.b.a. Workforce Solutions)

520 North Staples, Corpus Christi, TX 78401

P.O. Box 2568, Corpus Christi, TX 78403

Issue Date: January 22, 2018

Copies of the Request for Bids (RFB) are available January 22, 2018, 2:00 p.m. (CST)

Pre-Proposal Conference: January 25, 2018, 2:00 p.m. (CST)

Submission of Written Questions: January 25, 2018 – January 30, 2018, 5:00 p.m. CST

**Proposal Responses Due Date and Time: Thursday, February 8, 2018, 4:00 pm (CST)**

*Workforce Solutions is an Equal Opportunity employer/program. Historically Underutilized Businesses (HUB's) are encouraged to apply. Auxiliary aids and services are available upon request to individuals with disabilities. Telephone access is available by dialing 711 or you can also call (512) 936-0342; (TDD): 1-800-735-2989, Voice 1-800-735-2988.*

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**  
**(d.b.a.) WORKFORCE SOLUTIONS OF THE COASTAL BEND**  
**REQUEST FOR PROPOSALS (RFP)**

**FIRE & SECURITY ALARM HARDWARE AND/OR MONITORING, TESTING, AND MAINTENANCE SERVICES**

**PART I. GENERAL INFORMATION**

**Purpose of Request for Proposals:**

Using the Request for Proposals (RFP) method of procurement, the Coastal Bend Workforce Development Board (d.b.a. Workforce Solutions) is soliciting responses from professional, qualified and experienced firms that are licensed to provide commercial fire and security alarm hardware and/or monitoring and other related services in the State of Texas. These services should be efficient and economical, adhere to industry standards and best practices, utilizing the latest available non-proprietary technology. The needs of Workforce Solutions are described herein, as in accordance with the terms, conditions, and specifications contained in this RFP.

Alarm monitoring work will be performed 24 hours a day, seven days a week. Potential maintenance work is to be performed on as needed basis at the selected workforce centers and offices.

Workforce Solutions has chosen to issue this Request for Proposals to ensure competitive pricing. Thus, we are requesting responses from firms to provide fire and security alarm hardware and/or monitoring, testing and maintenance. The intent of this RFP is to award a contract for service to the successful bidder(s).

**Background:**

The Coastal Bend Workforce Development Board is a volunteer board made up of local area community members representing various employment sectors in a 12-county region. The Board manages workforce development programs, which are administered through Workforce Solution's Career Centers, performing workforce development activities for area businesses and residents. The primary responsibility of the Board is to provide policy and program guidance and evaluation of workforce development programs and services that effect area employers, residents and job seekers.

The 11-county area served by Workforce Solutions of the Coastal Bend includes: Aransas, Bee, Brooks, Duval, Jim Wells, Kenedy, Kleberg, Live Oak, Nueces, Refugio, and San Patricio counties.

**Funding:**

Funding for the Board's operations and programs is provided primarily by the Texas Workforce Commission (TWC) under the Workforce Investment Act (WIA) and other federal programs. Workforce Solutions is an equal opportunity Employer/Programs and ADA accessible. Auxiliary aids will be provided upon request. Historically Underutilized Businesses (HUBs) are encouraged to participate in all procurement programs. Telephone access is available through TDD 1 (800) RELAY TX, Voice – 1 (800) RELAY VV.

#### Time-Frame:

The deadline for responses is Thursday, February 8, 2018, at 4:00 p.m. If you have any questions in regard to this solicitation, please contact Robert R. Ramirez, Procurement and Contracts at (361) 885-3013. All responses must be delivered to and received prior to this deadline. Responses received after the deadline will not be considered.

#### Pre-Bidder's Conference:

A bidder's conference meeting is scheduled on Thursday, January 25, 2018, 2:00 p.m. (CST). The meeting will be held at Workforce Solutions Career Center, 520 North Staples Street, Corpus Christi, Texas. The purpose of the meeting will be to provide information on the services requested, current systems specifications and requirements, and to respond to any questions regarding the solicitation. Attendance at the meeting is required. Please note that your participation at this meeting is very important and a requirement of this RFP. During the evaluation of bids, points will be deducted for non-participation in the bidder's conference.

