

THE DISTRICT BOARD OF TRUSTEES OF  
PENSACOLA JUNIOR COLLEGE, FLORIDA  
1000 COLLEGE BOULEVARD  
PENSACOLA, FL 32504-8998

May 2, 2006

BID NO. 25, 2005/2006

**INVITATION TO BID (ITB) ON SECURITY SERVICES**  
**FOR**  
**PENSACOLA JUNIOR COLLEGE**

The District Board of Trustees of Pensacola Junior College, Florida hereby extends an Invitation To Bid (ITB) on Security Services, for Pensacola Junior College, as specified in this bid request.

All terms and conditions included hereafter are part of this bid request. Any bid failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all bids and to waive any and all technicalities.

Directions for submitting bids include the following:

1. **All bids must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services, and be received in the Purchasing and Auxiliary Services Office, Pensacola Junior College, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998, or delivered to the bid opening site, not later than 11:00 A.M., local time, Tuesday, May 23, 2006 and shall be clearly marked "SEALED ITB NO. 25, 2005/2006 – Security Services for Pensacola Junior College."** Due to the requirement of sealed bidding, facsimile bids will not be acceptable as valid bid responses. All bids shall be submitted on the bid form, herein included, and shall be properly signed by an authorized representative of the firm or entity submitting the bid, with delivery or completion date clearly indicated, in order to be considered. Attach all amplifying instructions and documents to this bid form. In the event that you are unable to submit a bid, written notification should be submitted to the Purchasing and Auxiliary Services Office in order for your firm's name to remain on the mailing list.

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **Thursday, May 25, 2006, at 9:30 A.M.** in the Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998. Bid tabulations and award recommendations will be posted in the Purchasing Department, Pensacola Junior College. Posting normally occurs within 10 days of bid opening date.

2. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
3. Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American With Disabilities Act for attendance at the scheduled bid opening shall contact the Office of the Director of Purchasing and Auxiliary Services, at least seventy-two (72) hours in advance of the scheduled bid opening deadline as indicated on Page 1, herein.
4. Price, quality, specifications and time of guaranteed delivery will be the determining factors in the award of the bid.
5. All prices shall be firm until order is placed, unless otherwise specified herein or indicated by bidder.
6. **All bid prices shall be FOB Pensacola Junior College locations and listed in this bid request.**
7. Failure to file a protest within the time prescribed in F.S. 120.57(3), or failure to post the bond or other security as required by F.S. 287.042(2)(c) shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All protests must be delivered to the Director of Purchasing & Auxiliary Services, Pensacola Junior College, 1000 College Blvd., Pensacola, FL. 32504 within the time prescribed in Chapter 120, Florida Statutes to be considered valid.
8. Unless otherwise indicated herein, when manufacturer's names, trade names, and/or catalog numbers are listed in a specification, they are provided for information and are not intended to limit competition. The bidder may offer any brand for which he/she is an authorized representative which meets or exceeds the specification(s) for any item(s). If equivalent products are offered, the manufacturer's name and model number shall be clearly indicated on the bid form. Any item(s) offered as equivalent to that which is specified must be equivalent in quality of materials, workmanship, and effect and shall be corresponding in function and performance. Descriptive literature and/or complete specifications shall be included for any item(s) offered as approved equivalent(s). Bids lacking any written indication of intent to bid an alternate product or brand will be considered to be in complete compliance with the specifications of the bid form. Pensacola Junior College shall retain the right to determine the acceptability of any item(s) offered as equivalent to any item(s) specified.
9. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.

