



WORKFORCE SOLUTIONS of the Coastal Bend

TO: Interested Parties

FROM: Ken Trevino, President/CEO

DATE: July 21, 2020

**SUBJECT: RE-ISSUANCE OF REQUEST FOR PROPOSALS (RFP) – FIRE & SECURITY
ALARM MONITORING, TESTING, AND MAINTENANCE SERVICES**

As a result of the health pandemic crisis, Workforce Solutions of the Coastal Bend had to temporarily suspend the procurement solicitation initially issued on March 17, 2020. Workforce Solutions, also known as the Coastal Bend Workforce Development Board, will now re-issue the solicitation for proposals from professional, qualified firms to provide fire and security alarm and/or monitoring, testing, and maintenance services for its career centers.

We encourage the vendors who attended the Pre-Proposal Conference on March 19th to join us again for the re-issuance of the RFP. And for those interested parties that were unable to join us for the initial release, we welcome you to the re-issuance of the RFP.

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 responsiveness to the RFP, experience, references/past experience, ability to provide needed services, attendance at the pre-proposal conference, and cost.

All inquiries should be directed to Robert Ramirez at (361) 885-3013 or robert.ramirez@workforcesolutionscb.org. Mailed copies are acceptable. Additionally, an electronic transmitted copy will be requested in advance via e-mail. Faxes will not be accepted.

Workforce Solutions of the Coastal Bend is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (Voice). Historically Underutilized Businesses (HUB's) are encouraged to apply.

REQUEST FOR PROPOSALS

Re-Issued



WORKFORCE SOLUTIONS of the Coastal Bend

FIRE AND SECURITY ALARM MONITORING, TESTING, AND MAINTENANCE SERVICES

Proposals to be submitted to the Coastal Bend Workforce Development Board
(d.b.a. Workforce Solutions of the Coastal Bend)

520 North Staples, Corpus Christi, Texas 78401 (if hand delivered)

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

Issue Date: July 21, 2020, 2:00 p.m. (CST)

Proposals Due: Wednesday, August 12, 2020, 4:00 p.m. (CST)

A proud partner of the  American Job Center® network

Procurement is open and subject to the availability of funds.

Workforce Solutions of the Coastal Bend is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (Voice). Historically Underutilized Businesses (HUB's) are encouraged to apply.

Important Notice: This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.

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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 (WFSCB) 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 career centers.

Workforce Solutions has chosen to issue this Request for Proposals to ensure competitive pricing. Thus, we are requesting proposals from firms to provide fire and security alarm monitoring, testing and maintenance. WFSCB may also consider purchasing hardware, if needed. The intent of this RFP is to award a contract for service to the successful proposer(s).

Background:

The Coastal Bend Workforce Development Board is a volunteer board made up of local area community members representing various employment sectors in the 11-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 oversight, 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 Innovation and Opportunity Act (WIOA) 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.

Proposal Timelines:

The deadline for proposals is Wednesday, August 12, 2020, at 4:00 p.m. (CST). If you have any questions in regard to this solicitation, please contact Robert R. Ramirez, Procurement and Contract Officer via e-mail at: robert.ramirez@workforcesolutionscb.org. **All responses must be delivered to and received prior to the deadline.** Responses received after the deadline will not be considered.

Pre-Proposal Conference:

Because of the continued health pandemic crisis, a **virtual pre-proposal conference** will be held on **Thursday, July 23, 2020, 2:00 p.m. (CST)**. The conference will be held virtually via tele-conference. 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 the RFP. During the evaluation of the proposals, points will be awarded for attending the bidder's conference. The points will only be awarded to individuals that are officially registered via the tele-conference.**

To register for the tele-conference and view the presentation on your computer or mobile device, join us using Zoom. Please join us at:

<https://us02web.zoom.us/j/83292762100?pwd=S1JBOE1ocncxcnZkdnlCcExKM1RGZz09>

The meeting ID# is **832 9276 2100**. To listen to the conference and ask questions, dial in using your phone at: **+1 (346) 248-7799 and enter the Password Code #378801**.