#### Question and Answer Period

Workforce Solutions shall accept written, e-mailed and faxed questions prior to the deadline for written questions. Questions will not be accepted after the written question deadline. All questions asked and answered will be provided to all individuals/entities that have requested a copy of the RFP or notified Robert Ramirez via e-mail. Questions shall be addressed to:

Workforce Solutions of the Coastal Bend  
Attn: Robert R. Ramirez, Contracts and Procurement Officer  
P.O. Box 2568, Corpus Christi, TX 78403  
E-Mail: [robert.ramirez@workforcesolutionscb.org](mailto:robert.ramirez@workforcesolutionscb.org)  
Fax: (361) 356-3958

Other than specified above, all members of the Workforce Solutions Board of Directors, Board staff, authorized representatives or agents of the Board are precluded from entertaining or answering questions concerning this RFP or the procurement process. Other than the written questions submitted to the designated Board staff prior to the deadline for written questions, potential proposers are prohibited from making any contact with Board staff, its representatives, or the Board of Directors at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending proposer.

#### PART II. SCOPE OF SERVICES REQUESTED

Workforce Solutions is currently seeking the services of a professional, qualified company for the provision of Fire and Security Alarm Hardware and/or Monitoring Services, Security System Maintenance and bi-annual testing. This RFP includes two distinct service areas which include:

- 1) fire and security alarm hardware and/or monitoring services; and
- 2) preventative and on-going maintenance and testing of fire and alarm security system equipment including but not limited to intrusion alarms, security cameras, and card reader systems.

Bidders may bid on one or both services.

Workforce Solutions will evaluate costs and services for purchasing hardware and/or monitoring independently from maintenance when making a determination of award. Service areas will include the following centers/office and types of services requested:

Name of Center/Office	Location and Address	Fire Alarm	Security Alarm	Card Reader Maintenance
Staples Workforce Center	520 N. Staples St. C.C. TX 78401	YES	YES	YES
Sunrise Mall Workforce Center	5858 South Padre Is. Dr., Suite 1, C.C. TX 78411	NO	YES	YES
Sinton Workforce Center	1113 East Sinton, Pirate Plaza, Sinton, TX 78387	NO	YES	NO
Beeville Workforce Center	3800 Charco Road, Coastal Bend College, Beeville, TX 78102	NO	YES	NO
Alice Workforce Center	704 Coyote Trail, Coastal Bend College, Alice, TX 78332	NO	YES	NO
Kingsville Workforce Center	1814 South Brahma Blvd., Coastal Bend College, Kingsville, TX 78363	NO	YES	NO
Refugio Office	414 B North Alamo St., Refugio, TX 78377	NO	YES	NO

As part of the work, the Contractor(s) shall furnish and assume all responsibility for everything required for the orderly progress and proper execution and completion of the work, whether temporary or permanent and whether or not incorporated into the work including, but not limited to, hardware, materials, equipment, labor including subcontractor, transportation, construction equipment and machinery, tools, and other facilities and incidentals.

The following is intended to describe and specify the on-going monitoring services for the intrusion alarm and fire alarm systems for Workforce Solutions.

As provided above, there are seven (7) locations in which security alarm monitoring services would be needed. Additionally, the Staples Workforce Center will require fire alarm monitoring services, as well as card reader system maintenance. The Staples Workforce Center is a state-owned building which requires a higher level of services. Although not fully operational, the Sunrise Mall Center may also require reader system maintenance.

The card reader system uses an access control software system developed by Stanley. The software system is custom designed to set-up, manage and supervise all aspects of an access panel network. The system provides

administrative services such as addition and deletion of card holders, which would be maintain by the customer. Additionally, the system provides multiple features such as: wireless locking systems and instant ID badging. The system has been in use for the last 2 to 3 years.

In regard to the hardware system, the proposer may assess whether they can work with the existing hardware and service points before preparing and submitting a proposal. And even though the existing hardware system is fully functional and meets our current needs, we are not oppose to consider other systems provided that it adheres to industry standards, and utilizes the latest available non-proprietary technology. Therefore, Respondents may propose an alternative hardware security system that may meet our current and future needs. The information on the system must include a general description (functions and features), specifications, experience with the system, and an itemize listing of costs (including labor and materials). The evaluation of the system will be separate from the maintenance and testing.

The general scope of work for this project will include:

- a) Monitoring – Provide monitoring and alarm dispatching of the existing intrusion and fire alarm control panels/communicators, as appropriate for a period of one year. The contract may be extend for two (2) additional one-year periods beyond the original contract, for a total of three years. The contract extensions will be done at the discretion of Workforce Solutions, contingent upon availability of funds and the contractor's satisfactory performance. Monitoring costs will be shown as a separate line item in the bid response.
- b) Maintenance and Testing – Respond to on-call maintenance requests of the intrusion alarm, card or key entry, and security systems and components. This work may include, but not limited to, updating existing intrusion alarm control panels/communicators and associated software, control equipment, power supplies and standby batteries and chargers, intrusion system key pads, security card reader system, motion detectors, audible devises, door alarms, as directed by Workforce Solutions. The bi-annual testing of the fire alarm panels and equipment shall be in accordance with all local and/or state guidelines and regulations. Maintenance calls from Workforce Center staff will be responded to and repair staff dispatched and on-site within twelve (12) hours.