10. **With the consent and agreement of the successful bidder(s)** purchases may be made under this ITB by other community colleges, state universities, district school boards and by other educational institutions within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A14.0734(2) (c). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from the date of award. Bidders shall note exceptions to the above paragraph, if any.
11. Bids may be awarded or rejected, item-by-item, in sub-group(s) or in whole, at the discretion of Pensacola Junior College.
12. Any award on the basis of this bid will be contingent upon approval by The District Board of Trustees of Pensacola Junior College, Florida, and the terms of the contract to be negotiated with the successful bidder.
13. Insurance: The successful bidder shall provide appropriate insurance as indicated hereafter:
  - (a) Worker's compensation insurance as required by FS 440, covering the successful firm's employees;
  - (b) General public liability insurance against bodily injury, and property damages, in limits of not less than \$1,000,000.00 each occurrence; \$3,000,000.00 per aggregate. The District Board of Trustees, Pensacola Junior College, Florida shall be named as an additional insured on the contractor's policy.
  - (c) Automotive liability for all owned, hired & non-owned autos against bodily injury and property damage, in the amount not less than \$1,000,000.00 Combined Single Limit (each accident);
  - (d) Certificates evidencing that all of the above listed insurance(s) are in force and that The District Board of Trustees, Pensacola Junior College, Florida, is listed as additional insured. All policies should have Best Rating of A X or better. Failure to maintain the required insurance may result in termination of the contract at the Certificate Holder's option.

We look forward to your participation in submitting a proposal for consideration. Any questions or concerns should be addressed to the Director, Purchasing and Auxiliary Services at (850) 484-1794.

Angie C. Jones  
Director of Purchasing  
and Auxiliary Services

This bid is for multiple year Security Services for Pensacola Junior College. The agreement may be renewable, upon mutual consent and approval by the District Board of Trustees, on an annual basis, with the first term effective July 1, 2006 through June 30, 2007.

### **TERMS AND CONDITIONS**

1. Services provided shall include uniformed, **unarmed** guard services at the Pensacola, Warrington, Downtown Center and Milton Campuses of Pensacola Junior College and/or other designated areas, for protection of the College's employees, students, agents and invited persons; and to protect the College's property against vandalism, fire, theft, trespass and other such hazards.
2. The entire supervision of guards shall be the responsibility of the successful bidder and the designated representative of same, who shall, in turn, issue appropriate instructions to guards.
3. All of the guards and representatives of the successful bidder shall be employees of, and subject to, the sole direction and control of the successful bidder.
4. Hiring and firing of guards shall be the responsibility of the successful bidder. The successful bidder shall assume all liability for the guards' salaries, Social Security, Workmen's Compensation Insurance, Unemployment Taxes, and Bodily Injury and Property Damage Liability Insurance – covering all operations.
5. In addition to regular hours, the provision shall be included for the President of the College, or his designated representative, to specify additional periods of time that the College may require uniformed, **unarmed** guard services, on any of the College Campuses, and/or other designated areas. Optional pricing for **armed** guard services, as required at the discretion of the College, shall be indicated in the space provided. The dates and times that the President, or his designated representative, desires additional guard services, shall be communicated to the successful bidder, in sufficient time to allow the company to dispatch personnel as needed. Although the number of hours required by the College in such instances may be more than two (2) hours, per guard/per instance, the college will guarantee at least two (2) hours, per guard/per instance.
6. In order to qualify as a potential bidder, the firm or entity responding to this Invitation for Bid must have been established as a successful Security Services Firm for a minimum of three (3) years, and have provided guard services with comparable annual service hours in contracts of a similar nature to those required. The number of years of experience shall be indicated clearly in the space provided herein. The number of annual guard service hours provided shall be clearly indicated for each reference listed.

7. The successful bidder shall maintain a full-time, local office, in Escambia or Santa Rosa County, Florida, throughout the contract period, and provide address with bid response.
8. The successful bidder shall maintain a local telephone number (dialable as a local rate call from Pensacola, Florida) with a 24-hour dispatch, through the contract period. Phone number to be provided with bid response.
9. An on-site log book, for each campus, which shall be maintained by successful bidder and available for daily inspection by the Police Department of Pensacola Junior College. Logbooks must be submitted by the successful bidder and meet the approval of the Chief of Police and will remain the property of Pensacola Junior College.
10. At the option of the College and with a 50-day notification, the successful bidders shall provide on duty guards with a Datawand IIB Operating System, or approved equivalent. This device will be utilized to document the time and location of the building check. The college shall designate the number, quantity, and locations of the sensing labels utilized in the system. A computerized report of these checks shall be provided daily or upon demand to Pensacola Junior College Police Department. Should this system remain inoperable for a period of 72 hours, the College may impose a \$2.00 (per contract hour) penalty against the successful bidder until such time as the system becomes operational.
11. An on-site supervisor to be provided for each campus to ensure that all written and verbal instructions, are carried out.
12. Required equipment to be provided by the successful bidder to include rain gear, flashlight, an adequate and adaptable communication system (as determined by the College), and all cost associated with the required equipment, shall be provided at each site by the successful bidder. (e.g. cellular phones, in combination with voice/digital pagers, portable radios, etc.)
13. In the event that contract security guard(s) report to the assigned College site, later than the scheduled duty time (by fifteen minutes or more), the College will reserve the right to deduct two hours, plus the amount of time that the guard(s) reported late for duty, from the invoice covering the period.
14. A list of at least four (4) references, for which your firm has provided security services, similar to those required, shall be enclosed with bid. References to include, the firm of entity name, address, telephone number, contact person, the date of last service provided, and the number of guard hours provided annually, for each reference listed.