Question and Answer Period

Workforce Solutions shall accept written, e-mailed or faxed questions no later than the deadline of **Tuesday, July 28, 2020, 5:00 p.m. (CST)**. 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
E-Mail: robert.ramirez@workforcesolutionscb.org
or 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 Monitoring, Testing, and Security System Maintenance. This RFP includes two distinct service areas which include:

- 1) fire and security alarm and monitoring services; and
- 2) preventative and on-going maintenance services 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 career centers and types of services requested:

| Name of Centers | Location and Address | Fire Alarm | Security Alarm | Card Reader Maintenance |
|----------------------------|---|-------------------|-----------------------|--------------------------------|
| Staples Career Center | 520 N. Staples St. C.C. TX 78401 | YES | YES | YES |
| Sunrise Mall Career Center | 5858 South Padre Is. Dr., Suite 1, C.C. TX 78411 | NO | YES | NO |
| Sinton Career Center | 1113 East Sinton, Pirate Plaza, Sinton, TX 78387 | NO | YES | NO |
| Beeville Career Center | 3800 Charco Road, Coastal Bend College, Beeville, TX 78102 | NO | YES | NO |
| Alice Career Center | 704 Coyote Trail, Coastal Bend College, Alice, TX 78332 | NO | YES | NO |
| Kingsville Career Center | 1814 South Brahma Blvd., Coastal Bend College, Kingsville, TX 78363 | 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 requested, 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 WFSCB.

As provided above, there are six (6) career center locations in which security alarm monitoring services would be needed. Additionally, the Staples Career Center will require fire alarm monitoring services, as well as card reader system maintenance. The Staples Career Center is a state-owned building which requires a higher level of services.

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 6 to 8 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 opposed to consider other systems provided that it adheres to industry standards, and utilizes the latest available non-proprietary technology. Therefore, proposers 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 itemized listing of costs (including labor and materials). The evaluation of the system will be separate from the maintenance and testing.

Additionally, please state in your proposal for the purchase of hardware equipment, if you are currently registered as a vendor on the Texas Comptroller of Public Accounts; Department of Information Resources (DIR); or any other purchasing cooperatives.

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 beginning October 1, 2020, with an option to renew the contract for an additional two one-year periods beyond the original contract, for a total of three years. The contract renewals will be done at the discretion of WFSCB, contingent upon need, 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 WFSCB. 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 Career Center staff will be responded to and repair staff dispatched and on-site within a four (4) hour period.

Routine Maintenance and Repair: All work orders generated for regular and routine maintenance and repair, shall be approved in advance by the Chief Operating Officer, 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 and Report Requirements

- a) Contract for Services - WFSCB 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. WFSCB will provide protocols for each center on alarm management and response. In general, the 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, WFSCB 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 WFSCB. 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. Contractor will provide WFSCB with 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 proposal. A prospective proposer must affirmatively demonstrate their responsibility. A prospective proposer, 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 proposals/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 proposal/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 proposer(s)/ bidder(s), i.e., a proposer/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 proposal/bid/application.
- The contents of a successful award/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 proposals/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 any time 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 proposer's/bidder's goods/supplies/services, relevant performance, qualifications, etc. and to request additional information from any and all proposers/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. Each organization or individual that submits a response to a solicitation warrants and assures that it will comply fully with the nondiscrimination and equal opportunity provisions as required by 29 CFR 38.2(1). Each application for financial assistance under Title I of Workforce Innovation and Opportunity Act (WIOA), as defined in §38.4, must include the following assurance:

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I—financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The grant applicant also assures that it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that 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:

WFSCB 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. An advance electronic copy send via e-mail will be used to record and acknowledge receipt of the proposal. The advance copy must mirror the hard copy of the proposal and contain all signatures (using DocuSign) and attachments.
2. The responses must be complete with original signatures.
3. The responses must be for the specific services requested and described in the RFP solicitation.
4. The responses must be submitted in the format described in the RFP solicitation.
5. Each proposer must submit an **ORIGINAL** (marked original) with all executed (i.e., original signatures) forms and certificates and one (1) electronic t copy of your response on a flash drive for evaluation purposes. The information contained in the flash drive must mirror the information contained in your original proposal. Failure to submit the items stated under this Section and Part V. Proposal Submission Requirements, will be ruled unresponsive to the specification and will not be considered under this procurement. Any differences between the original and the electronic copies are at the liability of the proposer. The original proposal must be marked "**ORIGINAL**" on the Cover Sheet and contain original signatures. WFSCB will base its selection on Completeness and Responsiveness; Experience; References/Past Experience; Ability to Provide Needed Services, and Attendance of the Pre-Proposal Conference; and 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 responses/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.

WFSCB 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 proposal/bid response, a current copy of the certificate from the State.

All respondents will receive notification of proposal/bid/application approval or non-approval. A proposer/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. WFSCB 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. If required, 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 WFSCB.

REFERENCES/PAST EXPERIENCE

VALUE 15 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 20 POINTS

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

ATTENDANCE AT PRE-PROPOSAL CONFERENCE

VALUE 10 POINTS

Actual points will be awarded for participation at the Pre-Proposer’s Conference. To earn points, bidders must be registered via tele-conference. Participation will be verified by on-line registration and/or acknowledgement of attendance by those parties joining the conference by telephone.