Routine Maintenance and Repair: All work orders generated for regular and routine maintenance and repair, shall be approved in advance by the Facility Manager or designee.

Hourly Rates: All hourly rate charges for routine repair or emergency repair shall begin at the time when the Contractor or representative arrives at the site and end upon completion of work at the site.

Overtime Rates: Any overtime hourly rates shall be clearly identified with dates, times, and locations work was performed.

#### Monitoring Requirements

- a) Contract for Services - Workforce Solutions will be entering into a one year monitoring contract at the same time as the maintenance contract. The contract may or may not be awarded to the same company that is providing the maintenance and testing of the alarm systems.
- b) Monitoring Requirements – Contractor will provide 24 hour per day and seven days per week monitoring on fire and security alarms transmitted to the central station and provide timely and appropriate dispatch

response to the alarm. Workforce Solutions will provide protocols for each center/office on alarm management and response.

In general, alarm monitoring firm will dispatch fire and security alarm to the appropriate 9-1-1 dispatch center immediately on receipt of the alarm. However, for security alarm responses, Workforce Solutions may provide additional emergency instructions for dispatching prior to contacting 9-1-1.

Maintain call down lists for each facility and perform call downs on receipt of the alarm.

- c) Reports – Provide open/close reports, number of people contacted, alarm reports, alarm verification, on-line access to card reader system reports, and others as determined by Workforce Solutions. Maintain history/reports/logs for easy retrieval for a period of at least three (3) months. Archive history/reports/logs for a period of at least three (3) years. Provide web-based/computer software access.

### **PART III. GENERAL REQUIREMENTS AND PROVISIONS**

#### **Eligible Respondents:**

Respondents who are able to meet the solicitation specifications regarding qualifications, knowledge, experience, and other terms of the solicitation, and who are not debarred and/or suspended from conducting business with federal and state funded agencies may submit a response. A prospective respondent must affirmatively demonstrate their responsibility. A prospective respondent, by submitting a response, represents to the Board that it meets the following requirements:

- Have a minimum of five (5) years of demonstrated actual work experience in providing requested services;
- Is able to comply with the required or proposed solicitation;
- Have a satisfactory record of integrity and ethics; and
- Be otherwise qualified and eligible to receive an award.
- Be in good standing with the applicable national or state professional associations and licensure/certification agencies/boards.

#### **Procurement Conditions and General Terms:**

Procurement of these items shall be accordance with the state Texas Workforce Commission (TWC) procurement policies and Workforce Solutions of the Coastal Bend (WFSCB) procurement policies and general terms as follows:

- WFSCB reserves the right to accept or reject any or all bids/quotes received or to cancel or extend in part or it's entirely, this solicitation, or to make partial awards.
- WFSCB is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
- The intent of this solicitation is to identify the various contract alternatives and estimates of costs, if applicable, for the items solicited. WFSCB is under no legal requirement to execute a contract from any bid/application submitted.
- Positive efforts shall be made to utilize Historical Underutilized Businesses (HUBs, i.e., minority and female-owned or operated businesses) as vendors, and to allow such organizations maximum feasible opportunity to compete for award.

