

REQUEST FOR PROPOSAL

**PROPOSAL DUE DATE: Wednesday, April 16, 2025 4:00PM EST**

**PROPOSAL SUBMITTAL LOCATION: County Manager’s Office**

**ADDRESS: 1717 W 5th Street, Greenville, NC 27834**

**Contact Information:**

**TELEPHONE NUMBER: (252) 902-2950**

**James.Rhodes@pittcountync.gov**

Competitive proposals for Contracted Security Services shall be received by the County Manager’s Office, 1717 W. 5th Street, Greenville, NC 27834, until the date and time cited. Please submit three (3) hard copies and one electronic copy of your proposal clearly marked “RFP for Contracted Security Services” to the Pitt County Manager’s Office, Attention: James Rhodes at the following locations:

**Email:**

James.rhodes@pittcountync.gov

**Mail or Hand Deliver:**

1717 W. 5th Street

Greenville, NC 27834

Proposals must be in the actual possession of the County Manager’s Office at the location indicated, on or prior to the exact date and time indicated above. Late proposals shall not be considered.

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**INTRODUCTION**

Pitt County is seeking Bids/Proposals from experienced and qualified vendors to provide professional security guard services at select County facilities. Selected contractors shall recruit, select, train, employ, direct, provide uniforms, and control individuals to serve as security officers within Pitt County facilities.

**ESTIMATED TIMETABLE**

|  |  |
| --- | --- |
| Issue and publish RFP | Friday, March 14, 2025 |
| RFP questions due | Wednesday, April 2, 2025 |
| Responses to RFP questions | Wednesday, April 9, 2025 |
| Proposal submission deadline | Wednesday, April 16, 2025 |
| Review of Proposals | Late April/Early May, 2025 |
| Selection of Contractor | May 19, 2025 |
| Effective date of contract | July 1, 2025 |

**SCOPE OF WORK**

Bidders shall provide a proposal to provide security guard work in the following areas listed below. The security personnel shall:

* Monitor and patrol the County Department assigned (screening clients, metal/wand detector)
* Ensure a safe, calm, and secure environment
* Assist County staff in enforcing a safe environment
* Be familiar with and implement emergency procedures when necessary, following all County rules and regulations including all state, federal, and local laws
* Escort problem patrons/citizens to the exit
* Complete incident and accident reports, as necessary
* Contact appropriate law enforcement or medical provider when applicable
* Escort County staff or patrons/citizens as necessary
* Assist staff in responding to medical emergencies

1. **COURTHOUSE SECURITY:**

**Courthouse Security Personnel -**

Provide professional security guard services at the Pitt County Courthouse. Services include operating all X-Ray inspection systems and metal detectors for all persons entering the Courthouse. Security personnel shall provide a safe and secure entrance to the County Courthouse with five (5) unarmed security guards and one (1) supervisor for all business days, or other combination of staff sufficient to maintain security of Courthouse entrance.

**As Needed Security –**

Provide professional security guard services, as needed, for various County meetings or functions with seventy-two (72) hour notice. Security personnel shall provide for a safe and secure meeting and/or County function with the number of security guards required per event being held in the Courthouse.

1. **COUNTY ADMINISTRATIVE SECURITY:**

**Board of County Commissioners Meetings –**

Provide professional security guard services at the Board of County Commissioner meetings. Security personnel shall provide a safe and secure meeting space for Commissioner meetings with two (2) armed security guards.

**As Needed Security –**

Provide professional security guard services, as needed, for various County meetings or functions with seventy-two (72) hour notice (e.g., Farmer’s Market events, as well as meetings of the Planning Board, Board of Adjustment, etc.). Security personnel shall provide for a safe and secure meeting and/or County function with the number of security guards required per event. County meetings or functions can occur at any County owned or leased facility within Pitt County.

