

**Florida A&M University**

**Police Department**

**Tallahassee, Florida**

**September 27, 2023**

**REQUEST FOR QUOTES (RFQ)  
SUPPLEMENTAL SECURITY SERVICES**



**Submit Quote to Audrey Alexander**  
[audrey.alexander@famu.edu](mailto:audrey.alexander@famu.edu)

**Submissions Due: Wednesday, October 4<sup>th</sup>, 2023**  
**5:00 p.m., Eastern Standard Time**

# Supplemental Security Services

## REQUEST FOR QUOTE 0005-2024 FOR SUPPLEMENTAL SECURITY SERVICES

### Section I Introduction

The Florida A&M University Police Department (FAMUPD) is looking for a security company to help supplement its existing law enforcement force.

Carefully examine the specifications, conditions and limitations. The selection of the successful contractor will be made based on FAMU PD evaluation and determination of the relative ability of each Bidder to deliver quality service in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company History and Organization
- 2 Personnel Selection Process
- 3 Cost Proposal and Invoicing
- 4 Training Programs
- 5 References (minimum of three)

All of the Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities. FAMUPD is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project

### Section II Submission of Quote

Responses to this RFQ are due by **5:00p.m. on October 4<sup>th</sup>, 2023**. Late submittals will be rejected. All quotes are to be email to:

Audrey Alexander at [audrey.alexander@famu.edu](mailto:audrey.alexander@famu.edu). If there are any questions regarding this RFQ, please email Audrey Alexander to the aforementioned email.

### Section III Contract Term

The term of this agreement shall be from October 15, 2023 to November 15, 2023 (approximately six weeks) unless terminated by either party with thirty (30) days written notice.

### Section IV Scope of Services

This project duration is approximately six (6) weeks and includes approximately twenty-four (24) of uniformed security services five (5) days (Wednesday-Sunday) per week. In addition, two (2) days per week vehicle services.

Service (s)- 2 type	Number/Duration	Time frame
Unarmed Uniformed Security Officer	3 Officers per shift 24-hours a day for 5 day (Wednesday-Sunday)	7am-3pm 3pm-11pm 11pm-7am

Unarmed Uniformed Security Officer	1 Officer with vehicle for 2 day a week (Friday-Saturday)	8pm-4am
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Contractor shall provide unarmed uniformed security services in and around Florida A&M University campus on a 24 hour-a-day, 5 day-a-week basis, and provide a uniformed security guard with vehicle (lights/signage), 2 day-a-week or as otherwise indicated per site specifications. Contract security personnel will provide a variety of service, implementing FAMUPD security objectives according to policies and procedures which may include but is not limited to the following general tasks:

- entry and egress access control, roving patrols of interior and exterior building areas and parking lots, visitor and building employee identification verification, incident and daily operating reports, monitoring and responding to base building intrusion detection systems, alarms and fire detection equipment, motorist assist, responding as necessary to support other life safety duties as identified in post orders and standard operating procedures.
- Contractor shall provide appropriate and necessary management and supervision for all Contractor's employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Contractor's rules and regulations, as well as any other policy established by the contracting parties.
- Contractor in conjunction with FAMUPD shall develop a comprehensive set of Post Orders documenting both general procedures as well as site-specific responsibilities. Post Orders shall be prepared prior to the commencement of the contract and must be reviewed and approved by both parties. All security officers will be required to read and verify they understand the Post Orders and at minimum, shall be tested during the On-The-Job Training (OJT) period, annual or more frequently during site inspections.
- Contractor shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both Contractor's and FAMUPD's standards.
- Contractor is responsible for the daily personal appearance of security personnel. Contractor shall provide seasonal uniforms and weather-appropriate protective clothing necessary to support continuous performance of contract requirements.
- Contractor shall agree to remove from the site, whenever required to do so by FAMUPD, any employee considered by FAMUPD to be unsatisfactory or undesirable to FAMUPD, within the limits of any applicable laws.
- Contractor shall administer all cost accounting and billing relative to this contract.
- Contractor shall respond as necessary to accommodate additional duty hours as may be requested by FAMUPD.
- Security officers are prohibited from carrying weapons of any kind, including but not limited to: firearms, nightsticks, martial arts weapons or equipment, batons or any chemical agent spray or liquid.

**Notice of Posting**

All postings referred to in this Notice will be posted electronically on the FAMU Office of Procurement website at <https://www.famu.edu/administration/division-of-finance-and-administration/office-of-operational-effectiveness-and-procurement-services/noticeofpostings.php>.

At all times it shall remain the responsibility of the manufacturers participating in this solicitation to check the postings on the FAMU office of Procurements website. No further notice will be given.