- Award of purchase agreement or contract shall be made only to a responsible respondent/ bidder(s), i.e., a bidder/vendor who has demonstrated competence to deliver the specified goods/services, a proven record of business integrity and ethics, and the ability to meet the requirements of the solicitation.
- When submitting a response, it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the services and activities or deliver the goods stated in this RFP.
- Respondents/bidders shall not make offers of gratuities or favors, to any officer, employee, Board member of WFSCB, or any subcontractor employees of WFSCB. Contact for technical assistance is allowed with the solicitation contact person or designated WFSCB Board staff. Violation of this instruction will result in immediate rejection of the response/bid/application.
- The contents of a successful bid may become contractual obligations, if a contract is awarded. Failure of the respondent/bidder to accept those obligations may result in the cancellation of the response/bid/application for selection. The contents and requirements of this solicitation may be incorporated into any legally binding and duly negotiated contract between WFSCB and the selected respondent(s)/bidder(s). WFSCB reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's/Bidder's ability to meet the terms and conditions of this solicitation or if adequate funding is not received.
- All responses/bids and their accompanying attachments will become property of the WFSCB after submission and materials will not be return. In addition, all materials that are produced as a result of this solicitation become property of WFSCB.
- WFSCB specifically reserves the right to vary the provisions set herein anytime prior to the execution of the contract where such variance is deemed to be in the best interest of WFSCB.
- A response does not commit WFSCB to award a purchase agreement or contract or to pay any costs incurred in the preparation of a response nor pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by WFSCB.
- WFSCB reserves the right to contact any individual, agency, or employers listed in the solicitation's response, to contact others who may have experience and/or knowledge of the respondent's/bidder's goods/supplies/services, relevant performance, qualifications, etc. and to request additional information from any and all respondents/bidders.
- No employee, officer, or member of the Board shall participate in the selection, development of a response to this solicitation, award or administration of a contract supported by the solicitation if a conflict of interest, real or apparent, would be involved.
- No purchase agreement or contract may be awarded until respondent/bidder has complied with Executive Order 12549, 29 CFR, Part 98 by submitting a signed Certification of Debarment, which states that neither the vendor, nor any of its principles, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.
- In the interest of maximum free and open competition, all WFSCB members and staff will be prohibited from providing technical assistance or answering questions concerning this solicitation which may be construed as offering a competitive advantage to any respondent/bidder. Potential respondents/bidders are requested to respect these conditions by not making personal requests for assistance.
- WFSCB is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the applicable laws.

- Contractors assure and guarantee that it will comply fully with the non-discrimination and equal opportunity provisions of WIA, Title I, including but not limited to: Section 188 of the Workforce Investment Act (WIA); Titles VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and the Non-Traditional Employment for Women Act of 1991. Nondiscrimination of the Workforce Investment Act (WIA) and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR parts 37.20. The United States has the right to seek judicial enforcement of this assurance.

#### Insurance Requirements:

The Contractor will be required to maintain insurance coverage for the period of the contract. Contractor must obtain insurance adequate to cover Contractor's employees and against personal and bodily injury and property damage. The following minimum insurance coverage and limitations will be required;

- General liability insurance for personal injury and bodily injury and property damage to a third party. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate.
- Workers Compensation insurance shall be required for all the Contractor's employees that will be working under this contract.

In the event you are awarded the contract, the Contractor will be required to submit proof of insurance. A statement of assurance to that effect must be included in your transmittal letter.

#### PART IV. INFORMATION ON EVALUATION AND SELECTION CRITERIA:

Workforce Solutions of the Coastal Bend will evaluate responses received and select the individual/firm on the basis of the following criteria:

The Board staff reviews the responses received to determine if they are responsive. For responses to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The responses must have been submitted by the due date and time.
2. The responses must be complete with original signatures.
3. The responses must be for the specific services requested and described in the RFP packet.
4. The responses must be submitted in the format described in the RFP Packet.
5. One original (marked original) and three (3) copies must be submitted for a total of four (4) copies. Workforce Solutions will base its selection on Completeness and Responsiveness; Experience; References/Past Experience; Ability to Provide Needed Services, and Participation at Pre-Bidder's Conference; and Price/Cost.

All responses will be screened for inclusion of all required information prior to release to the evaluation team. WFSCB staff may exclude from further consideration for contract award any non-responsive bid. The evaluation results may be submitted to the Board of Directors for consideration.

The Board may use Board staff, Board members, independent evaluators or a combination of all to evaluate and rank bids.

After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification or modification, or the Board may enter into negotiations with the highest ranked respondent. If the Board is unable to reach agreement with the highest ranked respondent, the negotiations will terminate and negotiations will begin with the next respondent in the order of the ranking until a contract is reached or the Board has rejected all responses.

**NOTE:** After evaluation, any response with a total score of less than 70 points will be considered as non-responsive and will be disqualified from further consideration. Responses receiving a final score of 70 or better are not guaranteed an award.

Workforce Solutions will make a good faith effort to award contracts to Historically Underutilized Businesses (HUBs). In order to earn the points for HUB certification, a respondent must include in their bid response, a current copy of the certificate from the State.

All respondents will receive notification of bid/application approval or non-approval. A bidder/applicant who wishes to protest the decision will be required to notify the Board's Complaint Officer, in writing, within fifteen (15) days from the date of the notification letter. The complainant letter must specify the nature of the protest and desired remedies of action. Workforce Solutions reserves the right to determine whether the protest is valid and merits further consideration.

### **Proposal Evaluation Criteria:**

The review and selection process will include the following criteria and value system:

#### **COMPLETENESS AND RESPONSIVENESS**

**VALUE 10 POINTS**

This criterion examines the completeness and responsiveness to the requirements in the RFP. Clearly demonstrated understanding of the work to be performed. Completeness and reasonableness of the proposer's plan for accomplishing the tasks. Use of provided forms.