1. **DEPARTMENT OF SOCIAL SERVICES BUILDING SECURITY AND CLIENT TRANSPORTATION:**

**Security Guard Roaming Patrols –**

Provide professional security guard services at the Department of Social Services areas of the Pitt County Office Building and Human Services Building. Security personnel shall provide safe and secure Department of Social Services’ facilities with the use of two (2) armed security guards during all normal business hours (Monday – Friday, 8am to 5pm).

**Department of Social Services Transportation –**

Provide safe, secure, reliable transportation of the high-risk juveniles and adults in Pitt County Department of Social Services custody (subject to N.C.G.S. 7B) or under the care or authorized service plan of the Department (subject to N.C.G.S. 35A, 108A, Article 6). Bidder agrees to pick the individual up and safely transport them to the location specifically identified by Pitt County Department of Social Services.

**As Needed Security –**

Provide professional security guard services, as needed, for various County meetings or functions with seventy-two (72) hour notice. Security personnel shall provide for a safe and secure meeting and/or County function with the number of security guards required per event within the Department of Social Services facilities.

**GENERAL SPECIFICATIONS & INSTRUCTIONS TO BIDDERS APPLICABLE TO ALL ITEMS**

1. The Bidder’s proposal should provide all the information which it considers pertinent to its proposal and qualifications for the work to be performed. All proposals must be signed by a duly authorized individual. Proposals will be read on the date and hour as stated in the County Manager’s Office, 1717 W 5th Street, Greenville, NC. Bidders or their authorized agents are invited to be present. Any proposal received after the date and hour specified, will not be accepted or considered.
2. QUESTIONS: all questions regarding the proposal will be accepted via email ONLY to [James.Rhodes@PittCountyNC.gov](mailto:James.Rhodes@PittCountyNC.gov). The deadline for submitting questions for this RFP is on or before Wednesday, April 2, 2025, no later than 5:00PM, EST. Responses to all submitted questions will be provided as an addendum to the RFP on the County’s website on or before Wednesday, April 9, 2025.
3. **TAXES:** Pitt County is exempt from federal excise tax, including the federal transportation tax. The County pays all sales tax but this amount must be listed as a separate item.
4. The County reserves the right to reject any or all proposals, waive technicalities, and to be the sole judge of suitability of the product for the use by the County for intended purposes. Factors to be considered in awarding the proposal will be price, quality, history of satisfactory performance, and company references. The contract will be awarded after evaluation of all proposals has been made. In the interest of suitability to the County’s needs and/or economy; contracted security services other than lowest in price may be selected. Pitt County shall have a period of thirty (30) days after opening of proposals to make the award and may award in total or by line item, whichever is in the best interest of the County.
5. The County reserves the right to award to multiple vendors.
6. Any corrections of errors found in the specifications must be submitted in writing and emailed to the attention of County Manager’s Office prior to the opening of proposals. Any deviations from the specifications must be in writing and submitted as part of the proposal. Any addenda to these proposal documents shall be issued in writing; no oral statements, explanations or commitments by whosoever made shall be of any effect unless incorporated in the addenda.
7. Pursuant to the provisions of G.S. 143-54 under penalty of perjury, the signer of the proposal certifies this proposal has not been arrived at collusively or otherwise in violation of Federal or North Carolina Antitrust laws. The owner or an officer of the firm must sign all proposals.
8. Pursuant to North Carolina G.S. 143-133.3 and related state and federal laws, the undersigned hereby certifies that the Bidder named herein, and the Bidder’s subcontractors, comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.
9. **PROPOSAL/SUBMITTAL FORMAT**: Three (3) hardcopies should be submitted by mail or hand delivered. One (1) electronic copy should be submitted via email. The material should be in sequence and related to the RFP. The sections of the submittal should be tabbed and clearly identifiable. The deadline for submitting proposals for this RFP is on or before Wednesday, April 16, 2025, no later than 4:00PM, EST.
10. **PUBLIC RECORD**: All proposals submitted in response to this Request for Proposal shall become the property of the County and shall become a matter of public record and subject to disclosure pursuant to Chapter 132 of the North Carolina General Statures when opened, except for portions which qualify “trade secret” information under Chapter 66 – Article 24 (Trade Secrets Protection Act) of the North Carolina General Statutes. However, proposals which are marked as confidential or trade secrets in their entirety may be disqualified by the County. To properly designate material as trade secret under these circumstances, each person or entity providing a proposal must do the following: (a) any trade secrets submitted by a service provider should be submitted in a separate, sealed envelope marked “Trade Secret—Confidential and Proprietary Information—Do Not Disclose Except for the Purpose of Evaluating this Proposal,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Bidders must return and include with their proposal a signed version of the Public Records Addendum and Indemnification Agreement.