COST

VALUE 25 POINTS

This criterion will determine if costs submitted are reasonable and necessary to perform the proposed services. WFSCB will consider cost, in terms of flexibility in pricing and consistency with similar cost 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 to the following address:

**Robert R. Ramirez, Procurement and Contracts
Workforce Solutions of the Coastal Bend
P.O. Box 2568, Corpus Christi, TX 78403**

Proposal Format and Preparation:

Each proposer must submit one (1) **ORIGINAL** (marked original) with all executed (i.e., original signatures) forms and certificates and one (1) electronic copy of your response on a flash drive for evaluation purposes. The information contained in the flash drive must mirror the information contained in your original proposal. Any differences between the original and the electronic copy is at the liability of the proposer.

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 proposer’s/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 on your company’s letterhead 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 requirements on insurance coverage.
- 2) **Certification by Respondent form (Attachment A)** – use this form as the cover sheet to bid response.
- 3) **Proposal/Your Response (Attachment A-1)** – Provide a brief narrative to include complete details of extent of services offered, frequency of services, and extent of services 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 part of Attachment A-1.
- 4) **Cost Information (Attachment B)**– Include a detailed cost/price list by site, if appropriate, 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 monitoring (and/or hardware) and reflect an hourly cost (or 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.
- 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 – 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 – Undocumented Worker Certification
Attachment H – Customer Rights & Compliant Resolution Procedure
Attachment I – Certifications and Licenses and 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

ATTACHMENT A
CERTIFICATION BY PROPOSER

for

REISSUANCE OF FIRE & SECURITY ALARM MONITORING, TESTING, & 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 **Wednesday, August 12, 2020, 4:00 p.m. (CST)**.

Responses received after the deadline will not be considered.

Responses should be mailed to:

Workforce Solutions of the Coastal Bend

Attention: Robert R. Ramirez, Contracts and Procurement

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

ATTACHMENT A-1

(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 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 WFSCB?

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 four (4) 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 career centers stated on page 5 of the RFP?

Yes No

If not, please state below which centers 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 intend to sub-contract any work out?

Yes No

If your response is Yes, please state below the reasons and 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", page 7?

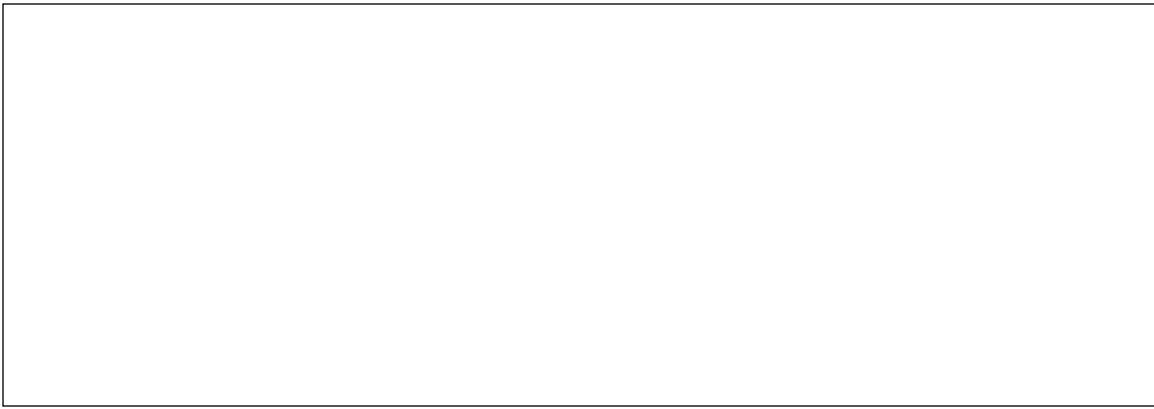
Yes No

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

14. Does your company sell fire and security alarm hardware, including card reader systems?

Yes No

ATTACHMENT B
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. If you have a marketing brochure on the product, please include it under Attachment I. If you do not have any written materials, but can direct us to a website, please provide the link.

ATTACHMENT C

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

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).

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.