#### **EXPERIENCE**

**VALUE 20 POINTS**

This criterion examines the qualifications, knowledge and skills of the respondent which have been derived from actual work experiences including a minimum of five (5) years of relevant prior experience providing requested services. Respondent must be currently certified and/or licensed in the State of Texas in the work requested. Respondent must possess knowledge and experience in working with the current security software used to operate the current card reader system, as well as the alarm systems used by Workforce Solutions of the Coastal Bend.

**REFERENCE/PAST EXPERIENCE****VALUE 10 POINTS**

The references/past experiences will be evaluated in terms of the amount of experience in working in the field of work requested. A minimum of three (3) references of active clients for fire and security alarm monitoring services must be provided. The active clients must be current customers at the time of response submission for at least one year and must be three distinct customers.

**ABILITY TO PROVIDE NEEDED SERVICES****VALUE 30 POINTS**

This criterion examines and evaluates the proposed ability, response time and service/maintenance strategy described in the bidder's response.

**PARTICIPATION AT PRE-BIDDER'S CONFERENCE****VALUE 5 POINTS**

Actual points will be awarded for participation at the Pre-Bidder's Conference. To earn points, bidders must be present at the meeting.

**PRICE/COST****VALUE 25 POINTS**

This criterion will determine if costs/price submitted are reasonable and necessary to perform the proposed services. Workforce Solutions will consider cost/price, in terms of flexibility in pricing and consistency with similar cost/price of similar services.

**HUB****VALUE 5 POINTS**

Historically Underutilized Business as certified by the State of Texas. To earn points as a HUB, bidders must be currently registered and certified with the State of Texas and provide a copy of the current certification.

**PART V. SUBMISSION INSTRUCTIONS****How To Submit a Response:**

Responses must be submitted prior to and received by the deadline and must clearly indicate externally the Respondent's name and mailed or hand deliver to the following address:

Robert R. Ramirez, Procurement and Contracts  
Workforce Solutions of the Coastal Bend  
Street Address: 520 North Staples, Corpus Christi, TX 78401  
Mailing Address: P.O. Box 2568, Corpus Christi, TX 78403  
(361) 885-3013

**Proposal Format and Preparation:**

Each respondent must submit one (1) ORIGINAL, and three (3) copies of their response (for a total of four (4)). One of the copies must be marked "ORIGINAL", and contain original signatures.

All responses must be typed and completed on 8 1/2" x 11" paper, with all pages sequentially numbered and bound.

Each response must contain Attachments/Certifications A through J in the order as shown below. Any reference to details contained in bidder's attachments must state the page number of the attachment in order to be considered in evaluation of the response.

Response packages should be organized in the manner specified below:

- 1) Transmittal Letter – Include a brief introduction to your firm and your interest in this contract; give primary contact name, phone number, fax number, and e-mail address, if available. Also, include your statement on regarding the insurance requirements.
- 2) Certification by Respondent form (Attachment A) – use this form as the cover sheet to bid response.
- 3) Proposal - Include complete details of extent of service offered, frequency of service, and extent of service coverage and maintenance turnaround time. Please list all equipment covered as well as any not covered. Your response should contain the details of how you will meet the proposal specifications and scope of work. Include this information as Attachment B.
- 4) Cost/Pricing – Include a detailed price list by site, if necessary and any discounts offered for multiple locations. Also, any suggested options or improvements that may save WFSCB money in short or long term. Pricing should include separate costs for fire and security alarm hardware and/or monitoring and reflect a lump sum cost for recommended periodic maintenance, testing, and labor costs for required repair and maintenance. Repair/replacement maintenance will require a cost estimate and prior approval. Include this information as Attachment B-1.
- 5) References – List at least three (3) firms that you are currently providing this service. The active clients must be current customers at the time of response submission, have been a customer for at least one year, and must be three distinct customers. Submit the references as Attachment J.

#### ATTACHMENTS TO BE COMPLETED AND RETURNED WITH RESPONSE:

The attachments listed below are required. All forms must be signed, dated, and completed, as appropriate.

Attachment A - Certification By Bidder/Applicant  
Attachment A-1 – Bid Proposal/Your Response  
Attachment B – Fees/Costs Information Form  
Attachment C - Certification Regarding Lobbying and Debarment  
Attachment D - Certification Regarding Texas Corporate Franchise Tax  
Attachment E - State Assessment Certification  
Attachment F - Workforce Solutions Disclosure of Interests  
Attachment G – Orientation of Complaint Procedures  
Attachment H – Undocumented Worker Certification  
Attachment I – Other Attachments (Copies of Certifications/Licenses. Additionally, if your firm is certified as a HUB by the State of Texas, please attach a copy of the certification.)  
Attachment J – References Form

Mail or deliver in person the hard copies (original document and copies) of the bid/application to the Board's administrative offices.

