

**Request for Proposals for
Security Services at ICLS branch office in San Bernardino**



Inland Counties
LEGAL SERVICES

ISSUED BY

Inland Counties Legal Services
1040 Iowa Ave., Suite 109
Riverside, CA 92507

PROPOSAL DUE

May 7 ,2019

Request for Proposals

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Request for Proposals (RFP)

1. Description, Purpose, and Objectives

Inland Counties Legal Services (ICLS) is issuing this Request for Proposal (RFP) for an unarmed security guard service at ICLS's branch office in San Bernardino located at 455 N. D Street, San Bernardino, CA 92401. Proposals are requested from companies that have demonstrated ability to perform the tasks identified in this RFP. General liability insurance must be provided by the vendor to ICLS. Guard services must be provided five (5) days per week, Monday through Friday. The selected vendor will need to provide daily services for a total of six (6) hours. Weekend services will not be required.

Hours of service will consist of the following:

- AM Hours: 7:30 AM-9:30 AM
- PM Hours: 3:00 PM-7:00 PM

Additional guard services will be requested for all after hour meetings held at ICLS's San Bernardino branch office. Guard services will also be requested for after hour meetings held at ICLS's Riverside branch office located at 1040 Iowa Ave., Suite 109, Riverside, CA 92507. Other working hours may vary per event. ICLS will notify the selected vendor 72 hours in advance if additional services will be needed for that week.

Guard services will not be required on holidays and weekends. Please see **Attachment A** for a list of ICLS holidays.

All proposals must include the following:

- Pricing options for an unarmed security guard during the hours stated above
- Pricing for any additional services, such as after hour meetings at both locations

The successful vendor will contract with ICLS to provide unarmed security guard services at our San Bernardino branch office 5 days a week, Monday through Friday, from the hours of 7:30 AM-9:30 AM and 3:00 PM-7:00 PM.

ICLS will contract with the successful vendor for three years. A thirty (30) day written termination notice will be required by both parties to end the contract.

2. Background of Organization

Inland Counties Legal Services (ICLS), is a 501(c)(3) non-profit legal services organization celebrating 60 years of providing free legal services in civil cases to low-income clients in the San Bernardino and Riverside Counties of Southern California since 1958.

3. Budget and Timeline

Event	Date	Time
Request for Proposal Released	4/24/2019	N/A
Final Questions Due	5/1/2019	Before 12:00 p.m.
Responses to Questions Released	5/3//2019	Before 3:00 p.m.
Proposals Due	5/7/2019	Before 5:00 p.m.

Proposals are open from April 24, 2019 through May 7, 2019. A vendor will be selected by May 10, 2019.

ICLS will be required to obtain prior approval from the Legal Services Corporation (LSC). This process can take up to sixty (60) days. Once approval is received, ICLS will notify the successful vendor to begin services.

4. Format for Proposals (Response Requirements)

All proposals must adhere to the format below.

1. Vendors name, address, telephone number, email and a description of the vendor's legal status, e.g., corporation, sole proprietor, etc.
2. A statement that guarantees that the response constitutes a firm offer valid for sixty (60) days following receipt and that ICLS may accept the offer any time within the 60 day period
3. Detailed timeline for the project, Project Budget Estimates and Cost Projections including:
 - o Provide a breakdown of all costs associated with the project
 - o Identify any additional expenses, reoccurring fees, etc. that you will require to provide services

5. Evaluation Process

Deadline for questions regarding this service is May 1, 2019. Please email inquiries to the following:

➤ atoerge@icls.org

We will respond within a 72-hour period. Our staff will review proposals, and select a vendor by May 10, 2019. The selected vendor will be expected to enter into a contract with ICLS. Vendors whose responses are not chosen for further negotiations or award will be notified via email.

DEADLINE: Proposals must be delivered via email to Amanda Toerge at atoerge@icls.org no later than 5:00 PM on May 7, 2019. All proposals must include a statement of

authorization to bid signed by a person who is authorized into entering contracts. Bidders must provide a statement that guarantees that the response constitutes a firm offer valid for ninety (90) days following receipt and that ICLS may accept the offer any time within the 90-day period.

Attachment A- ICLS Holiday Schedule

Tuesday, January 1	New Year's Day
Monday, January 21	Martin Luther King Day
Monday, February 18	President's Day
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Friday, July 5	Floating Holiday (no service needed)
Monday, September 2	Labor Day
Monday, October 14	Columbus Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Day
Friday, November 29	Floating Holiday (no services needed)
Tuesday, December 24	Floating Holiday (no services needed)
Wednesday, December 25	Christmas Day