Name of Authorized Representative

Title of Authorized Representative

Signature

ATTACHMENT D

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

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 of Authorized Representative

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 of Authorized Representative

Title of Authorized Representative

Signature

ATTACHMENT F

Coastal Bend Workforce Development Board

DISCLOSURE OF INTEREST

It is the fiscal policy of the Workforce Solutions of the Coastal Bend (“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:

Corporation Partnership Sole Owner Association 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 Workforce Solutions of the Coastal Bend 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:

| <i>Name</i> | Job Title and Section (if known) |
|-------------|---|
| | |
| | |
| | |
| | |

2. State the names of each “managerial employee” of Workforce Solutions of the Coastal Bend 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:

| <i>Name</i> | Title |
|-------------|--------------|
| | |
| | |
| | |
| | |

3. State the names of each “board member” of Workforce Solutions of the Coastal Bend 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:

| <i>Name</i> | Board, Commission, or Committee |
|-------------|--|
| | |
| | |
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| | |

4. State the names of each employee or officer of a “consultant” of Workforce Solutions of the Coastal Bend 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 Board, as changes occur.

Certifying Person

 Title:

 Signature of Certifying Person:

 Date:

ATTACHMENT G

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 Certifying Person

Date

ATTACHMENT H

CUSTOMER RIGHTS AND COMPLAINT RESOLUTION PROCEDURE

WORKFORCE SOLUTIONS OF THE COASTAL BEND

Participating in workforce services administered by the Texas Workforce Commission (Commission) or Workforce Solutions of the Coastal Bend (Board) grants you the right to file a complaint regarding your workforce services. These rights are guaranteed through the Commission's complaints, hearings and appeals procedures* at 40 TAC, Chapter 823.

Please be aware that this complaint process does not pertain to matters alleging violations of nondiscrimination or equal opportunity requirements under the Workforce Innovations and Opportunity Act (WIOA) or matters governing job service related complaints.

THE COMPLAINT PROCESS

What is a complaint?

A complaint is a written statement alleging a violation of any law, regulation, or rule relating to any federal- or state-funded workforce service. If you have received an adverse action or want to file a formal complaint about workforce services you are first encouraged to discuss the adverse action or complaint with Texas Workforce Center staff where the complaint originated.

Who may file a complaint?

Texas Workforce Center customers – Individuals who have applied for or are eligible to receive federal- or state-funded workforce funded services administered by the Commission or the Board. These services include:

- Child Care Services
- Temporary Assistance for Needy Families (TANF) / CHOICES
- Supplemental Nutrition Assistance Program (SNAP) Employment & Training
- Workforce Innovations and Opportunity Act (WIOA) - Adult, Dislocated Worker, and Youth
- Eligible Training Providers receiving WIOA funds or other funds for training services.
- Other interested parties affected by the Texas workforce system, including subrecipients. These individuals may be child care or other service providers that have a received a written statement issued by the Board, a Texas Workforce Center, or the Agency relating to an adverse action, or a provider or contractor, related to denial or termination of eligibility, under programs administered by the Agency or the Board.
- Previously employed individuals who believe they have been displaced by a Texas Workforce Center customer participating in work-based services such as subsidized employment, work experience, or workfare.

How do I file a complaint?

- Complaints must be in writing using the attached complaint form.
- Complaints must be filed within 180 days of the alleged violation.
- Complaints should be filed at the service level where the complaint originated for optimal and immediate satisfaction.

Board complaint procedures are available upon request.

How will the complaint be resolved?

- You will be given the opportunity for an informal resolution to resolve any disputes resulting from either a complaint or an appeal to a determination. An example of an informal resolution may include:
 - Meeting with your immediate case worker to seek a resolution;
 - Meeting with a Texas Workforce Center manager or designated Board staff for a more in-depth discussion related to the circumstances of the complaint and to discuss how the complaint may be resolved.

- If you are not satisfied with the outcome of the informal resolution, you have the right to file a complaint and to have the opportunity for a Board hearing with:

**Workforce Solutions of the Coastal Bend
520 N. Staples
Corpus Christi, Texas 78401**

- Once a complaint is filed with the Board, you will be notified in writing of a Board hearing at least (10) ten calendar days prior to the hearing date. The ten-day notice may be shortened with prior written consent of the parties involved.
- A Board decision will be issued within 60 calendar days from the date the complaint is originally filed.

If you do not agree with the decision issued by the Board or if no decision is mailed within 60 calendar days from the date the complaint was originally filed, you may file a written appeal to the Commission. The appeal must be sent within 14 calendar days after the mailing date of the Board's decision or 90 calendar days after the original filing date of the complaint. Appeals to the Commission are mailed to:

**Appeals, Texas Workforce Commission
101 East 15th St., Room 410
Austin, Texas 78778-0001**

By my signature below, I certify I have received a copy of the Workforce Customer Rights and Complaint Resolution Procedure.

Name of Authorized Representative

Date

Signature

ATTACHMENT I
CERTIFICATIONS AND LICENSES
And
OTHER RESPONSE MATERIALS

ATTACHMENT J

REFERENCES FORM

REFERENCES/PAST EXPERIENCE

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 may delay the selection process.

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 | |