



UNARMED SECURITY GUARD SERVICES REQUEST FOR PROPOSAL

RESPOND TO:
NewTown Macon BID Management, LLC
c/o NewTown Macon, Inc.
Attn: Erin Keller
Vice President for Development
555 Poplar Street
Macon, GA 31201

Unarmed Security Guard Services
REQUEST FOR PROPOSAL

NewTown Macon BID Management, LLC (“NMBM”) is a subsidiary of NewTown Macon, Inc. (“NTM”) a private, non-profit organization that operates the Downtown Macon Business Improvement District (“BID”) in public/private partnership with Macon-Bibb County. The Downtown Macon BID exists because property owners elected to make a collective contribution to the maintenance, development, and promotion of their district. Established in 2017, the Downtown Macon BID’s mission is to maintain, promote and maintain the character and viability of Downtown Macon. Therefore, NMBM is a privately funded benefit entity whose mission is to attract, leverage, and invest in self-sustaining transformation in Downtown Macon. For more information on the Downtown Macon BID, please visit www.newtownmacon.com/bid.

NMBM is currently seeking proposals from those interested in fulfilling a short-term on-foot security detail in the Central Business District of Downtown Macon.

In its sole discretion, NMBM, reserves the right to:

- (1) withdraw this Request for Proposals (“RFP”) without notice;
- (2) accept or reject any or all submittals; and,
- (3) accept submittals which deviate from the RFP as NMBM deems appropriate and in the best interest of the Downtown Macon BID.

NMBM, reserves the right to negotiate with any, all, or none of the applicants responding to this RFP. Following submission, each applicant agrees to promptly deliver such further details, information, and assurances relating to the purpose of administering the ambassador needs. Presentations regarding submissions may be required at the sole discretion of NMBM and may include a review of current services offered at other locations. NMBM reserves the right to use any information submitted by applicants in response to this RFP in any manner NMBM deems appropriate in evaluating the services proposed.

Any and all costs and expenses associated with the preparation of any report, statement or presentation in response to the RFP shall be solely borne by the applicant.

NMBM shall have no obligation or liability to any applicants with respect to this RFP and/or the contractor selection and award process, regardless of whether any award is made. By submitting a proposal, each applicant fully acknowledges all the provisions of this disclaimer and agrees to be bound by the terms hereof. Questions about the RFP will be accepted from the RFP release date until 5:00 pm on **November 23, 2018**. All questions for consideration regarding this RFP must be submitted in writing via e-mail and directed to Erin Keller for resolution at erin@newtownmacon.com.

Only electronic proposals will be considered. Please send one (1) electronic copy in PDF format, by 5:00 p.m. on **November 27th, 2018**.

The proposals should be emailed to: erin@newtownmacon.com

Any materials submitted by an applicant will become part of such applicant’s proposal and may, at NMBM’s sole discretion, be incorporated into any subsequent contract(s) between NMBM and the selected contractor.

1. PURPOSE

The purpose of this Request For Proposal [RFP] is to provide interested, qualified vendors with sufficient information to enable them to submit proposals for unarmed security guard services.

The primary intent for this short-term appointment is to assist patrons during the holiday season in downtown Macon. This detail will be particularly centered on the hours of the Main Street Christmas Extravaganza as well as entertainment hours on Friday and Saturday nights. Guards will be required to patrol the Downtown Macon BID service area on foot. The selected candidate will offer customer-oriented support that will make Downtown Macon within the BID boundaries more inviting, including providing directions, answering questions, providing escorts to and from parking and contacting emergency services as needed.

2. PROPOSAL SUBMITTAL

Firms submitting proposals shall submit the proposal with the following information:

- a. The name of the company and the individual who will oversee the contract. Please provide resumes for the owner/project manager and proposed guards.
- b. Email address and phone number of the point of contact
- c. Employer Tax Identification Number
- d. A brief history of the Vendor's background and experience, including: company size, length of time in business, and other related information
- e. References from three or more current or past clients, which have used this firm for similar services, including a current contact name, current telephone number and mailing address. Please note that in submitting this proposal you are authorizing the NMBM to contact any and all prior clients.
- f. Describe what resources you would expect (if any) the NMBM staff to provide.
- g. Please provide an all-inclusive, line item budget for the services requested herein, along with a per hour cost for additional hours of service per personnel, in case NMBM requests additional service hours.
- h. The proposal should be signed by a duly authorized representative of the firm submitting the proposal. Furthermore, the signature shall include the title of the individual signing the proposal.

3. TIME OF WORK

The patrol schedule shall be from 6:00pm to 10:00pm Sunday –Thursday and Friday and Saturday nights from 6:00pm to 3:00am. The service shall commence on November 30, 2018 and end on January 4, 2019. Exception: no service is needed on December 25. We request two security guards per shift. These individuals will work with the Macon-Bibb County Sheriff's Department, observing and reporting anti-social or criminal behavior such as illegal vending, visible intoxication, graffiti, and illegal use of public property. The total number of shift hours will be 195 with two guards serving every shift, for a total number of 390 personnel hours.

