

**LEWIS COUNTY
REQUEST FOR QUALIFICATIONS**

2021-2022 Law and Justice Center Security Services

Lewis County is requesting a statement of qualifications from licensed security firms interested in providing professional security services. The selected firm for this contract will be expected to perform services related to unarmed monitoring of the daily activity at the Lewis County Law and Justice Center in Chehalis Washington, for safety and compliance. The County anticipates entering into a one-year agreement with an option to extend for an additional year by mutual agreement.

Background. Due to the nature of the business that occurs in the Lewis County Law and Justice Center, a higher level of public safety and security of its occupants is required. As such, the Board of County Commissioners has authorized using a private security firm for initial security screening of people as they enter the Law and Justice Center.

Security Threat. The risks involved in court building operations are great and varied, and they can never be eliminated; but with proper attention and care, they can be minimized. Therefore, the County must be vigilant in its efforts to take reasonable, yet cost effective steps to provide security within the Law and Justice Center.

Request for Qualifications

Interested firms should submit a statement of qualifications stating your ability and availability to complete this work in accordance with this notice.

Scope of Services

Provide on-site security services Monday through Friday, between the hours of 7:00 a.m. to 6:00 p.m. as follows:

Peak Hours	No. of Guards	Non-Peak Hours	No. of Guards
		7 a.m. - 8 a.m.	1
8 a.m. - 5 p.m.	2		
		5 p.m. - 6 p.m.	1

The anticipated services are defined as:

- Monitor ingress and egress to the entrance of the Law and Justice Center (single point of entry). Operate x-ray detection system, walk through metal detector, and handheld metal detector to identify banned items.

- Visually check bags for items prohibited in the Law and Justice Center as defined by the Security Plan for the Lewis County Law and Justice Center (Exhibit “A” attached).
- Provide written security reports daily and record every incident or suspicious activity occurrence.
- Complete a walk-through of the employee parking area between 5 pm and 6 pm to ensure staff safety when leaving the building.
- Maintain order at the entrance to the Law and Justice Center. Provide reasonable response to diffuse hostile/violent situations.
- Serve as contact person with Chehalis Police Department regarding incidents occurring at the front entrance to the Law and Justice Center.
- During times of reduced entry traffic into the Law and Justice Center, one of the security guards on duty will conduct foot patrols of the building.
- Responsive to the needs of the Superior Court Judge as well as other elected officials located in the Law and Justice Center.
- Ask current screening questions as directed by the courts.
- Must be able to stand for long periods of time, ascent and descend stairs to secure stairwell, and respond promptly to incidences throughout the building and premises.
- Required to maintain a professional appearance at all times.
- Provide security for special events, as needed, on an hourly basis.
- Provide additional security services as negotiated between the parties.

Submittal Requirements

Interested agencies shall provide a statement of qualifications, experience, and extent of involvement for the assigned personnel on similar contracts. The proposal shall include:

1. A summary of the security firm’s qualifications to provide Licensed Security Officers as defined under the laws of the State of Washington to perform all work described in this proposal.
2. A description of the process for background investigations of all security officers who would be assigned to the Lewis County Law and Justice Center. The background check shall include the following at a minimum:
 - a. Must be at least 18 years old
 - b. Verification of employment eligibility through the E-verify system
 - c. Criminal records check
 - d. Drug screening
 - e. Employment history verification
 - f. Personal reference checks
3. A complete description of the general security officer training program provided to security officers by the security firm.
4. A complete description of the security firm’s process and program for provision of security officers who are fully capable and qualified to staff courthouse security screening entry and exit points, and fully trained in the operation of courthouse security screening equipment. Screening

equipment includes x-ray detection systems, walk through metal detectors, and handheld metal detectors.

5. A complete description of the security firm's process and program for provision of security officers who have successfully completed a certified First Aid/CPR/AED training course of no less than 8 hours prior to their assignment to the Lewis County Law and Justice Center.
6. A complete description of the security firm's process and program for provision of security guards to complete a certified workplace safety training program.
7. A complete description of the security firm's process and program for security officer de-escalation training.
8. A clear explanation of the security firm's process for security officer compliance with maintaining the security firm's training standards and penalties for security officers who fail to comply.
9. A complete description of the security firm's program and provision of security officer uniforms appropriate to environment, job duties, and location. Shall provide details of how the professional appearance and fit is enforced. Describe in detail proposed uniforms and how they clearly identify the security firm's employees as security officers. The security firm is responsible to ensure uniforms are well maintained and have an established process for worn/damaged uniform replacement.
 - a. Provide a clear explanation of the security firm's process for compliance with uniform standards and penalties for security officers who fail to comply.
10. Provide a clear explanation of process for reporting performance concerns of security officers to the security firm and how resolutions of concerns will be reported back to Lewis County.
11. A list of references knowledgeable of your firm's work.

All submittals shall be prepared in accordance with the terms as set forth in this RFQ. The Submittal shall not exceed five (5) pages, double sided if needed. The front cover, back cover, and a maximum one-page cover letter will not count against the maximum page count.

Evaluation Criteria

The selection committee will review, evaluate, and rank each statement of qualifications based on the following criteria listed in order of importance:

1. Experience, training, and technical competence of the firm and its personnel that will provide the scope of services.
2. Quality control procedures for employee performance and infractions.

3. Past record of performance evaluations with Lewis County and other government agencies, including cost controls, quality of service, responsiveness, cooperation, and ability to communicate.
4. Capacity to perform the work, including additional services during special events, within the time limitations, considering the firms current and planned workload.

Preference will be given to individuals who are retired or reserve military or retired police officers.

Selection Process

After the selection committee has completed their review and ranking of the statement of qualifications is complete, they will make a decision to either create a short list of firms they would like to hold a short interview or with or make a recommendation to the hiring authority a preferred firm.

Lewis County will not reimburse applicants for any costs associated with preparation or submittal of qualifications or subsequent interviews. Furthermore, this RFQ does not obligate the County to accept or contract for any services and the County reserves the right to reject all qualifications submitted.

Lewis County is an equal opportunity and affirmative action employer. Disadvantaged, minority, and women-owned firms are encouraged to submit statements.

Submittal Instructions

Qualification must be received no later than **3:00 pm PDT, on Thursday April 15, 2021.**

Firms desiring consideration shall submit four copies of complete statement of qualifications packet to the Clerk of the Board of Lewis County Commissioners (351 N.W. North Street, Room 210, CMS-01, Chehalis, Washington 98532). Please clearly mark your proposal: "Statement of Qualifications for 2021-2022 Law and Justice Center Security Services, to be opened at or after 3:00 p.m. on April 15, 2021".

For more information about the submittal requirements contact Andy Caldwell at 360-740-1157 or via email Andy.Caldwell@lewiscountywa.gov.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 200D-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it

will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Contract Requirements

Lewis County plans to use the attached security contract, firms with significant concerns with the terms and conditions of the contract should not submit on this RFQ.