11. **DISCUSSIONS**: The County reserves the right to conduct discussions with Bidders for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal in order to clarify an offer and assure full understanding of, and responsiveness to, solicitation requirements.
12. **VENDOR APPLICATION**: Prior to the award of contract, the successful bidder shall submit a W9 with the County’s Finance Department.
13. **CONTRACT**: The contract shall be based upon the Request for Proposal issued by the County and the offer submitted by the Bidder in response to the Request for Proposal. The offer shall substantially conform to the terms, conditions, specifications and other requirements set forth within the text of the Request for Proposal. The County reserves the right to clarify any contractual terms with the concurrence of the Bidder; however, any substantial non-conformity in the offer, as determined by County Manager, shall be deemed non-responsive and the offer rejected. The contract shall contain the entire agreement between Pitt County and the Bidder relating to the requirement and shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders, or master agreements in any form. The contract shall be a form acceptable to the County and shall be a term of one (1) year. Renewal contracts may be entered for two (2) additional one-year terms.
14. **PAYMENT**: Payment will be in accordance with contract terms.
15. **INDEMNIFICATION**: Bidder agrees to hold harmless and indemnify County from any and all claims, loss, liability, demands, damages or other financial demands that may be alleged or realized due to acts of nonfeasance, malfeasance, misfeasance, or negligence committed by Bidder while in the performance of the duties assigned pursuant to this Request for Proposal.
16. **INDEPENDENT CONTRACTOR**: It is understood that in the performance of any services herein provided, the Bidder shall be, and is, an independent contractor, and is not an agent or employee of the County and shall furnish such services in its own manner and method, except as required by the contract. Further, the Bidder has, and shall retain the right to exercise full control over the performance of the services hereunder. The Bidder shall be solely responsible for, and shall indemnify, defend, and save the County harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.
17. **LICENSES**: Bidder and all security guards shall be duly licensed with the State of North Carolina and copies of all applicable licenses shall be provided with responses.
18. **PROTECTION OF GOVERNMENT PROPERTY**: The Bidder shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation (such as trees, shrubs, and grass) on County property. If the Bidder fails to do so and damages such property, the Bidder shall replace or repair the damage at no expense to the County, as determined and approved by the County’s County Manager. If the Bidder fails or refuses to make such repair or replacement, the County will determine a cost and the Bidder shall be liable for the cost thereof, which may be deducted from the Contract price.
19. **RECORD RETENTION REQUIREMENTS**: As applicable, Bidder shall retain all records related to this Request for Proposal for three (3) years after all pending matters are closed, or for such other time period as required by County or by applicable federal or state law or regulation.
20. **SUBCONTRACTS**: No subcontract shall be entered into by the Bidder with any other party to furnish any of the services specified herein without the advance written approval of the County’s County Manager. All subcontracts shall comply with Federal and State laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract, as if the subcontractor were the Bidder referred to herein. The Bidder is responsible for contract performance whether or not subcontractors are used.
21. **SAFETY**: Bidder shall at all times enforce by adequate supervision and training of personnel, a safe working environment for all employees including the supervision of all services which relate to the general safety and welfare of any persons exposed to the services performed under the contract by Bidder. Bidder shall, at a minimum, comply with all applicable Occupational Safety and Health Administration (OSHA) standards. Bidder agrees to conduct all of its operations with due diligence and care for the safety of all persons at all times.
22. **SITE INVESTIGATION**: The Bidder acknowledges that he has investigated and satisfied himself as to the conditions affecting the work, including but not restricted to those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric, power, roads and uncertainties of weather, river stages, or similar physical conditions at the site, the conformation and conditions of the ground, the character of equipment and facilities needed preliminary to and during the prosecution of the work. The Bidder further acknowledges that he has satisfied himself as to the character, quality and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site. Any failure by the Bidder to acquaint himself with the available information will not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work. The County assumes no responsibility for any conclusions or interpretations made by the Bidder on the basis of the information made available by the County.
23. **CONFLICT OF INTEREST**: Bidder shall be prohibited from proposing on this RFP if Bidder has attempted or made contact with any elected or non-elected County Official in an attempt to influence the award of this RFP or alter it in any manner. Further conflicts shall be grounds for contract default.