4. UNIFORM

Uniform will be a “soft” uniform, consisting of business/professional shirts identified with the word SECURITY and khakis, with limited defensive weapons for security staff. The Service Provider will provide the guards with uniforms that meet these standards.

5. CONTACT INFORMATION & CAMERA

Service Provider must provide a cell phone and digital camera, at the Service Provider’s expense. The cell phone numbers must be given to NMBM at the beginning of the contract. The Cell phone is to be used to call the appropriate authorities should a situation arise where the Macon Bibb County Sheriff Department needs to be notified. The digital camera will be used to document criminal and nuisance behavior and provided to the Police, if requested.

6. EXPECTATIONS, COMMON BEHAVIORAL ISSUES- not intended to be a complete list;

A. Expectations of Security Guard

- Patrol on foot the specified areas of the downtown BID service area (as outlined in exhibit A). Center, primarily outside buildings and public dwelling areas.
- Circulate the requested area, not dwelling in one location for more than five minutes. Roving should be conducted in a random way, not in a predictable pattern, time or location.
- Actively address loitering individuals or groups by asking what they are waiting for and ensuring that they have a plan to get home; disperse loitering groups.
- Monitor and address inappropriate behavior
- Monitor all behavior to ensure that no destruction of City property occurs and to maintain comfortable and friendly environment for everyone.
- Summon police services when needed.
- Observe and record - have a camera available to record infractions. Share pictures with Bibb County Sheriff Department.
- Treat patrons with dignity and courtesy. Interact with the public in a professional manner, one that is appropriate for upholding the duties of a security guard.
- Respond immediately to any safety or security-related requests concerned patrons & business owners.
- Do not engage in personal phone calls while on duty, unless they pertain to an emergent and critical matter.

B. Common Behavioral Issues

- Public Intoxication and urination
- Fighting of any sort between individuals
- Offensive language that is loud enough for others to hear
- Vandalism to any property
- Aggressive behavior that may be intimidating to other patrons, leading to an unfriendly or hostile environment
- Loitering once the entertainment venues have closed

7. FIRM PRICES

Prices quoted by Vendor shall be firm prices and not subject to increase during the term of any contractual agreement arising between NMBM and Vendor as a result of said proposal. Vendor’s quoted prices must include any applicable federal or state tax.

8. INSURANCE REQUIREMENTS

For the duration of the contract Vendor shall procure and maintain insurance against claims for injuries to their employees, other persons, and/or damages to property, which may arise from or in connection with services, products and materials supplied. The cost of such insurance shall be borne by the Vendor.

Vendor shall at all times provide workers compensation insurance covering its employees in compliance with the Georgia Labor Code.

Vendor shall provide and maintain liability insurance covering its security guard activities. Such insurance shall include commercial general liability with a combined single limit of not less than \$5,000,000.00 per occurrence and in aggregate for property damage and bodily injury.

CONTRACT AGREEMENT

- The contract term would be November 30, 2018 through January 4th, 2019 with the option of a one (1) year contract extension, if agreed to by both parties.
- NMBM's selection of a contractor, if any, through this RFP process will be based, in part, on the bid price.
- A meeting will be held between the selected contractor, NMBM, and /or Macon Bibb County Sheriff's Department to discuss the specifics for the scope of work.
- Upon NMBM's selection of a contractor, NMBM and the contractor shall agree to terms and execute a written contract detailing the terms of this business arrangement.

EXHIBIT A - Patrol Route [subject to change]