15. The successful bidder shall enter into a contract, to be approved by the District Board of Trustees, Pensacola Junior College, prior to the beginning of the service period.
16. This agreement may be terminated by either party upon prior notification of at least 45 days. This agreement may be terminated by the College upon 72 hours notification, for just cause if it shall be deemed in the best interest of the College.
17. All pricing shall remain firm through June 30, 2007. The College reserves the right to terminate the agreement at the end of one (1) year period as per Florida Statutes Section 237.161 or to renew the contract for successive one (1) year periods, for a total of four (4) additional years, at its option. Any price adjustment request must be submitted in writing by April 1, of each fiscal year, to the Director of Purchasing and Auxiliary Services, in order to be considered for the following fiscal year.
18. Bids shall be made on a **PER HOUR BASIS**. The hourly rate shall be consistent regardless of date and shift, on which services are to be provided. The only allowable exception would be periods in which **armed**, security services are requested, or period of **natural disaster**, such as hurricanes, floods, etc., which necessitate the closing of the College, with temporary replacement of College department police personnel with Contract Security Guards. Natural disaster rate will go into effect as soon as the College closes and Contract Security Guards are requested on a twenty four hour basis. The rate will continue in effect for 48 hours after the hurricane makes landfall in our area or until the College Police Department returns. A separate rate may be listed for such period in the space provided.

## **PRICING SECTION**

### **ITEM 1**

1. Provide **unarmed** and **uniformed** Security Services for the Pensacola, Warrington Downtown Center, and Milton Campuses of Pensacola Junior College, during the period July 1, 2006 through June 30, 2007. The regular work schedule, for the Pensacola, Warrington, Downtown Center and Milton Campuses, and/or other designated areas, will consist of seven (7) days of 11:00 P.M. to 7:00 A.M. shift, plus an additional shift of 5:00 P.M. to 11:00 P.M. on Saturdays, Sundays and Holidays. **NOTE: All regular hours are subject to change at the discretion of Pensacola Junior College, with no resultant penalty, no increase of rates, and no additional cost to Pensacola Junior College.**

2. Regular hours include 68 hours for the Pensacola Campus, 68 hours for the Warrington Campus and 68 hours for the Milton Campus, for an overall weekly total of 204 hours. (Downtown Center hours varies and is included in the additional hours). Based on the regular hours, the estimated annual total would be 10,608 hours. An allowance for additional hours, totaling 3,500 hours, shall be included for approved holiday coverage, emergencies, registration periods, etc. and shall be used only on an “as needed” basis, for the three campuses listed above, as well as the Downtown Center. The anticipated total number of hours is estimated not to exceed 14,108 hours. Natural disaster hours will vary with the number of storms that impact our area. The estimated total per storm is 216 hours with an estimate of two hurricanes impacting the area for an annual total of 432 hours.
3. Total hours are offered as an estimate only and are not binding to Pensacola Junior College.
4. Pensacola Junior College reserves the right to award this bid with or without consideration of the additional year(s) options listed herein.
5. **NOTE: Any award, on the basis of this bid, is contingent upon approval by the District Board of Trustees, Pensacola Junior College.**

**BIDDER RESPONSES**

	<b>ESTIMATED</b>		<b>*UNIT</b>	<b>TOTAL</b>
<b>ITEM</b>	<b>QTY./UNIT</b>	<b>DESCRIPTION/SPECIFICATIONS</b>	<b>PRICE</b>	<b>PRICE</b>
1.	14,108 Hours	Unarmed and Uniformed Security Services for Non-Disaster Periods, as specified herein.	_____	_____

\*Hourly rate shall be constant for any date and shift, in which services are to be provided, with the exception of a separate rate for the periods of natural disaster, or for the provision of armed guard services, to be listed in the spaces provided below.

