

**IFB 17-10
CITY OF LOWELL LIBRARY SECURITY OPERATOR
TECHNICAL SPECIFICATION**

A. INVITATION

The City of Lowell, Massachusetts is seeking sealed written bids a Security Guard for Pollard Memorial Library

B. MANPOWER REQUIREMENTS

The following represents the security coverage to be required under this agreement. Weekly security hours are to be billed for actual hours worked and at the hourly rate stipulated in the bidders "Invitation for Bids."

Hours: Monday – Thursday 2:15PM to 9:15PM.
Friday hours are 1:15PM to 5:15PM.
Saturday hours from September 10, 2016 to June 24, 2017 are 9:15AM to 5:15PM. The Library is closed on Saturdays in July and August.

Library closings (no guard required) during the period of this contract (August 1, 2016 – July 31, 2017) are:

2016: September 5, October 10, November 11, November 24, December 26.
2017: January 2, January 16, February 20, April 17, May 29, July 4

C. SECURITY GUARD QUALIFICATIONS

The Security Guard will be trained, competent personnel, in uniform, as required to secure the facilities at a high level of performance.

- shall be CORI & SORI checked prior to rendering any service for the City under this agreement
- wear photo ID badges or cards in plain view at all times on the job
- Security personnel shall respond to incidents within the library or when called upon by the library staff.
- Guard will be uniformed, but unarmed
- Security Guard will prepare formal written reports and detailed incident reports as needed.
- Vendor/contractor will be required to do drug-testing and criminal background checks for all guards assigned to the Library.

D. MINIMUM CRITERIA: Failing to meet the minimum criteria will result in bid being deemed non-responsive

1. Bidder can show evidence of 3 years of successful operating experience of providing security services
2. Specific security experience, including a client listing of facilities managed during the past three years. Three references required, a library is preferred
3. Bidder shall explain their experience in providing security and personnel who will have performed the same duties as required in this IFB. Including checking the fire alarm systems, rest rooms, doors, stairwells, elevators, and each area of the library. Include how information is recorded/documented, in particular formal written reports and detailed incident reports. Failure to show evidence/experience in providing said security procedures will render your bid non-responsive.
4. Agree to provide the insurance requirements outlined below. Certifications of Insurance will be provided to the City and the City is to be added as co-insured.
 - a. General Liability for bodily injury and personal injury (Two Million dollars per occurrence/aggregate limit).
 - b. General Liability for property damage (Two Million dollars per occurrence/aggregate limit).
 - c. Worker's Compensation (in accordance with statutory limits).

E. SUBMITTALS:

1. The legal name of the Security Operator (and parent company, if applicable); type of organization, ownership information.
2. Description of any litigation, pending judgments, etc., which could affect the Operator's ability to enter into an Agreement with the City; description of the circumstances involved in any defaults by the Operator or termination of the Operator's services by a client during the past three years.
3. The proposed responsibilities of the Security Site Supervisor, and the Operator's plan to staff the City's facilities and to supervise the Lowell operations from its home and/or regional office in accordance with the City's needs and requirements.
4. A copy of the proposer's insurance policy must be provided to the City at the time of the signing of the contract and on an annual basis thereafter.
5. Any additional information the operator feels demonstrates its' experience capability and interest in providing services required by the City.