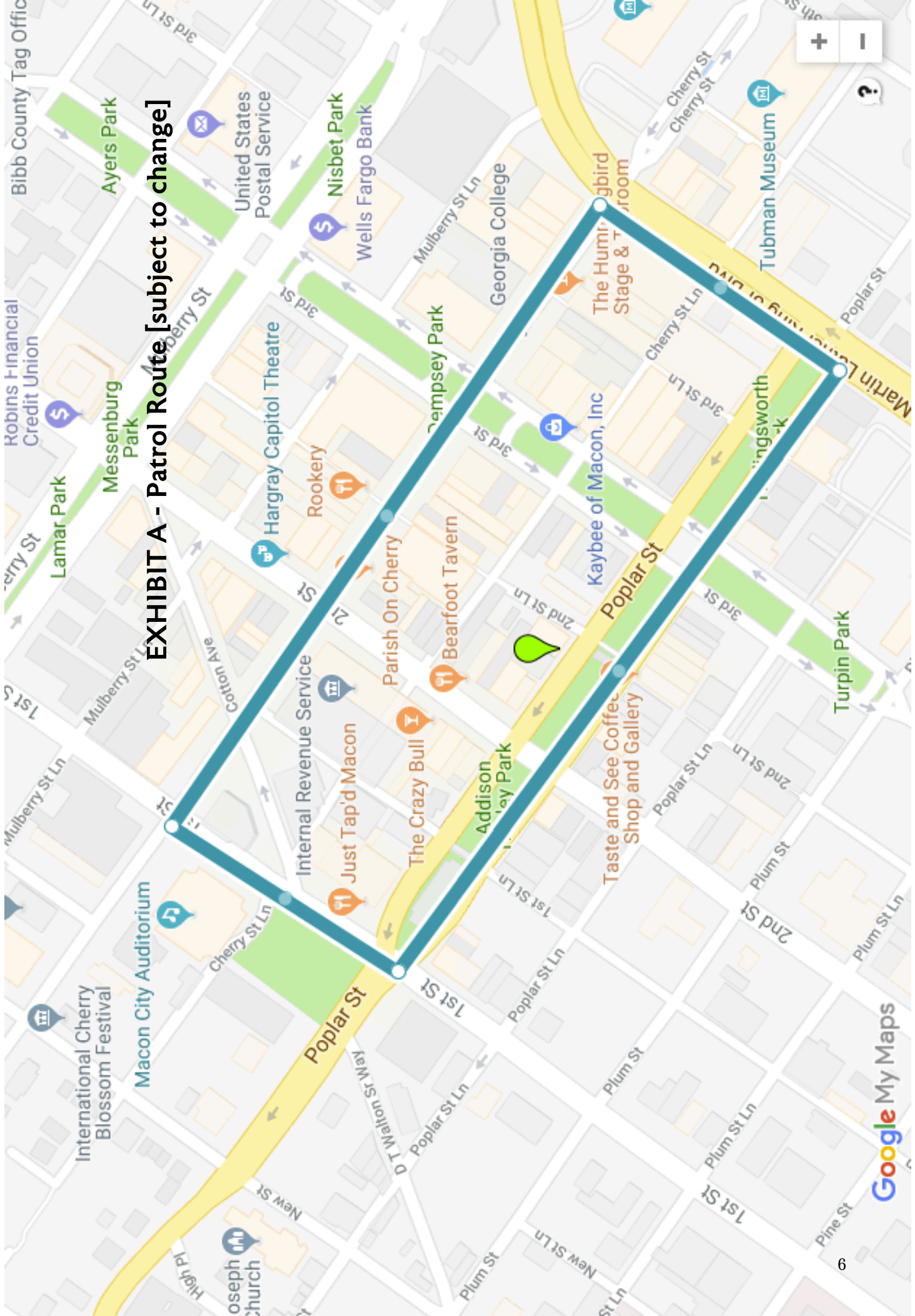


Exhibit B - Holiday Security Hours

Personnel Shifts	Start	End	Hours
Friday	11/30/18 18:00	12/1/18 3:00	9
Saturday	12/1/18 18:00	12/2/18 3:00	9
Sunday	12/2/18 18:00	12/2/18 22:00	4
Monday	12/3/18 18:00	12/3/18 22:00	4
Tuesday	12/4/18 18:00	12/4/18 22:00	4
Wednesday	12/5/18 18:00	12/5/18 22:00	4
Thursday	12/6/18 18:00	12/6/18 22:00	4
Friday	12/7/18 18:00	12/8/18 3:00	9
Saturday	12/8/18 18:00	12/9/18 3:00	9
Sunday	12/9/18 18:00	12/9/18 22:00	4
Monday	12/10/18 18:00	12/10/18 22:00	4
Tuesday	12/11/18 18:00	12/11/18 22:00	4
Wednesday	12/12/18 18:00	12/12/18 22:00	4
Thursday	12/13/18 18:00	12/13/18 22:00	4
Friday	12/14/18 18:00	12/15/18 3:00	9
Saturday	12/15/18 18:00	12/16/18 3:00	9
Sunday	12/16/18 18:00	12/16/18 22:00	4
Monday	12/17/18 18:00	12/17/18 22:00	4
Tuesday	12/18/18 18:00	12/18/18 22:00	4
Wednesday	12/19/18 18:00	12/19/18 22:00	4
Thursday	12/20/18 18:00	12/20/18 22:00	4
Friday	12/21/18 18:00	12/22/18 3:00	9
Saturday	12/22/18 18:00	12/23/18 3:00	9
Sunday	12/23/18 18:00	12/23/18 22:00	4
Monday	12/24/18 18:00	12/24/18 22:00	4
Tuesday	12/25/18 18:00	12/25/18 18:00	0
Wednesday	12/26/18 18:00	12/26/18 22:00	4
Thursday	12/27/18 18:00	12/27/18 22:00	4
Friday	12/28/18 18:00	12/29/18 3:00	9
Saturday	12/29/18 18:00	12/30/18 3:00	9
Sunday	12/30/18 18:00	12/30/18 22:00	4
Monday	12/31/18 18:00	12/31/18 22:00	4
Tuesday	1/1/19 18:00	1/1/19 22:00	4
Wednesday	1/2/19 18:00	1/2/19 22:00	4
Thursday	1/3/19 18:00	1/3/19 22:00	4
Friday	1/4/19 18:00	1/5/19 3:00	9
Total Hours			195
# of Security Guards			2
Total Personnel Hours			390