**OPTIONAL ITEMS:**

<b>ITEM</b>	<b>QTY./UNIT</b>	<b>DESCRIPTION/SPECIFICATIONS</b>	<b>HOURLY RATE</b>
2	**	Armed Security Services during non-disaster periods, for special occasions, as required, at the discretion of Pensacola Junior College.	_____
3.	**	Unarmed Security Services, during natural disaster periods.	_____

\*\*Quantity to be determined, at the discretion of Pensacola Junior College, on an as needed basis, if required at all.

Number of years and time period the bidding firm or entity has been in business as a security services firm or entity, prior to April 2006.

_____	<b>/FROM</b>	<b>TO</b>	_____
Number of Years	/Date of Business Operations as a Security Service Firm or Entity		

List address of local office.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List local telephone number(s):

\_\_\_\_\_

**All rates bid herein for Fiscal 2006/2007 shall remain firm for the period July 1, 2006 through June 30, 2007. Bidders should consider the impact of existing and anticipated minimum wage structures, Social Security Requirements, Workmen's Compensation, etc., and the related impact of same in offering rates which shall remain firm through June 30 2007.**



**REFERENCES**

1. \_\_\_\_\_  
FIRM OR ENTITY /CONTACT PERSON

\_\_\_\_\_  
ADDRESS /CITY, STATE & ZIP CODE

\_\_\_\_\_  
DATE OF LAST SERVICE PROVIDED /TELEPHONE NUMBER

\_\_\_\_\_  
NUMBER OF GUARD HOURS PROVIDED ANNUALLY FOR FIRM ABOVE

2. \_\_\_\_\_  
FIRM OR ENTITY /CONTACT PERSON

\_\_\_\_\_  
ADDRESS /CITY, STATE & ZIP CODE

\_\_\_\_\_  
DATE OF LAST SERVICE PROVIDED /TELEPHONE NUMBER

\_\_\_\_\_  
NUMBER OF GUARD HOURS PROVIDED ANNUALLY FOR FIRM ABOVE

3. \_\_\_\_\_  
FIRM OR ENTITY /CONTACT PERSON

\_\_\_\_\_  
ADDRESS /CITY, STATE & ZIP CODE

\_\_\_\_\_  
DATE OF LAST SERVICE PROVIDED /TELEPHONE NUMBER

\_\_\_\_\_  
NUMBER OF GUARD HOURS PROVIDED ANNUALLY FOR FIRM ABOVE

4. \_\_\_\_\_  
FIRM OR ENTITY /CONTACT PERSON

\_\_\_\_\_  
ADDRESS /CITY, STATE & ZIP CODE

\_\_\_\_\_  
DATE OF LAST SERVICE PROVIDED /TELEPHONE NUMBER

\_\_\_\_\_  
NUMBER OF GUARD HOURS PROVIDED ANNUALLY FOR FIRM ABOVE

**CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM**

**IDENTICAL TIE BIDS** - Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

**AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.**

SIGNATURE OF VENDOR  
REPRESENTATIVE: \_\_\_\_\_

TYPED OR PRINTED NAME OF  
VENDOR REPRESENTATIVE \_\_\_\_\_

BIDDING FIRM OR ENTITY  
NAME: \_\_\_\_\_

**BID SUBMITTED BY:**

\_\_\_\_\_

FEDERAL TAX I.D. NUMBER

\_\_\_\_\_

FIRM OR ENTITY NAME

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

CITY, STATE & ZIP CODE

\_\_\_\_\_

TELEPHONE NUMBER /FAX NUMBER

TYPED OR PRINTED NAME  
OF REPRESENTATIVE: \_\_\_\_\_

**SIGNATURE OF REPRESENTATIVE:** \_\_\_\_\_

DATE: \_\_\_\_\_