ATTACHMENT A  
CERTIFICATION BY PROPOSER

for

FIRE & SECURITY ALARM MONITORING & MAINTENANCE SERVICES

I. IDENTIFICATION OF RESPONDENT

Name of Individual Responding: \_\_\_\_\_

Name of Firm (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Physical Location/Address of the monitoring facility: \_\_\_\_\_

\_\_\_\_\_

Physical Location/Address of the maintenance staff: \_\_\_\_\_

\_\_\_\_\_

If applicable, identification of any sub-contractors and type of work that they will be conducting:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many years has your firm been providing similar services. \_\_\_\_\_

Is your firm registered with the State of Texas Comptroller's office as a HUB. \_\_\_\_\_

If response is YES, include the certification as part of Attachment I.

ATTACHMENT A  
CERTIFICATION BY PROPOSER

IV. SIGNATURE

Respondent certifies that each attachment to this Statement of Qualifications has been completed and is submitted as integral to this Statement.

I certify that I am authorized to submit this Statement on behalf of the above named organization. If any information changes significantly, the Workforce Solutions of the Coastal Bend will be notified. I certify that the contents of this document are true and correct.

Signature of Respondent:\_\_\_\_\_

Date Form Submitted:\_\_\_\_\_

Note: The deadline for the receipt of bid proposals is Thursday, February 8, 2018, 4:00 p.m. (CST).

Responses received after the deadline will not be considered.

Responses should be mailed or delivered to:

Workforce Solutions of the Coastal Bend

Attention: Robert R. Ramirez, Contracts and Procurement

520 North Staples Street, Corpus Christi, TX, 78401 or

(if mailed) P.O. Box 2568, Corpus Christi, TX 78403

Phone# (361) 885-3013

## ATTACHMENT A-1

### (Bid Proposal/Your Response)

To submit your response to the RFP, please answer the following questions. Please note that any reference to details on proposer's attachments must state the page number of attachment in order to be considered in the evaluation of the bid response.

1. Please indicate below your interest in applying for the following services:

☐ Interested only in providing fire/security alarm monitoring services.

☐ Interested only in providing maintenance and testing of current fire/alarm and card reader systems.

☐ Interested in providing BOTH fire/alarm security monitoring and maintenance/testing and card reader system services.

2. In providing maintenance/testing of fire/alarm security systems, is your company knowledgeable and experienced in working with the current security software used to operate the card reader system, and the alarm system used by Workforce Solutions of the Coastal Bend?

☐ Yes

☐ No

If further explanations or comments are needed in reference to #2, please include them below:

3. Is your company certified/licensed to provide the above services in the State of Texas?

☐ Yes

☐ No

4. Can your company respond to situations requiring immediate assistance within a twelve (12) hour period?

☐ Yes

☐ No

5. How many workers does your company employ locally to respond to calls for maintenance/repair assistance?

workers

6. Can your company service all of the centers/offices stated on page 5 of the RFP?

\_\_\_ Yes      \_\_\_ No

If not, please state below which centers/offices can you provide services to:

7. Does your company have a control center locally to monitor alarm calls 24 hours a day, seven days a week?

\_\_\_ Yes      \_\_\_ No

8. If your company is selected by WFSCB to do the work, do you intent to sub-contract any work out?

\_\_\_ Yes      \_\_\_ No

If your response is Yes, please state below what portions of the work would be sub-contracted and to whom.

9. If awarded the contract, will your company agree to the insurance requirements and include WFSCB as an additional certificate holder?

\_\_\_ Yes      \_\_\_ No

10. Briefly provide below any examples/explanations of your company's added value approaches and services that you feel distinguish you from other security alarm and monitoring companies.

11. If awarded the contract, will your company be able to provide all reports listed in the section of the RFP entitled "Reports"?

☐ Yes      ☐ No

If further explanations or comments are needed in reference to Question #11, please include them below:

12. If awarded the contract, will your company be able to abide by the reporting requirements for maintaining history/reports/logs for easy retrieval for a period of at least 3 months? And archive same information for a period of at least 3 years?