**INSURANCE**

Bidder agrees to procure and maintain in effect during the entire period of any awarded contract, including any maintenance period thereof, a Commercial General Liability insurance policy covering claims, causes of actions, actions, losses, liabilities, damages, and expenses arising out of, caused by or the negligence or otherwise wrongful acts of the Bidder. The limits of liability of said insurance shall be at least one million dollars ($1,000,000) per occurrence and one million dollars ($1,000,000) per aggregate. County of Pitt shall be named as an additional insured on the Bidder’s insurance policy.

Bidder shall also procure and maintain, or cause to be procured and maintained, Workers’ Compensation coverage for its employees, as may be required by law.

Organizations bidding on the County Administrative Services and/or Department of Social Services sections of the RFP, shall provide automobile liability insurance with a combined single limit of five hundred thousand dollars ($500,000) for bodily injury and property damage; a limit of five hundred thousand dollars ($500,000) for uninsured/under insured motorist coverage; and a limit of two thousand dollars ($2,000) for medical payment coverage.

**PROPOSAL REQUIREMENTS**

The proposal shall include the following sections:

Section 1: Introduction

* Point of contact: name, title, phone number and email
* Company address
* Company telephone number
* Name of Person with Binding Authority: name, title, phone number and email

Section 2: Experience

* Provide corporate history and number of years in business
* Describe company’s complete corporate structure, including parent companies and subsidiaries.
* Provide management organization chart
* Explain how your organization ensures that personnel performing the services are qualified and proficient
* Describe key individuals along with their qualifications and professional certifications
* List any projects or services terminated by a government entity
* List whether organization is involved in any pending litigation that may affect its ability to provide its proposed solution

Section 3: Licenses and Insurance

* Provide certificate of insurance detailing organizations coverages
* Provide corporate and individual’s, that would be assigned to contract, state license

Section 4: References

* Provide at least three (3) professional references
* Each contact must include the name of firm, contact name, email address, phone number, description of services provided, date(s) of services for projects similar to the services requested in this RFP

Section 5: Price Proposal

* Complete each section of the Price Page, attached, that your organization wishes to bid on
* If you choose not to bid on a particular section, please select N/A for that section on the Price Page

Section 6: Public Records Addendum and Indemnification Agreement

**GENERAL**

The County reserves the right to conduct interviews with some or all of the Bidders at any point during the evaluation process. However, the County may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria. The County shall not reimburse the Bidder for the costs associated with the interview process.

The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any Bidder submitting a proposal.

**PRICE PAGE**

Pitt County reserves the right to (i) reject any, any part of, or all proposals, or (ii) accept that proposal which the County deems to be in its best interest, whether or not it is the lowest dollar proposal.

1. **COURTHOUSE SECURITY:**

**N/A – we choose not to bid the Courthouse Security section of this RFP**

**Courthouse Security Personnel:**

Bid is for five (5) unarmed security guards and one (1) unarmed security guard supervisor providing security at the Courthouse all business days/hours.