☐ Yes      ☐ No

If further explanations or comments are needed in reference to Question #12, please include them below:

13. For retrieval of information, will your company provide WFSCB web-based/computer software access?

☐ Yes      ☐ No

ATTACHMENT B  
FEES/COSTS INFORMATION FORM

Name of Company: \_\_\_\_\_

Site Location(s): \_\_\_\_\_

\_\_\_\_\_

Proposed Fees for:

**Monitoring Service:**

Security Alarm: \$ \_\_\_\_\_ Per Month

Fire Alarm: \$ \_\_\_\_\_ Per Month

**Maintenance/Repairs:**

Hourly Rate: \$ \_\_\_\_\_

**Testing:**

Rate for Test: \$ \_\_\_\_\_

**Emergency Repairs:**

Hourly Rate: \$ \_\_\_\_\_

If you need to provide additional information on the above areas, please reference the area and note your comments below:

--

**Discount Pricing:**

Labor: \_\_\_\_\_ %

Parts: \_\_\_\_\_ %

Trip Charges For:

Set Rate for In-Town Travel: \$ \_\_\_\_\_

Set Rate for Out-of-Town Travel: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Other Charges (explain below):

If you would like to propose a different reader card software program, please provide the name of the program and a brief description below: Additionally, provide the cost of the program and for any additional modifications to the existing equipment or new equipment.

## ATTACHMENT – C

### CERTIFICATONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS

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Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

---

The undersigned contractor certifies that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

---

Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing, Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

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The undersigned contractor certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and,
- (4) Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

---

Drug-Free Workplace: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), and Department of Health and Human Services (45 CFR Part 76).

---

The undersigned contractor certifies that it shall provide a drug-free workplace by:

- (a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;

- (c) Providing each employee with a copy of the Contractor's policy statement;
- (d) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (e) Notifying the Commission within ten days of Contractor's receipt of a notice of a conviction of an employee; and,
- (f) Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or require such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

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Name and Title of Authorized Representative

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Signature

ATTACHMENT – D

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

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Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporation that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this contract is current in its franchise taxes must be signed by the individual on Form 203, Corporate Board of Directors Resolution, to sign the contract for the corporation.

---

The undersigned authorized representative of the corporation contracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

\_\_\_\_\_ The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

\_\_\_\_\_ The corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

ATTACHMENT – E

STATE ASSESSMENT CERTIFICATION

The undersigned authorized representative of the corporation contracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

The corporation certifies that:

\_\_\_\_\_ It is current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

\_\_\_\_\_ It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

ATTACHMENT – F

Coastal Bend Workforce Development Board

DISCLOSURE OF INTEREST

It is the fiscal policy of the Coastal Bend Workforce Development Board ("the Board") that all persons or firms seeking to do business with the Board to provide the following information. Every question must be answered. If the question is not applicable, answer with "NA".

FIRM NAME: \_\_\_\_\_

P.O.BOX: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

FIRM IS:

1. Corporation ☐ 2. Partnership ☐ 3. Sole Owner ☐ 4 Association ☐ 5. Other ☐ \_\_\_\_\_

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the name of each "non-managerial employee" of the Board having an "ownership interest" constituting 5% or more or the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

Name

Job Title and Section (if known)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. State the names of each "managerial employee" of the Board having an "ownership interest" constituting 5% or more of the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

Name	Title
_____	_____
_____	_____

3. State the names of each "board member" of the Board having an "ownership interest" constituting 5% or more of the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

Name	Board, Commission, or Committee
_____	_____
_____	_____

4. State the names of each employee or officer of a "consultant" of the Board who worked on any matter related to the subject of this contract and has an "ownership interest" constituting 5% or more of the ownership in the above named "firm" or is an officer, director, employee, or consultant employed or associated with your organization:

Name	Consultant
_____	_____
_____	_____

## CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information request; and that supplemental statement will be promptly submitted to the Coastal Bend Workforce Development Board, as changes occur.

Certifying Person: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Certifying Person: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT – G**

### **Coastal Bend Workforce Development Board**

#### **ORIENTATION TO COMPLAINT PROCEDURES FOR SERVICE PROVIDERS**

The policy of the Coastal Bend Workforce Development Board (the Board) is to resolve complaints in a fair and prompt manner. The Board's administrative directive on GRIEVANCE PROCEDURE establishes the guidelines for the resolution of grievances/complaints and requires this orientation sheet be received and acknowledged by all individuals or organizations providing services to the Board under contract or agreement.

Acts of restraint, interference, coercion, discrimination or reprisal towards complainants exercising their rights to a file a grievance under Board policy are prohibited. A complainant is the individual or organization filing a grievance/complaint. A respondent is the individual or organization against whom a grievance/complaint is filed. Inquiries regarding the resolution of grievances should be addressed to:

#### **Coastal Bend Workforce Development Board**

**ATTN: EO Officer**

**520 North Staples Street**

**P.O. Box 2568**

**Corpus Christi, Texas 78403**

**Telephone: (361) 885-3019**

Every effort should be made to resolve your grievance at the optimum management level. The Board's EO Officer is available to assist, as necessary, in the grievance resolution process.

The time limit to file a complaint under the Board's grievance procedure is 30 calendar days from the date of the event that leads to the filing of the grievance. A copy of the Board's Policy and Procedure is available upon request.

#### **EQUAL OPPORTUNITY IS THE LAW**

The Board is prohibited from discriminating on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only. If you think that you have been subjected to discrimination, you may file a complaint within 180 days from the date of the alleged violation with the Equal Opportunity Officer at the:

#### **TEXAS WORKFORCE COMMISSION WORKFORCE DEVELOPMENT DIVISION EQUAL OPPORTUNITY OFFICE**

**101 E. 15<sup>th</sup> STREET**

**AUSTIN, TEXAS 78778**

**Telephones: (512) 463-2400; (TDD): 1-800-RELAY TX, Voice 1-800-RELAY VV.**

or you may file a complaint directly with the:

#### **DIRECTOR, DIRECTORATE OF CIVIL RIGHTS (DCR) U.S. DEPARTMENT OF LABOR 200 CONSTITUTION AVENUE NW, ROOM N4123 WASHINGTON, D.C. 20210**

If you elect to file your complaint with the Texas Workforce Commission (TWC), you must wait until the TWC issues a decision or until 60 days have passed, whichever is sooner, before filing with DCR (see address above). If the TWC has not provided you with a written decision within 60 days of the filing of the complaint, you need not wait for a decision to be issued, but may file a

complaint with DCR within 30 days of the expiration of the 60 day period. If you are dissatisfied with the TWC's resolution of your complaint, you may file a complaint must be filed within 30 days of the date you received notice of the TWC's proposed resolution.

By my signature below, I acknowledge this orientation to the Board's complaint procedures for services providers and the statement regarding EQUAL OPPORTUNITY IS THE LAW:

---

Signature of Contractor's Representative

---

Date

## ATTACHMENT H

### Coastal Bend Workforce Development Board

#### UNDOCUMENTED WORKER CERTIFICATION

Effective September 1, 2007, HB 1196 amended Subtitle F, Title 10, of the Texas Government Code to add Subsection 2264. Chapter 2264 directs public agencies, state or local taxing jurisdictions, and economic development corporations (public entities) to require that any business submitting an application to receive public subsidies include in the application a statement certifying that the business, or branch, division or department of the business does not and will not knowingly employ an undocumented worker.

In the event that a business grantee is found in violation of 8U.S.C. subsection 1324a(f), consistent with the requirements of Texas Government Code subsection 2264, Boards are permitted to bring a civil action to recover any amounts owed, as well as court costs and reasonable attorney's fees.

Penalties incurred by business grantees shall be assessed damages at a rate of 20% of contract award. Said damages shall be made payable to the Board within 120 days of receiving the notice of violation.

#### DEFINITION OF TERMS

**Public Subsidy** – is broadly defined Texas Government Code §2264.001 (3) as a public program or public benefit or assistance of any type that is designed to stimulate the economic development of a corporation, industry, or sector of the state's economy or to create or retain jobs in Texas. The term includes, among other things, bonds, grants, loans, loan guarantees, benefits relating to an enterprise or empowerment zone, infrastructure development and improvements designed to principally benefit a single business or defined group of businesses, and matching funds. The Commission's Office of General Counsel has found that HB 1196 does not apply to the acquisition of goods and services.

**Undocumented Worker** – is defined as an individual who, at the time of employment, is not lawfully admitted for permanent residence in the United States, or is not authorized under law to be employed in that manner in the United States.

#### CERTIFICATION

Contractor certifies that no undocumented workers will be employed during the execution of this contract. By the signature indicated below, the contractor verifies their understanding of the terms and conditions of this requirement.

---

Signature of Contractor's Representative

---

Date

ATTACHMENT I  
CERTIFICATIONS AND LICENSES  
And  
OTHER RESPONSE MATERIALS

## ATTACHMENT I

### REFERENCES FORM

Failure to provide and include the following information with your response by the submission date of the bid may result in disqualification from further consideration for an award resulting from this solicitation. Each reference will be contacted for evaluation purposes. Any reference that does not respond in the allotted time provided by the Board will result in a score of zero.

#### REFERENCE #1:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services (To/From) Dates	

#### REFERENCE #2:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services (To/From) Dates	

REFERENCE #3:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services) (To/From) Dates	