Five unarmed security guards per 1 hour $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One unarmed security guard supervisor per 1 hour $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total security personnel per 1 hour $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**As Needed Security:**

Bid is for as needed security rate per officer type.

Unarmed security officer per hour $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; minimum \_\_\_\_\_\_\_\_\_\_\_ hours

Armed security officer per hour $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; minimum \_\_\_\_\_\_\_\_\_\_\_ hours

1. **COUNTY ADMINISTRATIVE SECURITY:**

**N/A – we choose not to bid the County Administrative Security section of this RFP**

**Board of County Commissioners’ Meetings:**

Bid is for two (2) armed security guards for all Commissioner meetings (26 per year). Bid should be based off of 3 hours per meeting. Additional hours per meeting will be billed at the As Needed Security rate listed below.

Two armed security guards $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**As Needed Security** (may include Farmer’s Market events, as well as meetings of the Planning Board, Board of Adjustment, etc.):

Bid is for as needed security rate per officer type.

Unarmed security officer per hour $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; minimum \_\_\_\_\_\_\_\_\_\_\_ hours

Armed security officer per hour $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; minimum \_\_\_\_\_\_\_\_\_\_\_ hours

1. **DEPARTMENT OF SOCIAL SERVICES BUILDING SECURITY AND CLIENT TRANSPORTATION:**

**N/A – we choose not to bid the Department of Social Services Building Security and Client** Transportation section of this RFP

**Department of Social Services Building Security:**

Bid is for two (2) armed security guards providing security at Department of Social Services Buildings all business days/hours.

Two armed security guards per 1 hour $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client Transportation:**

Hourly Transportation Rate $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daily (8 Hour) Transportation Rate $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**As Needed Security:**

Bid is for as needed security rate per officer type.

Unarmed security officer per hour $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; minimum \_\_\_\_\_\_\_\_\_\_\_ hours

Armed security officer per hour $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; minimum \_\_\_\_\_\_\_\_\_\_\_ hours

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

Person authorized to sign (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature of person authorized to sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Public Records Addendum and Indemnification Agreement**

Once received by the County, your proposal is considered a public record and subject to disclosure, except for material which qualifies as “trade secret” information under N.C. Gen. Stat. 66-152 et. seq. After the proposal opening, the County’s selection committee, as well as other County staff and members of the general public who submit public records requests, will review the proposal.

The public disclosure of the contents of each proposal submitted in response to this Request for Proposals is governed by Chapter 132 and 66-152 et. seq. of the General Statutes of North Carolina. If any proposal contains trade secret information as defined by Chapter 66-152 et. seq. of the General Statutes of North Carolina, such trade secret information should be specifically and clearly identified as follows:

To properly designate material as trade secret under these circumstances, each person or entity providing a proposal must do the following: (a) any trade secrets submitted by a service provider should be submitted in a separate, sealed envelope marked **“Trade Secret—Confidential and Proprietary Information—Do Not Disclose Except for the Purpose of Evaluating this Proposal,”** and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. **Any service provider that designates its entire proposal as a trade secret may be disqualified.**

In submitting a proposal each person or entity agrees that the County may reveal any trade secret materials contained in such response to all County staff and County officials involved in the selection process, and to any outside consultant or other third parties who serve on the selection committee or who are hired by the County to assist in the selection process.

Furthermore, by submitting a proposal and by signing this Public Records Addendum and Indemnification Agreement, you agree to indemnify and hold harmless the County and each of its officers, employees, and agents from any and all costs, damages, and expenses incurred in connection with refusing to disclose any material, which has been designated as a trade secret as described above. Service provider signs this agreement under seal and also acknowledges that this agreement between the parties is supported by sufficient consideration. The signatory below represents and warrants that he or she is authorized to act on behalf of and bind the entity below.

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Name of Entity Submitting Proposal

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

Signature of Authorized Official (SEAL) Date

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

Printed Name of Authorized Official